

2023-2024

FORSYTH PUBLIC SCHOOLS

K - 6

STUDENT-PARENT HANDBOOK

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

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

8:10	First Bell
8:15	Tardy Bell
10:00 – 10:15	K-3 Recess
11:00 – 11:40	Grade K-3 Lunch
11:30 – 12:10	Grade 4-6 Lunch
2:00-2:15	K-3 Recess
2:15-2:30	4-5 Recess
2:30	Dismissal – Wednesdays only
3:30	Dismissal

TABLE OF CONTENTS

K-6 STAFF	4
PRINCIPAL’S MESSAGE	5
ADMISSION AND ATTENDANCE	6-7
State Law	
Attendance Policy	
Absence-excused	
Absence-unexcused	
Appointments	
Leaving School Property	
Tardy	
ACADEMIC PROGRAMS	7-8
Grading Periods	
Grading Scale	
Mid-Term Reports	
PIR and Vacation Days	
Report Cards	
STUDENT SERVICES	9-11
Books and Equipment	
Guidance Program	
Homeless	
Insurance	
Library and Media	
Meal Program	
MTSS	
Screening	
Special Education	
Title I	
STUDENT INFORMATION	12-14
Activity Tickets	
Appearance of School Buildings	
Assemblies and Audience Behavior	
Bicycles	
Cell Phones	
Change of Address and/or Telephone Number	
First Aid	
Flowers and Balloons	
Lice	
Lost and Found	
Parent/Guardian Visits	

Recess
Telephones
Toys/Electronics
Visitors

STUDENT CODE OF CONDUCT 14-16

Appearance and Dress
Harassment/Intimidation/Bullying
Hazing
Student Conduct
Student Conduct-Lunchroom
Student Conduct-Playground
Student Conduct -Playground Discipline Consequences

STUDENT DISCIPLINE 16-18

Student Responsibilities
Student Rights
Discipline Process
In School Suspension
Out of School Suspension
Expulsion
Principal's Rule
Due Process and Appeals
Appeal Process

TRANSPORTATION.....19-20

Bus Rules
Conduct on Buses
Inclement Weather

POLICIES & REGULATIONS 20-29

Asbestos Management Plan
FERPA
Title IX
Sexual Harassment
Sex Discrimination Grievance Procedures
Section 504
Medication Policy
Public Concerns Resolution
Emergency Evacuation
Weapons Free Schools
Drugs, Alcohol and/or Tobacco
Internet Use

2021-2022 SCHOOL STAFF

Seleg, Dixie	Office	Principal
Ayers, Michele	Office	Office Manager
Apple, Tyler	Room 7	6 th Grade
Bidwell, Erica	Room 3	Special Education
Bird, Kelsey	Room 20	1st Grade
Cole, Kaybree	Room 25	2 nd Grade
Donnelly, Joby		Special Education Aide
Fay, Molly	Room 14A	Librarian
Hall, Beth	Room 17 & 18	Band/Music/Title
Harms, Karen	Room 9	5 th Grade
Holmes, Patti	Room 28	Speech Aide
Hutchins, Karilea	Room 11	4 th Grade
Jones, Amy	Room 23	3 rd Grade
Keefer, Kaylee	Room 24	2 nd Grade
Macioroski, Mindy	Room 14A	Library/Technology
McDanold, Mandi		Special Education Aide
Nelson, Jayme	Room 15	Kindergarten
Rachel Santos	Room 16	Kindergarten
Shick, Lorelie		Title Aide
Steiger, Karlene	Room 1	Title Teacher
Stevens, Kayla	Room 4 & 1	Physical Education/Title
Treible, Susan	Room 27	Counselor

DISTRICT SUPPORT STAFF

Marty Cox	Maintenance
Marty Cox	Transportation
Jo Fulton	Food Service
Morgan Krebs	Custodian

DISTRICT ADMINISTRATIVE STAFF

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

BOARD OF TRUSTEES

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



Welcome to the 2023-2024 school year! The staff at the elementary school strives to include parents in the education process. Throughout this year, you will be invited in to view presentations and join in activities with your children. At times you may be asked to help your child with projects at home. We believe a respectful, cooperative relationship between parents and school personnel is the key to a child's educational success!

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

For information on what is happening at school, please go to our Facebook page, our school website and OPT into SchoolMessenger. I encourage you to call or stop by the school whenever you have questions or concerns. Open lines of communication are essential to ensuring students meet their potential and parents' concerns are being heard and addressed.

Dixie Seleg
Principal

MISSION STATEMENT

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

VISION STATEMENT

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

ADMISSION AND ATTENDANCE

STATE LAW

Montana law states that Kindergarten students must be five years old on or before September 10 of the current year. First grade students must be six years old on or before September 10 of the current year.

It is recommended all students attending Montana schools be fully immunized. The only exceptions to this law are a documented medical exemption or an exemption for religious beliefs. Both exemptions must be filed with the proper authorities annually. Diseases, which each child must be fully immunized against, are: diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella and varicella.

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

Attendance is mandated by law until the later of the following dates: the child is 16 years of age or a graduate of the 8th grade.

ATTENDANCE POLICY

The following procedures shall apply to all absences:

ABSENCE - EXCUSED

- A. The student's parents or guardians must telephone the appropriate school office and inform them of the reason for the absence by 9:00 AM on the day of the absence; otherwise the absence is unexcused, until it can be validated by the Building Principal.
- B. Extended student absences for vacations are discouraged, however, in the event an absence of this type is planned by the parent the school should be notified a minimum of 10 school days in advance.
- C. Make-up work will be required for all absences. Vacations or other pre-excused absences may require work to be completed prior to absence. Students will have one day to make work up for each day absent as a general rule. Exceptions should be discussed with both the teachers and the Principal.
- D. More than twenty (20) excused absences for the year may result in the student being retained in their current grade. Students in grades 3-6 who have excused absences for more than 20 days will be required to attend summer school. The student will attend 2 hours for every day over the 20 days of excused absences. Medical excused absences will not count toward the 20 days. A physician's note must accompany any medical excused absences.

ABSENCE - UNEXCUSED

- A. Any absence not:

JUNE 2023

1. Accompanied by a telephone call within 24 hours of return to school.
2. Meeting the requirements described in Board Policy.
3. Lacking a parental note within 24 hours of return to school.
4. More than ten (10) days unexcused absences for the year may result in retention in the student's current grade. Students in grades 3-6 who are absent for more than 10 unexcused days will be required to attend summer school. The student will attend 2 hours for every day over the 10 days of unexcused absence.

APPOINTMENTS

- A. All students must be picked up by a parent/guardian at the school building office.
- B. Students visiting doctors during school hours must bring a note from the doctor to have the absence be excused

LEAVING SCHOOL PROPERTY

Students leaving school property during school hours is only permitted if the student is picked up at the school office by a parent/guardian or other responsible adult (with a signed note from the parent/guardian) or a Release for Student to Travel in Alternative Transportation form filled out and signed by parent/guardian and turned in to the school office 24 hours in advance.

TARDY

Tardy is defined as students not in their seats ready for class to begin when the bell rings. Every effort should be made to encourage students to be in class on time every day.

- A. Excused - the student has the right to all missed materials, without exception. These are cleared with a telephone call from parent/guardian, have prior approval and/or a note from parent/guardian.
- B. Unexcused - those tardies not accompanied by telephone call from a parent, lacking parental note, or lacking prior approval. Unexcused tardies will be considered a matter of discipline involving student, parents, teachers and principal.
- C. For students in grades 4-6, five (5) unexcused tardies will result in a 30 minute after school detention.

ACADEMIC PROGRAMS

GRADING PERIODS

September 21, 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

GRADING SCALE

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

JUNE 2023

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

MID-TERM REPORTS

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

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

PIR DAYS AND VACATION DAYS

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

August 22	PIR Days - Teachers begin school
August 23	Students begin school
September 4	Labor Day Vacation
October 19-20	PIR Days - MEA Convention
November 10	PIR Day
November 22-24	Thanksgiving Vacation
December 22-January 2	Christmas Vacation
January 3	Students and Teachers return to school
January 15	PIR Day
February 19	Vacation Day
March 29-April 1	Easter Vacation
April 22	PIR
May 22	Last Day of School for Students

REPORT CARDS

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

STUDENT SERVICES

BOOKS AND EQUIPMENT

JUNE 2023

- A. Each student is expected to help maintain all school equipment in the best possible condition.
 - B. Each student is responsible for any equipment or books issued to them.
- Any wear or damage beyond normal use will be the financial responsibility of the student. Students will be held financially responsible for replacement costs of lost books.

GUIDANCE PROGRAM

Forsyth Elementary offers comprehensive guidance programming designed to foster the personal, social, educational and career development for all students. School counselors serve as a resource to parents, staff and students and are responsible for implementing the guidance program by conducting classroom presentations, providing personal counseling and coordinating other activities that support the objectives of the guidance program.

School counselors also consult with parents, administrators, school staff, and community resource personnel to meet the needs of students.

In addition to the delivery of a planned, sequential guidance curriculum, personal/individual counseling is available to all students to assist them in dealing with a variety of issues or concerns. Students, parents and school staff members may request that a student visit with the school counselor. The counselor will seek parental permission for students requiring on-going assistance.

If you have a specific concern about your child, please contact the principal, your child's teacher or the school counselor directly.

HOMELESS

Forsyth Schools supports the McKinney-Vento Education for Homeless Children and Youth Program. The purpose of this program is to ensure that every child and youth experiencing homelessness has equal access to the same free, appropriate public education as provided to their peers living in stable housing. Any student experiencing homelessness should contact the principal or our Homeless Liaison, Susan Treible, to receive support and resources.

INSURANCE

School District No. 4 does NOT carry insurance on students hurt on school property (i.e. playground accidents, etc.). Optional insurance is available if you do not carry personal insurance. Forms will be sent home with the students shortly after school starts. **PLEASE NOTE THAT IT IS THE RESPONSIBILITY OF THE PARENT TO PURCHASE THIS INSURANCE IF YOU WANT IT.** If you have any questions regarding insurance, please call the Administration Office at 346-2796, Ext 5100.

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 resource page available via link at forsythpublicschools.org, databases, books, magazines, newspapers, videos, and computers. The library is also a teaching center where students receive instruction in library usage and research skills on a group and individual basis.

Students in grades K-6 are not charged fines for overdue books.

JUNE 2023

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, 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 until the end of the school year in which the book was lost, unless a new book has already been purchased.

1) MEAL PROGRAM

The school sponsors a Breakfast After the Bell and a hot lunch program serving meals on school days. Meals are provided in accordance with the U.S. Department of Agriculture guidelines. The cost for breakfast is \$1.25. The cost for lunch is \$2.25 for all K-6 students; \$2.50 for all 7-12 students and extra milk is \$.40. An adult meal is \$4.25.

A free or reduced meal program is available for children of low-income families. Application forms for the free or reduced-price meals are available at the school. 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 meal program.

The meal accounting program is computerized and payments can be made through the online meal program, MealTime mPower, or cash or checks at the school office. Meal payments must be received by 10:00 a.m. to be credited for that day. Absolutely no money will be accepted in the lunchroom. 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 contact the parent.

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

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

Multi-Tiered System of Support is a collaborative approach to providing academic and behavioral support to struggling learners at increasing levels of intensity. MTSS can be used for making decisions about general, Title 1, and Special Education, resulting in an integrated system of instruction and intervention directed by student outcome data and matched to student needs. It has the potential to limit the amount of academic failure that any student experiences and to increase the accuracy and relevance of Special Education evaluations.

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

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

MTSS is an evolving school-wide improvement process.

SCREENING

Montana state law requires the school district to conduct a dyslexia screening for any child in the first year that the child is admitted to a school of the district up to grade 2. Furthermore, the district must screen a child who has not been previously screened by the district and who fails to meet grade-level reading benchmarks in any grade.

All students in grades K-6 are screened 3 times a year using a district developed list of non-negotiable skills. These screenings allow staff to determine the need for interventions and skill remediation.

SPECIAL EDUCATION

A commitment has been made to recognize the rights of ALL children to an education in the Forsyth Schools. 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. All students deserve an equal opportunity to benefit from an education.

Many different kinds of Special Education services are available because children with disabilities have a wide range of individual needs. 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 for all students. Title I will provide interventions on skills the students need. This will supplement the regular curriculum. Classroom and Title I teachers coordinate instruction. The goal of Title I is to provide instructional services and activities which support students.

STUDENT INFORMATION

ACTIVITY TICKETS

Students may purchase an activity ticket for \$75.00. This ticket will allow entry to all school sponsored sports activities, in the High School and the Middle School. Tournaments sponsored by agencies other than our local school system are not included as part of the activities covered by

JUNE 2023

the activity ticket.

APPEARANCE OF SCHOOL BUILDINGS

The Forsyth School System takes pride in its buildings. Students should show pride in their schools by respecting the equipment and furniture. Students are requested to report to teachers any defacing marks that may appear on walls or furniture. Montana statute provides that parents are financially responsible for damage to school property by their children.

ASSEMBLIES AND AUDIENCE BEHAVIOR

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

BICYCLES

Students riding bicycles to school are required to practice safe riding habits and follow Montana traffic laws. A bike rack is provided for all bicycles and students are encouraged to lock up their bikes while they are in school.

CELL PHONES

Students may use electronic communication devices on their way to and from school. During the school day (8:00 a.m. to 3:30 p.m.) they must be kept out of sight and turned off. Unauthorized use of electronic communication devices will result in confiscation by school personnel. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use will result in disciplinary action.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

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

FIRST AID

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

Minor injuries will be taken care of by school personnel. Parents will be contacted and requested to take over the responsibility for any care that goes beyond a minor injury.

FLOWERS, BALLOONS, AND TREATS

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

LICE

Students with live head lice will be excluded from class when lice are identified. Parents will be notified and asked to pick up their child as soon as possible. The student will be allowed to return

to school once they have received proper treatment. Students with nits and no evidence of live head lice will not be excluded from school.

LOST AND FOUND

Lost and Found bins are maintained in the school. Marking clothing and other belongings are a precaution that will insure against loss and mistaken identification. Children are encouraged to check for lost articles frequently.

PARENT/GUARDIAN VISITS

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

RECESS

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

If a student is well enough to come to school, they are well enough to go outside for recess. If a child is too ill to go to recess, he or she should stay at home. Notes to stay in for recess will not be honored.

TELEPHONES

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

TOYS/ELECTRONICS

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

VISITORS

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

STUDENT CODE OF CONDUCT

APPEARANCE AND DRESS

Forsyth Schools encourages students to dress neatly and cleanly in clothing appropriate for attending school. Garments shall promote decency when worn by the student during normal classroom activities.

- A. Undergarments are not to be exposed or worn on the outside of other clothing.
- B. No clothing with profanity, obscene words or gestures, or promotion of drugs, alcohol, or sex, (implicitly or explicitly) will be allowed.
- C. All tops will completely cover the mid-section and shoulders and will have appropriate necklines.
- D. Shorts that comply with all stated grooming and dress regulations may be worn. No special privileges will be given to a student who chooses to wear shorts on a cool or cold day.
- E. Shorts or skirts must be at least the same length as the longest finger from a fully extended arm reaching down the side of the thigh. The shorts/skirts must be at their appropriate waist location as determined by the administrator.
- F. Hats and caps are not to be worn in the school building from 8:00 AM to 4:00 PM each day. Hats and caps are to be immediately removed inside the building.

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

HARASSMENT/INTIMIDATION/BULLYING

Harassment, intimidation or bullying can be either physical or verbal. Physical or verbal harassment, intimidation or bullying of students or school staff is prohibited. When an individual feels he or she is a victim of any harassment, intimidation or bullying, such incidents are to be reported immediately to a classroom teacher or to the principal. At no time shall any student operate a cell phone or other electronic device with video/photo/recording capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Using a cell phone to text messages considered to be bullying or harassment is a violation of school policy and will be handled as such. Students involved in any form of harassment, intimidation or bullying will be subject to school disciplinary procedure, which may include ISS, OSS and/or Expulsion. The harassment, intimidation or bullying of students after school hours and/or off school property may also be reported to the local law enforcement authorities.

HAZING

There will be no hazing by clubs, classes, organizations or individuals. Students involved in any form of hazing will be subject to school disciplinary procedure, which may include ISS, OSS and/or Expulsion.

STUDENT CONDUCT

All students will:

- A. Refrain from use of profane language or gestures.
- B. Refrain from throwing rocks, ice, snowballs or other projectiles that might injure or damage other students or other people's property.
- C. Refrain from excessive or loud talk, mischief, rudeness or disrespect for fellow students and adults.
- D. While in the hallways use: Quiet voices, no running, and safety precautions.
- E. Show courtesy and respect and follow the directions of those in charge.
- F. Address adults by their last name preceded by Miss, Mrs., Ms. or Mr. as

the case may be.

- G. Do not destroy school property. Any student defacing school property will be held personally liable for its repair or replacement.
- H. Keep the school grounds, rooms and halls free from paper and other debris.
- I. Fighting is not allowed.
- J. Public display of affection in hallways, the playground, the lunchroom, in parking lots or anywhere else on school grounds is not allowed.
- K. Cheating or copying another student's work including sharing answers via electronic device is not allowed. Plagiarism is also determined to be cheating.

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

STUDENT CONDUCT IN LUNCHROOM

The students will:

- A. Enter the lunchroom in a quiet and orderly manner.
- B. When being served, use appropriate manners.
- C. After being served, sit down quietly and limit your visiting to those on either side of you or across from you.
- D. Calling or waving to students waiting in line is discouraged.
- E. Keep your hands and your food out of other people's plates, and this also includes no sharing of food.
- F. Throwing of food or other objects is strictly prohibited.
- G. While seated, keep your feet under the table and not in the aisle.
- H. Students will follow directions given by adults in the lunchroom.

STUDENT CONDUCT ON PLAYGROUND

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

- F. The Playground Supervisor may stop any activity felt to endanger the students or interfere with the playing of others.

STUDENT CONDUCT ON PLAYGROUND-CONSEQUENCES

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

STUDENT DISCIPLINE

STUDENT RESPONSIBILITIES

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

STUDENT RIGHTS

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

DISCIPLINE PROCESS

The ultimate responsibility for a student's behavior rests with the student and his/her parents. School discipline is intended to foster student growth while assuring each student of an acceptable environment in which to learn.

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

JUNE 2023

1. Restrictive consequences implemented by the classroom teacher and other school staff will result in the first 3 disciplinary referrals.
2. A 4th, 5th and/or 6th disciplinary referral will result in In-school suspension of the student in accordance with Board regulations.
3. A 7th disciplinary referral will result in Out-of-school suspension in accordance with Board regulations.
4. An 8th disciplinary referral will result in 2 days of Out-of-school suspension in accordance with Board regulations.
5. An 9th disciplinary referral will result in 3 days of Out-of-school suspension in accordance with Board regulations.
6. A 10th disciplinary referral will result in an appearance before the school board regarding recommendation for expulsion.
7. Exclusion of the student in accordance with Board regulations.

IN SCHOOL SUSPENSION

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

OUT OF SCHOOL SUSPENSION

The principal may suspend students, for up to ten (10) school days, from school grounds, classes and all school activities. In addition, the superintendent may extend the suspension when deemed necessary, based on the severity of the infraction resulting in suspension. Credit is given for missed classes, if all work is turned in at 8:00 a.m., to the office, on the student's first day back to school following the suspension. ***All rights under IDEA will be sustained.

EXPULSION

The Board of Trustees may expel students for a stated period of time, when it is deemed appropriate, based on the severity of the infraction. ***All rights under IDEA will be sustained.

PRINCIPAL'S RULE

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

DUE PROCESS AND APPEALS

Any disciplinary action imposed as a result of a violation of school rules and/or policy that will result in out-of-school suspension will commence on the first scheduled school day following the completion of an investigation of the related incident. However, if the student appeals the disciplinary decision, any disciplinary action will be stayed, and the student will be placed on in-school suspension pending a final determination made at the highest level of appeal taken by the student up through and including a hearing before the Board of Trustees. The principal, superintendent, or Board of Trustees may impose lesser or greater discipline, depending on the severity of the misconduct.

In addition, it is in the discretion of the superintendent to immediately suspend a student from any/all attendance at school or school activities, during the course of the investigation and appeals, taking into consideration whether being present at school would be detrimental to the health, welfare, or safety of the student(s), participant(s) or others and/or would be disruptive of the school, activity, or community. The exclusive authority of the Board to suspend students for longer than ten (10) days does not prohibit the principal and/or superintendent from limiting student participation in regular classroom or extra-curricular activities.

APPEAL PROCESS

Student appeals of assigned discipline will follow the stated protocol:

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

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

TRANSPORTATION

Please send a note or call if you have a change in transportation plans for your child. If we do not receive a note or phone call your child will be expected to do their normal routine.

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

BUS RULES

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 strictly prohibited.
7. Do not be destructive.
8. Stay in your seat, face forward.
9. Keep head, hands and feet inside the bus.
10. Bus drivers are authorized to assign seats.

CONDUCT ON BUSES

The safety of students during the transportation to and from school is a student's responsibility, which they and their parents share with the bus drivers and school officials.

The School Board wants each student to know what is expected of him/her when he/she waits for and rides on a school bus. Therefore, the rules of student conduct will be posted on the bus and reviewed by the drivers.

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 building principal. Verbal warnings shall be given first by the bus driver. Further infractions shall be noted by using Bus Conduct Reports given to the principal. The normal progression of the discipline code shall be followed.

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

INCLEMENT WEATHER

At times during the winter months the buses:

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

During these times it is in the parents' and students' best interest to look for information on the school website, Facebook page and SchoolMessenger. Announcements will be made on the local radio station in Forsyth. One point that is important to remember in these situations is:

IF A BUS DID NOT RUN A ROUTE IN THE MORNING, IT WILL NOT RUN THAT ROUTE IN THE AFTERNOON. Even if the weather clears, a route not run in the morning is not run in the afternoon.

POLICIES AND REGULATIONS

ASBESTOS MANAGEMENT PLAN

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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

- A. A school must allow parents to inspect and review their student's educational records maintained by the school. This is done by making an appointment with the secretary or administrator, reviewing the records in the presence of that official. Copies of materials from the records may be obtained for \$.25/copy.
- B. Parents may request that a school correct records believed to be inaccurate or misleading. This request must be made in writing to the Administrator, and within five (5) school days of reviewing the record.
- C. The school must have **WRITTEN PERMISSION** from the parent before releasing information from a student record, except as specifically designated as directory information and considered public information in FERPA law.
- D. "Directory Information" on students may be released to anyone who requests it unless 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, and dates of attendance, awards received in school, and most recent previous school attended.

TITLE IX

As provided in the Constitution of the State of Montana, Forsyth School District No. 4 is committed to equality of educational opportunity. This district is also committed to equal employment opportunity. Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicaps, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided in the law.

SEXUAL HARASSMENT

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

It is the policy of Forsyth Public Schools to prohibit sexual harassment in any form by any employee of this district, management or non-management, certified or classified, contracted or temporary, male or female, or any student.

Sexual harassment, a form of sex discrimination, means any comments, gestures or physical contact of a suggestive or sexual nature which are unwelcome by the person for whom they seem intended. Any employee or student who believes he/she is being subjected to sexual harassment by anyone connected with his/her work is required to report the matter promptly, as provided in discrimination procedures above. Principals and/or Superintendents shall investigate all reports as provided in Board Policy.

Students are to refrain from making comments, writing notes, drawing pictures, or inappropriate touching of others or making gestures that could be interpreted as sexual harassment by other students. Students are responsible for their own actions in this regard. Students should report incidents of suspected sexual harassment to the Building Principal as soon as possible after their occurrence.

SEX DISCRIMINATION GRIEVANCE PROCEDURES

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

When a non-student believes that they are being discriminated against because of sex, that person may submit the complaint to the Building Principal. If the grievance is not resolved informally at that level, it may then be presented to the Superintendent, where another attempt to resolve it will be made. If the grievance is not then resolved, it may be filed in writing to the Board of Trustees. The Board shall then consider the grievance at their next regularly scheduled Board Meeting. The Board shall respond within thirty (30) days of the date of appeal.

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

The Title IX Coordinator for the School District is Susan Treible, at 346-2796.

SECTION 504 - HANDICAPPED REGULATION

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

The Section 504 Coordinators for the School District are the respective building principals, at 346-2796.

MEDICATION POLICY

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

In special cases, the Principal, doctor and parents may agree on a plan for administration of medication or an inhaler during school hours, (the school secretary will be notified). The medication shall contain the name and telephone number of the pharmacy, the student's identification, name of the physician and dosage of the drug to be given. Prescription medication must be accompanied by a doctor's note.

School personnel will not be responsible for administering the medication. Forsyth Elementary School will have available an auto-injectable epinephrine for students who have severe anaphylaxis reactions.

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

PUBLIC CONCERNS RESOLUTION

Any area of concern will be addressed through the prescribed Public Concerns Resolution process, as described in Board Policy. Appropriate forms for registering such concerns may be obtained in the school office, [form 4310F1]. The process will then proceed through the appropriate chain of command for the timely resolution at the lowest possible level.

EMERGENCY EVACUATION PROCEDURE

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

WEAPONS FREE SCHOOLS

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

The Building Principal or District Superintendent may allow authorized persons to display firearms or other dangerous objects for educational purposes. Advanced written permission must be received before such objects may be brought onto school property. All conditions, which render it incapable of being fired, must be followed. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from school property.

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

DRUGS, ALCOHOL AND/OR TOBACCO

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

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

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

Forsyth School District

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STUDENTS

3612

District-Provided Access to Electronic Information, Devices, Services, and Networks General

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's electronic networks shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and

JUNE 2023

developmental levels of the 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 be 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 of District devices. The school 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 school 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.

B. 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 of 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.

C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.

D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and 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 and any user is fully responsible to the District and shall 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 purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of his/her 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 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.

Policy History:

Adopted on: 11/01

Revised on: 03/09/21

Reviewed on: 11/10/2

Forsyth Public Schools

STUDENTS

3612F

**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 a district-owned computer, tablet or device requires parent approval.

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, 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.

JUNE 2023

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 devices 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.