

2016-2017

FORSYTH PUBLIC SCHOOLS

K - 6

STUDENT-PARENT HANDBOOK

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

**DAILY CLASS TIME SCHEDULE
ELEMENTARY K - 6**

8:10	First Bell
8:15	Class Begins
10:00 – 10:15	K-3 Recess
11:00 – 11:40	Grade K-3 Lunch
11:30 – 12:10	Grade 4-6 Lunch
2:00-2:15	K-3 Recess
2:15-2:30	4-6 Recess
3:25	Dismissal

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2016-17 SCHOOL STAFF

Seleg, Dixie	Office	Principal
Ayers, Michele	Office	Office Manager
Bidwell, Erica	Room 3	6 th Grade
Bird, Kelsey	Room 16	Kindergarten
Birkle, Kathleen	Room 21	1 st Grade
Bonomo, Mary Kay		Title 1 Aide
Breeze, Andrea	Room 9	4 th Grade
Bundy, Amanda	Room 27 & 12A	Counselor
DeCock, Debby		Special Education Aide
DeCock, Kaybree	Room 25	2 nd Grade
Engle, Joan	Room 20	1 st Grade
Fay, Molly	Room 14A	Librarian
Grogan, Steffani		Technology
Hall, Beth	Room 17	Music K-2/Band 5-6
Harms, Karen	Room 1	6 th Grade
Holmes, Patti	Room 28	Speech Aide
Hutchins, Karilea	Room 11	4 th Grade
Jones, Amy	Room 22	3 rd Grade
Martens, Melanie	Room 19	Title I Aide
Nelson, Jayme	Room 15	Kindergarten
Quinlan, Susan	Room 8	5 th Grade
Simmons, Jan	Room 14A	Library Aide
Smith, Kathryn		Special Education Aide
Stevens, Kayla	Room 22	3 rd Grade
Treible, Susan	Room 18	Music 3-6
Wanner, Mark	Room 4	Physical Education
Wilson, Carolyn	Room 7	Title 1
Wright, Cindy	Room 6	Special Education

DISTRICT SUPPORT STAFF

Steve Pulver	Maintenance
Marty Cox	Transportation
Wendy Shreeve	Food Service
Salome Antonio	Custodian

DISTRICT ADMINISTRATIVE STAFF

Dinny Bennett	Superintendent
Robert Martelle	Business Manager
Stephanie Schnug	Payroll Clerk
Mandy Bonomo	Admin. Asst. & Act. Clerk

BOARD OF TRUSTEES

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

Principal's Message

Dear Parents/Guardians,

I would like to welcome you to Forsyth Elementary School for the 2016-17 school year. The staff is excited about the opportunity to teach and challenge our students in experiences that will open their minds and excite them about the world around us.

The vision of Forsyth Elementary is LEARN! We feel parents are a crucial component in our journey to reach this vision. Parental involvement is directly related to a student's success in school. We encourage you to attend parent/teacher conferences, monitor homework and grades, expect and support positive behavior, read with your child daily and most importantly, ensure your child attends school regularly. These few supports and open communication with your child's teacher will lead to a positive, successful school year for both you and your child.

This handbook outlines many of our school goals and rules that are consistent with School Board policy. It provides guidance and information for the school community. All rules and policies have been established to ensure academic opportunity, safety and the well-being of students.

Please feel free to call or stop by the office whenever you have questions or concerns. Open lines of communication are essential to assuring students meet their potential and parent's concerns are being heard and addressed.

Dixie Seleg
Principal

MISSION STATEMENT

Forsyth Elementary School focuses on good citizenship and academic excellence. We provide a safe teaching/learning environment that creates life-long learners and empowers students to succeed in a rapidly changing world.

VISION STATEMENT

Learn everyday
Encourage others
Achieve our goals
Respect all and
Never give up!

ADMISSION AND ATTENDANCE

MONTANA LAW STATES THAT KINDERGARTEN STUDENTS MUST BE FIVE YEARS OLD ON OR BEFORE SEPTEMBER 10 OF THE CURRENT YEAR. First grade students must be six years old on or before September 10 of the current year. Entering the child in school at the appropriate age has proven to be in his/her best interest.

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, which each child must be fully immunized against, are: diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella and varicella. Other immunizations may be suggested, but 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.

ATTENDANCE POLICY

It is the philosophy of the Trustees that attendance and educational success are definitely related. The parent and student must jointly share the responsibility for attendance. The role or attitude taken by the Forsyth Public Schools is that attendance is mandated by law until the child is 16 years of age and a graduate of the 8th grade; from that time on obtaining an education is a privilege not to be taken lightly. The following procedures shall apply to all absences:

ABSENCE - EXCUSED

- A. The student's parents or guardians must telephone the appropriate school office and inform them of the reason for the absence by 9:00 AM on the day of the absence; otherwise the absence is unexcused, until it can be validated by the Building Principal.
- B. Extended student absences for vacations are discouraged, however, in the event an absence of this type is planned by the parent the school should be notified a minimum of 10 school days in advance.
- C. Make-up work will be required for all absences. Vacations or other pre-excused absences may require work be completed prior to absence. Students will have one day to make work up for each day absent as a general rule. Exceptions should be discussed with both the teachers and the Principal.
- D. Ten (10) days excused absences in one semester may result in loss of credit in that class or classes.

ABSENCE - UNEXCUSED

- A. Any absence not:
 - 1. Accompanied by a telephone call within 24 hours of return to school.
 - 2. Meeting the requirements described in Board Policy.
 - 3. Lacking prior approval.
 - 4. Lacking a parental note within 24 hours of return to school.
 - 5. Five (5) days unexcused absences in one semester may result in loss of credit in that class or classes.

TARDINESS

Attendance/tardiness reflects a student's dependability and is a significant factor in future life. School success is greatly affected by a good attendance record. Tardy is defined as student not in their seats ready for class to begin when the bell rings. Tardiness has a disruptive effect on the classroom. This disruption affects teachers, other students in the class and the tardy student. Every effort will be made to encourage students to be in class on time every day.

- A. Excused - the student has the right to all missed materials, without exception. These are cleared with a telephone call from parent/guardian, have prior approval and/or a note from parent/guardian.
- B. Unexcused - those tardies not accompanied by telephone call from a parent, lacking parental note, or lacking prior approval. Unexcused tardies will be considered a matter of discipline involving student, parents, teachers and principal.

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 must be picked up by a parent/guardian at the school building office.
- B. Students visiting doctors during school hours must bring a note from the doctor or parent, which states the time of the appointment. Please have an appointment slip signed by the doctor or nurse before returning to school.
- C. If any student has a serious medical problem, please inform the office immediately.

LEAVING SCHOOL PROPERTY

Students leaving school property during school hours is only permitted if the student is picked up at the school office by a parent/guardian or other responsible adult (with a signed note from the parent/guardian) or a Release for Student to Travel in Alternative Transportation form filled out and signed by parent/guardian and turned in to the school office 24 hours in advance. **PHONE CALLS WILL NOT BE ACCEPTED.**

ACADEMIC PROGRAMS

GRADING SCALE

In the interest of consistency and fairness, all teachers in all classes at Forsyth Public Schools will use the following grading scale:

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

MID-TERM REPORTS

Mid-term reports will be sent home with each student at the mid-term of each quarter. Mid-terms that contain D's or F's will be mailed home.

Parents are encouraged to check on their student's progress frequently using Family Link. A username and password will be provided by the school. Parents may call the school to request a grade check. Grade checks will be available within 24 hours of the call.

REPORT CARDS

Report cards are sent home with students at the end of each quarter.

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

PIR DAYS AND VACATION DAYS

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	PIR Days - Teachers begin school
August 24	Students begin school
September 5	Labor Day Vacation
September 30	PIR Day
October 20, 21	PIR Days - MEA Convention
November 4	PIR Day
November 23-25	Thanksgiving Vacation
December 21-January 2	Christmas Vacation
January 3	Students and Teachers return to school
January 27	PIR Day
February 17	Vacation Day
March 3	Vacation Day
March 24	PIR
April 14-17	Easter Vacation
May 26	Last Day of School for Students

STUDENT SERVICES

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) is a multi-tiered, collaborative approach to providing academic supports to struggling learners at increasing levels of intensity. RTI can be used for making decisions about general, Title 1, and Special Education, resulting in an integrated system of instruction and intervention directed by student outcome data and matched to student needs. It has the potential to limit the amount of academic failure that any student experiences and to increase the accuracy and relevance of Special Education evaluations.

To assure that the RTI process is followed and that parents are involved in this educational process for their children, the following activities will be completed:

- 1) All K-6 students will be given universal screenings in reading and math three times per year (Fall, Winter, Spring).
- 2) Students who do not meet the benchmark criteria set forth by the district will be progress monitored to ensure adequate progress is being made.
- 3) All K-6 students may receive diagnostic testing (as needed) to help determine appropriate levels of intervention.
- 4) All students will be instructed using an evidence-based core program. All intervention programs available to students will also be evidence-based.
- 5) For students who do not make adequate gains after extensive intervention opportunities have been provided, the process for Special Education can be started with signed parental consent.

RTI is an evolving school-wide improvement process.

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 I students the skills they need through additional teaching materials that supplement their regular instruction. Classroom and Title I teachers coordinate instruction on a timely basis. The goal of Title I is to provide instructional services and activities which support students in meeting the state's challenging performance standards.

SCREENING

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.

SPECIAL EDUCATION

A commitment has been made to recognize the rights 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.

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 www.forsythelem.weebly.com, databases, books, magazines, newspapers, videos, and computers. The library is also a teaching center where students receive instruction in library usage and research skills on a group and individual basis.

Students in grades K-2 are not charged fines for overdue books. Overdue fines for students in grades 3-6 are 2 cents per day per book.

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.

GUIDANCE PROGRAM

Forsyth Elementary offers comprehensive guidance programming designed to foster the personal, social, educational and career development for all students. School counselors serve as a resource to parents, staff and students and are responsible for implementing the guidance program by conducting classroom 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 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.

For more information, access www.forsythguidancedepartment.wikispaces.com about the guidance program. If you have a specific concern about your child, please contact the school office, your child's teacher or the school counselor directly.

SCHOOL INSURANCE

School District No. 4 does NOT carry insurance on students hurt on school property (i.e. playground accidents, etc.). Optional insurance is available if you do not carry personal insurance. Forms will be sent home with the students shortly after school 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 Administration Office at 346-2796, Ext 5100.

SCHOOL BOOKS AND EQUIPMENT

- A. Each student is expected to help maintain all school equipment in the best possible condition.
- B. Each student is responsible for any equipment or books issued to them. Books will be covered to protect them. Any wear or damage beyond normal use will be the financial responsibility of the student. Students will be held financially responsible for replacement costs of lost books.
- C. Each student is responsible for keeping his/her locker cleaned both inside and outside. Since lockers are not locked, valuables or money should not be kept in lockers; the school assumes no responsibility for the loss of valuables or money. Locker use is a privilege.

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 \$.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. Lunch

payments must be received by 8:30 a.m. to be credited for 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 building secretary 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 contact with the parent.

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

STUDENT INFORMATION

ACTIVITY TICKETS

Students may purchase an activity ticket for \$50.00. This ticket will allow entry to all school sponsored sports activities, in the High School and the Middle School. It represents a considerable savings if one plans to attend most activities. Tournaments sponsored by agencies other than our local school system are not included as part of the activities covered by the activity ticket.

APPEARANCE OF SCHOOL BUILDINGS

The Forsyth School System has a reputation for its fine program of building maintenance. Students will cooperate with the school employees in continuing this city's pride in attractive and well-kept schools by giving every piece of equipment and furniture proper care. Students are requested to report to teachers any defacing marks that may appear on walls or furniture. Defacing may require hand sanding and finishing by the student. Montana statute provides that parents are financially responsible for damage to school property by their children. Spare your parents needless expense by exercising care in your treatment of the school facilities.

ASSEMBLIES AND AUDIENCE BEHAVIOR

Assemblies provide opportunities in school to learn appropriate audience behavior. Students need to be respectful and attentive during all assemblies. Any student who misbehaves may lose their right to participate in future activities and may receive additional consequences.

BICYCLES

Students riding bicycles to school are required to practice safe riding habits and follow Montana traffic laws. A bike rack is provided for all bicycles and students are encouraged to lock up their bikes while they are in school. Also, students should register their bicycles with the Sheriff's Department.

CELL PHONES

Students may use cell phones on their way to and from school. During the school day (8:00

a.m. to 3:25 p.m.) they must be kept out of sight and turned off unless the teacher allows the device to be used for a class assignment. Unauthorized use of cell phones will result in confiscation by school personnel. Confiscated phones will be returned to the parent or guardian. Repeated unauthorized use will result in disciplinary action.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

Please inform the school if you change your address, telephone number or emergency phone number or contact person.

FIRST AID

There are facilities in each school for a student to lie down if not feeling well. If the child does not feel well enough to return to class in a short time, a parent will be contacted to pick the child up from school.

Therefore, it is important that the school be kept informed of a current phone number where you can be contacted. Very minor injuries will be taken care of by school personnel. All accidents must be reported immediately to the Building Principal. Parents will be contacted and requested to take over the responsibility for any care that goes beyond "First Aid".

FLOWERS, BALLOONS, AND TREATS

Please refrain from sending flowers and/or balloons to your student at school. They will not be delivered to students in the classroom. It is very disruptive in the classroom and also becomes a safety issue on the buses. Treats for the classroom need to be left in the office. They will be delivered to the classroom when it is convenient for the teacher. Student allergies need to be considered when providing treats for the classroom (i.e. peanuts).

LOST AND FOUND

All articles found should be turned in at the office. Marking clothing and other belongings are a precaution that will insure against loss and mistaken identification. Lost and Found bins are maintained in the school. Children are encouraged to check for lost articles several times, and before considering an article permanently lost, check with the Office.

PARENT/GUARDIAN VISITS

Parents/Guardians are welcome to visit their child's classroom if prior arrangements have been made with the classroom teacher and/or Principal. Normally, teachers should be provided a full day's notice of a classroom visit. One hour will be allowed per each classroom visit.

RECESS

Students are expected to go out for recess. When the temperature is zero or below (wind chill factor will be considered), students will stay inside for recess. The following criteria will be used for appropriate outside attire: 40 degrees or below-coat required; 50 degrees-long sleeves required; 60 degrees and higher-no coat required.

Students need to know that if they are well enough to come to school, they are well enough to go outside for recess. If a child is sick, he or she should stay at home. Notes to stay in for

recess will not be honored.

TELEPHONES

Children will be permitted to use the phone with permission of the classroom teacher or office personnel. Students and teachers will not be called out of class to the phone except for emergencies. Messages will be taken and delivered at appropriate times.

TOYS/ELECTRONICS

Students are not to bring handheld devices (i.e. iPod, electronic tablets) to school unless specifically requested by school personnel. The School District is not responsible for theft or damage of private property.

VISITORS

ALL VISITORS must check in at the building office upon arrival at the school. For the safety of our staff and students, it is important that the office knows who is in the building and the reason for their visit. Children visiting your home will not be allowed to visit your child's classroom during the regular school day.

STUDENT CODE OF CONDUCT

APPEARANCE AND DRESS

The main concern of the school is that students dress neatly and cleanly in clothing appropriate for attending school. Garments shall promote decency when worn by the student during normal classroom activities.

- A. All garments will have machined hems and finished edges.
- B. Undergarments are not to be exposed or worn on the outside of other clothing.
- C. No clothing with profanity, obscene words or gestures, or promotion of drugs, alcohol, or sex, (implicitly or explicitly) will be allowed.
- D. All tops will completely cover the mid-section and shoulders and will have appropriate necklines.
- E. Shorts that comply with all stated grooming and dress regulations may be worn. No special privileges will be given to a student who chooses to wear shorts on a cool or cold day.
- F. Shorts or skirts must be at least the same length as the longest finger from a fully extended arm reaching down the side of the thigh. The shorts/skirts must be at their appropriate waist location as determined by the administrator.
- G. No flip-flop shoes.

Students are asked to use good judgment and take pride in their dress and grooming. The Principal will be the final authority in judging whether appropriate standards have been met by the student.

HATS AND CAPS

Hats and caps are not to be worn in the school building from 8:00 AM to 4:00 PM each day. Hats and caps are to be immediately removed inside the building.

GENERAL CONDUCT

All students will:

- A. Refrain from use of profane language or gestures.
- B. Refrain from throwing rocks, ice, snowballs or other projectiles that might injure or damage other students or other's property.

- C. Refrain from excessive or loud talk, mischief, rudeness or disrespect for fellow students and adults.
- D. Use corridor manners in hallways: Quiet voices, no running, and safety precautions.
- E. Show courtesy and respect and follow the directions of those in charge.
- F. Address adults by their last name preceded by Miss, Mrs., Ms. or Mr. as the case may be.

- G. Be careful of 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.
- H. Keep the school grounds, rooms and halls free from paper and other refuse.
- I. Never be involved in fighting of any sort on school grounds.
- J. Refrain from inappropriate public display of affection in hallways, locker areas, the lunchroom, in parking lots or anywhere else on school grounds.

Closed circuit video equipment is in use for added security and conduct support of K – 6 students.

STUDENT CONDUCT ON PLAYGROUND

- A. Students are to be involved in constructive playground activities.
- B. Students are to remain on the playground during recess or after arriving in the morning. They may re-enter the building only with the permission of the Playground Supervisor.
- C. Students are to wear clothing and footwear appropriate for playground and weather conditions. No flip-flops or bare feet.
- D. Students are to follow directions the first time they are given.
- E. Safety comes first! The following activities are prohibited on the playground:
 - 1. Fighting, play fighting, tackle games of any kind
 - 2. Throwing dirt, rocks, snowballs, or other dangerous objects
 - 3. Hardball, softball and games involving bats
 - 4. Riding on the backs and shoulders of other students or carrying other students
 - 5. Sliding on ice during inclement weather
 - 6. Inappropriate use of playground equipment
 - 7. Climbing on fences or poles
 - 8. Playing on the grass or in puddles when it is sloppy wet
 - 9. Riding bikes, skateboards, or rollerblading on school grounds
 - 10. Playing beyond the limits of the playground boundaries
 - 11. Chewing gum, eating food, or candy while on playground

12. Inappropriate language (swearing), gestures or spitting
- G. The Playground Supervisor may stop any activity felt to endanger the students or interfere with the playing of others.

PLAYGROUND CONDUCT DISCIPLINE CONSEQUENCES

1. Verbal Warning
2. Time out on "The Wall"
3. Behavior will be documented using a recess tracker system.
4. Major offenses will result in an office referral. Consequences will be determined by the Principal.

STUDENT CONDUCT ON BUSES

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.

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.

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 given to the principal. The normal progression of the discipline code shall be followed.

The Principal/designee 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 with audio on each bus as a monitoring system for each student's safety and protection.

SCHOOL BUS RULES

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.

TRANSPORTATION

Please send a note or call if you have a change in transportation plans for your child. **Bus messages will be taken until 2:00 p.m.** If we do not receive a note or phone call your child will be expected to do their normal routine.

UNDER NO CIRCUMSTANCES MAY A STUDENT RIDE A BUS THAT WAS NOT DESIGNATED TO THEM OR BE DROPPED OFF AT A STOP DIFFERENT THAN THEIR REGULAR STOP WITHOUT A NOTE OR TELEPHONE CALL FROM THE PARENT/GUARDIAN.

INCLEMENT WEATHER

At times during the winter months the buses:

- A. Do not run; Run only in-town routes;
- B. Are late getting to their stops; or
- C. School itself may have to be called off.

During these times 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 is not run in the afternoon.

STUDENT CONDUCT IN LUNCHROOM

The students will:

- A. Enter the lunchroom in a quiet and orderly manner.
- B. When being served, take the plate nearest you and remember your silverware.
- C. After being served, sit down quietly and limit your visiting to those on either side of you or across from you.
- D. Calling or waving to students waiting in line is prohibited.
- E. Keep your hands and your food out of other people's plates, and this also includes no sharing of food.
- F. Throwing of food or other objects is strictly prohibited.
- G. While seated, keep your feet under the table and not in the aisle.
- H. Students should attempt to eat what is given or they take. This prevents large amounts of food from being wasted.
- I. Students will follow directions given by adults in the lunchroom.

HARASSMENT/INTIMIDATION/BULLYING

Harassment, intimidation or bullying can be either physical or verbal. Physical or verbal harassment, intimidation or bullying of students or school staff is prohibited. When an individual feels he or she is a victim of any harassment, intimidation or bullying, such incidents are to be reported immediately to a classroom teacher or to the principal. 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 right of another person. 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 involved in any form of harassment, intimidation or bullying will be subject to school disciplinary procedure, which may include ISS, OSS and/or Expulsion. 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.

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 ISS, OSS and/or Expulsion.

STUDENT DISCIPLINE

STUDENT RESPONSIBILITIES

- A. To treat others fairly and without prejudice.
- B. To obey and comply with school rules.
- C. To respect other people's rights, property and reputations.
- D. To contribute to a positive and safe school environment.
- E. To participate in their own learning - to strive to the best of their abilities.
- F. To respect and maintain school property.
- G. To attend school regularly, be prepared and on time.
- H. To avoid disruptive behaviors.
- I. To take education seriously.
- J. To behave, dress, and use language appropriate to a learning environment.
- K. To practice civility and to show respect in all dealings with peers and adults in the school.

STUDENT RIGHTS

- A. To have a safe and healthy learning environment. To learn in a drug-free, smoke-free, and violence-free environment.
- B. To be respected as individuals and to be treated fairly.
- C. To learn without disturbance or distraction.
- D. To have personal property respected and protected.
- E. To appropriately express views and to be heard.
- F. To be exposed to competent teachers and positive adult role models.
- G. To be challenged with materials and instructional techniques that match the abilities and learning styles of students.

SCHOOL DISCIPLINE

The ultimate responsibility for a student's behavior rests with the student and his/her parents. 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; involvement of the individual and the parents in cases where a student has repeatedly exhibited lack of responsibility or of self-discipline.

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 and other school staff.
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.

DUE PROCESS AND APPEALS

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 school 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 student(s), participant(s) or others and/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 extra-curricular activities.

APPEAL 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.

Only the Board of Trustees can suspend and/or expel a student for a period greater than ten (10) school days; therefore, any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with Section 20-5-202, MCA.

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 on the severity of the infraction resulting in suspension. Credit is 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. ***All rights under IDEA will be sustained.

EXPULSION

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. ***All rights under IDEA will be sustained.

PRINCIPAL'S RULE

There may be situations, not described in this handbook or in the school policy manual that may occur during the school year. The Principal will rule on these 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.

POLICIES AND REGULATIONS

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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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 secretary or administrator, reviewing the records in the presence of that official. Copies of materials from the records may be obtained for \$.25/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, and 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, and dates of attendance, awards received in school, and most recent previous school attended.

TITLE IX

As provided in the Constitution of the State of Montana, Forsyth School District No. 4 is 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 in the law.

SEXUAL HARASSMENT

The Forsyth Public Schools recognizes its responsibility to maintain a working environment free from all types of discrimination, including sexual harassment.

It is the policy of Forsyth Public Schools to prohibit sexual harassment in any form by any employee 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 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/she is being subjected to sexual harassment by anyone connected with his/her work is required to report the matter promptly, as provided in discrimination procedures above. Principals and/or Superintendents shall investigate all reports as provided in Board Policy.

Students are to refrain from making comments, writing notes, drawing pictures, or 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.

SEX DISCRIMINATION GRIEVANCE PROCEDURES

When a student believes that they are being discriminated against because of sex, that student may submit the complaint to the Building Principal. If the grievance is not resolved informally at that level, it may then be presented to the Title IX Coordinator/Superintendent, where another attempt to resolve it will be made. The Superintendent shall respond formally to the aggrieved party within thirty (30) work days.

When a non-student believes that they are being discriminated against because of sex, that person may submit the complaint to the Building Principal. If the grievance is not resolved informally at that level, it may then be presented to the Superintendent, where another

attempt to resolve it will be made. If the grievance is not then resolved, it may be filed in writing to the Board of Trustees. The Board shall then consider the grievance at their next regularly scheduled Board Meeting. The Board shall respond within thirty (30) days of the date of 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.

The Title IX Coordinator for the School District is the Superintendent, at 346-2796 x 5103.

SECTION 504 - HANDICAPPED REGULATION

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute 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 Section 504 Coordinator for the School District is Shelly Weight, 7-12 Principal, at 346-2796 x 5140.

MEDICATION POLICY

School District No. 4 requires medication be given at home whenever possible. Parents and/or physician shall identify students requiring medications at school. Under no circumstances will school personnel provide medicine for students, including cough drops. The only way a student can receive medication during school hours is to have their parents bring medication from home or have a note with the medication in the office.

In special cases, the Principal, doctor and parents may agree on a plan for administration of medication or an inhaler during school hours, (the school secretary will be notified). The medication shall contain the name and telephone number of the pharmacy, the student's identification, name of the physician and dosage of the drug to be given. Prescription medication must be accompanied by a doctor's note. School personnel will not be responsible for administering the medication. It will be up to the student to remember to take the medication. Forsyth Elementary School will not provide auto-injectable epinephrine.

For any student to carry and self-administer asthma medication on school grounds or for school sponsored activities, a Montana Authorization to Carry and Self-Administer Asthma Medication form and a health care plan completed by a licensed physician must be fully completed by the prescribing physician/provider and an authorizing parent or legal guardian. The documentation must be provided to the school.

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 school office, [form 4310F1]. The process will then proceed through the appropriate chain of command for the timely resolution at the lowest possible level.

EMERGENCY EVACUATION PROCEDURE

If it is necessary to evacuate and transfer students to alternative sites from the Forsyth Elementary School building, arrangements have been made for the safe movement and supervision of students to those designated sites. If this scenario were to occur, it is vitally important that parents listen to the local radio station for updates and information, and do not attempt to come to the school or alternative sites to pick up your children until it is announced to do so. Students will not be released until it is determined a safe protocol for doing so has been established.

WEAPONS FREE SCHOOLS

In accordance with the provisions of the Gun-Free Schools Act, any student who brings a firearm onto school property, except as provided below, shall be expelled for a period of not less than one calendar year unless otherwise notified by the Board of Trustees, upon recommendation from the District Superintendent. Therefore, a student shall not possess or transmit any object that can reasonably be considered a firearm, dangerous weapon, any explosive, incendiary or poisonous gas on the school property.

The Building Principal or District Superintendent may allow authorized persons to display firearms or other dangerous objects for educational purposes. Advanced written permission must be received before such objects may be brought onto school property. All conditions, which render it incapable of being fired, must be followed. 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 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 IDEA or Section 504, lawful procedures for changes in placement must be followed for suspension of greater than forty-five (45) days.

DRUGS, ALCOHOL AND/OR TOBACCO

Students are not allowed to use or possess drugs, alcohol and/or tobacco product on school property or at school activities at any time. This also includes school activities away from home. Violation of this shall result in punishment to be administered in accordance with Board Policy.

Tobacco product means a substance intended for human consumption that contains tobacco, including cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco and any other tobacco nicotine innovation. Nicotine innovations include, but are not limited to, e-cigarettes and vapor pens.

In addition, any drugs, alcohol and/or tobacco offense will be reported to the appropriate law enforcement agency.

District-Provided Access to Electronic Information, Services, and NetworksGeneral

The District makes Internet access and interconnected computer systems available to District 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 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.

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.

Policy History:

Adopted on: August 25, 2009

Reviewed on:

Revised on:

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*