

2025-2026

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 THROUGH THURSDAY</u>	
Warning Bell 7:45	
Support Time	7:50 - 8:10
1st Period	8:10 - 9:06
2nd Period.	9:09- 10:05
3rd Period	10:08 - 11:04
4th Period	11:07 - 12:03
Lunch	12:03 - 12:48
5th Period	12:51 - 1:47
6th Period	1:50 - 2:46
7th Period	2:49 - 3:45

**** Main HS Entrance doors open for students at 7:40 a.m. to ensure 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	4
PRINCIPAL'S RULE & MESSAGE	4-5
7-12 STAFF, ADMINISTRATION STAFF, BOARD OF TRUSTEES	6
 CALENDARS and ACHIEVEMENT EXPECTATIONS	 7-8
School Calendar	
Grading Periods	
Mission	
 ACADEMIC REQUIREMENTS	 7-10
Forsyth 7-12 Goals	
Course Requirements	
Grade 7-8 After-School Program	
Grade 7-8 Retention Procedures	
High School Graduation Requirements	
Class Rankings and Honors Designations	
 REGISTRATION PROCEDURES and GRADING	 10-13
Admission	
Registration	
Grading	
Academic Report	
Dropping and Adding Courses	
Withdrawal Grades	
Incompletes	
Driver's Education	
Honor Roll	
 ATTENDANCE	 13-17
10-Day Attendance Policy	
Excused Absences	
Unexcused Absences	
School-Related or Exempted Absences	
Tardiness	
Tardy Slips	
Appointments	
Homework Requests for Illness	
Parental Permission to Leave School	
Truancy	
 DISCIPLINARY POLICIES AND GUIDELINES	 17-21
Classroom Detention Policy	
Due Process	
In-School Suspension	
Out-of-School Suspension	
Discipline Firechart	
Due Process and Appeals for Out-of-School Suspension	
Expulsion	
 STUDENT CODE OF CONDUCT	 22-30
General Conduct Expectations	
Student Responsibilities	
Student Rights	
Dress Code	
Cheating and Plagiarism Policy	

Student Conduct in the Lunchroom
Bus Conduct
Care of School Equipment
Forsyth Schools Anti-Bully Policy
Sexual Harassment
Hazing
Drugs, tobacco, and/or alcohol
Fighting
Vandalism
Weapons-Free Schools

GENERAL EXPECTATIONS and RULES

30-32

Backpack Policy
Guests
Hats/Hoods/Blankets & Costumes
Laser Lights
Lockers
Search and Seizure
Vehicles

TECHNOLOGY AT SCHOOL

32-33

Student Phone Policy & Guidelines
Computing Devices

CURRICULAR and SCHOOL ACTIVITIES

34-36

Curricular vs. Extracurricular
Extracurricular Activity Drug/Alcohol Testing
School-Sponsored Student Activities
Assemblies
Educational Trips
Student Performances
Student Dances and Parties
School Insurance
Student Activities Funds Management
Student Council

INJURIES, ILLNESS and OTHER MEDICAL CONSIDERATIONS

36-37

Accidents
Illness During the Day
First Aid
Medications
Emergency Evacuation Procedure

PROGRAMS/SERVICES

38-42

Academic Assistance
Buses and Inclement Weather
FERPA
Guidance Program
Hot Lunch Program
Library and Media Services
Screening Services
Section 504
Discrimination Grievance Procedure
Special Education Services
Title I
Title IX

ACCESS to ELECTRONIC INFORMATION, SERVICES, and NETWORKS	42-44
Board Policy	
Internet Safety	
Confidentiality	
Warranties/Indemnification & Violations	
Violations	
Use of Electronic Mail	

FORMS	45-48
Technology User Agreement & Device Check-Out Form	
Sexual Harassment/Intimidation/Bullying Form	
Handbook Signoff	49

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:

As your principal, I am delighted to extend a warm greeting to all our returning families and to those joining us for the first time. Our school community is built on honesty, engagement, respect, dedication, and a commitment to excellence in education. This handbook has been designed to provide you with essential information about our school's policies, procedures, and expectations. It serves as a guide to help ensure a safe, productive, and harmonious environment for all students. Please take the time to read through it carefully and discuss it with your child. Understanding and adhering to these guidelines will help foster a positive school experience for everyone.

Our dedicated team of educators and staff is committed to providing a supportive and challenging educational environment where every student can thrive. We believe that strong partnerships between home and school are crucial to student success. Therefore, we encourage you to stay actively involved in your child's education, attend school events, and maintain open lines of communication with our teachers and staff. If you have any questions or concerns, please do not hesitate to contact us. Together, we can make this school year a rewarding and memorable one for all. Thank you for your continued support and cooperation.

Sincerely,

Aaron Morgenstern

K-12 Principal

2025-2026 SCHOOL STAFF

Morgenstern, Aaron	Office	Principal (7-12)
Sorenson, Gina	Office	Office Manager
Cole, Shane	Room 11	Government/Social Studies
Derricks, Serena	Room 5	JH/HS English/World Languages
Fay, Molly	Library	Librarian
Herndon, Eric	Room 13	Life/Physical Science
Icopini, Amber	Room 10	HS English
Jones, Amy	Room 9	JH Mathematics/Business Math
Killebrew, Wendy	Room 7	Mathematics
Macioroski, Mindy	Library	Educational Aide
Montgomery, Lynda	Room 14	Special Education
Neuman, Joelle	Room 12	JH/HS Social Studies
Pauley, Jesse	FCS/Room 1	Family Consumer Science
Peppersack, Trina	Room 14	Educational & SPED Aide
Radue, Matt	Music Room	Band & Choir
Santos, Rachel	Room 6	Computers/JH Science
Schacht, Andrea	Gym/Room 2	Physical Education and Health
Schwagler, Blake	AD Office	Activities Director
Treible, Susan	Counseling Center	Guidance and Counseling
Zent, Tina	Room 3/Art	Art

DISTRICT ADMINISTRATIVE STAFF

Dixie Seleg	Superintendent
Stacy Montgomery	Business Manager
Mandy Bonomo	Activities Clerk/Admin. Asst.

DISTRICT SUPPORT STAFF

Marty Cox	Maintenance & Transportation Director
Ron Mans	Assistant Maintenance Director
Raymond Lincoln	Maintenance/Custodian
Lucille Cox	Maintenance/Custodian

BOARD OF TRUSTEES

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

SCHOOL CALENDAR

August 13-14, 2025	P.I.R. Days
August 18, 2025	First Day of School
September 1, 2025	Labor Day Vacation
October 16-17, 2025	P.I.R. Days - M.E.A. Convention
October 31, 2025	P.I.R. Parent Teacher Conferences
November 26-28, 2025	Thanksgiving Break
December 22-Jan 2, 2026	Christmas Break
January 5, 2026	Students Return
January 16, 2026	P.I.R. Day
March 20, 2026	P.I.R. Day
April 3-6, 2026	Easter Break
May 24, 2026	Graduation
May 25, 2026	Memorial Day Vacation
May 29, 2026	Last Day of School

GRADING PERIODS

September 18, 2025	First Quarter Midterm
October 22, 2025	End of First Quarter
December 2, 2025	Second Quarter Midterm
January 15, 2026	End of Second Quarter/First Semester
February 19, 2026	Third Quarter Midterm
March 24, 2026	End of Third Quarter
April 29, 2026	Fourth Quarter Midterm
May 29, 2026	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.

ACADEMIC REQUIREMENTS

GRADES 7 – 8 COURSE REQUIREMENTS

The basic education program for grades 7 and 8 will include 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 After-School program runs Monday, through Thursday from 3:45 – 4:30 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.

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:

- A minimum of **six (6) credits** is required to be considered a member of the **10th grade**.
- A minimum of **twelve (12) credits** is required to be considered a member of the **11th grade**.
- 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:

- Four credits in Language Arts to include English 9, 10, 11, & 12.
- Three credits in Mathematics to include Algebra, Geometry, and one elective math.
- Three credits in Science to include Physical Science, Biology, and one elective science
- Two credits of Health Enhancement in two years.

- Three credits in Social Studies (to include World History, Modern History, U.S. History, and Political Science).
- One credit of Computer Applications.
- One credit of Fine Arts (Music, Art, Drama, Speech).
- One credit of Vocational/Practical Arts (Agriculture, Business, Family Consumer Science or Computer Education).
- One credit of Adult Living.

Correspondence or online coursework 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. 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, Dual Credit Stats, 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 the valedictorian and salutatorian will be given during the commencement exercises. The preparation of these speeches will be supervised by the senior class advisor.
- 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. The 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. The 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

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.

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.

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 or Geometry, Social Studies, Health Enhancement, Music, and an elective course in Art, Vocational/Practical Arts, and Foreign Language.

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

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

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

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

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 grade book 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.

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. 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 their 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, log in 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 their 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 ½ elective credit. Driver's Education is open to all high school students. Students in the spring semester of their 8-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.

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. The fee for Driver's Education is **\$175** for students enrolled in the District, and **\$200** for students who are not enrolled in the District. The driver's permit will not be given to the student until all driver's ed fees are paid

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:

- 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.
- Students enrolled in the Forsyth School District are expected to arrive at school each day on time and ready to learn.

High School 10-Day Absence Policy

Any High School student who exceeds ten (10) absences in a semester for any course will be subject to this policy.

Proficiency Test Requirement

Students exceeding the ten-absence threshold must take a proficiency test administered by the course teacher. The proficiency test will assess the student's understanding of key concepts and material covered in the course. This would be a one-time proficiency-based exam.

Essay Submission

In addition to the proficiency test, students must submit an essay to the principal. The essay topic will be chosen by the principal and will relate to the student's attendance, academic goals, or another relevant subject. The essay should be well-researched, thoughtfully written, and demonstrate the student's commitment to their education.

Hearing by the School Board

Upon successful completion of the proficiency test and submission of the essay, the student may request a hearing by the school board to petition for credit for the course.

The deadlines for submitting the proficiency test and essay are as follows:

February Board Meeting for the Fall Semester

June Board Meeting for the Spring Semester

Special Provisions for Seniors

Seniors who exceed ten (10) absences in the second semester and are subject to this policy will receive their diplomas in June if they meet the requirements. However, they will not be permitted to participate in the graduation ceremonies.

Implementation and Enforcement

Notification: Parents/guardians and students will be notified when a student reaches 5, 7, 9, and 10 absences, warning them of the impending ten-day threshold.

Upon reaching an 11th absence, a formal notice will be sent detailing the requirements of this policy. If a student misses a 17th class, they will not be allowed to appeal to the school board and will receive no credit for the class.

Monitoring

The school administration will monitor attendance records and ensure compliance with this policy. Teachers will assist in administering the proficiency tests and submitting results to the administration.

Compliance

Students who fail to meet the requirements of this policy (proficiency test, essay submission, and hearing) will not receive credit for the course in question.

Appeals and exceptions will be considered on a case-by-case basis by the school board.

This policy aims to ensure that all students meet academic standards and understand the importance of regular attendance. It provides a structured process for students to demonstrate their proficiency and commitment to their education despite excessive absences. We appreciate the cooperation of students, parents, and staff in upholding these standards.

Junior High 10-Day Policy

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 day 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 day over ten (10).

HOMEWORK SHEETS & ABSENCE CODES

Students may utilize a homework sheet to check out of school before leaving. They will have teachers list all of their homework assignments on the form and sign it. 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. Students will keep the homework form with them as a list of work that needs to be done or made up.

EXCUSED ABSENCES

- Prior to the absence, the parent or guardian notifies the school of the student's pending absence through a note or telephone call. 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.
- 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 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.
- Vacations of a week or more must have prior approval from the Building Principal and a check-out sheet.
- 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.
- Out-of-School Suspension is counted toward the ten days.
- A student must be in class for 30 minutes to be counted as present, less than it'll be counted as an absence.

UNEXCUSED ABSENCES

- Any absence not accompanied by a telephone call within 24 hours of return to school or a parental note is considered unexcused.
- Long-term vacations that did not have prior approval from the Building Principal will result in an unexcused absence.

SCHOOL-RELATED or EXEMPTED ABSENCES

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

- School-sponsored activities where the student uses school-provided transportation, or the Principal pre-approves the absence as school-sponsored.
- Documented medical appointments with a signed doctor's note.
- Mandated legal appointments (with a note from the appropriate legal entity).
- 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.
- Job Shadow opportunities need to be pre-arranged through the counselor with the required signed documentation returned to the office. Only one job shadow per semester will be exempt.
- Family emergency/bereavement with approval from the building principal.
- 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. If the exempted absence was unexpected, such as in 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.

TARDINESS

Tardiness- A student will be counted as absent if they are more than 15 minutes late to class unless a tardy slip explains otherwise. A student must be in their assigned room when the bell rings to be counted as present and on time.

- During the school day, teachers shall mark an unexcused tardy for lateness to class unless the student has a note from a teacher or the office.
- Students receiving an unexcused tardy will be assigned make-up time according to the following formula, which counts all classes collectively and runs per semester.

5th Tardy =	30-minute detention
10th tardy =	45-minute detention
15th tardy =	1-hour detention
20th tardy =	1 day ISS and counts against 10 days of attendance
25th tardy =	2 days ISS and counts against 10 days of attendance
30th tardy =	3 days of ISS and counts against 10 days of attendance

TARDY SLIPS

Students are not to be admitted to class unless they have a slip explaining why they were late. Teachers may write a tardy pass if they hold a student past the allotted class time.

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:

- 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.
- The student may obtain a homework form and check out of their classes for the appointment to be considered an exempt absence.
- 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.
- 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

Students must have written or verbal permission from a parent or guardian to leave school grounds, regardless of age. Leaving without permission or missing school without prior parental notice is considered truancy, which counts as an unexcused absence toward the ten-per-semester limit. Skipping a class or a full day will result in disciplinary action per the school's fire chart.

Once permission is received, students must sign out at the main office front counter. The principal may deny permission under certain conditions.

Students may leave during the day to get materials for class projects only if the principal confirms the need and obtains direct parental approval. The student must still follow the sign-out procedure.

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.

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 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 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, resulting in increased 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, 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.

To prevent habitual misconduct and maintain a positive learning environment, all disciplinary referrals reported to the office will be recorded and tracked using a point-based system. Consequences will be assigned according to the discipline grid.

- Each infraction results in discipline points.
- At 60 points, parents/guardians will be notified in writing.
- At 80 points, the student will appear before the board of trustees for a warning.
- At 100 points, the student will face an expulsion hearing.
- The principal may exercise discretion with Level I offenses for students accumulating 70 or more points.

Discipline points will reset at the beginning of each school year.

Previously expelled students readmitted by the school board will be assigned entry points at the board's discretion.

Students with no disciplinary referrals for one full quarter will have 10 points deducted. Point totals cannot fall below zero.

The discipline referral form is used to identify the root causes of student behavior, not just to document misconduct. When a student is disruptive or disrespectful, they are asked to stop and informed that their behavior will be recorded. Each entry automatically notifies the student, parent/guardian, and administration via email. The school counselor monitors referrals to guide interventions. After three disruptive behavior entries, the student will meet with the counselor and receive a Level 1 referral to the office. For repeated or serious concerns, a parent/guardian meeting may be scheduled, and the student may be required to participate in a restorative process, such as a reflection, written apology, to help repair harm and restore relationships.

CLASSROOM DETENTION POLICY

Students are ultimately responsible for their own behavior. School discipline aims to support student growth while maintaining a safe and respectful learning environment. Discipline should be used as a teaching tool and applied in a positive, constructive manner. Strategies may include individual counseling, student involvement in setting behavior expectations, and after-school detention. Parental involvement may be necessary for repeated misconduct or lack of self-discipline.

Teachers will set reasonable deadlines for serving detention, allowing time for transportation arrangements. Failure to serve detention or comply with other teacher-assigned consequences will result in a formal referral to the office.

Detention Policy

Detentions will be served during lunch hour with an administrator or another assigned adult. Students serving detention will travel on the Lunch Bus and serve their time there.

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, the 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, etc.
- d. The student will be informed of the final decision and the parents will be notified.

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.

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	1/2 Hour Detention	One Hour Detention	2 Day ISS	1 Day ISS -Behavior Plan and meeting with Parents.	3 Day ISS	1 Day OSS - Parent and Student must meet with administration for readmittance.	Expulsion Hearing Student will appear before the board.
Innapropriate Dress							
Public Display of Affection							
Disrespect/Defiance of Staff							
Minor Damage to School - Under \$50							
Rude, Inappropriate Language							
Left Class without permission/wandering							
Inappropriate 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	1 Day ISS - Behavior Plan and meeting with Parents	2 Day ISS	3 Day ISS	1 Day OSS -Parent and Student must meet with admistration for readmittance.	Expulsion Hearing -Student will appear before the board
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	2 Day ISS	3 Day ISS	1 Day OSS - Parent and Student must meet with admistration for readmittance.	Expulsion Hearing -Student will appear before the board
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	5 day OSS - Behavior Plan and meeting with Parents	Expulsion Hearing - Student will appear before the board
Open and Persistent Defiance		
Theft/Vandalism - \$100 - \$200		
Written, Verbal or Physical Threatening Behavior		
Use or Possesion of:		
Alcohol & Marijuana		

Level 5 - Offense # of Occurances	1
Point Assessment	100
Possession or Threat of the Use of Firearms, Weapons or Explosives	Expulsion Hearing -Student will appear before the board.
Theft/Vandalism - Over \$200	
Possession or Use of Illegal Drugs/Paraphernalia	
Physical Assault on Fellow Student, Faculty, Staff	

Due Process and Appeals for Out-of-School Suspension

Out-of-school suspension resulting from a violation of school rules or policies will begin on the first scheduled school day following the completion of the related investigation. However, if the student chooses to appeal the disciplinary decision, the suspension will be temporarily stayed, and the student will be placed on in-school suspension pending the outcome of the appeals process. This process may proceed through multiple levels, up to and including a final hearing before the Board of Trustees.

The principal, superintendent, or Board of Trustees may impose a lesser or greater consequence depending on the severity of the misconduct. Additionally, the superintendent has the authority to immediately remove a student from school or school activities during the investigation or appeal if the student's presence poses a risk to the health, safety, or welfare of others, or would significantly disrupt the school environment or related events.

While only the Board of Trustees has the authority to suspend a student for more than ten (10) days, the principal or superintendent may restrict the student's participation in regular classroom instruction or extracurricular activities at any time during the disciplinary process

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.

STUDENT CODE of CONDUCT

General Conduct Expectations

Students are expected to behave and dress appropriately at all times—whether in class, at school events, or while representing the school.

All students must:

- **Avoid inappropriate content or behavior**, including the use or possession of profanity, pornography, defamatory language, or threats.
- **Avoid throwing objects** (e.g., rocks, snowballs, ice) that could cause injury or damage property.
- **Speak and act respectfully**, avoiding loud, disruptive, rude, or disrespectful behavior toward peers or adults.
- **Follow hallway expectations**: use quiet voices, walk (do not run), stay to the right, and practice safe movement.
- **Will only be in hallways** during class time with permission of the teacher, a hall pass, and a specific purpose. Students will be expected to use the restroom during passing periods, before school, or at lunch whenever possible. Students should plan accordingly and avoid using class time unless necessary.
- **Show courtesy and respect** by following directions from all staff and school officials.
- **Address adults formally**, using Mr., Mrs., Ms., or Miss followed by their last name.
- **Respect school property**; defacing or damaging property will result in personal responsibility for repairs or replacement.
- **Keep the school clean** by disposing of trash properly and maintaining tidy shared spaces.
- **Avoid physical altercations**; fighting is strictly prohibited on school grounds.
- **Refrain from public displays of affection** (e.g., hand-holding, hugging, kissing) anywhere on school property or at school events, whether on- or off-campus.
- **Only use approved drink containers**: Only spill-proof containers are allowed in the school building this year. Open drinks, cans, or coffee shop drinks are not permitted. Teachers may set their own rules regarding containers in classrooms, and all containers are subject to inspection.
- **Do not bring or consume sunflower seeds** inside the school building or on school buses. Teachers may set their own rules regarding other food items in their classrooms.

Student-Teacher Conflict Resolution

If a disagreement occurs between a student and a teacher, it must be addressed calmly and respectfully. Lengthy discussions or arguments should not take place during class time. Instead, the issue will be discussed privately at a later time, as determined by the teacher.

STUDENT RESPONSIBILITIES

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

STUDENT RIGHTS

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

DRESS CODE

The purpose of the High School Dress Code Policy is to create a safe, respectful, and inclusive learning environment. This policy aims to ensure that students are dressed appropriately for school activities while allowing them to express their individuality.

General Guidelines

1. Appropriateness

- Clothing should be appropriate for a school setting and not disrupt the educational process.
- Students must wear clothing that covers undergarments, midriff, and cleavage at all times.

2. Tops

- Acceptable: T-shirts, blouses, collared shirts, sweaters, hoodies. Straps on sleeveless tops must have at least a 2-inch width.
- Unacceptable: Strapless tops, halter tops, crop tops, muscle shirts where ribs are showing, see-through garments, and tops with inappropriate graphics or language.

3. Bottoms

- Acceptable: Jeans, slacks, skirts, shorts, dresses.
- Unacceptable: Shorts or skirts shorter than mid-thigh, pants with holes above mid-thigh that expose skin.

4. Headwear

- Hats, hoods, and sunglasses are not allowed inside the school building during school hours, except for religious or medical reasons.

5. Accessories

- Accessories should not disrupt the educational environment or pose a safety hazard.
- Unacceptable: Chains, spiked jewelry, or any accessory that could be used as a weapon.

6. Special Circumstances

- Physical Education: Students must wear appropriate athletic attire as specified by the PE department.
- School Events: Students must adhere to specific dress codes for events such as dances, graduations, or field trips.

Prohibited Items

- Clothing or accessories displaying offensive language, symbols, or graphics.
- Clothing promoting violence, drugs, alcohol, or tobacco.
- Gang-related attire or symbols.

Enforcement

1. First Offense

- The student will be asked to change into appropriate attire. If they do not have a change of clothes, they will be asked to call home and have a set brought to them.

2. Subsequent Offenses

- The student will face disciplinary actions in alignment with the school's discipline fire chart.

Exceptions and Accommodations

- Religious and Cultural Attire: The school respects the rights of students to wear attire required by their religion or culture.
- Medical Needs: Students with specific medical needs that require particular attire should provide a note from a healthcare provider.

Review and Amendments

This policy will be reviewed annually by the school administration to ensure it remains fair and relevant. Amendments will be made as necessary to accommodate the evolving needs of the student body.

The High School Dress Code Policy is designed to foster a respectful and safe school environment while allowing students to express their individuality within appropriate boundaries. We appreciate the cooperation of students, parents, and staff in upholding these standards.

CHEATING and PLAGIARISM POLICY

Cheating and plagiarism are strictly prohibited at Forsyth Schools. These actions undermine academic integrity and personal growth. Any student found engaging in cheating or dishonesty will face disciplinary consequences.

Plagiarism is the act of using someone else's words, ideas, or work without proper citation, often with the intent to present it as one's own. To avoid plagiarism, students must clearly indicate borrowed material using quotation marks, indentation, or appropriate formatting, and must credit the source in the assignment.

Examples of cheating or plagiarism include, but are not limited to:

- Having another person (e.g., friend, parent) complete any part of an assignment.
- Copying from another student.
- Submitting a purchased or pre-written paper.
- Using online material without proper citation.
- Submitting work composed primarily of others' content, even if sources are cited.
- **Using AI tools (e.g., ChatGPT) to generate any part of an assignment without the teacher's permission or proper citation.** Unauthorized use of AI is considered academic dishonesty.

Students are responsible for ensuring that all work submitted reflects their own understanding and effort.

Consequences

First Offense:

The student will receive a zero on the assignment but will have a one-time opportunity to redo it for full or partial credit, at the teacher's discretion. The teacher may assign the same or an alternate assignment. Parents/guardians and the principal will be notified.

Additional Offenses:

The student will receive a zero with no opportunity to redo the assignment. The teacher will inform the principal, and the student will enter the formal disciplinary process.

STUDENT CONDUCT IN THE LUNCHROOM

- Enter the lunchroom in a quiet and orderly manner.
- Sit down quietly after being served and limit visiting to those closest to them.
- Do not trade or share food.
- Do not throw food or other objects.
- Keep feet under the table while seated and not in the aisle.
- Attempt to eat what is given or what is taken. This prevents large amounts of food from being wasted.
- Follow directions given by adults in the lunchroom.

STUDENT BUS CONDUCT POLICY

Student safety during transportation to and from school is a shared responsibility between students, parents, bus drivers, and school officials. All buses are equipped with video and audio recording systems for monitoring and safety purposes.

At the start of each school year, all bus riders will receive a copy of the bus conduct rules. Students are expected to:

- Follow classroom-like behavior.
- Be courteous; avoid profanity and inappropriate gestures.
- Refrain from eating or drinking.
- Keep the bus clean.
- Follow the driver's instructions and cooperate at all times.
- Use or distribution of tobacco, drugs, or alcohol.
- Stay seated, face forward, and keep your body parts inside the bus.
- Respect property and others.
- Sit in assigned seats if directed.

Discipline Procedures:

Misbehavior on the bus may result in immediate disciplinary action. Drivers will issue verbal warnings for first offenses. Repeated infractions will be documented using Bus Conduct Reports and submitted to the Transportation Supervisor.

The superintendent or principal may suspend a student's bus privileges if behavior endangers the safety or well-being of others. Parents will be notified if their child's misconduct could result in loss of riding privileges, in accordance with district policy.

CARE OF SCHOOL EQUIPMENT

Students are responsible for keeping all school materials and equipment in good condition.

Textbooks:

Each student will be issued textbooks and is responsible for their condition until returned. Damage beyond normal wear or loss of a book will result in a financial charge.

Library Books:

Library books must be checked out according to library rules and returned directly to the librarian. Students must ensure the book is properly checked back into their account. Removing books without checking them out or taking reference materials (e.g., encyclopedias) from the library is prohibited and may result in loss of library privileges.

Other Equipment:

All school equipment—such as calculators, computers, and classroom tools—must be used responsibly. Students will be held financially accountable for any damage or loss of items issued to or used by them.

FORSYTH SCHOOLS ANTI-BULLYING POLICY

Forsyth Schools is committed to maintaining a safe, respectful, and supportive learning environment for all students. Harassment, intimidation, bullying, hazing, or retaliation by any student or staff member—

whether in person or via electronic communication—is strictly prohibited in accordance with MCA 20-5-208 and 45-8-213.

Definition

Bullying includes any repeated, severe, or intentional written, verbal, electronic, or physical act that:

- Causes physical or emotional harm;
- Damages property or creates fear of harm;
- Interferes with a student's ability to participate in educational opportunities; or
- Disrupts the orderly operation of the school.

Electronic communication (e.g., texting, sexting, social media, email) is covered under this policy, regardless of whether it occurs during school hours or on school grounds.

Reporting

Any student who feels they are a victim of harassment, intimidation, or bullying should report it promptly to a teacher, counselor, or the principal. Reports can be made verbally or via the Harassment Reporting Form (3225F), available in the district policy manual and at the end of this handbook. Reports may be submitted anonymously. All reports will be investigated promptly and treated confidentially to the extent possible.

Investigation

The designated administrator will investigate reports by interviewing involved parties and witnesses, reviewing relevant history, and assessing whether a violation occurred. Confidentiality will be maintained within the bounds of due process.

Consequences

Students or staff found to have violated this policy will face appropriate disciplinary action. Depending on the severity and frequency, consequences may include:

- Parent/guardian notification
- Loss of privileges or participation in school activities
- Reassignment (seating, classes, or transportation)
- Written apology or reflection
- Counseling referral
- Detention or suspension (in-school or out-of-school)
- Payment for damages
- Law enforcement referral
- Expulsion

Any student disciplined under this policy will receive due process as outlined in district procedures.

Retaliation & False Reporting

Retaliation against individuals who report or assist in investigations is strictly prohibited and subject to disciplinary action. Knowingly making false accusations is also a serious offense and will be addressed accordingly.

SEXUAL HARASSMENT & HAZING POLICY

Forsyth Public Schools is committed to maintaining a learning environment free from discrimination, including sexual harassment. Sexual harassment is strictly prohibited and may be committed by any student, staff member, or third party, regardless of position or gender.

DEFINITION:

Sexual harassment includes any unwelcome sexual advances, comments, gestures, or physical contact of a sexual nature that create a hostile or offensive environment.

REPORTING PROCEDURES:

Any student or employee who believes they are a victim of sexual harassment must report the incident within 30 days to the school counselor, Mrs. Susan Treible. An initial informal resolution will be attempted. If unresolved, the matter will be escalated to the administration for further investigation and action.

CONSEQUENCES:

Students found in Violation of this policy are subject to disciplinary measures, including detention, in-school or out-of-school suspension, or expulsion, depending on the severity of the offense.

HAZING:

Hazing in any form, by individuals, clubs, teams, or organizations, is strictly prohibited. Students involved in hazing will face disciplinary consequences, which may include in-school suspension, out-of-school suspension, or expulsion.

DRUGS, TOBACCO, AND ALCOHOL POLICY

Forsyth Schools is committed to maintaining a safe and healthy learning environment. The use, possession, sale, furnishing, or transport of tobacco or nicotine products, alcohol, illegal drugs, or non-prescribed intoxicating substances is strictly prohibited on school grounds or during any school-sponsored activity.

Prohibited Substances Include:

- Tobacco or nicotine products (e.g., cigarettes, vaping devices, smokeless tobacco)
- Alcohol
- Illegal drugs or non-prescription intoxicants

If a student exhibits signs of being under the influence (e.g., slurred speech, impaired coordination, odor, or bloodshot eyes), parents will be contacted and asked to remove the student from school. Time missed will count against the 10-day semester attendance limit unless the parent provides a negative drug test, in

which case the absence will be excused. Students participating in activities may be subject to drug testing upon reasonable suspicion.

Violations will result in disciplinary action in accordance with the school's discipline policy, including referral to the School's Fire-Chart system.

FIGHTING

Fighting will not be tolerated at any time on school grounds. Students found to have been fighting on school grounds will enter into the School's discipline fire-chart procedures. The term "fighting" will be a judgment based upon the facts obtained by the administration from those involved, those observing, and any adult supervisors who may have witnessed the actions.

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. Students will also enter into the School's discipline fire-chart procedures.

WEAPONS-FREE SCHOOLS POLICY

In compliance with Montana law (§ 45-8-361, MCA) and the Federal Gun-Free Schools Act, Forsyth Schools strictly prohibit the possession, use, or transfer of any weapon or item that resembles a weapon on school property or at any school-sponsored event.

Prohibited Items Include (but are not limited to):

- Firearms (loaded or unloaded)
- Imitation or replica weapons
- Explosives, incendiary devices, or poison gas
- Knives, including pocket knives
- Any object used in a threatening manner

Consequences:

- **Firearms:** A student who brings a firearm to school will be expelled for no less than one calendar year. The School Board may modify this term on a case-by-case basis. The incident will be referred to law enforcement.
- **Other Weapons:** Students in possession of prohibited items will face disciplinary action, including possible suspension, expulsion, and criminal referral.

Exceptions for Educational Purposes:

The Principal or Superintendent may approve, in writing, the supervised display of firearms or dangerous objects for educational purposes. Approved items must be:

- Unloaded and inoperable
- Brought with no accompanying ammunition
- Immediately removed from the school property after the display

Students with Disabilities:

If a student with a disability violates this policy, the District will follow appropriate IDEA or Section 504 procedures to determine whether the behavior is related to the student's disability before imposing long-term disciplinary action.

GENERAL EXPECTATIONS and RULES

BACKPACK POLICY

To maintain a safe and organized learning environment, backpacks, purses, and gym bags must be stored in student lockers during the school day. These items are not permitted in classrooms and may not be carried between classes or buildings, with the exception of students traveling to Health Education in the gymnasium.

GUESTS

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

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 a combination must be given to the office if a lock is placed on a locker. Locker rules and regulations are as follows:

- Students are responsible for care and maintenance.

- Students must keep a locker assigned to them. Students are not permitted to change lockers with another student or occupy more than one locker.
- Do not use sticky glue on posters, mirrors, etc., in or on lockers.
- Do not give lock combinations to other students.
- If there are any problems, please report them to the office.
- No contraband, tobacco (including smokeless), vaping devices, drugs, or alcohol are allowed in lockers. Students are responsible for their locker contents regardless of how it got there.
- 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.
- Students will be responsible for damage to lockers and will be assessed the cost of repairs to their lockers at the end of the school year.
- 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.

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 inspections 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 the 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:

- 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.
- 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 that 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.
- No student shall hinder, obstruct, or prevent any search authorized by this procedure.
- 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.
- In any instance where an item or substance is found that would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.

VEHICLES

Students who drive to school are expected to operate their vehicles in a **safe, responsible, and respectful manner** at all times while on school property. Dangerous behaviors such as **exhibition driving, spinning donuts, speeding, or improper parking** will result in disciplinary action.

Students must park in **designated student parking areas only**. Parking in spaces reserved for **visitors, individuals with disabilities, or emergency access (e.g., fire lanes)** is strictly prohibited. Violators may receive a **citation or have their vehicle towed at their own expense**.

Vehicles intended for use in the shop class must be **parked at the shop area either before school begins or immediately following lunch**.

Driving to school is a privilege that comes with the responsibility of arriving on time. **Tardiness due to driving delays is not excused**, especially when district-provided transportation is available and reliable.

Students may drive to the cafeteria for lunch; however, **vehicles must be parked in the designated middle school parking lot. Driving east of the parking lot at noon is not permitted**. Students must exercise **extreme caution when driving near elementary school zones**.

The district offers transportation to and from the cafeteria at lunchtime. If a student rides to the cafeteria but chooses to walk back, it is their **responsibility to return to class on time**.

TECHNOLOGY at SCHOOL

STUDENT PHONE POLICY & GUIDELINES


Phones are not to be used during school. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

DAILY PROCESS

As students **arrive to School**, they will:

- 1) Turn their phone off.
- 2) Place their phone inside their Pouch.
- 3) Students will have access to unlock their phones during the lunch period. They will be put back into pouches upon return to school.
- 4) JH students' phones will remain in their pouches during lunchtime as they're still on campus. If a JH student is signed out for lunch by a parent/guardian or has filled out the permission slip to walk home for lunch, they may have their phones out during the lunch hour.

At the end of the day, students will open their Pouch.

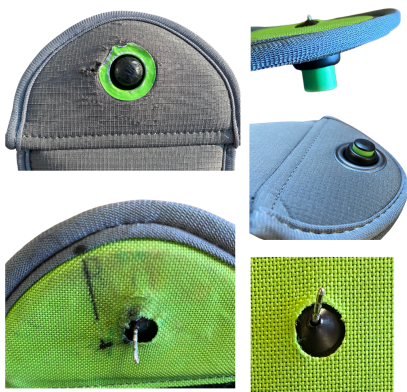
Students must bring their Pouch to school with them each day. 

*Students arriving late or leaving early will pouch/unpouch their phones at the office.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone During School

- If a student damages their Pouch or is caught on their phone, the office staff or Administration will collect the phone/Pouch and call home for a
- **Parent Pickup**
- **All cellphone infractions will result in students entering the School's Discipline fire chart.**
- **Lost or broken pouches will result in a \$30.00 fine to cover the replacement cost of a new pouch.**



- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

Forgotten Pouch

If a student forgets their Pouch, **their phone will be collected and Admin will call home to remind the Parent of the policy.** The phone will be returned to the student at dismissal. If the student forgets the pouch and is caught using their phone, the phone will be collected and held for parent/guardian pickup, and they'll enter into the School's Discipline Fire Chart.

If a student consistently forgets their Pouch, it is considered Lost. **Refer to the Lost Pouch policy above.**

COMPUTING DEVICES

All computing devices provided by the school must be used **solely for educational purposes** during the regular or extended school day and only under the supervision of school staff.

Use of devices for **non-educational activities**—such as gaming, social media, online shopping, or streaming videos—is prohibited. Violations will result in **loss of device access for a period determined by the Principal** and may result in disciplinary action in accordance with the **School Discipline Fire Chart**.

Personal computing devices (e.g., privately owned Chromebooks, tablets, or laptops) are **not permitted for use during the school day**. These devices must be **stored securely in lockers** during school hours.

Students are expected to use only **school-issued devices** for academic activities and must follow all district technology guidelines

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 expectations. 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, 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.

EXTRACURRICULAR ACTIVITY DRUG/ALCOHOL TESTING

Refer to the school activities handbook for information on this topic.

SCHOOL-SPONSORED STUDENT ACTIVITIES

Student Organizations

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

Social Events

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

ASSEMBLIES

All activities are designed to be an educational experience and scheduled as part of the curriculum. Assemblies provide one of the few opportunities in school to learn appropriate audience behavior. Courtesy demands that students be respectful and attentive during all assemblies. Talking, stamping feet,

whistling and booing are examples of unacceptable behavior. Any student who misbehaves may forfeit their right to participate in future activities and may receive additional consequences.

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:

- All activities involving students will be approved by the Building Principal.
- The extended use of one particular group will be discouraged.
- Students participating in a performance will conduct themselves in the same manner as is expected at school.
- 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

All student parties, dances, and social events must be approved by the **Building Principal**. A **permission form** must be submitted **at least two weeks in advance**. If an organization intends to use the **Student Council sound system**, this must be indicated on the form. The cost is **33% of gate receipts**, which includes use of the system and DJ services. Groups are responsible for providing a **setup and teardown crew**.

Concession sales must be approved by both the **Principal and Activities Director** at least **one week in advance**.

Each event requires a **minimum of four chaperones**, with at least **one faculty member** present at all times. A typical chaperone team includes **two faculty members and two parents**, though parents are not required.

Entry closes one hour after the event begins, and students who leave may not return. All school rules apply during events, including prohibitions on **alcohol, drugs, and tobacco/nicotine**. Students may be subject to **breathalyzer testing** upon entry.

Violations will result in disciplinary action per district policy. Law enforcement and parents will be notified if a student is found using alcohol or drugs.

Guests are allowed with pre-approval by the Principal and submission of a **“Non-FHS Student Participation” form** at least **two days before the event**. Guests must be current high school students and **under 19 years of age**. Guests may also be subject to a **breathalyzer test**.

Junior High dances are limited to **Forsyth 7th and 8th graders**. High school students may not attend junior high events, and junior high students may not attend high school dances.

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 the requirements of the appropriate regulating body (the Office of Public Instruction). Funds will be audited annually.

STUDENT COUNCIL

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. A staff member will be appointed as 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. 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's 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.

Every guardian/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, that 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

ACADEMIC ASSISTANCE

Academic Assistance is an option for 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.

BUSES AND INCLEMENT WEATHER

Forsyth Public Schools provides busing 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. Updates will also be sent out via School Messenger and our Facebook page. 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 DOES 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)

The Family Education Rights and Privacy Act allows for the 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 ongoing assistance.

HOT LUNCH PROGRAM

Forsyth Public Schools offers a USDA-compliant hot lunch program in the **Elementary School lunchroom** on all school days. Prices are as follows:

- **K–6 students:** \$3.25
- **7–12 students:** \$3.50
- **Adults:** \$4.75
- **Extra milk:** \$0.40

A **free or reduced-price lunch program** is available for eligible families. Applications are sent home at the beginning of the school year and are also available in the school office. Applications must be renewed annually. Families are encouraged to apply, as eligibility impacts school funding.

PAYMENT & ACCOUNTING

Lunch payments are processed through a computerized system. Payments may be:

- **Paid online** through the MealTime App
- **Dropped off before school** (by 8:30 AM)
- **Mailed to:**
Lunch Program
Forsyth Public Schools
P.O. Box 319
Forsyth, MT 59327

No payments are accepted in the lunchroom. All meals and milk must be **paid in advance**.

Students should regularly check their account balance. A notice will be sent home if the balance falls below the cost of one lunch. **Charges are limited to five meals**; beyond that, the account is considered

delinquent. Students with delinquent accounts will receive an **alternate lunch** (e.g., sandwich, fruit, and water). If the account remains unpaid after five days, school staff will contact the parent directly.

Credit balances roll over each year and will only be refunded if the student withdraws from the district.

Junior high students are required to participate in the school's hot lunch program except for 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 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 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.

High school students may drive to the lunchroom to eat at the cafeteria. Students must park vehicles in the middle school parking lot.

LIBRARY AND MEDIA SERVICES

The library supports the school's educational goals by providing a variety of academic and recreational resources, including:

- Books, magazines, newspapers, and videos
- Online databases and a library resources page (available at forsythpublicschools.org)
- Computers for research and learning

The library also offers instruction on research and library skills, both individually and in groups.

FINES AND FEES

- **Overdue books:** 5 cents per item, per day
- **Lost books:** Charged at the replacement cost
- **Damaged books:** Fines are assessed based on the extent of damage (e.g., missing barcodes, water damage, broken bindings). If a book is deemed unusable, it will be treated as lost.

If a lost book is found and returned within the same school year, and a replacement has not already been purchased, a refund will be issued minus any fines.

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 Aaron Morgenstern. 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 protected 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 that 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 1 students the skills they need through additional teaching materials that supplement their regular instruction. Classroom and Title 1 teachers coordinate instruction on a timely basis. An after-school program is offered to further assist students. The goal of Title 1 is to provide instructional services and activities which support students in meeting the state's challenging performance standards.

TITLE IX

As provided in the Constitution of the State of Montana, Forsyth School District and 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.

ACCESS TO ELECTRONIC INFORMATION, DEVICES, SERVICES and NETWORKS

Forsyth Public Schools provides students and staff with access to computers, networks, and the Internet as part of its instructional program to promote educational excellence through collaboration, resource sharing, and communication. Access is a privilege—not a right—and comes with responsibilities and expectations for safe, ethical, and legal use.

Acceptable Use & Responsibilities

Students are expected to use district-provided devices and network access **for educational purposes only**. All users must:

- Follow the same behavioral expectations online as they would in school.
- Use the network in ways that are consistent with district curriculum and goals.
- Cooperate with staff supervision and technical monitoring.

Examples of unacceptable use include:

- Engaging in illegal activity or violating copyright laws.
- Downloading unauthorized or copyrighted content.
- Gaining unauthorized access to files (hacking).
- Posting inappropriate or offensive content.
- Using another person's account or credentials.
- Participating in online harassment, threats, or privacy violations.

- Using the network for commercial or financial gain.

Violations may result in loss of access and disciplinary action.

Internet Safety & Filtering

To comply with the **Children's Internet Protection Act (CIPA)**, all district devices with Internet access are filtered to block harmful content, including obscene or pornographic material. Internet usage is monitored by staff and system administrators.

"**Harmful to minors**" is defined by federal law as content that:

- Appeals to prurient interests.
- Depicts offensive sexual conduct.
- Lacks serious literary, artistic, political, or scientific value.

Filtering is one part of a broader safety strategy that includes digital citizenship education, supervision, and the use of "Acceptable Use Agreements."

Confidentiality & Student Privacy

Personal information (such as Social Security numbers or credit card data) should never be shared online. No identifiable student information may be posted or disclosed without parent or guardian consent (or the student's, if over 18). Directory information may be used for approved educational purposes only.

Parent/Student Agreement

Each student and parent/guardian must sign an **Internet Access Conduct Agreement** annually before the student is allowed to use district networks or Internet services.

Disclaimer & Liability

Forsyth Public Schools makes **no guarantees** about the reliability, accuracy, or availability of Internet resources and is not responsible for any damage, loss, or charges incurred during Internet use. Users (or their parents/guardians) agree to indemnify the District from any claims resulting from inappropriate or unauthorized use.

Violations & Consequences

Violations of this policy will result in **revoked access** and may lead to further disciplinary action. The system administrator and building principal have the authority to suspend or terminate privileges at any time.

For questions or concerns, contact your school administrator or technology coordinator.

Use of Electronic Mail

The District's email system is a tool provided to support educational and professional responsibilities. Users are expected to use email appropriately, professionally, and in accordance with district policies.

Ownership and Monitoring

- The **email system and all related hardware, software, and data** are the property of Forsyth Public Schools.
- The District **reserves the right to access and disclose** the contents of any account at any time, with or without notice.
- **Unauthorized access** to another person's email account is strictly prohibited.

Professional Use Expectations

- Email messages should be written with the same care as official memos or letters.
- Avoid sending any message you would not be comfortable seeing in print or on official letterhead.
- Because all messages include the District's domain name, emails reflect on the **District's name and reputation**. Users are **personally responsible** for the content of any messages sent externally.

Security and Caution

- Be cautious when receiving messages from unknown senders.
- **Do not open or download attachments** unless you are confident of the sender's identity and the file's safety.
- Suspicious emails should be deleted or forwarded to the system administrator.

User Acknowledgment

Use of the District's email system implies **understanding and acceptance** of these guidelines.

TECHNOLOGY USER AGREEMENT

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.
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.
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.
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 other than screen (\$50.00 each incident).	7-9 Chromebooks 3 years
Lost Device or Broken Beyond Repair -- Full Replacement Cost \$370 for Chromebook or \$230 for Tablet	10-12 Chromebooks 3 years

TECHNOLOGY USER AGREEMENT FORM

STUDENT RESPONSIBILITY

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

Student's Name Printed

Student's Signature

Date

PARENT/GUARDIAN RESPONSIBILITY

CHECK ONE:

☐ I give permission for my child to access District Technology Resources **and use school-issued computing devices** during the school day.

☐ I give permission for my child to access District Technology Resources, but **opt out of using school-issued computing devices**. I understand that **my child will not be permitted to use a personal device at school** and will be responsible for completing all required computer-based work **outside of school hours**. As a parent, I accept responsibility for ensuring my child abides by District Policies 3612, 3612P, and 3620.

Parent or Guardian's Printed Name
Date

Parent or Guardian's Signature

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

FORSYTH SCHOOL DISTRICT

STUDENTS

Page 1 of 2

SEXUAL HARRASSMENT/INTIMIDATION/BULLYING OF STUDENTS

3225F

Name of School:	Date:
-----------------	-------

Reporting Person Information (optional) *Please note: no disciplinary action will occur on the sole basis of a report.

Name:	
Telephone:	E-Mail:
I am a <input type="checkbox"/> student <input type="checkbox"/> staff member <input type="checkbox"/> parent/guardian <input type="checkbox"/> administrator <input type="checkbox"/> self-reporting <input type="checkbox"/> other: _____	
Name of Victim:	
Name(s) of Aggressor (please describe if not known):	Grade(s):
Date/Time of incident:	
Where did the incident occur? <input type="checkbox"/> on school property <input type="checkbox"/> at a school sponsored activity or event off school property <input type="checkbox"/> school bus <input type="checkbox"/> on the way to/from school <input type="checkbox"/> electronic	
Check all that describes the incident: <input type="checkbox"/> Physical (pushing, shoving, hitting, fighting, kicking, throwing items, etc.) <input type="checkbox"/> Emotional (name calling, insults, teasing, verbal threats, staring/leering, etc.) <input type="checkbox"/> Social (rumors, exclusion, embarrassment, graffiti, jokes, gestures, etc.) <input type="checkbox"/> Sexual (inappropriate comments/touching, sexual orientation references, etc.) <input type="checkbox"/> Cyber (threatening or harassing texts/I-M's/calls, defamatory posts/emails, etc.) <input type="checkbox"/> Property (vandalism, theft, demanding money, exploiting or fear of such, etc.) <input type="checkbox"/> Other (please describe)	
Please describe incident:	
Physical Evidence: <input type="checkbox"/> Graffiti <input type="checkbox"/> Electronic <input type="checkbox"/> Photo/Video <input type="checkbox"/> Website <input type="checkbox"/> Notes <input type="checkbox"/> Other	

FORSYTH SCHOOL DISTRICT

STUDENTS

Page 2 of 2

**SEXUAL HARRASSMENT/INTIMIDATION/BULLYING
OF STUDENTS**

3225F

Others involved (please indicate whether witness, bystander, victim, etc.)		
Name: _____	Grade _____	
Name: _____	Grade _____	
Is this a repeated offense? <input type="checkbox"/> No, this is a one-time incident <input type="checkbox"/> Yes, date and description of incident(s):		
Have you ever reported this information before?	With whom:	Date:
Did a physical injury result from this incident? <input type="checkbox"/> No <input type="checkbox"/> Yes, but it did not require medical attention <input type="checkbox"/> Yes, and it required medical attention		
Was the student/victim absent from school as a result of the incident? <input type="checkbox"/> No <input type="checkbox"/> Yes, _____ days		
Have you contacted the police?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Officer: _____ Date: _____
Is there any additional information you would like to provide?		
I understand the serious nature of this report and I agree that all of the information is accurate and true to the best of my knowledge.		
Signature _____		Date _____
Please type/print name: _____		

* Please note: anyone who files a report he/she knows to be false will be held responsible and may be reported to an appropriate law enforcement agency. Appeals may be made to the superintendent, in writing, after 5 school days of reporting.

Thank you for reporting!

For Administrative Use

Date received: _____ Received by: _____

Incident assigned for investigation to: _____

Title: _____ Date: _____

Action Taken: ☐ Started Investigation ☐ Other

HANDBOOK SIGN-OFF

PUBLIC RECORDING

Effective October 1, 2025, in accordance with MCA 40-6-701(2), parents have the authoritative right to consent before any government entity may make an audio or video recording of their child, with some exceptions, including when such recording occurs during an event that is open to the public. This encompasses public performances, athletic competitions, and any associated practices, dress rehearsals, or preparations for such events.

We encourage open communication between parents and the school to ensure that the rights and interests of families are respected and upheld in all aspects of school activities.

STUDENT/PARENT/GUARDIAN: I have received and read a copy of the Forsyth Public Schools Student/Parent Handbook and the Activities Handbook. I understand I am responsible for all materials contained therein and agree to abide by these policies established by the Forsyth School Board for the current school year.

Parent or Guardian Name

(Please Print): _____

Signature: _____ ***Date:*** _____

Student Name

(Please Print): _____

Signature: _____ ***Date:*** _____