

2024-2025

FORSYTH SCHOOLS: GRADES 7-12

STUDENT-PARENT HANDBOOK

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

DAILY CLASS TIME SCHEDULE	
<u>MONDAY, TUESDAY,</u>	<u>WEDNESDAY</u>
<u>THURSDAY & FRIDAY</u>	
Warning Bell 8:10	Warning Bell 8:10
1st Period 8:15 - 9:08	1 st Period 8:15 - 9:00
2nd Period 9:11 - 10:04	2 nd Period 9:03 - 9:48
Break 10:04 - 10:10	3 rd Period 9:51 - 10:36
3rd Period 10:13 - 11:06	4 th Period 10:39 - 11:24
4th Period 11:09 - 12:03	5 th Period 11:27 - 12:12
Lunch 12:03 - 12:48	Lunch 12:12 - 12:57
5th Period 12:48 - 1:41	6th Period 1:00 - 1:45
6 th Period 1:44 - 2:37	7 th Period 1:48 - 2:33
7th Period 2:40 - 3:33	Early Out 2:33

**** Main HS Entrance doors open for students at 7:50 a.m. to 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.

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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

2024-2025 SCHOOL STAFF

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

DISTRICT ADMINISTRATIVE STAFF

Chris Hess	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
Yvonne Mogle	Custodial Director

BOARD OF TRUSTEES

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

SCHOOL CALENDAR

August 19 & 20, 2024	P.I.R. Days
August 21, 2024	First Day of School
September 2, 2024	Labor Day Vacation
October 19 & 20, 2024	P.I.R. Days - M.E.A. Convention
November 1, 2024	P.I.R. Parent Teacher Conferences
November 27-29, 2024	Thanksgiving Break
December 23 - Jan 1, 2024	Christmas Break
January 2, 2025	Students Return
January 20, 2025	P.I.R. Day
February 14 - 19, 2025	Valentine/President's Day Vacation
March 17, 2025	P.I.R. Day
April 18 - 21, 2025	Easter Break
May 18, 2025	Graduation
May 21, 2025	Last Day of School

GRADING PERIODS

September 20, 2024	First Quarter Midterm
October 24, 2024	End of First Quarter
November 26, 2024	Second Quarter Midterm
January 10, 2025	End of Second Quarter/First Semester
February 19, 2025	Third Quarter Midterm
March 19, 2025	End of Third Quarter
April 17, 2025	Fourth Quarter Midterm
May 21, 2025	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

FORSYTH 7-12 GOALS for SCHOOL IMPROVEMENT

Goal One: Forsyth 7-12 will utilize **assessment scores** for data-driven decision-making to **improve curriculum and instructional strategies**.

Goal Two: Forsyth 7-12 will develop **Professional Learning Communities** that include meaningful involvement of all staff to design and implement an ongoing process in which educators work collaboratively and collegially to improve learner performance, professional practice, and organizational effectiveness.

Goal Three: Forsyth 7-12 will design and implement a **formalized program for tracking and advising** every student in career/college readiness and planning through the counseling center as outlined in the standard of the School Counseling and Guidance curriculum.

Goal Four: Forsyth 7-12 will adapt and develop a robust strategy for **integrating digital resources into teaching, learning, and operations.**

GRADES 7 – 8 COURSE REQUIREMENTS

The basic education program for grades 7 and 8 will include 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, Tuesday, and Thursday from 3:40 – 4:30 p.m. On Wednesday, the After-School program runs from 2:40 – 3:30 p.m.

GRADES 7-8 RETENTION PROCEDURES

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

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

HIGH SCHOOL GRADUATION REQUIREMENTS

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

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

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

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

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

1. Four credits in Language Arts to include English 9, 10, 11, & 12.
2. Three credits in Mathematics to include Algebra, Geometry, and one elective math.
3. Three credits in Science to include Physical Science, Biology, and one elective science
4. Two credits of Health Enhancement in two years.
5. Three credits in Social Studies (to include World History and Geography, Modern U.S. History and Political Science).
6. One credit of Computer Applications.
7. One credit of Fine Arts (Music, Art, Drama, Speech).
8. One credit of Vocational/Practical Arts (Agriculture, Business, Family Consumer Science or Computer Education).
9. 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 valedictorian and salutatorian will be given during the commencement exercises. The preparation of these speeches will be supervised by the senior class advisor. The final speech must be orally presented to the class advisor prior to the graduation date.
- IV. Class rank will not be affected by the Valedictorian and Salutatorian designation. A transfer student may still obtain a class rank of one or two, without being listed as the Forsyth High School Valedictorian or Salutatorian.

Honor Cords and Sashes at Graduation

A graduating student may wear multiple honor cords during the graduation ceremony. However, if the graduate is eligible to wear multiple sashes, they must choose the one sash that means the most to them. 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.

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

REGISTRATION

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

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

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

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

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

Freshmen - English 9, Biology, Health Enhancement 9, 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.

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

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

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

ACADEMIC REPORTS

Deficiency Reports will be sent home on any student who is performing below grade expectancy. 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 $\frac{1}{2}$ elective credit. Driver's Education is open to all high school students. Students in the spring semester of their 8th grade year who meet the age requirement for Driver's Education may take the course if they meet the following requirements:

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

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

HONOR ROLL

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

A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
D-	=	.67
F	=	0

ATTENDANCE

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

1. All students living in the Forsyth School District, under the age of 16 years of age, are required to be enrolled in an educational program.
2. Students enrolled in the Forsyth School District are expected to arrive at school each day on time and ready to learn.

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 diploma 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

To receive an excused absence, 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. The student will then take the form to the office, for the attendance secretary to mark the absence as excused. If the absence was unexpected, the student must get a homework form and follow the same procedures of getting all missing work listed and signed by each teacher, as well as checked off at the office. Students will keep the homework form with them as a list of work that needs to be done or made up.

EXCUSED ABSENCES

1. 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.
2. For unexpected absences, the student's parents/guardian must telephone the appropriate school office and inform them of the reason for the absence by 11:00 a.m. on the day of the absence, otherwise the absence is unexcused until it can be validated by the Building Principal. Examples of such unexpected absences are illness or family emergencies. The standard policy for make-up work is one day to make up work for each day absent unless the teacher marks an extended due date.
3. Vacations of a week or more must have prior approval from the Building Principal and a check-out sheet.
4. Make up work will be required for all excused absences. For vacations or other pre-excused absences all work listed on the check-out sheet is expected the day upon return unless an extension has been given by the teacher. If additional work has been assigned during the absence, the student has one day for each day missed to complete this work. Students will receive a "zero" for any make-up work not handed in on time.
5. Out-of-School Suspension is counted toward the ten days.

UNEXCUSED ABSENCES

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

SCHOOL-RELATED or EXEMPTED ABSENCES

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

- A. School-sponsored activities where the student uses school-provided transportation, or the Principal pre-approves the absence as school-sponsored.
- B. Documented medical appointments with a signed doctor's note.
- C. Mandated legal appointments (with a note from the appropriate legal entity).
- D. College visits with corresponding notes from the college recruiting or admissions office. Travel time of no more than two days in addition to the day of the college visit will be allowed for most college visits. Allowed travel time will be determined by the Building Principal.
- E. Job Shadow opportunities 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.
- F. Family emergency/bereavement with approval from the building principal.
- G. Make-up work will be required for all school-related and exempted absences upon their return to school, unless the teacher has given an extended due date. 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 seating when the bell rings to be counted as present and on time. A student must be in class for 30 minutes to be counted as present.

1. 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.
2. 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 to pick up all tardy slips from the office. Students are not to be admitted to class unless they have a slip explaining why they were late. 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:

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

HOMEWORK REQUESTS for ILLNESS

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

PARENTAL PERMISSION TO LEAVE THE SCHOOL

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

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

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

TRUANCY

When a student is absent from school or leaves school without the knowledge or permission of the school and the parent/guardian, that student is considered truant and/or unexcused and will enter into the school's disciplinary program. This includes students who check themselves out at the office without approval from parents, teachers, or office personnel. Discipline for truancy is outlined in the school's discipline fire chart.

STUDENT DISCIPLINE SYSTEM

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

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

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

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

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

FIRE LEVEL SYSTEM:

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

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

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

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

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

LEVEL 1 - Offense # of Occurrences	1	2	3	4	5	6	7
Point Assessment	10	10	10	10	10	10	10
Disruptive Behavior in School/Class	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.	1 Day OSS -Parent and Student must meet with board	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	

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

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

Record of Disciplinary Action

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

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

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

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

For every three DISRUPTIVE entries, students earn a visit with the school counselor and a level 1 discipline referral to the office.

CLASSROOM DETENTION POLICY

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

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

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

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.

Due Process and Appeals for Out-of-School Suspension

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

Appeals Process:

Student appeals of assigned discipline will follow the stated protocol:

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

Expulsion

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

***All rights under IDEA will be sustained.

STUDENT CODE of CONDUCT

STUDENT CONDUCT

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

All students shall:

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

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

STUDENT RESPONSIBILITIES

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

10. To behave, dress, and use language appropriate to a learning environment.
11. To practice civility and to show respect in all dealings with peers and adults in the school.

STUDENT RIGHTS

1. To have a safe and healthy learning environment.
2. To learn in a drug-free, tobacco-free, and violence-free environment.
3. To be respected as an individual and to be treated fairly.
4. To learn without disturbance or distraction.
5. To have personal property respected and protected.
6. To appropriately express views and to be heard.
7. To be exposed to competent teachers and positive adult role models.
8. 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, 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.
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 not allowed at Forsyth schools. These acts are detrimental to student performance and character. Students involved in any cheating incident or act of dishonesty will be penalized.

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

Plagiarism and cheating include, but are not limited to:

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

Consequences

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

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

STUDENT CONDUCT IN THE LUNCHROOM

The students will:

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

BUS CONDUCT

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

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

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

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

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

CARE OF SCHOOL EQUIPMENT

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

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

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

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

HARASSMENT/INTIMIDATION/BULLYING

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

When an individual feels he or she is a victim of any harassment, intimidation or bullying, report such incidents immediately to a classroom teacher, counselor or to the Principal. Reporting of such incidents

may occur verbally or via the harassment reporting form (3225F) found in the Board of Trustees policy manual and at the end of this handbook. The reporting form may be submitted anonymously. All complaints shall be promptly investigated by the Building Principal or Superintendent. To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

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

Definition

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

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

Persistent as used in this rule can consist of repeated acts against a single student or isolated acts directed against a number of different students. Students involved in any form of harassment, intimidation or bullying will be subject to school disciplinary procedures, which could include in-school suspension, out-of-school suspension or expulsion from school. The harassment, intimidation or bullying of students after school hours and/or off school property may also be reported to the local law enforcement authorities.

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

Consequences

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

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

1. Parental notification
2. Loss of privilege(s), including participating in school activities
3. Parent conference
4. Reassignment of seats
5. Reassignment of classes
6. Reassignment to another mode of transportation
7. Escort of the perpetrator
8. Completion of apology letter and acknowledgment of behavior

9. Referral or appointments with school counselor or other professionals
10. Payment for damaged property
11. Detention
12. Suspension (in-school or out-of-school)
13. Referral to law enforcement
14. Expulsion

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

SEXUAL HARASSMENT

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

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

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

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

HAZING

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

DRUGS, TOBACCO, AND/OR ALCOHOL

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

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

Students found in possession of drugs, tobacco, nicotine products, or alcohol shall enter into the School's discipline fire-chart procedures.

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

Students will not carry weapons or any item that resembles or can be construed to be a weapon, at any time while on school grounds or in the school building. The possession, carrying or storing of a weapon in a school building is a criminal offense and shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District. Pocket knives will NO longer be allowed on campus. Students using the pocketknife in a threatening manner will be subject to a criminal investigation and Forsyth Schools' discipline procedures.

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

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

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

GENERAL EXPECTATIONS and RULES

BACKPACK POLICY

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

GUESTS

Guests may be brought 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 combination must be given to the office if a lock is placed on a locker. Students are not allowed to be in their lockers during class periods. Locker rules and regulations are as follows:

1. Students are responsible for care and maintenance.
2. Students must keep a locker assigned to them. Students are not permitted to change lockers with another student or occupy more than one locker.
3. Do not use sticky glue on posters, mirrors, etc., in or on lockers.
4. Do not give lock combinations to other students.
5. If there are any problems, please report them to the office.
6. No contraband, tobacco (including smokeless), vaping devices, drugs, or alcohol are allowed in lockers. Students are responsible for their locker contents regardless of how it got there.
7. The school reserves the right to search lockers if and when it is felt that there is such need and such a search may be unannounced and without student permission or presence. Lockers are school property, not private property.

8. Students will be responsible for damage to lockers and will be assessed the cost of repairs to their lockers at the end of the school year.
9. Students are allowed to tape items on the outside of their locker as long as the items are school-related and are appropriate and in good taste.

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 law and with the knowledge of the student. The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, car, electronic device, or other container of any kind on school premises contains any item or substance 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.
3. No student shall hinder, obstruct, or prevent any search authorized by this procedure.
4. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date, and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.
5. In any instance where an item or substance is found that would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.

VEHICLES

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

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

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

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

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 and secure it in front of school staff.
- 3) Store their Pouch in their backpack for the day.
- 4) Students will have access to unlock their phones during the lunch period. They will be put back into pouches upon return to school,
- 5) 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, remove their phone, and put their Pouch in their backpack. Students must bring their Pouch to school with them each day. |

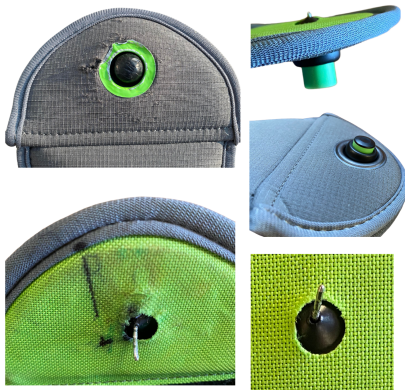
*Students arriving late or leaving early will pouch/unpouch their phones at the office.

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**
- **Subsequent 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.**

Examples of damage:



- 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

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

1. Confiscated devices, including computing devices and the student's cellular phone, will be returned to the student at the end of the day the **first two times**. In addition, monitoring software will be placed on the computing device regardless of ownership. Refusal to have the monitoring software placed on a personally owned computing device will render the agreement to allow a student to bring their own device to school null and void.
2. If a student's device is confiscated for the third time, they will lose access to the device for 5 school days. A personally owned device and cell phone will be returned **ONLY** if a parent or guardian picks it up in person. At that time, they will be told that the student may not bring it on campus for one week.

3. A fourth confiscation results in disciplinary action and the student loses the right to have a phone or electronic communication device in school for 30 calendar days. A computing device may be checked out from the library for each period one is needed. They must return the device at the end of the period.
4. A fifth confiscation results in disciplinary action and the student loses the right to have a computing device, phone or electronic communication device in school for 60 calendar days. No computing devices will be checked out to the student, and alternate assignments must be completed.
5. Further device infractions will result in the student losing the privilege of having a computing device, phone or communication device on campus for the remainder of the school year. Students enrolled in a computer-based course will be removed and required to retake the course at a later date. In all other classes, assignments will be completed with paper and pencil.

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, Academic Challenge, Solo and Ensemble District and State Music Contests, FCCLA, BPA, FFA and Student Council. Rules and guidelines for extracurricular and co-curricular programs are contained in the Activities Handbook located toward the back of this publication.

EXTRACURRICULAR ACTIVITY DRUG/ALCOHOL TESTING

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

SCHOOL SPONSORED STUDENT ACTIVITIES

Student Organizations

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

Social Events

1. Social events must have prior approval of the administration.
2. Social events must be held in school facilities unless approved by the Board.
3. Social events must be chaperoned at all times.
4. 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:

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

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

STUDENT DANCES AND PARTIES

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

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

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

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

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

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

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

SCHOOL INSURANCE

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

STUDENT ACTIVITIES FUNDS MANAGEMENT

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

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

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

STUDENT COUNCIL

A Student Council will be formed in the school. The Student Council will be composed of the class officers from each class and any other person who petitions to belong to the council. They will have as their objectives and responsibilities the support and maintenance of good government in the school. Student Council officers will be elected by the entire student body from a list of applicants in an election simulating adult voting conditions. A staff member will be appointed Student Council advisor. Every attempt shall be made to have at least two meetings per month and no meetings when classes are in session.

INJURIES, ILLNESS and OTHER MEDICAL CONSIDERATIONS

ACCIDENTS

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

ILLNESS DURING THE DAY

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

FIRST AID

All accidents must be reported immediately to the Building Principal. Very minor injuries will be taken care of by school personnel. First Aid response will consist of bandages, wrapping, icing and topical ointments or creams and other minor care. Parents will be contacted and requested to take over the

responsibility for any care that goes beyond “First Aid” unless the emergency warrants immediate medical attention. In that case the school will call 911 and notify the parents. IT IS IMPERATIVE THE SCHOOL HAVE EMERGENCY PHONE NUMBERS IN CASE THE PARENT CANNOT BE REACHED.

MEDICATIONS

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

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

EMERGENCY EVACUATION PROCEDURE

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

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 bussing for students outside of the city limits and has pick-up points within the city limits. At times during the winter months if the county roads are impassable or dangerous the buses run only in-town routes. During inclement weather, it is in the parents' and students' best interest to listen to the local radio stations in Forsyth and Miles City. An announcement as to which buses

are running will be made on these stations. One point that is important to remember in these situations is: ***IF A BUS 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 on-going assistance.

HOT LUNCH PROGRAM

The school sponsors a hot lunch program serving lunches on school days in the Elementary School lunchroom. Lunch is provided in accordance with the U.S. Department of Agriculture guidelines. The cost for lunch is **\$2.75** for all K-6 students; **\$3.00** for all 7-12 students. An adult meal is **\$4.75** and extra milk is **\$0.40**.

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

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

Students are encouraged to check with the lunchroom personnel on a regular basis to keep current on the status of their lunch accounts. A student whose account is less than the cost of one lunch will be given a notice to take home to the parent. Lunch account charges cannot exceed 5 lunches. After the 5th charge, the account will become delinquent. Students with delinquent accounts will receive an alternate lunch, which may consist of a sandwich, a piece of fruit, and water. In the event the account is not brought current within 5 days of the student receiving the alternate lunch, school personnel will make personal contact with the parent. Credit balances in lunch accounts are carried over to the next year and will not be refunded unless the student moves 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. There is to be no driving in the areas east of the parking lot at noon. Students are advised to use extreme caution when driving near the elementary school. A District bus is provided for student transfer to the lunchroom.

Students leaving campus during the lunch hour are asked to drive carefully. Inappropriate driving in the school parking lot may result in suspension or loss of school parking lot privileges in accordance with the school's Discipline Fire Chart.

LIBRARY AND MEDIA SERVICES

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

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

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

SCREENING SERVICES

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

SECTION 504

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

DISCRIMINATION GRIEVANCE PROCEDURE

When a student believes that they are being discriminated against because of their sex, race, color, creed, religion, age, physical, sensory or mental handicap, marital or parental status, or other 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.

ASBESTOS MANAGEMENT PLAN

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

ACCESS TO ELECTRONIC INFORMATION, DEVICES, SERVICES and NETWORKS

Board Policy 3612

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

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

Curriculum

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

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

Terms and Conditions

Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.

Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator and building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. Their decision is final.

Unacceptable Use – The user is responsible for his or her actions and activities involving the network.

Some examples of inappropriate use are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or devised;
3. Downloading copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;

7. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
8. Using another user's account password, or device;
9. Posting material authored or created by another, without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and using the network while access privileges are suspended or revoked.

Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette.

These include but are not limited to the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account or device without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy: the data of another user, a device, the Internet, or a network. This includes but is not limited to uploading or creation of computer viruses.

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.

Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.

1. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students and staff engaged in producing Web pages must provide the technology specialists with the link before the Web pages are published.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
4. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and the student.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

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

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

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

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

- Educating students to be “Net-smart;”

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

The system administrator shall monitor student Internet access.

Confidentiality of Student Information

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

Internet Access Conduct Agreements

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

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user’s parents or legal guardian to cooperate with the District in the event of initiating an investigation of a user’s use of access to its computer network and the Internet.

Violations

If any user violates this policy, the student’s access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final.

Use of Electronic Mail

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

BRING YOUR OWN DEVICE

It is the philosophy of the Forsyth School District that students in grades **7-12** may bring their own devices to school for educational purposes. A student who brings an electronic device to school assumes all risk and responsibility for the item. It is recommended that the device be labeled with the student's name. Individual teachers will determine when it is appropriate for the student to use their personal electronic devices.

Please realize that **No** student will ever be asked to bring their own electronic device to a classroom for educational purposes without a permission form accompanying the request. This form will require agreement by the parent or guardian and must be signed. **No** student may use a personal electronic device other than their own for school projects.

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

**TECHNOLOGY USER AGREEMENT
and DEVICE CHECK-OUT FORM
FORSYTH SCHOOLS**

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

Guidelines

1. I grant permission for my child to check out a computer, tablet or other device for academic use at school. Devices will stay at school.
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 & DEVICE CHECKOUT AGREEMENT FORM

STUDENT RESPONSIBILITY

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

Student's Name Printed	Student's Signature	Date
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PARENT/GUARDIAN RESPONSIBILITY

As a parent or guardian of this student, I have read and AGREE to the provisions of this agreement. I understand that the Forsyth School District can't restrict access to all controversial or inappropriate materials, and I will not hold the District responsible for materials acquired on the network.

CHECK ONE

I hereby give permission for my child to access District Technology Resources and the use school-issued computing devices in the classroom.

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

Parent or Guardian Printed Name	Parent or Guardian's Signature	Date
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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

SEXUAL HARRASSMENT/INTIMIDATION/BULLYING OF STUDENTS

3225F

Name of School:	Date:
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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

**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