

# FORSYTH PUBLIC SCHOOLS

## 2017-2018 STAFF HANDBOOK



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## **ABSENCE/LEAVE**

### **COMMON SENSE LEAVE**

Common Sense Leave is taken by a teacher for less than one hour, where no substitute teacher is necessary (after school, before school, etc.) or where a colleague can cover the class. Time will not count as leave time if the time is made up at a later date. The make-up time must be arranged with the Principal.

The principal must be made aware of the Common Sense Leave and classroom supervision arrangement.

### **DAILY ABSENCE**

Arrangements for pre-planned absences must be made in advance. Please let the principal know as soon as possible so arrangements can be made for a substitute teacher. If you become sick or another legitimate reason for being gone from school arises on short notice, please contact the building principal [supt. if principal is not available].

### **PROFESSIONAL LEAVE/CONFERENCES**

Staff members planning to attend the MEA Convention will be asked to notify the office in advance; or inform the building administrator of what plans he/she has for the two (2) fall PIR days. Documentation of attendance following the PIR days is required.

Requests to attend professional conferences other than MEA must be approved by the superintendent. However, the initial request must be made to the building principal. There is district policy outlining guidelines for professional leave.

Teachers must complete the Absence Report/Leave Request form and provide a copy to the building principal at least one week in advance of the date(s) requested. Pertinent information regarding the conference must also be provided (i.e. brochure, flyer, if available).

A maximum of 2 individuals will be allowed leave on any given school day or based on the discretion of the building principal.

### **SUBSTITUTES**

All leave requests that require a substitute must be requested through the Principal. The earlier a sub can be arranged the better. If multiple teachers request the same date, those that turn in their leave requests late may be denied if no substitutes are available.

Staff will need to call the Principal at or before 6:30 a.m. if a substitute for that day is necessary. If you think you will be gone for a second day, please notify the office before school dismisses so that the sub can be asked to return the following day. Pre-arranged absences must be submitted to the office on the Absence/Leave Request form at least five (5) days prior to the absence. The office manager and/or principal will secure the substitute. Teachers are not authorized to arrange for their own substitute.

All sick leave must be reported to the principal the first day after your return to work.

Lesson plans; seating charts, and names of a class helper should be left in the Substitute Folder where a sub can find them with ease. Lesson plans should not be given over the phone. Substitute Folders are available in the supply room.

## **CERTIFICATION/PAYROLL**

### **CERTIFICATES - TEACHING**

If you received a new or renewed teaching certificate for the ensuing school year, be sure to have it registered with the County Superintendent of Schools. You have sixty days (by law) to do this. Once you register it with the County Supt. please submit a copy to the Central Administration Office for your file. As per state law payroll will be withheld until this procedure is completed.

### **MOVEMENT ON SALARY SCHEDULE**

Those who earned enough credits to advance on the salary schedule must notify the Central Administration Office by March 1<sup>st</sup> for advancement on the salary schedule for the next year.

### **W-4 FORMS/TEACHER RETIREMENT FORMS**

If your withholding status has changed, secure a new W-4 form from the Central Administration Office. If no changes are made, deductions will be made as before.

If you wish to change your beneficiary on your retirement, notify the Business Manager/District Clerk at the Central Administration Office.

## **STUDENT SUPERVISION and INSTRUCTION**

### **CLASSROOM SUPERVISION**

Students should be supervised at all times. Teachers should be in the hallways outside classroom doors during the times students are coming to class, passing between classes, or leaving the building. This is a preventative discipline measure.

### **CHILD ABUSE**

It is required by law that every staff member immediately report suspected incidents of child abuse. You do not have to prove it – you just have to suspect it. Please come to your principal and discuss the case. Your principal can offer support if you need it. For your protection, administration will complete the form in District Policy and file it to document reports made on suspected child abuse.

### **COMMUNICATION**

The success formula for any staff is a completely open and honest communication network among its members. We have a vital obligation to children and can fulfill this obligation only if we can function as an adult, professional staff. To facilitate that, let's...

- (a) try to be positive in our thinking,
- (b) discuss irritations with the person affecting us, or
- (c) discuss problems with your principal.

We encourage you to make every attempt to keep the lines of communication between school and home open. Parents are to be notified immediately of difficulties (academic, social and disciplinary) that their children may be having at school. Feel free to conduct conferences with parents as a solicitation of their cooperation. This will eliminate many problems. Provide the principal/office with copies of all classroom communications sent home with students.

## **CURRICULUM**

Our first responsibility is to commit our instruction to following the prescribed courses of study for our school district. Teachers are allowed the flexibility of developing materials in their own style, but must remain consistent in what is being taught at the various levels. Become familiar with your area as well as what is taught at the levels preceding and following yours. This is imperative if we are to maintain a much needed scope and sequence in our curriculum. Before you make any major changes, talk with your Principal.

It is important that supplementary materials such as movies be appropriate and are acceptable in an educational environment. Supplementary materials that are graphic, contain violence or have sexual innuendos, are not appropriate. If in doubt, ask the building administrator.

## **DISCIPLINE**

"Discipline of others isn't punishment. You discipline to help, to improve, to correct, to prevent, not to punish, humiliate, or retaliate." - John Woden

School Law 20-5-201 states classroom discipline is basically the teacher's responsibility. Please confer with the principal on persistent problems. In the best-controlled class the problem of discipline is not obvious. Good discipline is a by-product when students are interested and busy.

When a teacher brings concerns against a student who is chronically defiant, it is necessary that the concerns be specific and anecdotal. As a result, it is recommended that teachers keep a written record of student offenses in the classroom. Students assigned an out-of-school suspension will be required to turn their finished work into the office upon their return to school.

***Corporal punishment is not permitted at any time as per state law.***

## **DRESS CODE**

Specific standards are outlined in the Student-Parent Handbook. These should be reviewed and discussed with students. New areas of concern pertinent to safety continually arise as fashions, trends and societal changes occur. Safety and decency are the guides.

## **DUTY ROSTERS**

A duty roster has been prepared for the building. Mark the dates of your responsibility on a calendar or plan book you will use regularly. If you have a conflict with any of the assigned times, it is your responsibility to trade with a fellow staff member. [Please notify the office of changes you have arranged.]

## **GUEST SPEAKERS**

It is encouraged that you use guest speakers as resource people whenever possible. It is mandatory that you remain in the classroom during their presentation and not leave them alone with the class. Be sure to inform your Building Principal of your intentions prior to the event.

## **INJURED STUDENTS**

Students injured at school or at a school sponsored activity should receive immediate attention. The parent and the Principal must be notified as soon as possible and a written Accident Report Form filled out and turned into the office manager as soon as possible. These forms are available in the office. Parents should always be contacted, or an attempt made to contact them and documented, prior to taking the student to a doctor. If the student must be taken to a doctor and the parent/guardian cannot be contacted, a copy of the medical consent release form must be obtained from the office.

## **INSTRUCTIONAL AIDES**

The main purpose of having aides in the school is to support instructional programs. Our aides are assigned specific duties for individual students, groups of students or classes based on student needs. This will be done in cooperation with Special Education and Title 1 Services. Other duties are assigned by the Principal.

## **LESSON PLANS**

All teachers will be required to turn in a copy of their lesson plans each week. These are to be turned in to the Principal by 8:00 a.m. Monday morning. Lesson plans will be such that a substitute teacher may pick up where you left off in case you are unable to perform your duties on any particular day(s).

## **MAKE-UP WORK**

If a parent needs to pick up make-up work for a student, a list of assignments and necessary worksheets, etc., will need to be left in the office by the time designated on the request form. A reasonable amount of time will be provided to the teacher to prepare the assignments to be picked up. Standard policy: One day to make up work for each day of absence.

## **MEDICATIONS POLICY**

School District #4 requires that medication be given at home whenever possible. Under no circumstances will school personnel provide any patent medicine to 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.

## **PARENT/TEACHER CONFERENCES**

We have the opportunity to meet formally with parents at a scheduled conference in the fall. Items to discuss during the conference include performance, behavior, and samples of work. Share positive information about a student as well as concerns.

## **PROFESSIONALISM**

Professional Dress Expectations:

- Dress should project the look of someone in a professional career
- Appearance and dress must meet the same standards as student's expectations
- On Fridays, jeans can be worn with Dogie Wear or other professional clothing

Classroom Standards:

- Eating and drinking in front of students is prohibited unless the whole class is involved
- Staff may have beverages in the classroom in a closed container i.e. water bottle or travel mug
- Classrooms must be kept clean and organized
- Classrooms must be arranged to allow the custodial staff adequate access to vacuum and mop

Profession etiquette

- Cell phones are not to be used for personal business while staff are instructing or supervising students
- Staff are encouraged to exhibit a collegial relationship with other staff members

## **STUDENT PASSES**

If students need to move outside the classroom during class times, please send a pass with them, stating the purpose. Students out of class should be kept to a minimum. The method of providing a pass is left to the discretion of the teacher.



## **STUDENT RECORDS**

Student records are confidential. Student performance and behavior in the classroom is confidential. All parent conferences are confidential. The information discussed at Evaluation Report meetings is confidential. It may not be discussed with fellow staff members unless professional advice is being sought. It may not be discussed outside the school building.

The Family Educational Rights and Privacy Act, passed by congress in 1974, was designed to protect the privacy of student educational records. The act gives certain rights to parents regarding their child's educational records, namely:

- (a) a school must allow parents to inspect and review their student's educational records maintained by the school;
- (b) parents may request that a school correct records believed to be inaccurate or misleading;
- (c) the school must have **WRITTEN PERMISSION** from the parents before releasing information from a student record.

Consequently, any requests to review student records are to be referred to your Principal. Only authorized personnel have rights to access Special Education records. These records are kept locked in a file cabinet in the office vault.

## **STUDENTS LEAVING SCHOOL**

Students must not be permitted to leave the school building or grounds at any time unless they have reported to the office and received permission and signed out -- even in the case of illness.

## **TARDIES**

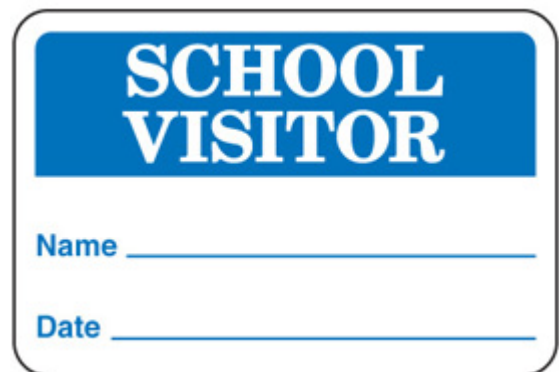
Students who are tardy or late for class without a pass, regardless of the reason, are to be sent to the office before going to class.

## **VISITORS**

Parents and adults are always welcome at the school but are required to stop at the office before going to any classrooms, lounge area or counselor's office in the building. Staff and students from other buildings should also check into the office before proceeding to another area in the building.

## **VOLUNTEERS**

Teachers are to encourage the use of reliably scheduled assistance by parent and community volunteers. Visit personally with any parent referred by the office or who makes personal contact with you. Parent volunteers are one of the best public relations for the good things that are happening in Forsyth Schools.



**SCHOOL  
VISITOR**

Name \_\_\_\_\_

Date \_\_\_\_\_

## **MANAGEMENT OF FUNDS/PROPERTY**

### **ACTIVITY REQUISITIONS**

Any item that you wish to purchase through an Activity Account must also have an Activity Purchase Request Form (purple form) filled out for approval by the activities director or principal. These are available in the office. When approved, the staff member or a student must obtain a purchase order **BEFORE** making the purchase. The purchase orders may be obtained from the Activities Clerk. Reimbursement for personal purchasing for a club or activity will only be done with prior approval of the building principal or activities director.

Accounts will not be allowed to run in the "red." If there are no funds in the account, there will be no purchases. Extracurricular checks will be run on Thursdays. Any request for a check must be to the Extracurricular Funds Manager by Wednesday at 4:00 p.m. Last minute, same day checks will not be processed until the next regular run of checks.

### **ATHLETIC FIRST AID KITS**

The first aid supplies in the office are for first aid use in routine first aid treatment of the general student body. If you need supplies for an Athletic First Aid Kit, contact the Activities Director.

### **AUDIO-VISUAL EQUIPMENT**

Audio-visual and some technology related equipment for general teacher use is stored in the library. Equipment is to be checked out and promptly returned so that the next teacher may use the equipment without having to chase it down. Your cooperation is essential.

### **BUILDING SECURITY**

Make sure that the windows and door to your classroom are locked before you leave each day. If you return in the evening or on a weekend, please check the windows, lights, classroom door and exit door when leaving. If you are dealing with students, check outside doors to see that none of them have been wedged open with small stones or other objects. When leaving through the front door, push it shut, and pull it to make sure that it has locked.



#### **\*REPORT LOST KEYS TO THE BUILDING PRINCIPAL IMMEDIATELY!**

Staff members may be held accountable for any damages incurred due to unauthorized persons using lost keys. Staff members may also be held liable for expenses of re-keying the affected areas.

**\*DO NOT GIVE YOUR KEYS TO A SUBSTITUTE!**

**\*DO NOT GIVE YOUR KEYS TO A STUDENT!**

**\*AT NO TIME WILL STUDENTS BE ADMITTED TO THE BUILDING FOR ACTIVITIES UNLESS APPROPRIATELY SUPERVISED!**

### **BUILDING USE**

Scheduling of events in District Buildings must go through the Administration Office by completing an event form. The respective building principal and/or activities director will approve all building use following the review of the completed request to use forms. Teachers scheduling special classroom events or activities must have those events cleared with the Principal.

## **CARE OF SCHOOL PROPERTY**

Every student should be impressed with his or her personal obligations in the care and treatment of school property. This includes texts, furniture, equipment, building, supplies, as well as the personal property of others. Point out the appearance of the building as the school year begins and appeal to the students' pride and good judgment to keep it nice throughout the year.

Teachers are directly responsible for the care of the equipment and room, which is assigned to them. The halls, rest rooms, buildings and grounds are the responsibility of all. All school equipment should remain in the building.

## **INVENTORY**

All fixed asset inventory and supply inventory must be kept by respective personnel. Teachers are required to make a complete inventory of all texts, supplies, equipment, furniture, etc. Be certain that all major items are on your inventory. Add new items as they are received. Delete items that are outdated or no longer functional. All items \$300.00 or more are to be tagged with district ID tags available in the office. All equipment must be inventoried with the ID number, Serial and Model numbers, Manufacturer, Price, Date Purchased, and the name of the Vendor. All texts must also be listed on the inventory with the above information as well as the ISBN# and Copyright date. These forms are available in the office.

Each staff member is responsible for updating their respective inventories and tagging new equipment with district ID tags. INVENTORIES WILL BE UPDATED IN THE FALL BY SEPTEMBER 15 AND AGAIN IN THE SPRING BEFORE CHECKING OUT. Purchase order copies will be made available to the teachers. The original PO (pink copy) will be kept on file in the office for 2 years.

## **MAILBOXES/E-MAIL**

Please check and empty your faculty room mailbox daily. Check and respond to e-mail messages by 9:00 a.m. and after 3:00 p.m. daily.



## **ORDERING PROCEDURES**

ANY ITEM YOU WISH TO PURCHASE FOR THE CLASSROOM WILL BE SUBMITTED USING THE EXCEL REQUISITION FORM FOR APPROVAL BY THE PRINCIPAL. These are available on the network. These must be filled out with complete address and phone numbers, teacher name, the fund that is being utilized, quantity, item number and description, cost, total and must have the shipping and handling noted. If you do not know the amount of shipping and handling, use 20% of the final total. If there are no shipping and handling charges, indicate "No S & H" on the requisition.

Plan ahead as this process takes time. Leave yourself some time for the order to be processed and filled. The office will receive a copy of the Purchase Order when the order has been approved by the Administration. As soon as the materials arrive they will be delivered to you.

PHONE ORDERS BY STAFF MEMBERS MUST HAVE PRIOR APPROVAL BY ADMIN.

Please utilize existing vendors unless the needed item is not available or it is a "sole source vendor". Please check with the office for supplies before filling out a requisition form for a specific supply. If the office has what you need, it can save you time.

## **PERSONAL PROPERTY**

Be aware that personal property of staff members is not covered by school insurance.

## **RECEIPT OF ORDERS**

Each staff member is responsible for verifying the contents of their order against the Purchase Order. Please contact the office with your copy of the PO within 10 days of receiving the order if there are any discrepancies. All packing slips/invoices are to be forwarded to the Business Office as soon as possible for processing.

## **SCHOOL CALENDAR**

A school calendar is kept in the office. Please check with the office before scheduling any events. Teachers scheduling activities must have the approval of the Activities Director and Building Principal.

## **SOLICITATION OF FUNDS**

The school board has gone on record as being opposed to the soliciting of funds from students except in a very few instances. Before your students are asked to contribute to a fund, talk with your principal.

Walk-a-thon, Bike-a-thon, Rock-a-thon, and any other fundraisers of this nature must be made available through the office on a voluntary basis, rather than distributed to all students. Do not allow any literature from special interest groups to be distributed without clearing it with the office. **ALL FUND RAISING ACTIVITIES** must be approved through the principal and activities director.

## **STAFF LUNCHES**

Staff members may pay for hot lunches at the office before school. Checks or cash should be paid to the Office Manager before the meals are eaten. If trays are taken out of the lunchroom, please make sure you arrange for their return.

## **TEXTBOOKS**

All texts are to be stamped the appropriate stamp for each building and numbered. The number will have 3 parts: i.e., 1-60-93. The 1 = copy, 60 = number ordered, 93 = the year purchased. A stamp may be obtained from the library or the office for stamping the books. Be sure to get them stamped. Please check all texts for the appropriate stamp and number before checking them out to students.



Teachers will keep a record of all textbooks given to students and record the identification number and condition of the text. When books are returned, students are to be charged for lost or damaged books. The amount of the fine is at the discretion of the teacher, however, keep in mind that texts are very expensive and damage should be charged accordingly. Text values and equipment values are located on your inventories.

Fine money is to be turned in at the office. Students paying fines must be sent with a bill to the office where the money will be collected and receipted. The office must have a written record of all monetary transactions. The office will not accept any payment of fines without a written bill from the staff member. Do not send students to pay fines during class periods.

## **VAULT AREA/SUPPLY AREA**

The office vault area will remain locked at all times for the security of records. Access will only be by authorized personnel. All available supplies are located in the copy room cabinets. Supplies are for use by staff personnel only. Students are to provide their own materials. This area is completely closed to students unless accompanied by the instructor.

## **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.

## **TECHNOLOGY**

### **STUDENT PHOTOS ON WEBSITES, PUBLICATIONS and SOCIAL MEDIA**

To showcase student achievement and events at Forsyth Public Schools, student pictures may be placed on the school's website, local newspaper, *Dogie Days* Yearbook or *Facebook* page. A parent or guardian may choose to object in writing to allowing these pictures to be published. If an objection is received, every effort will be made to ensure the student's photograph is not published on any school site. However, Forsyth Public Schools has no control of pictures that are posted on individual social media accounts at public functions. Public functions include any event where parents or the community are invited to attend. These functions include, but are not limited to, sporting events, music concerts, plays, and project presentations.

The following paragraph will be included on the signature page to be included with the Forsyth Public Schools Student/Parent Handbook and the Activities Handbook:

PLEASE NOTE: Federal law requires that "directory information" on your child be released by the District to authorized individuals such as the Montana Office of Public Instruction or other required Federal educational entities. However, if a parent would prefer their child not be included in athletic programs, newspaper articles, the school website, yearbook or other publications, they may **object in writing** to the release of any or all of this information. This objection must be filed in the High School or Elementary office by separate document within ten (10) school days of receipt of this handbook by your child. Typical directory information includes the student's name officially recognized activities and sports, weight and height of members of athletic teams, photographs, grade level, and awards received in school. This limited information may be included in classroom websites, newspaper articles, the yearbook, the Forsyth Public Schools website, athletic websites where game film is posted for recruiting purposes and social media.

### **DISTRICT TECHNOLOGY COMMITTEE**

A district-wide technology committee will be formed to determine training needs, technology acquisitions, and prioritize purchasing based on budget availability. The committee will meet a minimum of four times a year. The Technology Committee will include the Technology Coordinator, High School Principal, Elementary Principal, Librarian, 7-12 Computer Instructor, 7-12 Teacher, K-3 Teacher, 4-6 Teacher, Business Manager, and Superintendent. The teachers on the committee will be appointed by the building Principals.

## USAGE OF COMPUTER LABS AND CHECKING OUT TECHNOLOGY

### Usage of Library Desktop Computer Lab

Teachers wanting to use the library desktop computer lab may sign up on the two-week schedule found on the library counter. The time needed and number of computers should be included when signing up on the schedule.

### Usage of the Mobile Computer Lab (Housed in the Library)

Teachers wanting to use the mobile computer lab laptops may sign up on the two-week schedule found on the library counter. The time needed and number of laptops should be included when signing up on the schedule. A teacher may check-out the entire mobile computer lab, cart included, to take to their classroom, but must plan to personally pick up and return the mobile lab. Students will not be permitted to move the mobile lab.

### Individual Student Use of Library desktop computers and laptop computers

Students will be permitted to use the library desktop computers and laptop computers for individual use. A student wishing to use a desktop computer in the library must have a pass from their classroom teacher permitting them to do so. Students wishing to check out a laptop computer to take out of the library must check the laptop out with library staff using the exact same procedures as with any other library materials.

Upon return of the laptop, students must check the computer back in with library staff and return it to the mobile cart appropriately. All laptop computers are expected to be checked into the library mobile lab by the end of each school day.

## 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. 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 school's filtered network per the Children's Internet Protection Act. The teacher must coordinate with the Technology Coordinator to have a temporary wifi password setup for the students to use for the project. If the project will take more than one day, it is likely the password will be changed throughout the week to assure students do not continually use the school Internet and slow the network.

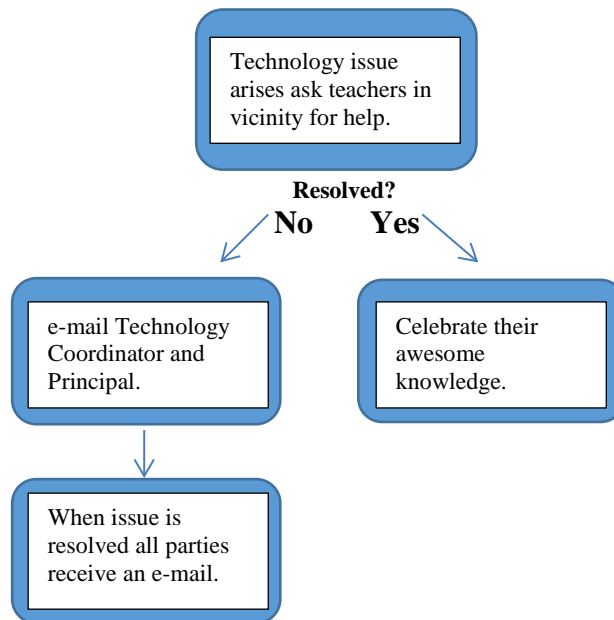
If all students in a class do not have their own electronic devices, it is the responsibility of the teacher to find a solution. **NO** student may use a personal electronic device other than their own. Suggestions for solutions include:

- Check out a laptop from the mobile lab at the library.
- Utilize a classroom tablet or check out a tablet at the Elementary library.
- Group students with devices with those who do not have one. However, only the owner of the technology is allowed to touch or manipulate the device. This solution will be used at the teacher's discretion after discerning the maturity of the group.

## TECHNOLOGY MAINTENANCE and ASSISTANCE

When a teacher or staff member encounters difficulty with the technology in their classroom, they should ask their mentoring teacher or another teacher in their hallway for immediate assistance. Often times the error message or difficulty has been encountered by someone else in the building and they can assist in answering questions.

If the technology problem is at the level that it cannot be easily solved by another teacher, then a request for assistance needs to be made to the District Technology Coordinator, Steffani Grogan. The request should be made to the technology coordinator via e-mail at [sgrogan@forsyth.k12.mt.us](mailto:sgrogan@forsyth.k12.mt.us) with a carbon copy of the e-mail going to the building Principal as well. When the issue has been resolved, a follow-up e-mail by the Technology Coordinator will be sent to the teacher and the Principal outlining completion of the issue.



## TEACHER TECHNOLOGY TRAINING AND SUBSTITUTE TRAINING

Forsyth School District will provide one technology training for professional in-service each year. The specific training will be suggested to the Superintendent by the technology committee with input from staff. The technology training shall last approximately two to three hours. The remaining three to four hours of the professional development day shall be set aside for implementation and creation of lessons using the technology. This will also allow time for teachers to collaborate on lessons using the technology.

During the required fall substitute orientation, all substitutes will learn how to login to the classroom computers using the generic login for subs. The substitutes will also learn how to operate the overhead projectors in the classrooms. In addition, check-out procedures for mobile labs shall be reviewed.

There will be no expectation of substitutes to take attendance electronically. Each building Principal or Office Manager may choose to train a long-term substitute to take the electronic attendance if they and the teachers are comfortable with them using a teacher's personal login information on SchoolMaster.

## ROTATION OF EQUIPMENT

The goal of the Forsyth School District is to update technology every five years if funds are available. New equipment is placed in labs and classrooms first, with the replaced computers being moved to other areas with older machines. The oldest machines in the District are removed from the school's inventory when newer machines are purchased as they have reached the end of life for usefulness.

Following is the suggested rotation schedule:

<b>Year Purchased</b>	<b>Technology Location</b>	<b>Replacement Due</b>
Each Year	Switches, cables, and server upgrades are completed	Yearly
2011	Elementary Library Computer Lab	2016
2011	Elementary Wireless Lab	2016
2011	High School, Elementary and Administrative offices (9) machines	2016
2012	Servers (2)	2017
2013	High School Library Computer Lab	2018
2013	Elementary School Computer Lab	2018
2014	Faculty computers	2019
2014	High School Academic Assistance Lab	2019
2015	High School Wireless Lab	2020
2015	Servers (2)	2020
2015	Special Education Computers	2020

## ACCESS TO ELECTRONIC INFORMATION, SERVICES AND NETWORKS

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.

# TECHNOLOGY USER AGREEMENT FORM

## STUDENT RESPONSIBILITY

I agree to follow the rules concerning the use of technology in the Forsyth School District including the rules for bringing my own device. 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**

## **POLICY BOOKS/HANDBOOKS**

### **CERTIFIED EVALUATIONS**

Refer to Master Contract.

### **DISTRICT POLICY BOOK**

Policy books are on file in each building and can be found in the following locations: Principal's Office, Secretary's Office and Library.

### **HANDBOOKS**

Review this STAFF HANDBOOK and the STUDENT-PARENT HANDBOOK to familiarize yourself with expectations and procedures in the district. Teachers are responsible to help enforce the rules in the STUDENT-PARENT HANDBOOK. Every staff member is a vital link in our team effort!

### **NON-CERTIFIED EVALUATIONS**

Evaluation of all non-certified staff members will be conducted annually according to procedures and policies of Forsyth School District #4.

### **SEXUAL HARASSMENT**

The Forsyth Public Schools recognize its responsibility to maintain a working environment free from all types of discrimination including sexual harassment. Sexual harassment means any comments, gestures or physical contact of a suggestive or sexual nature which are unwelcome by the person for whom they seem intended, when submission to or rejection of such conduct by an individual:

- A) is made either explicitly or implicitly a term or condition of the staff member's evaluation or employment; or
- B) is used as the basis of a denial or promise of promotion, career enhancing opportunities, employment decisions affecting a staff member; or
- C) has the effect of unreasonably interfering with the staff member's work performance or otherwise creates an intimidating, hostile, or offensive working environment.

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. Incident reporting forms are available at the office. Principals and/or the Superintendent shall investigate all reports as provided in Board Policy. Refer to school board policy # 3225. The Title IX Coordinator for the School District is the Superintendent, at 346-2796. The 504 Coordinator for the School District is the 7-12 Principal, at 346-2796.

### **STUDENT-PARENT HANDBOOKS**

Each student will receive a Student-Parent Handbook on the first day of school. Each staff member will also have a copy of the handbook in his or her binder. Please review important procedural items such as conduct, playground and lunchroom rules. Each student is asked to return the parent/student "Have Read" slip to the office or classroom teacher.

### **TELEPHONE/CELL PHONE USE**

All faculty and staff members; certified and non-certified, are expected to use the phone only during free time. Cell phones must be turned off during instructional time. Non-certified staff, not directly providing instruction, will also follow this procedure. Bus drivers and District employees will not text or talk on cell phones while driving a bus or District vehicle. If an emergency arises, the driver will pull over in a safe area and make or return a call quickly. In all cases, personal calls of a non-emergency nature are not permitted during working hours.

## STUDENT GRADES/RECORDS

### GRADING

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

<u>Grades 3 – 12</u>			<u>Grades K - 2</u>					
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			

Grading systems vary; the important consideration is consistency and fairness. Tests from each quarter and semester tests should be kept by the teacher for any future referral purposes.

### SPECIAL EDUCATION GRADING CURVE BASED ON IEP

Use of the Special Education curve indicates that special adaptations have been made in teacher expectations as compared to expectations geared toward other students. There are cases when a resource room student is capable of passing a class without the use of the special curve and will be graded accordingly.

The following is the Special Ed curve that will be used for students:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59% & below

All grades (or subjects) reflecting this system of grading must be designated with Comment #622 (\*Grade denotes a Modified Curriculum and grading scale) entered under each modified subject on the report card [K-6].

On report cards, all grades (or subjects) reflecting this system of grading must be designated with Comment #99 (\*Grade denotes a Modified Curriculum) entered as the first comment when entering grades for report cards [7-12].

### REPORT CARDS AND PERMANENT RECORDS

Teachers will be required to enter their grades on SchoolMaster and link to WebClassroom weekly and at the end of each nine-week grading period. Teachers will be required to post **two (2)** grades per subject each week. It is imperative that teachers back-up their SchoolMaster Gradebooks weekly to their personal desktop, jump drive, or a server other than the SchoolMaster server to ensure there are multiple copies of the gradebook.

At the end of each quarter, the Office Manager will provide the teachers with specific due dates for posting of grades. Prompt completion of grades is a must in order for report cards to be printed and

various reports to be completed on time. Verification sheets will be printed from the office to verify what the teacher entered. These must be verified with your grade books to insure accuracy in grading reports!! When the verification sheets have been checked against your grade book, please initial and date them and return them to the office. Report cards cannot be printed until all of these have been returned to the office.

Report cards will be sent home with students in grades K-6. In grades 7-12, the first, second and third quarter grades are sent home with the student. The final report card of the year will be mailed home.

## **STUDENT RECOGNITION**

### **“CATCH ME AT MY BEST” CARDS**

In order to establish a more positive image of mail going home from the schools, we encourage you to send notices home commending students on work well done, attitude improvement, effort, citizenship, or other outstanding contributions to our school. "Catch Me at My Best" cards are available in the office. Please pick up these forms and fill them out periodically throughout the year. Drop them in the mailbox and we will see that they are sent home.

### **NEWSPAPER ARTICLES AND PHOTOS**

The Independent Press newspaper deadline is Monday, so if you have an article, Friday is a great day to turn it in, especially if it has pictures that need to be screened, etc. The Principal must read all newspaper articles submitted by persons dealing with elementary, middle or high school students. He/she will then submit the article for you.

We have an annual staff or student council staff that has a camera that can be used to take pictures of any special activities your class is doing. We need to write articles and sell our programs. If you would like to have some pictures taken, be sure to contact the annual or STUCO supervisors and make arrangements for these pictures.

## **K-6 GENERAL INFORMATION**

### **ASSEMBLIES**

Assemblies are pre-scheduled during the year to provide added experience for students. Teachers will attend assemblies and sit among the students to eliminate any unnecessary noise and discourteous acts.

### **ATTENDANCE**

Attendance should be taken promptly at the beginning of class in the morning, after lunch and at the beginning of specialist class periods. Please electronically submit your attendance to the office using Schoolmaster. Students returning from an absence should be admitted and marked excused unless the teacher is notified otherwise by the office.

### **CLASSROOM PROCEDURES**

Each teacher will fully instruct students upon their individual classroom procedures during the opening days of school; model and practice these procedures for the benefit of all students. A copy of classroom procedures and consequences will be provided to parents. A parental sign off form will be required.

### **DAILY BULLETIN**



A bulletin will be emailed to each staff member by approximately 8:00 a.m. A copy of the bulletin will be posted in the office as well. Be sure to read the bulletin. Teachers are responsible to know the information in the bulletin.

All items for the bulletin must be written out and given to the secretary before 7:30 a.m. that morning. You are encouraged to provide listings of: sports events for the week, music, speech and drama activities, recognition of special achievements or anything special that your students are going to be doing that deserves recognition.

### **ELIGIBILITY REPORTS**

Teachers will provide the office with a weekly report regarding eligibility for 6th graders. Teachers should report all failing students to the building principal. Students will remain ineligible until they have raised their grade to passing.

### **FIELD TRIPS**

Field trips related to areas of instruction are encouraged. Just remember trip requests must be approved by the principal in advance of the scheduled date. Every activity (other than sports) will have a sign-off sheet sent home telling parents where their son/daughter will be and listing an estimated arrival time for them to meet the buses after the activity finishes. Without this signed and returned, students don't go on the trips.

Review your educational goals and expectations with the students before the day of departure. Trips should have defined educational significance and should tie into classroom content.



## **FIRE DRILLS**

**NEVER HESITATE TO CALL TO REPORT A FIRE OR TO RING THE FIRE ALARM IN THE CASE OF FIRE!**

To acquaint students with the proper exits and procedures, eight fire drills are required during the course of the school year. In order to facilitate everyone's expedient exit from the building, please observe the following steps:

1. Post the fire exit route in your room. Call students' attention to this route. Practice the route during the first days of school.
2. When the fire bell rings, instruct your class to walk quickly to the appropriate exit. As a teacher you are responsible for getting your class escorted quickly and safely from the building.
3. Take your emergency backpack and once outside, take attendance. Signal all students accounted for with green paper. Report any missing students to the administrator/designee.
4. In case of fire-blocked passages, choose safest alternate route.
5. A fire alarm will NEVER be treated as a fire drill.
6. If you have to choose an alternative path down a hallway, avoid traveling against traffic. Always use good pedestrian rules and stay to the right of the hallways in no more than double lines.
7. Do not allow students to hold arms, hold hands or lean on each other as they exit the building.
8. Pupils should move to a designated area located 300 feet away from the building.

## **LUNCH COUNT**

Please be sure to include your lunch count with your morning attendance.

## **MID-TERM REPORTS**

At each mid-term (end of 4 1/2 weeks), all students will receive a Mid-Term Report. For mid-terms that contain "D's" or "F's", a copy will be mailed home.

## **OPEN HOUSE**

The purpose of Open House is to share with parents and community the curriculum materials, course outlines, student expectations, teacher's philosophy and to field general parent concerns or comments. It is not a time to meet about individual student programs. The date will be set by the principal and teaching staff.

## **PLAYGROUND CONDUCT EXPECTATIONS**

1. Students are to be involved in constructive playground activities.
2. Students are to remain on the playground during recess and after arriving in morning. They may re-enter the building only with the permission of the Playground Supervisor.
3. Students are to wear clothing and footwear appropriate for playground and weather conditions. No flip-flops or bare feet.
4. Students are to follow directions the first time they are given.
5. Safety comes first! The following activities are prohibited:
  - a. Fighting, play fighting, tackle games of any kind
  - b. Throwing dirt, rocks, snowballs, or other dangerous objects
  - c. Hardball, softball and games involving bats
  - d. Riding on the backs and shoulders of other students or carrying other students
  - e. Sliding on ice
  - f. Inappropriate use of playground equipment
  - g. Climbing on fences and poles
  - h. Playing on the grass or in puddles when it is sloppy wet
  - i. Riding bikes, skateboards, or rollerblading on school grounds
  - j. Playing beyond the boundaries of the playground

- k. Chewing gum, eating food or candy while on the playground
  - l. Inappropriate language (swearing), gestures or spitting
6. The Playground Supervisor may stop activities they feel are endangering the students or interfering with the playing of others.

### **PLAYGROUND CONSEQUENCES:**

1. Verbal warning - be specific and make sure the student hears you.
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.

### **PLAYGROUND SUPERVISION**

Successful supervision means walking throughout the area of supervision, re-directing students into more appropriate activities, verbally building positive relationships, and constantly observing student interactions. Supervision is not done from one area, but among the students.

### **PREPARATION TIME**

Teachers in the K-6 program are scheduled individual preparation time daily. Preparation time may be used for a variety of preparations: classroom planning, coordination of programs for students, meeting with staff members or administration, parent meetings, duplication of classroom materials, etc. Classroom teachers will deliver and pick up their students from the specialist area.

### **SCHEDULES**

Teachers will complete a classroom schedule to be handed to the Principal. This will assist in scheduling classroom visits as well as observations. The Principal will be involved in all classrooms during the year and would like to see an open atmosphere. Please invite the Principal to participate in special classroom presentations or activities.

### **STAFF MEETINGS**

Staff meetings will be held on an as-needed basis. Most will be scheduled for Wednesday mornings and will be held in the library. Please be prompt so we can get our business taken care of and let you get back to preparation for your classes. If you have morning duty, plan to attend the first fifteen minutes of the meeting. Staff in-put will be solicited on assorted issues and is welcomed.

### **STUDENT SUPERVISION**

Staff on duty are responsible for the conduct and behavior of the students as they wait for school to begin or moving to and getting on the buses after school. Staff will be at the outside door when the recess bell rings to supervise students lining up and entering the building. Students will be escorted by staff to specialist areas i.e. music, P.E., library, band. Staff will follow building procedures developed cooperatively with principal.

Students K-3 will have morning and afternoon recess breaks. Students in Grades 4-5 will have an afternoon recess break. Students should be encouraged to be creative and constructive in their playground activities. Boundaries for specific age groups should be determined cooperatively by the teaching staff with the principal.

Staff should handle minor playground issues and problems. Things such as fighting, being defiant, disrespectful or dangerous contact should be brought for the building principal to handle. Students should be sent to the office without delay to prevent further outbursts. The principal will give the consequences for playground problems.



## **7 – 12 General Information**

### **ACADEMIC DIFFICULTIES & RECOMMENDATIONS for ASSISTANCE**

If a student is having difficulties in a teacher’s class, the teacher should try some basic intervention strategies such as:

- Alternate placement in the room, perhaps closer to the teacher or away from distractions.
- Peer support by partnering the student with another student who is more advanced.
- One-on-one assistance from the teacher, during class and after school.
- Individual instructions for the student that they repeat back to you to assure they understand expectations.
- Scaffolding—reducing the number of problems assigned for this student.

The teacher should document the strategies used and the amount of time given for improvement. In most cases, the strategies should be used for **two to four weeks** depending on the severity of the learning issues. Should the student continue to have difficulties in your class, it is time for a referral.

<b>STUDENT ASSISTANCE REFERRAL FORM</b>	
<b>STUDENT’S NAME</b>	
<b>TEACHER MAKING REFERRAL</b>	
<p style="text-align: center;"><b>REASONS for REFERRAL</b></p> <p>(Speak to the student’s performance in your class including basic reading skills, reading comprehension, reading fluency skills, listening comprehension, oral expression, written expression, mathematics calculation and/or mathematics problem solving.)</p>	
<p style="text-align: center;"><b>BASIC INTERVENTION STRATEGIES</b></p> <p>(List the intervention strategies used for this student, the dates you used this strategy and the results.)</p>	

This information should be given to the Principal. It can be given to the Principal through e-mail or a written document. At this time the Principal will request that all of the student’s teachers complete a student assistance referral form as well. After compiling the information, the Principal along with the Title instructor will determine if the student qualifies for placement in Title for junior high students or Academic Assistance for high school students. The student may also be recommended for placement in the After School program if Academic Assistance will not fit into their schedule.

If the student’s classroom performance does not improve with the addition of placement in Title or Academic Assistance or through the other intervention strategies, and the parent would like the student to be tested for a learning disability, the following steps will be followed:

1. All core teachers for this student will be required to complete a regular classroom observation form. This form will be provided to the teachers by the SPED department. The questions asked on this form include:
  - a. What are the student's strengths?
  - b. What is this student's current grade average in your class?
  - c. What modifications/accommodations do you currently provide in the general education classroom?
  - d. Are there any additional modifications/accommodations that might be beneficial to the student?
  - e. How is this student's social/emotional performance in the classroom or in the school environment?
  - f. What concerns do you have about this student's educational performance in the classroom?
2. The SPED department will conduct a standardized achievement test such as the Woodcock Johnson or Wyatt to determine the student's performance as compared to others at grade level.
3. The School Psychologist will conduct a battery of IQ and behavior tests.
4. At the evaluation review meeting, which will be attended by all core classroom teachers, the Principal and special education teachers, the team will determine if the student has a severe discrepancy as compared to other students at grade level. A student MAY qualify for Special Education if he or she shows a two standard deviation discrepancy between general cognitive ability and achievement in one or more areas.
5. If the student does not qualify for SPED as determined by the team, but they are at least one standard deviation below the population mean in testing, the student MAY be eligible for a 504 educational plan.
6. This process will take up to 30 days to complete.

## **ASSEMBLIES**

Assemblies are pre-scheduled by or with the Building Principal during the year to provide added experiences for students. Teachers will attend assemblies and sit among the students to eliminate any unnecessary noise and discourteous acts. Pep rallies will be under the direction of the Principal and/or Activities Director. In general, these will be held prior to some home games and before end of season tournaments and playoffs.

## **ATTENDANCE**

An accurate check of attendance is mandatory each period of the day! Attendance will be taken electronically utilizing SchoolMaster. Substitutes will take attendance with white period absentee slips. These are available in the office. Substitutes are to place the slips with names of absent students on their door each period along with any passes or tardy slips. If there are no absentees for that particular period, a slip shall be sent to the office anyway - marked OK. If a student is tardy to your class and does not have a pass, send the tardy student to the office to get a tardy slip.



## **COUNSELOR REFFERALS**

A teacher may have concerns about a student's behavior or a sudden change in their demeanor. This should be referred to the School Counselor and Principal via an e-mail. The e-mail should include a detailed description of what is being observed in the classroom, halls, etc. The Counselor will then meet with the student and determine how often they need to meet.

If the Counselor determines the student may need ongoing counseling services or therapy, he or she will confer with the Principal about discussing the student with the Comprehensive Schools and Community Treatment (CSCT) program located at the school. If CSCT feels this student would qualify and benefit from their services, the Counselor and/or Principal will contact the parent to discuss the services available. They will assure the parent/guardian that they ARE NOT referring the student to this service; rather they are simply letting them know of the opportunity within the school system. If the parent is interested in learning more about the program, the Principal will give CSCT the parent's contact information and have them call the parent to describe the services they provide and how payment will be handled.

As outlined in the District section of this handbook, any suspicion of child abuse should be immediately reported to the Child Protective Services Division of the Department of Health and Human Services.

## **DAILY BULLETIN**

A student and staff bulletin will be e-mailed each day of school and placed in your office by approximately 8:00 a.m. The bulletin will be read at the beginning of first period from the office intercom. Demand student attention as it is read. Both teachers and students are responsible to know the information in the bulletin. A copy of the bulletin is also located by the office.

All items for the bulletin must be written out on the bulletin information form and given to the secretary before 7:30 a.m. that morning. Indicate which days you want that particular message to run. If you have someone on the detention list on the bulletin and they have served their time, it will not be removed from the bulletin unless you provide a note saying the date and time they served.

You are encouraged to provide listings of: sports events for the week, music, speech and drama activities, recognition of special achievements or anything special that your students are going to be doing that deserves recognition.

## **DEFICIENCY REPORTS**

On the first student instruction day of each week, teachers will submit grades and percentages on all students who are maintaining a grade of "D" or lower in their class via the SchoolMaster system. From this the office will generate a Deficiency Report that will be sent home to parents every other week.

The reports will include:

- reasons for the poor grade received;
- both a letter and a percentage grade;
- recommendations for improvement.

A Deficiency Report should also be filled out on any student that has shown a drop in grade that is not indicative of that individual student. Reports may include information on attitude problems if any exist.

## **ELIGIBILITY REPORTS**

The office will issue a weekly report regarding eligibility. Teachers will report all failing and deficient students to the office by 8:30 a.m. each Monday morning utilizing the SchoolMaster gradebook. Eligibility runs from Monday to Monday. Students will remain ineligible until eligibility is again calculated on Monday morning, unless a teacher finds a student was placed on the eligibility list in error.

## **FIELD TRIPS**

Field trips related directly to areas of instruction are encouraged. Just remember:

- (a) trip requests must be approved by the principal two weeks in advance of the scheduled date;
- (b) special trips may have to be approved by the School Board. This could take as long as one-month advance notice.

An event is considered a field trip if it takes more than one period and/or requires transportation. Every activity (other than sports) will have a sign-off sheet sent home telling parents where their son/daughter will be and listing an estimated arrival time for them to meet the buses after the activity finishes. Without this sheet signed and returned, students will not be allowed on the bus or excused from his or her classes.

It is the instructor's responsibility to provide the office with a list of names of the absentees and what periods they will be gone at least one day prior to the event. The office will then forward this list to all teachers. Students will NOT be excused unless the list comes from the Principal or Office Manager.

If transportation is required, the teacher must arrange for a bus or school vehicle. Students MAY NOT transport themselves to a field trip site or activity, nor can they transport other students.

Review your educational goals and expectations during the trip with the students before the day of departure. Trips should have defined educational significance and should tie into classroom content. Only then can the ultimate benefit of the trip be achieved.

## **MID-TERM REPORTS**

At each mid-term (end of 4 1/2 weeks), students will receive a Mid-Term report. Mid-term grade reports will be printed from SchoolMaster by the Office Manager. Teachers are responsible for assuring that mid-term grades are posted with any comments they wish to make.

## **PREPARATION TIME**

Teachers are scheduled individual preparation time daily. Preparation time may be used for a variety of preparations: classroom planning, coordination of programs for students, meeting with staff members or administration, parent meetings, duplication of classroom materials, etc.

## **REPORT CARDS**

Prompt completion of grade input is a must in order that honor roll, attendance, and various reports can be completed on time. Dates when grades are due will be posted in the Daily Bulletin ahead of time so that you can plan accordingly. This is especially imperative for graduating seniors during the 4th quarter. Incompletes can only be issued first, second and third quarter. Students have 10 school days to complete their work. It is the teacher's responsibility to get the grade in to the office when the work has been completed. There will be no Incompletes issued 4th quarter.

## **SEMESTER TESTS**

Semester tests are required by board policy and will be given at the end of each semester by all teachers. Semester test schedules will be issued prior to testing.

## **SPONSORSHIP**

Teachers are sponsors of classes and activities and no meeting or activity is to be held without the sponsor being present. This is true of both school time and evening meetings. If it is impossible for the sponsor to chaperone, they will make arrangements with another faculty member to take their place. When supervising school activities, impress upon the students that any school activity is a school-related

function and that they are still under the jurisdiction of the teacher in charge and must comply with all requests made by the teacher.

Class sponsors must clear proposed activities with the building principal at least two weeks ahead. If students will be absent, the sponsor is responsible for providing the office with an absentee list at least two days prior to the absences. The office will distribute this list to other teachers and staff. If the list does not come from the office, the student will not be excused.

The sponsor should instruct the class treasurer to keep a set of records. Sponsors themselves are ultimately responsible for all records and funds.

### **STAFF MEETINGS**

Staff meetings will be held the second and fourth Wednesday of each month at 3:40 p.m. Promptness and attendance at these meetings is required and attendance will be kept for evaluation purposes. Scheduling these meetings at a set time each month means it is expected that faculty will not schedule other events with students or others during this time. Your promptness allows the business of the meeting to be brief and on time.

Staff input will be solicited on assorted issues, and is welcomed. Please feel free to contribute.

### **STUDENT BEHAVIOR EXPECTATIONS**

Following are examples of behaviors that can be handled with a warning, a teacher conference and/or detention, or an immediate office referral. There is no paperwork associated with a warning. However, if three warnings are given in the same class period or consistently, this would move the infraction to a teacher conference or detention. The same would be the policy for the teacher conference column. Should a behavior repeat itself, then a referral to the office would be warranted.

To determine if a behavior needs more than a warning and has elevated to a detention or office referral, ask yourself the following questions:

1. Is the behavior taking away from the other student's class time?
2. Is the student being offensive to the teacher or disrespectful?

At any time, a teacher feels a student poses a threat to other students or the teacher, they should immediately be referred to the office.

<b>WARNING</b>	<b>TEACHER CONFERENCE or DETENTION</b>	<b>OFFICE REFFERAL</b>
Put downs/low-level teasing.	Making fun of someone's disability or distinguishing feature. Rude or mean actions toward another	Intimidation/threats, Internet threats – Refer the case to the Principal for investigation. Documentation of the threats or witnesses to the threats is often required for discipline purposes. In the case of Cyberbullying, ask the victim to take screenshots of the offense for evidence.
Excessive time in halls or bathroom/misuse of pass privilege.	Tardy – teacher takes care of with attendance	Skipping class – Student is reported absent, and the office will figure out where that student is and if they are truant.
Inappropriate voice level or talking instead	Tripping, pushing, or shoving another student to cause injury.	Fighting with another student with intent to hurt. Teachers should loudly direct the students to STOP! The teacher needs to immediately send another student

of listening and interrupting instruction.		for the next closest teacher, as well as send a student to notify the office. If the students do not stop, try to pull the students apart from behind. DO NOT at any time get in between the two students who are fighting.
Messing around with materials in the classroom without permission or other inappropriate use of equipment or school property	Insubordination/failure to cooperate or follow a teacher's request. Could be an office referral if refusal to stop.	Pornographic material – Confiscate the material or remove the student from the computer where it was being viewed to preserve the history. Call the office for the Principal to come and start the investigation.
Failing to follow directives	Defiance/Disrespect to an adult	Possession or use of tobacco – Do not let the student out of sight and bring them to the office. Whenever possible, have a witness to the infraction. If a class would be left unattended, call the office and someone will come and get the student.
Hands, feet, or other objects on another person to bother them, or inappropriate displays of affection.	Forgery/Plagiarism/Cheating	Suspect of alcohol or drug use – Call the office for the Principal to come and start the investigation. The student should remain in the classroom until the Principal arrives.
Off task behavior	Disruptive to the class	Weapon displayed – Contact the office for immediate lockdown and handling of the situation.
Spitting in the garbage	Cell phone usage not on class assignment or the cell phone rings. It may be confiscated and given to the office for a parent to retrieve.	Bomb threat -- Call the office for the Principal to start the investigation and evacuate the school if necessary.
Disrespecting another student's belongings	Inappropriate language or comments.	Harassment/bullying – Teachers should report the incident to the Principal who will investigate the threats.
		Vandalism – Students will be required to clean and/or pay for the vandalized property. They will enter into the disciplinary system.
Dress code violation – Ask the student to cover with a jacket or turn the shirt inside out.		Dress code violation – If the violation cannot be remedied in the classroom, the student should be sent to the office and the Principal will find them appropriate wear or send them home to change with the absence counted in their ten days.

When a student's behavior warrants a conference with the teacher after school and a possible detention, the following form should be completed. An electronic version of this form is located on the Forsyth Public Schools website under the District tab and then Staff Resources. This form is to be filled out for every after school conference regardless if a detention was issued or not.

<b>TEACHER CONFERENCE AFTER SCHOOL with POSSIBLE DETENTION</b>	
<b>Incident Report: (Teacher)</b>	<b>Student's Perspective of Incident:</b>
<b>Resolution:</b>	
<b>Teacher Signature &amp; Date</b>	<b>Student Signature &amp; Date</b>

The teacher will meet with the student and complete the form while they are visiting. The teacher will report the incident that prompted the conference. The student will have an opportunity to give their perspective as to why the behavior occurred, or what they felt happened. The two together will then reach a resolution as to how to avoid this behavior in the future (i.e. move the student's desk, or the student will keep their hands to themselves.) This does not mean the teacher will not issue a detention. Rather, this is the process for discussion during the detention or after school conference. The form is then printed and both the teacher and the student sign and date it. The signed copy is kept in the teacher's files. An unsigned electronic copy is sent to the Counselor.

The Counselor will keep the forms filed per student as a proactive intervention strategy. When a pattern occurs and one student has at least three of these referrals from one or more teachers, the Counselor will meet with the student to see if there are outside issues that could be contributing to the unacceptable behaviors. The Counselor will also discuss appropriate behaviors or suggest communication or soft skills that will help the student work with people they may be having difficulty with at the time. If the behaviors progress beyond the scope of the Counselor, then he or she may refer the student to the Principal or to the Comprehensive Schools and Community Treatment (CSCT) program in the school system.

If a student chooses not to show up for the after school conference or detention, then it is an automatic referral to the office. The teacher will send the electronic form to the Principal with a note that the student refused to show up for the conference and/or detention. At that time the Principal will take over the discipline of the student, and they will enter into the school disciplinary process.

### **STUDENT SUPERVISION**

Staff on duty are responsible for the conduct and behavior of the students as they wait for school to begin or moving to and getting on the buses after school. Staff will follow building procedures developed cooperatively with principal.

All teachers and staff members are required to supervise the halls between class periods and in the morning between the warning and first bell. It is the responsibility of each teacher to monitor the hallway in front of his or her classroom. If you are having students in your room before school, you must be in the room and they are to come through the office. No students will be sent to your room or allowed to stay in your room.

## **STUDENT VISITORS**

Student visitors may be brought to school during the day, provided the host student has received a two-day prior approval from the Principal. 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.

## **TRIPLE AAA PROGRAM (Academics – Activities – Attitude)**

Triple "A" is a recognition and incentive program designed to promote student achievement in academics, activities and attitude. It is a partnership between Forsyth Schools and the community. 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.



# **HIGHER ACHIEVEMENT**

The Triple "A" project will focus on academics, activities, attendance and attitude and 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 referrals.

Students must fill out the Triple "A" student application form prior to the quarter they will be participating. These applications are available at the office along with a form explaining the philosophy behind the Triple "A" program. There are four levels of cards available which are purple, white, gray and green, each with different levels of incentives.

## **WANDERING STUDENTS**

Teachers are to keep students in the classrooms. Students are not to be in the hallways during classes. DO NOT allow students from your class to enter the hallway without a pass. Students should not go to their lockers, to drinking fountains, the restroom, or to the office during class periods without a pass. Students have three (3) minutes between classes to take care of these normal things.

Under no circumstance shall a teacher write a pass for a student to go to another teacher's classroom. The student must obtain the pass from the teacher to which he or she wants to go prior to the start of the class period. Teachers should not have their instructional time interrupted by students "dropping by" unexpectedly.



## 7 – 12 SAFETY PLAN

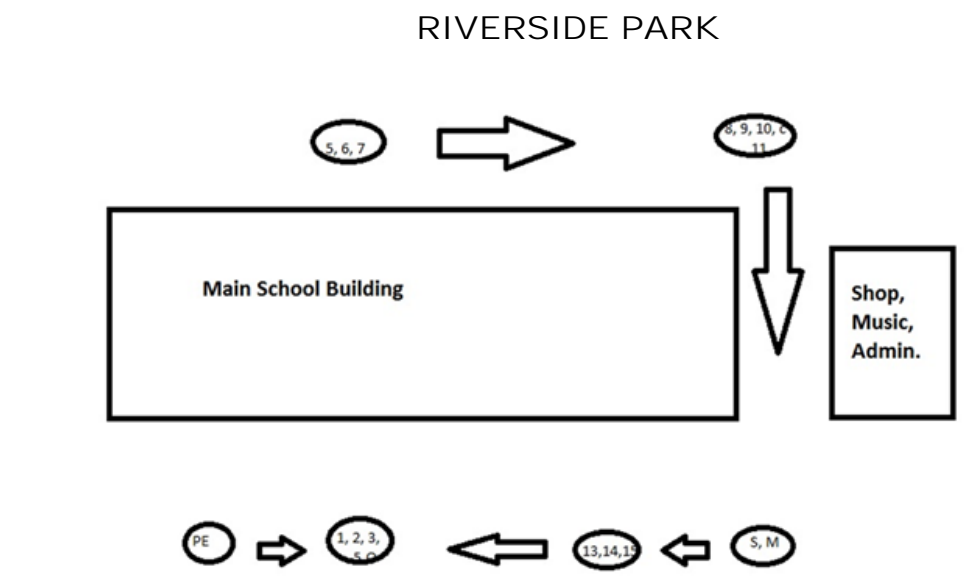
To acquaint students with the proper exits and procedures, eight disaster drills are required during the course of the school year. In order to facilitate everyone's expedient exit from the building, please observe the following steps:

1. Post the evacuation exit route in your room. Call students' attention to this route.
2. The fire bell will ring or there will be an announcement over the intercom to initiate lock down or evacuation of the building, depending on the emergency.
3. Each room will be equipped with a backpack that contains the class rosters, safety procedures, green or red cards for reporting, and limited first aid supplies.
4. Regular teachers should peruse their areas for substitutes to assist them as needed with the procedures.

### **EVACUATION for FIRE or CHEMICAL SPILLS**

Never hesitate to call the office to report a fire, chemical spill or other danger that requires immediate evacuation of the building for student safety. If near a fire alarm, please pull it, rather than call.

1. When the fire bell rings, instruct your class to walk quietly to the appropriate exit. As a teacher you are responsible for getting your class escorted quickly and safely from the building.
2. Close all windows and the classroom door prior to exiting the building.
3. Take you grade book and safety backpack, and once outside, take attendance. Report to the group leader any missing students.
4. In case of fire-blocked passages, choose the safest alternate route.
5. If you have to choose an alternative path down a hallway, avoid traveling against traffic. Always use good pedestrian rules on traffic safety and stay to the right of the hallways in no more than double lines.
6. Do not allow students to hold arms, hold hands or lean on each other as they exit the building.
7. Students should move to the "safe spots" listed below. "Safe Spots" are established by each hall area.



## HIGH SCHOOL PARKING LOT

- Rooms 5, 6 & 7 will exit out the north door and meet at the swing sets in Riverside Park.
- Rooms 8, 9, 10, Counselor's office and room 11 will exit out of the east door. They then move across the street to the park near the fire hydrant.
- The shop/voc and music rooms will exit the building and move to the south-east corner of the school grounds along with administrative office personnel.
- Rooms 13, 14 and 15 will exit out of the south door on the east end of the building. They will join with the library in a group at the edge of the parking lot on the southern border of the property line.
- Rooms 5, 3, 2, 1, FCS, Office and Gymnasium will exit out of the front doors. They will meet in the parking lot on the southern border of the property across from the Dogie head on the side of the building. If the PE students are in the locker room area, they may exit out of the door closest to the locker rooms; however, they need to move to the southern-most area of the parking lot so that the group that came out of the front doors can see them.

Roll is immediately taken to assure all students made it out of the building safely. The teacher then reports to the group leader if all are safe. If all are safe and accounted for, a green card is held up by the lead teacher toward the next group in the chain. If there are missing students, a red card is held up which instructs administration that help is needed. Lead teachers are the last group out of the building determined by proximity to the door. Following are the assigned lead teachers:

- Group 1 (Rooms 5, 6 & 7) report to the Room 7 teacher as their leader. The room 7 teacher will then hold up a red or green card to signal to the teachers on the other side of the park (Group 2) who had exited out of the west door. If the room 7 teacher has a substitute, then the room 6 teacher will take the lead.
- Group 2 (Rooms 8, 9, 10, 11 & Counselor) report to the Room 9 instructor who will be responsible for verifying all in the group have their students, before sending the signal to the next group in the chain, group 3. If the PE class is in the weight room, then those students will also be part of this group. If the Room 9 teacher has a substitute, then room 10 will take the lead.
- Group 3 (Ag, Music, Admin) report to the Ag instructor as he or she is the only instructor there for the entire day. If the Ag instructor has a substitute, the music instructor in the building at that time will take the lead. The lead instructor will signal group 4.
- Group 4 (Rooms 13, 14, & 15) report to the Room 13 teacher as their leader. If a substitute is in that room, the Room 14 teacher will take the lead. They pass on the color code to the group 5.
- Group 5 (Rooms 5, 3, 2, 1, FCS, Office and Gymnasium) will report to the Principal of Office Manager.

If a red card is shown anywhere along the chain, it will be the responsibility of the Principal to move from group to group to find where the students are missing. He or she will gather groups to see if the student is in one of the other groups before notifying emergency personnel.

## **EVACUATION and ALTERNATIVE STUDENT PICKUP SITE**

In the case of a fire, explosion or other emergency that prohibits students and staff from reentering the building, students will be taken to an alternate site. The alternate site for the junior and senior high school is the:

*Concordia Lutheran Church on the corner of 8<sup>th</sup> and River*

After taking attendance following the fire drill procedure, the Principal will move to the groups and advise them that the students must be moved to an alternate location. Following will be the procedure from this point:

1. Students will be dismissed to drive or walk home if that is how they arrived at school. Each student must check in with their teacher to advise them of how they will be going home.
2. Students may NOT ride with another student who is not an immediate family member, even if that is how they arrived to school.
3. Students who do not have their own transportation, or are within walking distance of their home, will walk to the Lutheran Church with their teacher.
4. Busses will pick up students at the church to take them home, or parents may be reached by telephone to pick up students at the church.
5. Information concerning student pickup will be supplied by the school administration and broadcast on the local radio.

## **INTRUDER in the BUILDING**

Doors to classrooms while kept open during the day should be kept locked at all times in preparation for an intruder. If a suspicious person is noted in the halls, call the office immediately and inform them. Forsyth Schools follows the A.L.I.C.E (Alert, Lockdown, Inform, Counter, Evacuate) protocol. A.L.I.C.E. is a program designed by law enforcement with recommendations from U.S. Homeland Security, the International Association of Police Chiefs, and the NYPD. The program gives staff options for dealing with a violent intruder designed to decrease the change of harm to staff and students. Staff and students have been trained so they are prepared in the unfortunate instance of a dangerous intruder in the building.

- **ALERT** - Students and staff are to immediately alert the office of any suspicious persons in the school or if they see a gun or weapon. The office personnel will immediately notify the staff of the situation.
- **LOCKDOWN** – When the school is informed of an intruder, or if shots are fired, the location will be identified so the teacher will make the choice whether to lockdown or evacuate. In lockdown:
  - The doors are closed (as they should already be locked) and a barricade is put in front of them.
  - Any secondary locking devices for the room should also be put on the door.
  - Lights should be extinguished and students kept quiet.
  - Do not answer the door for anyone who knocks. Emergency personnel and school officials will have a key and announce their entrance.
  - Discourage students from using any cellular or electronic device that may interfere with emergency response.

- **INFORM** – Faculty and students will be informed of the movements of the intruder as feasible. Law enforcement will be notified, as well as the Administration Building and Elementary school. Parents will be notified through the website, text messages and e-mail as soon as the situation is in the hands of law enforcement.
- **COUNTER** – If an intruder with a weapon makes it into a classroom or area with students, they will counter by throwing items at the intruder. Swarm tactics will also be implemented as appropriate and practiced through drills.
- **EVACUATE** – Those that have a clear path outside through exit doors or windows are to evacuate the building and move to the alternate location site of the Lutheran Church for reunification.

## **TORNADO**

Tornadoes are not a common occurrence in eastern Montana, but are becoming more prevalent. Information regarding tornadoes will be broadcast on the Weather Alert Warning system over area radio and television stations. The area will be under a tornado watch or a tornado warning.

### Tornado Watch

A tornado watch means no funnel clouds have been sighted, but the atmosphere is ripe for a tornado to occur. If eastern Montana is under a tornado watch, students should be kept indoors.

### Tornado Warning

A tornado warning means a funnel cloud has actually been sighted. The location and direction of travel is usually given when the warning is broadcast. If the school is in the path of a funnel cloud, the following precautions will be taken:

1. As soon as aware, personnel in the office area will announce to “Prepare for a possible tornado.”
2. Staff will move students away from windows and flying debris by taking them into the hallways.
3. Students will sit on the floors facing the wall or the lockers and cover their heads with their hands. If there is room to lie down, students may do so face down.
4. Students in the auditorium, gymnasium or any room with a wide free span roof should move to the hallways in the heart of the building, starting in the junior hallway by the Principal’s office.
5. Students out of doors should come inside immediately.
6. If the tornado hits the building, keep the students gathered and do not move them until instructed by office personnel. Dangerous debris or fallen power lines may impede exits in different areas of the building.

## **EARTHQUAKE**

Should an earthquake occur, there will be no forewarning. Should the earth start to shake and students are **INDOORS**:

1. Move students away from windows, outside walls, and falling debris by moving under tables or desks. Look around to assure nothing can fall on a student.
2. Shut off or disconnect any electrical or gas operated appliances currently in use.
3. Students should grasp the leg of a chair or table and cover their head with their other hand or arm. They should remain face down at all times.
4. Be prepared to evacuate if advised to do so from office personnel.
5. Maintain position under the table, face down with head covered until instructed by office personnel to return to your seats. Many large quakes have aftershocks or tremors that follow the larger quake, so this may take a few minutes.

Should the earthquake occur while students are **OUTDOORS** for their class:

1. Move students away from buildings, trees and utility poles to a large open area. For example, a physical education class being held outside will move to the center of the football field.
2. Students should lie on the ground face down with their heads covered and wait for the earth to stop moving.
3. When the initial tremor stops, take attendance and gather everyone into the same basic area. Students and teacher will sit on the ground until they are sure there are no immediate aftershocks.
4. The students are not to enter the building until authorized to do so by the building administration.

## **DEATH or PERSONAL TRAGEDY**

In the event there is an unexpected death of a student or staff member, the following steps should be followed:

### Day One:

1. Gather principals, counselors, and crisis team as identified by each school.
2. If needed provide additional counselors from community resources.
3. Brief the teachers regarding the student's behavior to expect and how to deal with it.
4. Provide rooms and additional staff for students who wish to talk on an as needed basis.
5. There would be an obvious void in the classroom with the student missing. Make a counselor available to follow the student's schedule especially on the first day.

### Day Two:

1. Have counselors and community resources available to assist students or staff having a particularly difficult time with the tragedy.
2. Provide extra supervision in non-instructional areas such as:
  - a. Restrooms
  - b. Locker rooms
  - c. Areas of the school infrequently used.
3. Provide phone number of counselors for further assistance.
4. Send information home to parents concerning the situation and alert them to any dangers they should be aware of.
5. At the end of the second day, the principals, counselors, and crisis team will meet to formulate follow-up procedures regarding the tragedy.

### Day Three:

1. Try to get things back to normal.
2. Treatment and care for students, especially those particularly affected, should continue for as long as needed on a case by case basis.

Students will be excused for the funeral, but classes will not be dismissed.

## Suicide

In the event of a suicide, the school's primary consideration is the prevention of additional suicides or attempted suicides. The initial response upon verification of a suicide should be to protect the privacy of the family. The problems a family encounters take precedence. **DO NOT REFER TO THE DEATH AS A SUICIDE.** Statements about any death should come from one designated spokesperson.

Do's and Don'ts of Suicide

1. Do not refer to the death as suicide.
2. Do not allow anyone to describe the suicide as a heroic act.
3. Do not fly the school flag at half-mast.
4. Do not observe a moment of silence in school.
5. Do not have a memorial service at school or an "In Memoria" page in the yearbook.
6. Do not glorify the death in any way.

