

2023-2024

FORSYTH SCHOOLS: GRADES 7-12

STUDENT-PARENT HANDBOOK

THE FOLLOWING RULES AND PROCEDURES
HAVE BEEN APPROVED BY
THE FORSYTH BOARD of TRUSTEES

DAILY CLASS TIME SCHEDULE	
<u>MONDAY, TUESDAY,</u>	<u>WEDNESDAY</u>
<u>THURSDAY & FRIDAY</u>	
Warning Bell 8:10	Warning Bell 8:10
1st Period 8:15 - 9:08	1 st Period 8:15 -- 8:56
2nd Period 9:11 – 10:04	2 nd Period 8:59 – 9:40
Break 10:04 – 10:10	3 rd Period 9:43 – 10:24
3rd Period 10:13 – 11:06	4 th Period 10:27 – 11:08
4th Period 11:09 - 12:03	5 th Period 11:11 – 11:52
	Guidance/ 11:55 – 12:25
	Connections
Lunch 12:03 - 12:48	Lunch 12:25 – 1:08
5th Period 12:48 – 1:41	6th Period 1:08 – 1:49
6 th Period 1:44 - 2:37	7 th Period 1:52 -- 2:33
7th Period 2:40 – 3:33	Early Out 2:33

**** Main HS Entrance doors open for students at 7:50 a.m. to assure supervision. The main HS entrance will be the only door used for entry.**

Students will be allowed in the main lobby or the commons of the building until the warning bell rings.



TABLE OF CONTENTS

PUBLIC CONCERNS	5
PRINCIPAL'S RULE & MESSAGE	5
7-12 STAFF	6
 CALENDARS and ACHIEVEMENT EXPECTATIONS	 7-8
School Calendar	7
Grading Periods	7
Mission & Vision	7
Expectations for Achievement	8
Goals	8
 ACADEMIC REQUIREMENTS	 9-15
Forsyth 7-12 Goals	9
Course Requirements: 7-8	9
Grade 7-8 After-School Program	9
Grade 7-8 Retention Procedures	10
High School Graduation Requirements	10
Class Rankings and Honors Designations	11
NCAA & NAIA Eligibility Requirements	13
 REGISTRATION PROCEDURES and GRADING	 16-18
Admission	16
Registration	16
Grading	17
Academic Reports	17
Dropping and Adding Courses	17
Withdrawal Grades	18
Incompletes	18
Driver's Education	18
Honor Roll	18
 ATTENDANCE	 19-23
Homework Sheets and Absence Codes	19
Attendance Rules	20
Excused Absences	20
Unexcused Absences	20
School Related or Exempted Absences	21
Attendance Notifications	21
Tardiness	22

Tardy Slips	22
Appointments	22
Homework Requests for Illness	22
Parental Permission to Leave School	23
Truancy	23
STUDENT CODE of CONDUCT	23-27
Student Conduct	23
Student Responsibilities	24
Student Rights	25
Student Appearance and Dress During School & School Activities	25
Cheating and Plagiarism Policy	26
Student Conduct in Lunchroom	27
Bus Conduct	27
Care of School Equipment	28
Bullying	28
Harassment/Intimidation/Bullying	29
Sexual Harassment	30
Hazing	30
GENERAL EXPECTATIONS and RULES	31-33
Backpack Policy	31
Guests	31
Hall Passes	31
Hats/Hoods/Blankets & Costumes	31
Laser Lights	31
Lockers	31
Search and Seizure	32
Vehicles	33
DISCIPLINARY GUIDELINES	33-38
Telephone and Cell Phones	33
Computing Devices	34
Classroom Detention Policy	35
Disciplinary Referrals	35
In-School Suspension	35
Out-of-School Suspension	36
Due Process and Appeals for Out-of-School Suspension	36
Expulsion	36
Drugs, Tobacco and/or Alcohol	37
Fighting	37
Vandalism	38
Weapons-Free Schools	38
CURRICULAR and SCHOOL ACTIVITIES	39-46
Curricular vs. Extracurricular	39
School Sponsored Student Activities	39
Extracurricular Activity Drug/Alcohol Testing	40
Consent Form & Orientation	40
Testing Protocol	41
Refusal to Participate in Drug Test	41
Discipline and Consequences for a Positive Drug Test	42
Test Results and Appeal Process	43
Self-Reporting	43
Assemblies	43
Educational Trips	44
Student Performances	44
Student Dances and Parties	44
School Insurance	45
Student Activities Funds Management	45
Student Council	46

INJURIES, ILLNESS and OTHER MEDICAL CONSIDERATIONS	46-47
Accidents	46
Illness During the Day	46
First Aid	46
Medications	46
Emergency Evacuation Procedure	47
PROGRAMS/SERVICES	47-52
AAA (Academics – Activities – Attitude)	47
Academic Assistance	48
Buses and Inclement Weather	48
FERPA	48
Guidance Program	49
Hot Lunch Program	49
Library and Media Services	50
Screening Services	50
Section 504	50
Discrimination Grievance Procedure	51
Special Education Services	51
Title I	51
Title IX	51
Asbestos Management Plan	52
ACCESS to ELECTRONIC INFORMATION, SERVICES and NETWORKS	52-55
Curriculum	52
Acceptable Uses	53
Internet Safety	53
Confidentiality	54
Warranties/Indemnification & Violations	54
Violations	55
Terms and Conditions	55
Use of Electronic Mail	57
Internet Safety	57
Bring Your Own Device	58
FORMS	59-62
Technology User Agreement & Device Check-Out Form	59
Sexual Harassment/Intimidation/Bullying Form	60

PUBLIC CONCERNS RESOLUTION

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



PRINCIPAL'S RULE

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

Principal's Message

Dear Parents and Students:

The Mission of Forsyth Schools is to provide engaging learning opportunities that prepare you for jobs or further education while producing life-long learners. Our teachers work tirelessly to provide these engaging lessons. It is important to us that you complete rigorous work that makes you learn to think critically and make inferences or produce new ideas.

Please take advantage of all of the opportunities available at Forsyth 7-12, and have a great year! Most importantly remember:

We Are FORSYTH

We Are DOGIES

We Will REPRESENT!

Sincerely,

Aaron Morgenstern, Principal

2023-2024 SCHOOL STAFF

Morgenstern, Aaron	Office	Principal (7-12)
Sorenson, Gina	Office	Office Manager
Banks, Jan	Vo-Ag/Shop	Agriculture Education
Buck, Andrew	Room 9	English
Cole, Shane	Room 11	History/Social Studies
Derricks, Serena	Room 5	JH Language Arts, World Languages
Fay, Molly	Library	Librarian
Ferrer, Idzel	Room 15	Life Sciences
Herndon, Eric	Room 13	Physical Science
Hess, Chris	AD Office	Superintendent/Activities Director
Hess, Stephanie	Room 6	Computer Technology Education
Icopini, Amber	Room 10	English/Title
Killebrew, Wendy	Room 7	Mathematics
Knoche, Kim	FCS/Room 1	Family Consumer Science
Macioroski, Mindy	Library	Educational Aide
Montgomery, Lynda	Room 14	Social Studies/SPED
Newman, Joelle	Room 12	JH Math and Social Sciences
Peppersack, Trina	Counseling Center	Educational & SPED Aide
Radue, Matt	Music Room	Band & Choir
Schacht, Andrea	Gym/Room 2	Physical Education and Health
Treible, Susan	Counseling Center	Guidance and Counseling
Zent, Tina	Room 3/Art	Art

DISTRICT ADMINISTRATIVE STAFF

Chris Hess	Superintendent
Stacy Montgomery	Business Manager
Courtney Morris	Payroll Clerk/Admin. Asst.
Mandy Bonomo	Activities Clerk/Admin. Asst.

DISTRICT SUPPORT STAFF

Marty Cox	Maintenance & Transportation Director
Ron Mans	Assistant Maintenance Director
Raymond Lincoln	Maintenance/Custodian
Yvonne Mogle	Custodial Director

BOARD OF TRUSTEES

Jennifer Anderson, Chairman	Dave Sorenson, Vice Chairman
Kyle Fulton, Trustee	Doug Roberts, Trustee
Ethan Bell, Trustee	Donald John Cameron, Trustee

CALENDARS and ACHIEVEMENT EXPECTATIONS

SCHOOL CALENDAR

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

August 22, 2023	P.I.R. Day
August 23, 2023	First Day of School
September 4, 2023	Labor Day Vacation
September 18, 2023	P.I.R. Day
October 19 & 20, 2023	P.I.R. Days - M.E.A. Convention
November 10, 2023	P.I.R. Parent Teacher Conferences
November 22-24, 2023	Thanksgiving Break
December 22 – Jan 2, 2024	Christmas Break
January 3, 2024	Students Return
January 15, 2024	P.I.R. Day
February 19, 2024	President's Day Vacation
March 29 – April 1, 2024	Easter Break
April 22, 2024	P.I.R. Day
May 19, 2024	Graduation
May 22, 2024	Last Day of School

GRADING PERIODS

September 22, 2023	First Quarter Midterm
October 30, 2023	End of First Quarter
December 1, 2023	Second Quarter Midterm
January 12, 2024	End of Second Quarter/First Semester
February 15, 2024	Third Quarter Midterm
March 18, 2024	End of Third Quarter
April 19, 2024	Fourth Quarter Midterm
May 22, 2024	End of Fourth Quarter/Second Semester

FORSYTH 7-12 MISSION

The MISSION of the Forsyth 7-12 is to: **PROVIDE** meaningful learning opportunities to **PREPARE** students to be successful and to **PRODUCE** lifelong learners.

VISION of TEACHING & LEARNING

We Are A

Dedicated

Open-minded

Goal-oriented

Innovative &

Engaging

School

EXPECTATIONS FOR ACHIEVEMENT

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

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

FORSYTH BOARD of TRUSTEES: GOALS

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

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

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

ACADEMIC REQUIREMENTS

FORSYTH 7-12 GOALS for SCHOOL IMPROVEMENT

- Goal One:** Forsyth 7-12 will utilize **assessment scores** for data-driven decision making to **improve curriculum and instructional strategies**.
- Goal Two:** Forsyth 7-12 will develop **Professional Learning Communities** that include meaningful involvement of all staff to design and implement an ongoing process in which educators work collaboratively and collegially to improve learner performance, professional practice, and organizational effectiveness.
- Goal Three:** Forsyth 7-12 will design and implement a **formalized program for tracking and advising** every student in career/college readiness and planning through the counseling center as outlined in the standard of the School Counseling and Guidance curriculum.
- Goal Four:** Forsyth 7-12 will adapt and develop a robust strategy for **integrating digital resources into teaching, learning and operations**.

GRADES 7 – 8 COURSE REQUIREMENTS

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

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

Parents of each student earning a 59% average or below in any course will receive written notification weekly. Students with a 69% or lower in any course will receive written notification every other week. A parent may continually monitor the progress of their student by logging into PowerSchool located at **<http://Forsyth.PowerSchool.com>**. PowerSchool provides a gradebook view of each class in which the student is enrolled.

GRADES 7-8 AFTER SCHOOL PROGRAM REQUIREMENTS

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

The After-School program runs Monday, Tuesday and Thursday from 3:40 – 4:30 p.m. On Wednesday, the After-School program runs from 2:40 – 3:30 p.m.

GRADES 7-8 RETENTION PROCEDURES

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

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

HIGH SCHOOL GRADUATION REQUIREMENTS

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

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

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

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

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

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

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

CLASS RANKINGS and HONORS DESIGNATIONS

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

Valedictorian and Salutatorian Honors

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

- I. The valedictorian will be the student with the highest grade point average as computed to the nearest thousandth (.000) at the end of the current school year, and the salutatorian will be the student with the second highest grade point average who has also met the following requirements:
 - a. ~~must be~~ enrolled at Forsyth High School by the 88th day of his/her junior year.
 - b. completed four of the following honors courses: Pre-Calculus, Calculus, Physics, Chemistry, Spanish 2, Spanish 3, Advanced Biology or college-level coursework designated as DC for dual credit. One of the honors courses must be a math course and one honors course must be a science course.
 - c. completed four credits of math and four credits of science. These can include college-level coursework approved by the Principal. Math and science coursework from Montana Digital Academy will not be recognized for valedictorian or salutatorian designation.
- II. In case of a tie for valedictorian or salutatorian, co-valedictorians or co-salutatorians will be honored.
- III. Honor speeches for valedictorian and salutatorian will be given during the commencement exercises. The preparation of these speeches will be supervised by the senior class advisor. The final speech must be orally presented to the class advisor prior to the graduation date.
- IV. Class rank will not be affected by the Valedictorian and Salutatorian designation. A transfer student may still obtain a class rank of one or two, without being listed as the Forsyth High School Valedictorian or Salutatorian.



Honor Cords and Sashes at Graduation

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

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

- c. FCCLA Honors Cord – Red & White
- d. FFA Honors Cord – Blue & Gold

NCAA & NAIA ELIGIBILITY REQUIREMENTS for COLLEGE-BOUND ATHLETES

NCAA

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

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

NCAA DIVISION I REQUIREMENTS (16 Core Courses)	NCAA DIVISION II REQUIREMENTS (16 Core Courses)
<ul style="list-style-type: none"> ○ 4 years of English ○ 3 years of math (Algebra 1 or higher) ○ 2 years of natural/physical science (including one year of lab science) ○ One additional year of English, math or natural/physical science ○ 2 years of social science ○ 4 additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy. <p>Ten of the 16 core courses must be completed prior to the senior year in high school with 7 of the 10 core courses in English, math or science.</p>	<ul style="list-style-type: none"> ○ 3 years of English ○ 2 years of math (Algebra 1 or higher) ○ 2 years of natural/physical science (including one year of lab science) ○ 3 additional years of English, math or natural/physical science ○ 2 years of social science ○ 4 additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy. <p>Students must complete 16 of the core courses to be fully qualified to compete their first year of college.</p>
NCAA DIVISION I REQUIREMENTS (16 Core Courses)	NCAA DIVISION II REQUIREMENTS (16 Core Courses)
<p>Students must earn at least a 2.3 GPA in their required core courses. The GPA is calculated with any A = 4, B = 3, C = 2, and D = 1. NCAA does not recognize pluses or minuses for GPA calculation of core course.</p>	<p>Students must earn a minimum 2.2 GPA in their required core courses. The GPA is calculated with any A = 4, B = 3, C = 2, and D = 1. NCAA does not recognize pluses or minuses for GPA calculation of core course.</p>

Multiply the grade by .5 per semester and divide by the total number of courses completed to calculate the core GPA.	Multiply the grade by .5 per semester and divide by the total number of courses completed to calculate the core GPA.
A student with an ACT sum score of 75 or higher will definitely be eligible for Division I sports if they have a 2.3 or higher GPA. If the ACT sum score is lower than this, the sliding scale in the Guide for the College-Bound Student Athlete found at www.eligibilitycenter.org will be used to determine eligibility. The sum score is calculated by adding the subscores in English, math, reading and science.	A student must have an ACT sum score of 70 or higher will definitely be eligible for Division II sports if they have a 2.2 or higher. The sum score is calculated by adding the subscores in English, math, reading and science. If the ACT sum score is lower than this, the sliding scale on the Division II full qualifier sliding scale found at www.eligibilitycenter.org will be used to determine eligibility.

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

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

NAIA and Two-Year Colleges

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

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

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

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

REGISTRATION PROCEDURES and GRADING

ADMISSION

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

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

REGISTRATION

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



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

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

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

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

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

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

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

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

The class schedule for the school year includes a seven-period day. Students must schedule a minimum of seven classes. Students who qualify for academic assistance may schedule this in lieu of an elective course at .25 credit per semester. Students must complete 25 – 20 minutes of skill development **specific to each student** to help bridge gaps in their skill levels. The rest of the period is then used to finish assignments in their current classes. Students who have had several D and F grades the prior year and are deemed high-risk by the Principal, qualify for academic assistance. They will receive mentoring and academic assistance from a teacher and in some cases a student tutor. Parents may request an Academic Assistance period for their child, should they not have qualified through the criteria.

GRADING

Each classroom teacher may have his or her own system of determining the percentage, which determines a student's letter grade. Teachers are required to have two scores in the gradebook each week. **Students will not be deemed ineligible in any class where the teacher did not enter the required grades that week.** The percentage and letter grade equivalents are established by the School Board.

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

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

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



A	=	94-100	C	=	73-76
A-	=	90-93	C-	=	70-72
B+	=	87-89	D+	=	67-69
B	=	83-86	D	=	63-66
B-	=	80-82	D-	=	60-62
C+	=	77-79	F	=	59 and below

ACADEMIC REPORTS

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

Parents are encouraged to check on their student's progress frequently if there are concerns about his/her progress. Forsyth Public Schools has implemented an online tool for parents to check on important data, such as your child's attendance and academic progress. This access is provided via a real-time web-portal that is linked to the school's Student Information System, PowerSchool. You can access this information by visiting the website for Forsyth Public Schools at forsythpublicschools.org. Google Chrome is the preferred browser to access this data. Click on *High School* and then the link to *PowerSchool*. If the link does not work, you may also access the site at <http://Forsyth.PowerSchool.com>. To access your child's data using PowerSchool, login using the login name and temporary password provided through e-mail. You may also call the high school at 346-2796 to obtain login information.

Mid-term Reports will be sent home with each student at the mid-term of each quarter. Report Cards are

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

DROPPING AND ADDING COURSES

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

WITHDRAWAL GRADES

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

INCOMPLETES

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

DRIVER'S EDUCATION

Driver's education, when offered, is a class that is held outside the normal school day. Students successfully completing the course will receive $\frac{1}{2}$ elective credit. Driver's Education is open to all high school students. Students in the spring semester of their 8th grade year who meet the age requirement for Driver's Education may take the course if they meet the following requirements:

- Carry a 2.0 GPA
- Have no failing classes during the year based on an average of three quarters.
- Have acquired two or fewer disciplinary referrals.

Junior High students must remain eligible throughout the class. If a Junior High student becomes ineligible two times while enrolled in the course, they will be dropped from driver's education with no reimbursement.

HONOR ROLL

Honor roll is figured by counting up the numerical equivalent of the letter grades. The total is divided by the number of grades. All classes are counted.

A = 4.00
A- = 3.67
B+ = 3.33
B = 3.00
B- = 2.67
C+ = 2.33
C = 2.00
C- = 1.67

D+ = 1.33
D = 1.00
D- = .67
F = 0

ATTENDANCE

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

1. All students living in the Forsyth School District, under the age of 16 years of age, are required to be enrolled in an educational program.
2. Students enrolled in the Forsyth School District are expected to arrive at school each day on time and ready to learn. Two unexcused tardies in any given class will be considered an unexcused absence, and will go against the students 10 absences per semester.
3. The Forsyth School District will only allow **ten (10) absences** per semester, per class period, other than school-related or exempt absences. Over ten (10) days excused absences in one semester will result in loss of credit in that class or classes for any high school students, unless determined otherwise by the Board of Trustees.
4. Junior high students missing **more than ten (10) absences** per semester, per class period, other than school-related or exempt absences will be required to attend the After-School program at the rate of two hours for each period over ten (10). If the student is already enrolled in the After-School program, or there is not enough time left in the semester to accommodate all hours, the student will then be required to attend Summer School at the rate of two hours for each period over ten (10).

HOMEWORK SHEETS & ABSENCE CODES

To receive an excused absence, students must utilize a homework sheet to check-out of school prior to leaving. They will have teachers list all of their homework assignments on the form and sign it. The student will then take the form to the office, for the attendance secretary to mark the absence as excused. If the absence was unexpected, the student must get a homework form and follow the same procedures of getting all missing work listed and signed by each teacher, as well as checked off at the office. Students shall take a copy of the form, before turning it into the office.

EXCUSED ABSENCES – Makeup work given full credit if turned in on time with a check-out sheet.

1. Prior to the absence, the parent or guardian notifies the school of the student's pending absence through a note or telephone call. The student then must complete the check-out process to gather homework assignments. Examples of such absences are: brandings, vacations, shopping trips, hunting/fishing trips, attendance at out-of-town school activities, etc. The school district considers these types of absences as "parental request" absences. Students are expected to have their homework completed upon return, unless a different date is noted on the check-out form.

2. For unexpected absences, the student's parents/guardian must telephone the appropriate school office and inform them of the reason for the absence by 11:00 a.m. on the day of the absence, otherwise the absence is unexcused until it can be validated by the Building Principal. Examples of such unexpected absences are illness or family emergencies. The student completes the homework check-out sheet upon their return to school. The standard policy for make-up work is one day to make up work for each day absent, unless the teacher marks an extended due date.
3. Vacations of a week or more must have prior approval from the Building Principal and a check-out sheet.
4. Make up work will be required for all excused absences. For vacations or other pre-excused absences all work listed on the check-out sheet is expected the day upon return unless an extension has been given by the teacher. If additional work has been assigned during the absence, the student has one day for each day missed to complete this work. Students will receive a "zero" for any make-up work not handed in on time.
5. Out-of-School Suspension is counted toward the ten days.



UNEXCUSED ABSENCES – Makeup work allowed with a grade no higher than 70% given to it.

1. Any absence not accompanied by a telephone call within 24 hours of return to school or a parental note is considered unexcused. Students will receive a zero for an unexcused absence unless they complete the homework sheet and ask for their make-up work. All work turned in from an unexcused absence will receive a grade no higher than 70%.
2. Long-term vacations that did not have prior approval from the Building Principal will result in an unexcused absence.
3. Five (5) days of unexcused absences in one semester may result in loss of credit in that class or classes.

SCHOOL-RELATED or EXEMPTED ABSENCES - Homework check-out sheet is required to receive an exempted absence.

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

- A. School sponsored activities where the student uses school provided transportation, or the Principal pre approves the absence as school sponsored.
- B. Documented medical appointments with a signed doctor's note.
- C. Mandated legal appointments (with a note from the appropriate legal entity).

- D. College visits with corresponding notes from the college recruiting or admissions office. Travel time of no more than two days in addition to the day of the college visit will be allowed for most college visits. Allowed travel time will be determined by the Building Principal.
- E. Job Shadow opportunities pre-arranged through the counselor with the required signed documentation returned to the office. Only one job shadow per semester will be exempt.
- F. Family emergency/bereavement with approval from the building principal.
- G. Make up work will be required for all school-related and exempted absences upon their return to school, unless the teacher has given an extended due date. Students who do not check-out prior to leaving for a school-related absence will not receive an exempt absence and will become ineligible for all activities the following week. If the exempted absence was unexpected, such as the case of a family emergency or bereavement, the standard policy is one day to make up work for each day absent. Students will receive a “zero” or lesser credit for any make-up work not handed in by the deadline assigned by the teacher.



ATTENDANCE NOTIFICATIONS and SUMMER SCHOOL

Students and parents may track their attendance on the PowerSchool portal. In addition, letters of notification will be sent out when students accumulate their 5th, 7th, 9th and 10th absence.

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

Junior high students accumulating their 11th absence will be required to attend the After-School Program for two (2) days for every period missed to make-up the periods missed and the corresponding missing assignments. If the student is already enrolled in the After-School Program due to failing grades, they will be required to attend Summer School at the rate of two (2) hours for every period missed. -Junior high students will receive an incomplete grade on their transcript until Summer School is completed to allow for grade improvement. If a student chooses to skip the Summer School program, their grade at the end of the term will be recorded, which may result in repeating the 7th or 8th grade.

Any student who does not complete their Summer School assignment, will receive one In-School Suspension (ISS) day per week during the next semester, to equal the number of Summer School days missed. A student who has in-school suspension days is ineligible to participate in extracurricular activities.

Students having accumulated more than ten absences in any class period, during any given semester, will enter into the school’s disciplinary program.

- A. Loss of credit (high school),
After School or Summer School Program (junior high);
- B. Possible alternative placement during periods affected;
- C. Possible semester suspension;
- D. Possible loss of extracurricular eligibility for the remainder of the semester affected.

TARDINESS

Attendance/tardiness reflects a student's dependability and is a significant factor in



employment. Two unexcused tardies in any given class is considered an unexcused absence and will go against the students 10 absences per semester for high school students. **Students with excessive tardies; 9+ or more, will be subject to ISS.**

TARDY SLIPS

Students are to pick up all tardy slips from the office. Students are not to be admitted to class unless they have a slip explaining why they were late. When a student has been held over by another staff member, students must get a pink pass from the teacher stating that they were detained by a teacher. The pass must be sent to the office with the attendance for that period. A student is considered tardy if, when the tardy bell rings, they are not in their designated seat. If a student misses more than 20 minutes of a class, that tardy will turn into an absence.

APPOINTMENTS

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

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



HOMEWORK REQUESTS for ILLNESS

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

PARENTAL PERMISSION TO LEAVE THE SCHOOL

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

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

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

TRUANCY

When a student is absent from school or leaves school without the knowledge or permission of the school and the parent/guardian, that student is considered truant and/or unexcused and will

enter into the school's disciplinary program. This includes students who check themselves out at the office without approval from parents, teachers or office personnel. Discipline for truancy will be as follows and **outlined by the Discipline system:**

A.	1 st Offense	One (1) Day of In-School Suspension
B.	2 nd Offense	Two (2) Days of In-School Suspension
C.	3 rd Offense	Three (3) Days of In-School Suspension
D.	4 th Offense	One (1) Day of Out of School Suspension
E.	5 th Offense	Expulsion Hearing before the School Board

STUDENT DISCIPLINE SYSTEM

The discipline expectations listed in the Discipline levels apply to student behavior and actions during the school day, on school grounds, or at any school function. The actions of the student will determine the level of discipline warranted and may not be in any specific order, as determined by the administration.

Individual teachers will determine the rules and guidelines for conduct in their own classrooms. These rules will be explained to students during their first day. The teacher will also explain the consequences if the rules are violated.

Disciplinary consequences will follow the grid scale at the appropriate level of infraction. Level I infractions will result in progressive Level I consequences, Level II infractions will result in progressive Level II consequences, etc. These consequences will be the result of an office referral of a student by a faculty or staff member.

Disciplinary actions for individual students are protected under state and federal law (FERPA). Forsyth Schools abides by the Montana Code Annotated pertaining to education, specifically MCA 20-5-201, regarding the duties and sanctions of students.

All violations will be considered on a case-by-case basis, and the school principal will determine discipline.

FIRE LEVEL SYSTEM:

Level I: these are minor infractions that affect the daily educational processes.

Level II: are deemed more serious in nature, resulting in increasing disruption to the educational process.

Level III: are those offenses that are more aggressive or threatening in nature and cause concern for the safety of self, students, and staff.

Level IV – are those offenses that are malicious and defiant in nature where there is an immediate concern for the safety or welfare of self, students, staff, and property.

Level V – are extreme and unacceptable offenses resulting in immediate suspension until an expulsion hearing before the school board.

LEVEL 1 - Offense # of Occurrences				1	2	3	4	5	6	7
Point Assessment				10	10	10	10	10	10	10
Disruptive Behavior in School/Class										
Innapropriate Dress										
Public Display of Affection										
Disrespect/Defiance of Staff										
Minor Damage to School - Under \$50										
Rude, Innapropriate Language										
Left Class without permission/wandering										
Innapropriate Materials										
Minor Technology Violation										
Lying or providing a false report during investigation										
Repeated Physical Contact										
Disruption of Assembly										
Plagiarism										
Level 2 - Offense # of Occurances				1	2	3	4	5		
Point Assessment				15	15	15	15	15		
Truant										
Excessive Tardies; 9+ tardies in one class period										
Cheating/Forgery/Plagiarism										
Damage to School Property - Over \$50										
Speeding/Reckless Driving on school grounds										
Left School without permission										
Harassment/Intimidation/Bullying/Cyberbullying										
Physical Contact/Physical Aggression										
Disruption of Assembly										
Level 3 - Offense # of Occurances				1	2	3	4			
Point Assessment				20	20	20	20			
Fighting										
Nicotine, Vape										
Flagrant, Vulgar or Deliberate Actions/Language										
Theft/Vandalism - under \$100										
Verbal Assault/Insubordination/Retaliation										
Gross Disrespect of Faculty or Staff										
Major Technology Violations										
Level 4 - Offense # of Occurances				1	2					
Point Assessment				50	50					
Indecent Exposure										
Open and Persistent Defiance										
Theft/Vandalism - \$100 - \$200										
Written, Verbal or Physical Threatening Behavior										
Use or Possession of:										
Alcohol & Marijuana										
Level 5 - Offense # of Occurances				1						
Point Assessment				100						
Possession or Threat of the Use of Firearms, Weapons or Explosives										
Theft/Vandalism - Over \$200										
Possession or Use of Illegal Drugs/Paraphernalia										
Physical Assault on Fellow Student, Faculty, Staff										

Record of Disciplinary Action

Because disruptive behaviors are often an indicator of a larger problem and to establish consistent behavioral norms across classrooms, the DISRUPTIVE behavior system was adopted so that students' needs can be tracked school-wide.

DISRUPTIVE is an acronym that details unacceptable behaviors at FHS. The image below details what each letter stands for and is a replica of the sign that is posted in every classroom throughout the school.

D	Disputing adult instruction	"Not now" "No"
I	Interrupting Comments	any vocalization out of turn
S	Screaming	any volume above normal conversational level
R	Refusal to Work	engagement in any task other than assigned
U	Unpunctual	arriving after the start of class
P	Physical Aggression	hitting, kicking, throwing, physical action
T	Teasing Peers	low intensity disrespectful messages
I	Inappropriate Language	vulgarity, racial slurs, cursing
V	Vacating seat/assigned area	leaving assigned area without permission
E	Escaping Class	being outside class without permission

The DISRUPTIVE form collects data that is geared toward understanding the source of the problem, not simply tracking student misbehavior. When students display DISRUPTIVE behaviors in the classroom, they are asked to stop acting in that fashion and notified that they and their behavior will be added to the DISRUPTIVE google doc which is monitored by our school counselor.

If students earn three DISRUPTIVE entries, they also earn a visit with the school counselor and a discipline referral.

To ensure that students do not become habitual offenders and/or consistent disruptions in the classroom/school environment all disciplinary action that is reported to the office will be recorded and tracked with the following system. All students will be subject to the consequences as outlined in this policy. For each disciplinary action, the student will be assigned points from the discipline grid.

1. If a student reaches sixty (60) points, the parents/guardians will be notified in writing. If a student reaches eighty (80) points, he or she will be taken before the board of trustees for a warning meeting. At one hundred (100) points the student will face an expulsion hearing. The principal may use discretion with level I offenses when dealing with students who attain seventy (70) or more points.
2. Discipline points are cumulative and will carry over at a rate of one half (1/2) the total from one year to the next. Students entering Forsyth Schools from out of the district may have their discipline records considered and will be placed at the appropriate level.
 - Students entering high school from middle school will start their freshman (9th grade) year with zero points.
 - A student who has been previously expelled and allowed back into the school by the school board will be assigned entry points by the school board.
3. Any student who is not referred to the office for disciplinary action for one quarter will have ten (10) points deducted from his/her record. Students will not accumulate negative points.

Due Process

In serious disciplinary matters that may result in suspensions and expulsions, students have a right to due process. The more serious the alleged offense, the more thorough and careful our procedures will be. Therefore, administration will:

- a. Tell the student what he/she is alleged to have done. (Proper Notice)
- b. Tell the student the evidence against him/her and hear his/her side of the story. (Right to be heard).
- c. Investigate the alleged offense by reviewing camera footage, interviewing witnesses, ect.
- d. The student will be informed of the final decision and the parents will be notified.

STUDENT CODE of CONDUCT

STUDENT CONDUCT

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



All students shall:

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

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

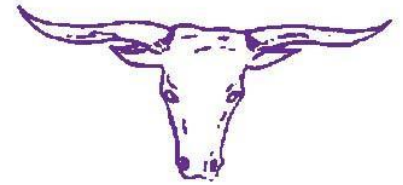
STUDENT RESPONSIBILITIES

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



REPRESENT

The Dogie Way



Dedicated to **optimism** and being positive toward others.

Own my **actions**, accept the consequences.

Give **respect** to myself, others and our school.

Involvement in activities.

Engaged in learning and always trying my best.

Succeed by graduating and achieving my goals.

STUDENT RIGHTS

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

Students are asked to use good judgment and are encouraged to take pride in their dress and grooming. The following list is not all-inclusive as to what is appropriate for the work-place, which is your school.

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



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

CHEATING and PLAGIARISM POLICY

Cheating and plagiarism are not allowed at Forsyth schools. These acts are detrimental to student performance and character. Students involved in any cheating incident or act of dishonesty will be penalized.

Plagiarism occurs when a student uses another person's thoughts or words without citing the source. Usually, they use this person's work with the intent of claiming it as his or her own. To avoid plagiarism, any information, ideas or phrasing from another's work must be properly cited by quotation marks or indentation on the page. In addition, the source of the information must be listed in the document.

Plagiarism and cheating include, but are not limited to:

- Having a friend, parent or any other individual complete any portion of an assignment;
- Copying work from another student;
- Purchasing a pre-written paper or having someone write a paper for you;
- Using online information without proper citation;
- Presenting a paper or other work that is made up entirely, or almost entirely, of other's work, even if appropriately cited.

Consequences

First Offense: The student will be given a zero, but will be given the one-time opportunity to redo the assignment for full or partial credit at the teacher's discretion. The teacher may choose if they will complete the same assignment or an alternate assignment. The Principal will be notified of the incident.

Additional Offenses: The student will be given a zero on the assignment and may not make it up. The teacher will notify the Principal and the student will enter into the disciplinary process.

STUDENT CONDUCT IN LUNCHROOM

The students will:

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

BUS CONDUCT

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

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

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



strictly

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

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

CARE OF SCHOOL EQUIPMENT

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

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



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

In addition to books, all other school equipment such as calculators, computers or classroom manipulatives should be treated with care. A student who damages school equipment while in their use or checked out to them is financially responsible for the repairs or replacement of the school equipment.

BULLYING

Bullying is often overused for unpleasant behaviors demonstrated by students. Sometimes these behaviors are simply rude or mean. Tracy Ludwig, bestselling children's author and Signe Whitson L.S.W. define these differences in Psychology Today (2012) as outlined below.

Rude = *Inadvertently saying or doing something that hurts someone else. Incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners, or narcissism, but not meant to actually hurt someone.*

Mean = *Purposefully saying or doing something to hurt someone once (or maybe twice.) The main distinction between "rude" and "mean" behavior has to do with intention. While rudeness*

is often unintentional, mean behavior very much aims to hurt or depreciate someone. Kids are mean to each other when they criticize clothing, appearance, intelligence, coolness, or just about anything else they can find to denigrate.

Bullying = *Intentionally aggressive behavior, repeated over time, that involves an imbalance of power. Experts agree that bullying entails three key elements: an intent to harm, a power imbalance, and repeated acts or threats of aggressive behavior. Kids who bully say or do something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse – even when targets of bullying show or express their hurt or tell the aggressors to stop.*

If a student believes they are the victim of bullying, they should ask their aggressor to stop. If the actions continue, the student shall immediately report this to a teacher or the Principal. Please see the section on Harassment, Intimidation and Bullying in this handbook for further steps in this process.

HARASSMENT/INTIMIDATION/BULLYING

Forsyth Schools is committed to providing a safe, productive and positive learning environment for all students at all grade levels. A safe and accepting school environment is conducive to and necessary for optimal academic achievement. Harassment, intimidation or bullying, hazing, and retaliation of a student or staff member in any Montana public K-12 school by another student or an employee is prohibited. Harassment or bullying can be either physical, verbal, or through electronic communication. Electronic Communication is defined in 45-8-213, MCA, and includes any communication by any electronic device or other means including but not limited to text messaging, sexting, email, or use of social networking. Electronic communication does not have to take place during school hours to fall under this policy.

When an individual feels he or she is a victim of any harassment, intimidation or bullying, report such incidents immediately to a classroom teacher, counselor or to the Principal. Reporting of such incidents may occur verbally or via the harassment reporting form (3225F) found in the Board of Trustees policy manual and at the end of this handbook. The reporting form may be submitted anonymously. All complaints shall be promptly investigated by the Building Principal or Superintendent. To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

The designated investigator will determine whether harassment, intimidation or bullying has occurred by interviewing the aggressor(s), the target(s), the reporter, and known bystanders and other witnesses. Previous incident reports involving the same students should also be taken into consideration. Any interviewees should be informed that information given will be kept as confidential as possible in accordance with student due process rights, but that disclosure may be necessary.

Definition

Harassment, intimidation and bullying means any threatening, insulting, or demeaning gesture or physical conduct, including any intentional written, verbal, or electronic communication or threat directed against a student or students that is persistent, severe, or repeated and that:

- (a) Causes a student physical or mental harm, damages a student's property, or places a student in reasonable fear of harm to the student or the student's property;
- (b) Is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from access to an educational opportunity or benefit; or
- (c) Substantially and materially disrupts the orderly operation of a school. (MCA 20-5-208)

Persistent as used in this rule can consist of repeated acts against a single student or isolated acts directed against a number of different students. Students involved in any form of harassment, intimidation or bullying will be subject to school disciplinary procedure, which could include in-school suspension,

out-of-school suspension or expulsion from school. The harassment, intimidation or bullying of students after school hours and/or off school property may also be reported to the local law enforcement authorities.

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

Consequences

If a student or employee is found to have committed one of the above-prohibited behaviors, consequences shall follow. Such action is meant not only to discipline the offending student, but also to protect the target from future aggression or retaliation. Consequences shall be implemented after reporting, investigation, and determination that a prohibited act has been committed.

Depending on the severity of the infraction, disciplinary and remedial actions taken by administration may include and is not limited to one or more of the following:

1. Parental notification
2. Loss of privilege(s), including participating in school activities
3. Parent conference
4. Reassignment of seats
5. Reassignment of classes
6. Reassignment to another mode of transportation
7. Escort of the perpetrator
8. Completion of apology letter and acknowledgment of behavior
9. Referral or appointments with school counselor or other professionals
10. Payment for damaged property
11. Detention
12. Suspension (in-school or out-of-school)
13. Referral to law enforcement
14. Expulsion

Any student disciplined will be afforded due process in accordance with District policies.

SEXUAL HARASSMENT

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

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

Any employee or student who believes he or she is being subjected to sexual harassment by anyone should report the matter promptly, within 30 days, to the **the guidance counselor** who will conduct an investigation. Attempts will be made to resolve the alleged harassment on an informal basis. If the complaint cannot be resolved informally, it will be turned over **to administration.**

Students in violation of any form of sexual harassment will be subject to school disciplinary procedure, which could include in-school suspension, out-of-school suspension or expulsion.



HAZING

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

GENERAL EXPECTATIONS and RULES

BACKPACK POLICY

Backpacks, purses, and gym bags will be stored in lockers during the school day. They are not allowed into classrooms. Such carrying devices will not be allowed to be carried from class to class or building to building unless students are going to Health Education in the gymnasium. Binders with computer cases or trapper keepers purchased through the school, or approved by the Principal, are encouraged and may be carried from class to class.

GUESTS

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

HALL PASSES

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



the
office
the

class
are to

HATS/HOODS/BLANKETS and COSTUMES

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

LASER LIGHTS

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



LOCKERS

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

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

SEARCH AND SEIZURE



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

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

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, car, electronic device or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car, locker, or container and to seize any such item or substance of any kind on school premises without notice or consent.
3. No student shall hinder, obstruct, or prevent any search authorized by this procedure.

4. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date, and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.
5. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.

VEHICLES

Students are required to drive on school property in a safe and prudent manner. Incidents of exhibition driving, spinning donuts, speeding or improper parking will result in disciplinary action.

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



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

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

DISCIPLINARY GUIDELINES

TECHNOLOGY at SCHOOL

TELEPHONES and CELL PHONES

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



Student possession and use of cellular phones, and other electronic communication devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees **is a privilege**, which shall be permitted only under the circumstances herein.

Students may use cellular phones, and other electronic communication devices on campus before school begins, after school ends, during lunch and between classes. During class, these devices must be turned off and kept in the student's locker during class or placed in the phone caddy located in the classrooms. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers.

1. Confiscated devices will be returned to the student at the end of the day the first two times.
2. If a student's device is confiscated for the third time, a phone or electronic device will be returned **ONLY** if a parent or guardian picks it up in person. The parent or guardian will then be informed that the student may not have their cell phone in school for 5 school days.
3. A fourth confiscation results in disciplinary action and the student loses the right to have a phone or electronic communication device in school for 30 calendar days. If a parent insists on the phone being taken to school due to travel needs, it will be kept in the office during the school day. Failure to comply with this will result in further disciplinary action.
4. A fifth confiscation results in disciplinary action and the student loses the right to have a phone or electronic communication device in school for 60 calendar days.
5. Further device infractions will result in the student losing the privilege of having a phone or communication device on campus for the remainder of the school year.

At no time shall any student operate a cell phone or other electronic device with video/photo/recording capabilities in a locker room, bathroom, or other location where such operation may violate the privacy rights of another person. Posting of these images online will result in disciplinary actions. In addition,

Using a cell phone or device to text send messages considered to be bullying or harassment, regardless of the time of day, is a violation of school policy and will be handled as such.

COMPUTING DEVICES

Computing devices, whether owned by the school district or the student, must be used for educational purposes only during the regular or extended school day while under the supervision of school district employees. Students using their devices for gaming, social media, online shopping, watching videos, etc., will lose the right to access their computing device along with their cellular phones or other electronic communication devices as follows:



1. Confiscated devices, including computing devices and the student's cellular phone, will be returned to the student at the end of the day the first two times. In addition, monitoring software will be placed on the computing device regardless of ownership. Refusal to have the monitoring software placed on a personally owned computing device will render the agreement to allow a student to bring their own device to school null and void.
2. If a student's device is confiscated for the third time, they will lose access to the device for 5 school days. A personally owned device and cell phone will be returned **ONLY** if a parent or guardian picks it up in person. At that time, they will be told that the student may not bring it on campus for one week.
3. A fourth confiscation results in disciplinary action and the student loses the right to have a phone or electronic communication device in school for 30 calendar days. A computing device may be checked out from the library for each period one is needed. They must return

the device at the end of the period.

4. A fifth confiscation results in disciplinary action and the student loses the right to have a computing device, phone or electronic communication device in school for 60 calendar days. No computing devices will be checked out to the student, and alternate assignments must be completed.
5. Further device infractions will result in the student losing the privilege of having a computing device, phone or communication device on campus for the remainder of the school year. Students enrolled in a computer-based course will be removed and required to retake the course at a later date. In all other classes, assignments will be completed with paper and pencil.

CLASSROOM DETENTION POLICY

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

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

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

DISCIPLINARY REFERRALS

A student who has not met the behavioral requirements of the classroom teacher or other supervising adult will be referred to the Principal. The first two referrals will result in detentions being issued by the Principal. The student will serve a detention within two (2) days after meeting with the Principal. This is to allow parents and students adequate time to make any transportation and scheduling arrangements. Failure to serve a detention on time will be considered insubordination whereby the student will be given an additional disciplinary referral. Any student failing to serve their disciplinary action on time will be excluded from participation in extracurricular activities until the discipline is served.

Levels of Disciplinary Action per Semester

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

- | | |
|----------------------------------|--|
| ● First disciplinary referral = | Detention/parent notification |
| ● Second disciplinary referral= | Detention/parent notification |
| ● Third disciplinary referral = | One (1) day in-school suspension/parent notification |
| ● Fourth disciplinary referral = | Two (2) day in-school suspension/parent notification |
| ● Fifth disciplinary referral = | Three (3) days of in-school suspension/parent notified |
| ● Sixth disciplinary referral = | Appearance before the school board regarding |

recommendation for expulsion

At the Principal's discretion, these levels that include detention or in-school suspension days may be changed to out-of-school suspension (OSS). Examples of offenses that would warrant an out-of-school suspension include but are not limited to fighting, physical altercations or threats, or students who pose an imminent danger to others.

In-School Suspension (ISS)

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

Out-of-School Suspension (OSS)

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

***All rights under IDEA will be sustained.

Due Process and Appeals for Out-of-School Suspension

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

Appeals Process:

Student appeals of assigned discipline will follow the stated protocol:

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

Expulsion

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

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

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

DRUGS, TOBACCO AND/OR ALCOHOL

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



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

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

TOBACCO or NICOTINE PRODUCTS

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

DRUGS/ALCOHOL

- 1st offense....**Serious**.... 3 days of in-school suspension, parental conference, mandated drug and alcohol awareness through the guidance counselor, and loss of participation privileges for 14 calendar days.
- 2nd offense....**Major**..... 3 days of out-of-school suspension, parental conference, enrollment in a certified drug or alcohol abuse program to be paid for by the parent or guardian, and loss of participation privileges for 90 calendar days.

- 3rd offense....**Habitual**...suspension for the remainder of the semester, parental conference, completion of a certified drug or alcohol program before re-admittance, and loss of participation privileges for 1 calendar school year.
- 4th offense....**Chronic**...expulsion for the remainder of the school year and parental conference with the School Board.

In addition, any drug, alcohol or tobacco offense will be reported to the appropriate law enforcement agency, who will proceed as they see fit. Descriptions of in-school and out-of-school suspensions are located in the disciplinary referrals section.

FIGHTING

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

VANDALISM

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

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

WEAPONS-FREE SCHOOLS

Students will not carry weapons or any item that resembles or can be construed to be a weapon, at any time while on school grounds or in the school building. The possession, carrying or storing of a weapon in a school building is a criminal offense and shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District. Carrying a basic pocket knife with a folding blade no longer than 2 inches long by $\frac{3}{4}$ inch wide is not considered a weapon in the state of Montana unless the student wields it in a threatening manner.



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



The Building Principal or District Superintendent may allow authorized persons to display firearms or

38

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

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

CURRICULAR and SCHOOL ACTIVITIES

CURRICULAR vs. EXTRACURRICULAR

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



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

SCHOOL SPONSORED STUDENT ACTIVITIES

Student Organizations

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



practices in the acceptance of members and nomination and election of officers.

Social Events

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

EXTRA-CURRICULAR ACTIVITY DRUG/ALCOHOL TESTING

The Forsyth School District Board of Trustees, in an effort to promote academic progress and protect the health, safety, well-being and welfare of its extra-curricular activities students from the effects of illegal drug use and abuse has adopted policy 3074. For a full transcript of this policy, please refer to the Board of Trustees policy handbook. Portions of the policy appear here to outline expectations. The drug/alcohol testing policy was adopted for the purpose and intent to:

- 1. Educate all students of the serious physical, mental and emotional harm caused by illegal drug use.
- 2. Address and attempt to deter, curtail, and stop the use of drugs, alcohol and tobacco.
- 3. Alert students with possible substance abuse problems to the harm that such behavior poses to their physical, mental and emotional well-being and offer them the privilege of participation in activities as an incentive to stop using such substances.
- 4. Prevent the risk of injury, illness and harm to students that may result from illegal drug use.
- 5. Ensure that students adhere to a training program that bars the intake of illegal drugs.
- 6. Offer students a safe and challenging environment for practices, competition and school activities free of the effects of illegal drug use.
- 7. Encourage any student who is found to be using or abusing drugs to obtain treatment, counseling and rehabilitation.

A student who is a member of, belongs to, or is enrolled in any of the listed high school sponsored extracurricular activities, whether or not he or she participates in interscholastic completion is considered an “*Activity Student or Participant*.” A high school sponsored extracurricular activity will include all school-sponsored sports, clubs and other extracurricular activities and organizations and include the activities of these groups taking place during summer vacation or other school holidays. The list of activities includes:

• Volleyball	• Golf	• Student Council
• Football	• Cheerleading	• BPA
• Basketball	• Speech & Drama	• FFA
• Wrestling	• Pep Band – (post season)	• FCCLA
• Track and Field	• Drama (plays)	• National Honor Society
• Tennis	• Academic Olympics	

It is **MANDATORY** each student who participates in any high school activity (this includes 7th & 8th graders) will read, sign and return the “Student Drug Testing Consent Form” to the designated administrator prior to participation in any activity. A parent or guardian of a student under the age of 18 must also sign the consent form.

Consent Form & Orientation

The consent form requires the activity student to provide a sample: (a) when the activity student is selected by the random selection process to provide a sample; or (b) at any time when there is reasonable suspicion to test for illegal drugs. Each activity student shall be given a copy of the drug testing policy and any administrative rules or procedures pertaining to drug testing with the consent form. In addition, prior to the commencement of drug testing each year and at other times throughout the school year as designated by school administration, an orientation session will be held with activity students to educate them regarding the sample collection process, privacy arrangements, drug testing procedures and any other issues regarding testing.

The District will pay for the random drug testing, the reasonable suspicion drug testing and the second sample conducted to confirm an initial positive test. Any additional tests or any testing done at the request of the student or parent-guardian are the financial responsibility of the student or parent-guardian.

Testing Protocol

Each student will be assigned a number that will be placed in the random drawing, and only student numbers will be utilized by the testing company. The selection of participants to be tested will be done randomly by a contracted third party testing company. Numbers will be drawn from the complete pool of activity students who have returned the signed consent form. Charts assigning numbers to student's names will be kept confidential in locked files by the school administrator who administers this program. None of this information shall be kept on any school computer.

Testing may occur at any time during the school day or during a scheduled activity time Monday through Saturday. No student or school personnel will be given advance notice or early warning of the testing. Random testing will occur at a rate of ten (10) percent of the testing pool per month.

All drug tests will be supervised by a school administrator or designee. When the contracted testing company notifies administration of the numbers drawn to be tested, the administrator will match these numbers to the student participant name list. The school administrator or designee will then:

1. Go to the student's classroom and escort them to the collection site.
2. Students shall surrender their cell phone to the administrator immediately.
3. The students will not be allowed to go to his/her locker but should carry all personal belongings with him/her to the testing site.
4. All students being tested shall remain under school supervision until they have produced an adequate sample.
5. The test must be completed within the time limit established by the company/professional laboratory. If a student suffers from a "shy bladder", they will be offered up to thirty-two (32) ounces of water, provided by the school, to induce the ability to provide a specimen. It is not mandatory for said student to consume the water.
6. If the student fails to complete the test within the time limit, that student will be deemed to have refused to participate in the drug test and will be ineligible to participate in activities for 90 days as outlined below.*

Before the drug test, the student shall fill out, sign and date any form that may be required by the testing laboratory. If a student chooses, the student may notify the administrator that he/she is taking a prescription or over-the-counter medication with the understanding the administration has the right to confirm that information and the reason for taking the medication with a parent-guardian and/or treating health care provider. The student and/or parent shall sign any authorization required by the health care provider to provide that information.

In order to maintain confidentiality, the container that contains the sample to be tested will not have the student's name on the container but will have their identification number. Only an Administrator will maintain a cross-reference of the student numbers and names.

If it is proven that a student has tampered with the sample or cheated during the sample collection

process, the student will be ineligible for all activities for the remainder of the school year.

Refusal to Participate in Drug Test

If an activity student refuses to participate in a drug test, the test will be treated as positive and the student shall be ineligible to participate in any activities, including meetings, practices, performances and competitions for the remainder of the school year or 90 calendar days, whichever is longer. For the purpose of this policy, calendar days are defined as “all consecutive days between the first and last day of the scheduled school year, beginning on the first day that activities begin in August until the last day of the academic year or activity schedule, whichever is later. Calendar days do not include summer vacation; therefore, discipline may extend from one school year into the next school year.

Discipline and Consequences for a Positive Drug Test

An initial positive result showing the presence of an illegal drug or the metabolites thereof will be subject to confirmation by a second test of the same sample. A drug test shall not be reported positive to the school administrator unless the second test is also positive.

If a student tests positive for illegal drugs, the school administrator will schedule a conference with the student (and parent-guardian if under age 18) and explain to the student that there was a confirmed positive test and give the student the opportunity to submit additional information to the administrator or the testing laboratory to challenge the confirmed positive test. After receiving the report of a confirmed positive test, if the student admits to using illegal drugs, the student will be subject to immediate discipline as set forth below:

First Offense:

1. The student will be required to attend a district-approved drug/alcohol/tobacco education program. The program has to be successfully completed for the student to be reinstated in activities.
2. The student shall be suspended from participation in any activity for **90 calendar days** and until the drug education program is successfully completed. Discipline may extend into the next school year.
3. The administration will provide information regarding counseling services, community agencies and other information that the student or family may find helpful in addressing illegal drug use.

Second Offense:

1. The student will be required to attend the district-approved drug/alcohol/tobacco education program.
2. The student shall be suspended from participation in any activity for **one calendar year** and successful completion of the drug education program. Discipline may extend into the next school year. If the student chooses to undergo a full chemical dependency assessment at their own expense, the student shall be suspended from participation in any activity for 90 calendar days. The 90 calendar day suspension will begin once the full assessment has been completed.
3. The administration will provide information regarding counseling services, community agencies and other information that the student or family may find helpful in addressing illegal drug use.

Third Offense:

1. The student is ineligible and barred from any further participation in any activity for the remainder of the student's enrollment in Forsyth Public Schools.

This disciplinary scheme supersedes all training rules. Once a student has tested positive for illegal drug use, the student will be tested during each random test for the remainder of the school year, regardless if

their number has been selected. The student will be included in the ten percent (10%) randomly chosen. A student who has had a third offense, and is barred from any further participation in activities at Forsyth Public Schools will no longer be part of the testing pool.

The School District will pay for the expense of the certified drug education course provided the student attends the classes as scheduled by the School District. If the student chooses to attend some other course offered by a different organization, or if the student fails to attend at the scheduled times, the student bears the expense of the course.

Counseling and/or treatment of any kind provided by non-school agencies are the financial responsibility of the student or his/her parent-guardian.

Test Results and Appeal Process

The student has the right to appeal the decision to impose discipline after a determination has been made that the student has used illegal drugs. The appeal must be in writing and submitted to the Superintendent within five (5) calendar days of the determination. A student requesting an appeal will remain ineligible to participate in any activities until the appeal is completed.

The Superintendent shall review the entire drug testing process for the purposes of determining whether all requirements imposed by policy, administrative procedures and the testing laboratory's protocols were met. He or she shall also review any information provided by the student and his parent-guardian, and shall review the results of any further testing as outlined below. The Superintendent is not a medical doctor and does not have authority to reverse the opinions reached in the testing process but must focus solely on whether all procedures were correctly followed.

The testing laboratory shall preserve the unused portion of a specimen that tested positive for a period of three (3) months or the end of the appeal process, whichever is earlier. The student or parent-guardian may make arrangements to have any remaining portion of the positive sample tested by a different laboratory whose laboratory and testing methods meet the same standards of reliability as the one selected and used by the school district. If this test is also positive, discipline will be imposed.

If this test proves negative, a licensed physician trained in the field of substance abuse and interpretation of these laboratory tests, also known as a medical review officer, will review all test results, interpret the conflicting test results and all other information provided by the student or anyone on his or her behalf, and provide a certified opinion as to the test result. If that certified opinion is that the students tested positive for illegal drug use, the school district will impose discipline. If the medical review officer determines the student tested negative, the appeal will be put forth to the Board of Trustees for determination.

Self-Reporting

If an activity student self-reports to school administration of their illegal drug use, the following protocol will be followed. A student cannot self-report on the day of the random selection.

1. The student will be required to take the district-approved drug/alcohol/tobacco education program.
2. The student shall be suspended from participation in any activity for a minimum of fourteen (14) calendar days and until the drug education program is successfully completed. The student will also submit a new urine drug test, paid for by the student, which is negative, before returning to



- participation.
3. A student may self-report only once.

ASSEMBLIES

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

EDUCATIONAL TRIPS

Educational trips are a part of the classroom environment. Educational trips are a privilege and participation can be denied based upon a student's behavior.

STUDENT PERFORMANCES

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

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

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



STUDENT DANCES AND PARTIES

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

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

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

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

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

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



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

SCHOOL INSURANCE

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

STUDENT ACTIVITIES FUNDS MANAGEMENT

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

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

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

STUDENT COUNCIL



A Student Council will be formed in the school. The Student Council will be composed of the class officers from each class, and any other person who petitions to belong to the council. They will have as their objectives and responsibilities the support and maintenance of good government in the school. Student Council officers will be elected by the entire student body from a list of applicants in an election simulating adult voting conditions. The Principal will be the Student Council

advisor. Every attempt shall be made to have at least two meetings per month and no meetings when classes are in session.

INJURIES, ILLNESS and OTHER MEDICAL CONSIDERATIONS

ACCIDENTS

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

ILLNESS DURING THE DAY

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

FIRST AID

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



MEDICATIONS

Students requiring prescription medications during the school day must keep the prescription in the office to be dispensed by school personnel as directed by the label. Students with allergies who have a prescription for an epinephrine pen may keep this at the office as well. The school will have an epinephrine pen as part of their first aid kit for severe anaphylaxis reactions.

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

EMERGENCY EVACUATION PROCEDURE

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

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



PROGRAMS and SERVICES

AAA (Academics – Activities – Attitude)

Triple “A” is a recognition and incentive program designed to promote student achievement **in** academics, activities and attitude. It has been documented that students who participate in activities achieve better

grades and have better attendance and attitudes. There will be a AAA program designed for both Junior High and High School students.

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

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

ACADEMIC ASSISTANCE

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

BUSES AND INCLEMENT WEATHER

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



If it is determined that buses will run two hours later due to severely cold temperatures, the official start time for the high school will be 10:00 a.m.

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

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

- A. A school must allow parents to inspect and review their student's educational records maintained by the school. This is done by making an appointment with the office manager or administrator and reviewing the records in the presence of that official. Copies of

materials from the records may be obtained for \$.25 per copy.

- B. Parents may request that a school correct records believed to be inaccurate or misleading. This request must be made in writing to the Administrator within five (5) school days of reviewing the record.
- C. The school must have WRITTEN PERMISSION from the parent before releasing information from a student record, except as specifically designated as directory information and considered public information in FERPA law.
- D. "Directory Information" on students may be released to anyone who requests it unless a parent objects in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook is given to students. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

GUIDANCE PROGRAM

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

HOT LUNCH PROGRAM

The school sponsors a hot lunch program serving lunches on school days in the Elementary



School lunchroom. Lunch is provided in accordance with the U.S. Department of Agriculture guidelines. The cost for lunch is **\$2.25** for all K-6 students; **\$2.50** for all 7-12 students. An adult meal is **\$3.75** and extra milk is **\$0.40**.

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

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

Students are encouraged to check with the lunchroom personnel on a regular basis to keep current on the status of their lunch accounts. A student whose account is less than the cost of one lunch will be given a notice to take home to the parent. Lunch account charges cannot exceed 5 lunches. After the 5th charge,

the account will become delinquent. Students with delinquent accounts will receive an alternate lunch, which may consist of a sandwich, piece of fruit and water. In the event the account is not brought current within 5 days of the student receiving the alternate lunch, school personnel will make personal contact with the parent.

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

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

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

High school students may drive to the lunchroom to eat at the cafeteria. Students must park vehicles in the middle school parking lot. There is to be no driving in the areas east of the parking lot at noon. Students are advised to use extreme caution when driving near the elementary school. A District bus is provided for student transfer to the lunchroom.

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

LIBRARY AND MEDIA SERVICES

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



Students are charged 5 cents per day per item for overdue books. In addition, all students are fined for lost or damaged books. Should a borrower lose a book, he/she will be charged for the replacement of the book. Damages to books, missing barcodes, damaged covers, excessive writing, water damage, or broken bindings, will be determined on an individual basis, as deemed appropriate by the librarian. Should the damaged book be considered unusable for library purposes, the borrower will be charged as if the book had been lost.

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

SCREENING SERVICES

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

SECTION 504

Section 504 of the Rehabilitation Act of 1973 is a civil rights status which provides that "No otherwise qualified individual with handicaps in the United States ... shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or activity conducted by an Executive agency or by the United States Postal Service." The 504 Coordinator is Shelly Weight. Phone: 346-2796 ext. 5141.

DISCRIMINATION GRIEVANCE PROCEDURE

When a student believes that they are being discriminated against because of their sex, race, color, creed, religion, age, physical, sensory or mental handicap, marital or parental status or other projected class, that student may submit the complaint to the Building Principal. If the grievance is not resolved informally at that level, it will be directed to the Title IX District Coordinator. The Title IX Coordinator may investigate any complaints alleging discrimination. The Title IX Coordinator for the district is Susan Treible. Phone: 346-2796 ext. 5145.

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

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

SPECIAL EDUCATION SERVICES

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

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

TITLE I

Title I is designed for those students who are unable to get full value out of the learning process which is offered to them in the traditional classroom setting. Students are placed in the program through a prioritized process using selection criteria. Instruction is given in the classroom and/or in a pull-out model in the areas of reading and math. Smaller pull-out classes offer extra time for teaching Title I students the skills they need through additional teaching materials that supplement their regular instruction. Classroom and Title I teachers



coordinate instruction on a timely basis. An after-school program is offered to further assist students. The goal of Title 1 is to provide instructional services and activities which support students in meeting the state's challenging performance standards.

TITLE IX

As provided in the Constitution of the State of Montana, Forsyth School District and MHSA are committed to equality of educational opportunity. This district is also committed to equal employment opportunity. Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicaps, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The Forsyth Public Schools Title IX contact person is Susan Treible. Phone: 346-2796 ext. 5145.

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

ASBESTOS MANAGEMENT PLAN

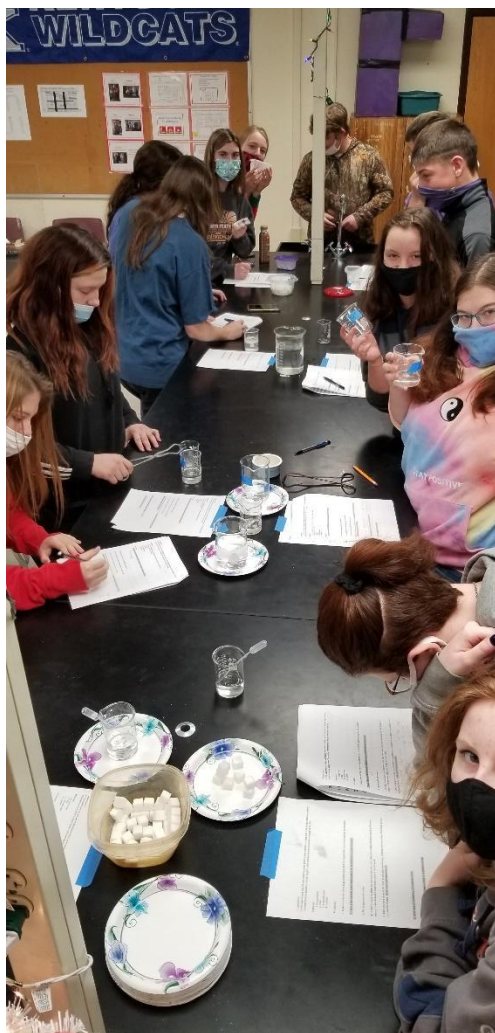
The Asbestos Management Plan is available for review by parents, teachers and employees. The school district has completed an extensive survey and inspection of all buildings. Based on the results of this inspection, a Management plan was prepared which details the response actions that this district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

ACCESS TO ELECTRONIC INFORMATION, DEVICES, SERVICES and NETWORKS

Board Policy 3612

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.



Curriculum

The use of the District electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's educational goals, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public form for general use.

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. 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 devices. 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.
2. Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a violation of this policy:
 - A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; 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.
 - D. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
 - 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.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for

students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering devices.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Filtering should only be viewed as one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Filtering should be used in conjunction with:

- Educating students to be "Net-smart;"
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using "Acceptable Use Agreements;"
- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Appropriate supervision, either in person and/or electronically.

The system administrator shall monitor student Internet access.

Internet filtering software or other technology-based protection systems may be disabled by the system administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Internet Access Conduct Agreements

Each students and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet Service.

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 initiating an investigation of a user's use of access to its computer network and the Internet.

Violations

If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and 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 his/her/their decision being final.

DISTRICT-PROVIDED ACCESS to ELECTRONIC INFORMATION, DEVICES, SERVICES, and NETWORKS.

Board Policy 3612P

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**



Terms and Conditions

1. **Acceptable Use** – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. **Privileges** – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator and building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. Their decision is final.
3. **Unacceptable Use** – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;

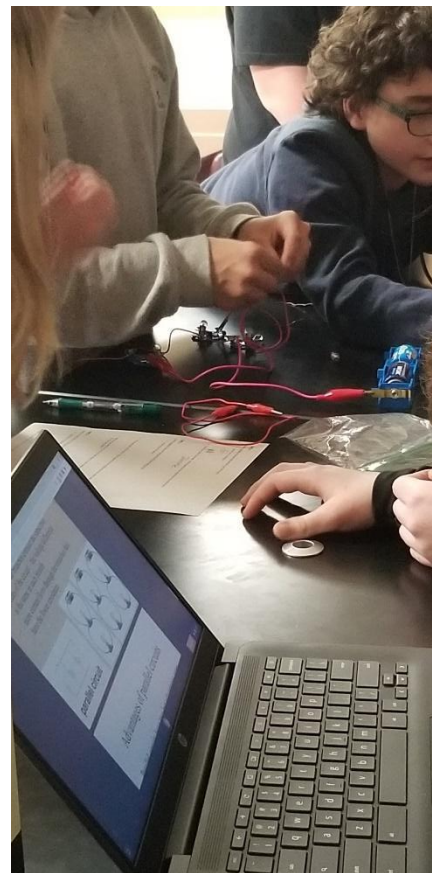
- d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password, or device;
 - i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. **Network Etiquette** – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. **Security** – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account or device without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. **Vandalism** – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy:
- a) data of another user,
 - b) a device,
 - c) the Internet, or
 - d) network. This includes but is not limited to uploading or creation of computer viruses.
9. **Telephone Charges** – The District assumes no responsibility for any unauthorized charges or

fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.

10. **Copyright Web Publishing Rules** – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
 - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide the technology specialists with the link before the Web pages are published.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
 - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and the student.

Use of Electronic Mail

1. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an educational tool.
2. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
3. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
4. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
5. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded



to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.

6. Use of the District's electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. The school network has a filtering program that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students connected to the school Internet, as defined by the Children's Internet Protection Act.
4. The system administrator and principal shall monitor student Internet access.

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. **NO** student may use a personal electronic device other than their own for school projects.



A permission slip is not required for a cell phone.

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

TECHNOLOGY USER AGREEMENT and DEVICE CHECK-OUT FORM FORSYTH SCHOOLS

Student use of Forsyth Public Schools technology and network, as well as, check out of District-Owned computer, tablet or device

Guidelines

- 1) I grant permission for my child to check out a computer, tablet or other device for academic use at school. Devices will stay at school unless at home use is approved by the District administrator.
- 2) I assume responsibility for the repair and or replacement of the computer, tablet or other device for any negligent or intentional damage done while it is in my child's possession. Negligent or intentional damage will be determined upon an investigation by the teacher(s) and Principal. Each child will have one device assigned to them for the duration of the replacement cycle as outlined below.
- 3) I assume responsibility for any unauthorized use of the computer, tablet or other device while it is in my child's possession as outlined in District Policy (3612 and 3612P) District-Provided Access to Electronic Information, Services and Networks and the Acceptable Use of Electronic Networks. If the device is approved to take home, I will supervise its use to ensure the computer, tablet or other device is used only for academic or other purposes as assigned by school staff and in accordance with District Policy (3612, 3612P) and the technology agreement.
- 4) I will assume responsibility to pay for the repair and/or replacement of district software for any damage done as a result of my child's misuse of the computer, tablet or other device. Examples of this may include, but are not limited to, an introduced virus or damage due to hacking or changing code.

<u>School District Damaged/Lost Device Costs</u>	<u>Device Replacement Cycle</u>		
Charging Cord (\$25 each)	K-2	Tablets	3 years
Damaged Screen (\$100 each)	3-6	Chromebooks	4 years
Damaged Chromebook/Tablet	7-9	Chromebooks	3 years
other than screen (\$50.00 each incident).	10-12	Chromebooks	3 years
Lost Device or Broken Beyond Repair -- Full Replacement Cost			
\$370 for Chromebook or \$230 for Tablet			

TECHNOLOGY USER & DEVICE CHECKOUT AGREEMENT FORM

STUDENT RESPONSIBILITY

I agree to follow the rules concerning the use of technology and assigned devices 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 and receive a one-to-one computing device from the District as defined in this document.

☐

I hereby give permission for my child to access District Technology Resources, but **OPT OUT** of receiving a one-to-one computing device from the District. Instead, I will be responsible for providing my child with a device. As a parent, I understand my child will be responsible for abiding by School Policies 3612, 3612P and 3620.

☐

I hereby give permission for my child to access District Technology Resources, but **OPT OUT** of receiving a one-to-one computing device from the District. Instead, my child will check-out older computing devices from the school library. I realize my child may have limited computer access, as these computers are provided on a first come, first served, basis and must be checked out for no more than one period at a time in the 7-12 building, or as needed in the K-6 building.

Parent or Guardian Printed Name

Parent or Guardian's Signature

Date

If this form is not signed and returned, students will lose access to the school network resources including Internet, student files, email, Google Classroom, etc.

