

# **FACULTY & STAFF**

**2024-2025**

## **HANDBOOK**



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## **ABSENCE/LEAVE**

### **COMMON SENSE LEAVE**

Common Sense Leave is occasional leave taken by a teacher for less than one hour, where no substitute teacher is necessary (after school, before school, etc.) or where a colleague can cover the class. Time will not count as leave time and will be approved beforehand by the building principal. Common Sense Leave will not be allowed for weekly or regular absences.

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

### **DAILY ABSENCE**

Arrangements for pre-planned absences must be made 5 days in advance. If you become sick or another legitimate reason for being gone from school arises on short notice, please contact the building principal as soon as possible.

### **PROFESSIONAL LEAVE/CONFERENCES**

Staff members shall inform the building administrator of what plans he/she has for the two (2) fall PIR days. Documentation of attendance following the PIR days is required. Teachers may replace the two (2) fall PIR days with workshops during the summer months, as long as they have received approval from the building principal for the exchange.

Requests to attend professional conferences paid for by the district must be approved by the Superintendent. However, the initial request must be made to the building principal who will then take it to a professional development committee composed of teachers in their building.

The committee will use the following guidelines to determine if the professional conference is viable and should be paid in whole or part by the District. They will put forth a recommendation to the Superintendent.

1. Information from the conference will have a positive impact on the students.
2. Determination of the amount of funds paid for the conference will be based on a budget given to the committee by the Superintendent. In the absence of a budget amount, the entire amount requested will be sent forward in the request.

In approving out-of-state travel to a National Conference or event, a teacher must answer the following, and present it to the professional development committee along with their travel request.

1. Have you traveled to a National Conference or out-of-state for professional development at the school's expense in the last three to five years? Teachers may not travel out-of-state more than once every three years.
2. How is the information at the conference relevant to all teachers in the system?
3. If the information is not relevant to all, how many students will be impacted by the information gathered at the professional development conference?
4. Do you agree to share this information in a presentation at the next faculty meeting upon your return?

Teachers must complete the Absence Report/Leave Request form and provide a copy to the building principal at least 5 working days in advance of the date(s) requested. Pertinent information regarding the conference must also be provided (i.e. brochure, flier, if available).

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

## **SUBSTITUTES**

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

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

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

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



## **CERTIFICATION/PAYROLL**

### **CERTIFICATES - TEACHING**

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

### **MOVEMENT ON SALARY SCHEDULE**

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

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

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

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

## **STUDENT SUPERVISION and INSTRUCTION**

### **CLASSROOM SUPERVISION**

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

### **CHILD ABUSE**

It is required by law that every staff member immediately report suspected incidents of child abuse. You do not have to prove it – you just have to suspect it. Please come to your principal and discuss the case.

### **COMMUNICATION**

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



### **CURRICULUM**

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

It is important that supplementary materials such as movies be appropriate and are acceptable in an educational environment. Supplementary materials that are graphic or contain violence are not appropriate. If you are presenting material with any sexual content, you must follow policy 2335. This District policy states you will notify parents and guardians 48 hours in advance and give them the option to OPT out of human sexuality instruction. For some classes, it may be appropriate to send home District form 2335F1 at the beginning of the year. If in doubt, ask the building administrator.

### **DISCIPLINE**

School Law 20-5-201 states classroom discipline is basically the teacher's responsibility. Please confer with the principal on persistent problems.

When a teacher brings concerns against a student who is chronically defiant, it is necessary that the concerns be specific and anecdotal. As a result, it is required that teachers keep a written record of student offenses in the classroom.

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

### **DRESS CODE**

Specific standards are outlined in the Student-Parent Handbook. These should be reviewed and discussed with students. Safety and decency are the guides.

## **DUTY ROSTERS**

A duty roster has been prepared for the building. If you have a conflict with any of the assigned times, it is your responsibility to trade with a fellow staff member. Please notify the office of changes you have arranged.

## **GUEST SPEAKERS**

It is encouraged that you use guest speakers as resource people whenever possible. It is mandatory that you remain in the classroom during their presentation and not leave them alone with the class. The Principal must approve all guest speakers.

## **INJURED STUDENTS**

Students injured at school or at a school sponsored activity should receive immediate attention. The parent and the Principal must be notified as soon as possible and a written Accident Report Form filled out and turned into the office manager as soon as possible. These forms are available in the office. Parents should always be contacted, or an attempt made to contact them and documented. If the student must receive medical attention and the parent/guardian cannot be contacted, it is the judgment of the principal or other person in charge, to access medical care.

## **LESSON PLANS**

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



## **MAKE-UP WORK**

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

## **MEDICATIONS POLICY**

School District #4 requires that medication be given at home whenever possible. Under no circumstances will school personnel provide any patent medicine to students, including cough drops. The only way a student can receive medication during school hours is to have their parents bring medication from home or have a note with the medication in the office.

## **PARAPROFESSIONALS**

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



## **PARENT/TEACHER CONFERENCES**

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

## **PROFESSIONALISM**

Professional Dress Expectations:

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

Classroom Standards:

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

Profession etiquette

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

## **STUDENT PASSES**

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

## **STUDENT RECORDS**

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

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

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

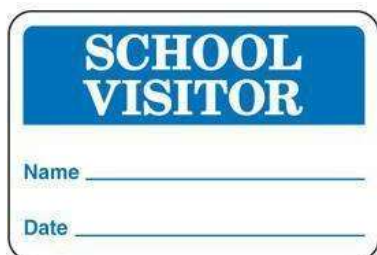
Consequently, any requests to review student records are to be referred to your Principal. Only authorized personnel have rights to access Special Education records. These records are kept locked in a file cabinet in the office vault.

## **STUDENTS LEAVING SCHOOL**

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

## **TARDIES**

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



## **VISITORS**

Parents and visitors are required to stop at the office to check in. Parents and other adults will not be permitted beyond the office area without permission. Staff and students from other buildings should also check into the office before proceeding to another area in the building.

## **VOLUNTEERS**

When guest speakers or one-time volunteers are in the classroom, it is mandatory that the teacher be present at all times. Regularly scheduled volunteers must pass a background check and be board approved.

## **MANAGEMENT OF FUNDS/PROPERTY**

### **ACTIVITY REQUISITIONS**

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

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

### **FIRST AID KITS**

The first aid supplies in the office are for first aid use in routine first aid treatment of the general student body.

### **AUDIO-VISUAL EQUIPMENT**

Audio-visual and some technology related equipment for general teacher use is stored in the library. Equipment is to be checked out and promptly returned.



## **BUILDING SECURITY**

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



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

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

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

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

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

## **BUILDING USE**

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

## **CARE OF SCHOOL PROPERTY**

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

## **INVENTORY**

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

Each staff member is responsible for updating their respective inventories and tagging new equipment with district ID tags. Inventories will be updated in the fall by September 15 and again in the spring before submitting spring orders. Purchase order copies will be made available to the teachers. The original PO (pink copy) will be kept on file in the office for 2 years.

## **ORDERING PROCEDURES**

Any item you wish to purchase for the classroom must be submitted using the digital excel requisition form. All requisitions must be submitted to the building principal for approval. The digital requisition form can be requested from the building principal or administrative assistant. These must be filled out with complete address and phone numbers, teacher name, the fund that is being utilized, quantity, item

number and description, cost, total and must have the shipping and handling noted. If you do not know the amount of shipping and handling, use 20% of the final total. If there are no shipping and handling charges, indicate "No S & H" on the requisition.

The office will receive a copy of the Purchase Order when the order has been approved by the Administration. As soon as the materials arrive they will be delivered to you.

Phone orders by staff members must have prior approval by administration.

### **PERSONAL PROPERTY**

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

### **RECEIPT OF ORDERS**

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



### **SCHOOL CALENDAR**

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

### **SOLICITATION OF FUNDS**

All fund raising activities must be approved through the principal and activities director.

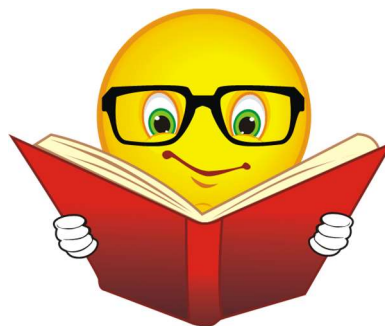
### **STAFF LUNCHES**

Staff are allowed to access the school meal program. Meals must be paid for in advance. Accounts will become delinquent and shut off with a negative balance of \$25.

### **TEXTBOOKS**

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

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



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

### **VAULT AREA/SUPPLY AREA**

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

### **ASBESTOS MANAGEMENT PLAN**

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

## **TECHNOLOGY**

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

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



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

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

## USAGE OF COMPUTER LABS AND CHECKING OUT TECHNOLOGY

### Usage of Library Desktop Computer Lab

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

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

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

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

### Individual Devices

Each student in grades K-12 is assigned a device if their parent or guardian agrees to this through the Technology Use and Device Checkout form. The devices are kept and stored in classrooms and are not to be taken home with the student. In addition, students in grades 7-12 may not keep the devices in their lockers.

## TECHNOLOGY MAINTENANCE and ASSISTANCE

If a technology problem is at the level that it cannot be easily solved by another teacher, then a request for assistance needs to be made to the district technology personnel, Tina Zent or Mindy Macioroski.

## ROTATION OF EQUIPMENT

The goal of the Forsyth School District is to update technology every three to five years if funds are available. New equipment is placed in classrooms first. The oldest machines in the District are removed from the school's inventory when newer machines are purchased as they have reached the end of life for usefulness. These devices may be sold as surplus property.

Following is the suggested rotation for the one to one student devices and the teacher and administrative computers. In this rotation cycle, students will receive new devices every three years. New devices are given to Kindergarten, third grade, seventh grade and tenth grade students. Their old devices are retired after three years of use.

Academic Year Purchased	Technology Location	Replacement Due Academic Year
Each Year	Switches, cables, printers, and server upgrades are completed	Yearly
2024	Faculty computers (Laptops) (40)	2029
2024	Docking Stations for Staff Laptops (40)	2029
2019	High School Academic Assistance Lab	2024 or TBD
2019	High School Business Computer Lab	2025
2019	Wireless Access Points	2024
2024	Kindergarten Samsung Tablets (25)	2025
2024	Elem 2 <sup>nd</sup> Grade HP Chromebooks (29)	2025
2024	JH/HS Chromebooks (Shared) (20)	2025

2022	Cache Server	2027
2022	High School, Elementary and Administrative offices (9) machines	2027
2023	Administrative Monitors	2028
2024	Staff Laptops (40)	2029
2024	Staff Work Stations (40)	2029
2024	Kindergarten Tablets (25)	2025
2024	Elem Chromebooks (29)	2025
2024	JH/HS Chromebooks (20)	2025

**\*Rotation:** 2<sup>nd</sup> Grade receives new Chromebooks every year.

Kindergarten – New Tablets are purchased every year.

HS – Classroom Teacher control – 20-30 Chromebooks every year.

**REQUESTING NEW TECHNOLOGY**

A teacher, or group of teachers, will send a request to their building Technology Committee with the following information:

- Item Description
- Number of items to be ordered
- Individual item cost and total cost of order
- Number of students that will benefit from the technology and how they will use it
- Opportunities for others to use the technology
- How student growth will be affected by this purchase

Utilizing this information, the building Technology Committee will prioritize their purchase requests. Requests will be submitted to the building administrator.

Using the building level requests, the administrative team will determine technology training needs, acquisitions, and prioritize purchasing based on budget availability. They will meet annually in February to review planned technology purchases.

## **POLICY BOOKS/HANDBOOKS**

### **CERTIFIED EVALUATIONS**

Refer to Master Contract.

### **DISTRICT POLICY BOOK**

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

### **HANDBOOKS**

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

### **NON-CERTIFIED EVALUATIONS**

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

### **SEXUAL HARASSMENT**

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

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

Any employee or student who believes he/she is being subjected to sexual harassment by anyone connected with his/her work is required to report the matter promptly, as provided in discrimination procedures above. Incident reporting forms are available at the office. Principals and/or the Superintendent shall investigate all reports as provided in Board Policy. Refer to school board policy # 3225. The Title IX Coordinator for the School District is the School Counselor, Susan Treible, at 346-2796. The 504 Coordinator for the School District is the 7-12 Principal, at 346-2796.

### **STUDENT-PARENT HANDBOOKS**

The Student-Parent Handbooks are available on the school website. Please review important procedural items such as conduct, playground and lunchroom rules. Each student is asked to return the parent/student "Have Read" slip to the office or classroom teacher.

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

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





## STUDENT GRADES/RECORDS

### GRADING

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

<u>Grades 3 – 12</u>			<u>Grades K - 2</u>					
A	=	94-100	C	=	73-76	E	=	100-90
A-	=	90-93	C-	=	70-72	S+	=	89-80
B+	=	87-89	D+	=	67-69	S	=	79-70
B	=	83-86	D	=	63-66	S-	=	69-6
B-	=	80-82	D-	=	60-62	U	=	59 & below
C+	=	77-79	F	=	59 & Below			

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

### REPORT CARDS AND PERMANENT RECORDS

Teachers will be required to enter their grades in PowerSchool weekly. Teachers will be required to post **two (2)** grades per subject each week.

At the end of each quarter, the Administrative Assistant will provide the teachers with specific due dates for posting of grades. Verification sheets will be emailed to the teachers for verification. Staff need to email the administrative assistant that grades have been verified and are correct. Grades must be verified with your grade books to ensure accuracy in grading reports. Report cards cannot be printed until all grades are verified as correct.

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

## STUDENT RECOGNITION

### STUDENT RECOGNITION

To establish a positive connection between home and school, we encourage you to send notices home commending students on work well done, attitude improvement, effort, citizenship, or other outstanding contributions to our school.

### NEWSPAPER ARTICLES AND PHOTOS

To showcase the great activities happening at our school, we encourage you to submit articles and pictures to the local newspaper. Staff is also encouraged to submit articles and pictures to the building principals for publication on the respective school Facebook pages. The Principal must read all newspaper articles before submission.

## **K-6 GENERAL INFORMATION**

### **ASSEMBLIES**

Assemblies will be pre-scheduled during the year to provide added experience for students. Teachers will attend assemblies to supervise students.

### **ATTENDANCE**

Attendance should be taken promptly at the beginning of class in the morning and after lunch. Please electronically submit your attendance to the office using PowerSchool. Tardy students should have a note from the office. If not, they should return to the office to get a tardy slip.

### **CLASSROOM PROCEDURES**

Each teacher will instruct students on their individual classroom procedures during the opening days of school. A copy of classroom procedures and consequences will be provided to parents. A parental sign off form will be required.

### **DAILY BULLETIN**



A bulletin will be available to each staff member in Google Drive by approximately 8:00 a.m. Teachers are responsible to know the information in the bulletin.

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

### **ELIGIBILITY REPORTS**

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

### **EDUCATIONAL TRIPS**

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

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

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



### **EMERGENCY RESPONSES**

### **FIRE PROCEDURE**

1. Grab emergency backpack
2. Take walkie talkie (use to find missing students)
3. Shut door
4. Exit classroom
5. Meet at middle school parking lot
6. At designated spot account for all students
7. Hold up green paper, if all there
8. Wait for further instruction from office staff

### **TORNADO**

1. Instruct students to move to an interior wall away from windows and doors (hallways).
2. Await further instructions from administrator or person in charge.

### **EARTHQUAKE**

1. Instruct students to stay inside, move away from windows, shelves, heavy objects or furniture which may fall over. Take cover under a table or desk. “DROP-COVER-HOLD”
2. In halls, stairways, or other areas where cover is not available, move to an interior wall.
3. If outdoors, move to an open space away from the building. Lie down or crouch low to the ground.
4. Await further instructions from administrator or person in charge.

### **SHELTER-IN-PLACE**

1. Close and lock all outside doors and windows
2. Designated person will shut down all HVAC systems and seal air intakes and exhausts
3. Turn off any electrical heaters
4. Seal all windows and exterior doors. Available staff assist.
5. Assist teachers and administrators with sealing remainder of building
6. Report any missing students to administrator/designee
7. Await further instructions from administration or person in charge
8. Wait for “all clear” signal or communications from administrator/designee/responders

### **INTRUDER/ALICE**

#### A-ALERT

- Be Aware
- Alarm/Announcement of Emergency

#### L-LOCKDOWN

- Shut and Latch Door
- Keep kids safe, quiet and contained in classroom

#### I-INFORM

- Situational Awareness
- Listen for information

#### C-COUNTER

- Barricade room
- Use items to fend off intruder

#### E-EVACUATION

- If possible, evacuate

### **EVACUATION PROCEDURE**

1. Grab emergency backpack & walkie talkie
2. Exit School
3. Meet at middle school parking lot
4. Evacuation location
  - Baptist Church
5. Reunification Plan/Parental Contact
  - Remain with the student until reunited with parent/guardian.
  - Parents will be notified by District Staff of the location where they may pick their child(ren) up after evacuation.
  - Students will be released to parents/emergency contact from the evacuation site using a sign-out sheet.
  - Sign-out sheet will contain: time, student name, parent name, parent/adult signature.

### **CLEAR THE ROOM**

1. Send students to designated room/see sub packet
2. Call office (push black button next to door)
3. Assistance will come from the office

### **SOFT LOCKDOWN**

1. Administration secured all entrances.
2. Account for all students.
3. Limit transition.
4. No outdoor activities.
5. Wait for “all clear” signal or communications from administration/designee responders.

### **BACKPACK CONTENTS: (to be taken when building is evacuated)**

1. Walkie Talkie
2. Duct Tape
3. Class roster, parent name, address, phone number
4. Flashlight
5. Paper/Pen/Pencil
6. Green paper
7. Whistle
8. Staff phone tree
9. Forsyth Elementary School Emergency Response Sheet

## **MEAL COUNT**

Please be sure to include the current day's lunch count and the next day's breakfast count with your morning attendance via PowerSchool.

## **MID-TERM REPORTS**

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

## **OPEN HOUSE**

The purpose of Open House is to acquaint the students and their parents with the teacher. It is not a time to meet about individual student programs. The date will be the evening before the first day of school.

## **PLAYGROUND CONDUCT EXPECTATIONS**

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

## **PLAYGROUND CONSEQUENCES:**

1. Verbal warning - be specific and make sure the student hears you.
2. Time out on the "WALL".
3. Behavior will be documented using the Incident Report on Google Drive.
4. Major offenses will result in an office referral. Consequences will be determined by the Principal.

## **PLAYGROUND SUPERVISION**

Successful supervision means walking throughout the area of supervision, redirecting students into more appropriate activities, verbally building positive relationships, and constantly observing student interactions. Supervision is not done from one area, but among the students. Staff are to take their Walkie Talkies with them when on duty. If an injured student is sent inside, please report this to the office. If a student has a head injury, they should be escorted to the office.

## **PREPARATION TIME**

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

### **SCHEDULES**

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

### **STAFF MEETINGS**

Staff meetings are scheduled for the first Wednesday at 7:45 a.m. and will be held in the library. If you have morning duty, plan to attend the first fifteen minutes of the meeting. Staff in-put will be solicited on assorted issues and is welcomed.

### **STUDENT SUPERVISION**

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

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

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

### **SUICIDE PROTOCOL**

# When a Student Verbalizes Suicidal Thoughts at School

If a student communicates thoughts of suicide **you must document using risk assessment screening form. Always consult and err on the side of caution.**

**HIGH  
RISK**

**If risk is high/there is immediate suicide risk, do the following:**

- Do not leave student alone.
- Escort to a secure location where student can be monitored and away from other students.
- Notify administrator and call parent/guardian
- If parent can't be reached, call 911
- Do not send student home unless released to a parent or medical practitioner.
- Document date of risk assessment, person/agency contacted and resulting plan. Send email to the principal and counselor with name of student, and date of screening.
- Follow Re-Entry Procedure and complete/implement School Safety Plan upon student's return

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RISK**

**If risk is medium, do the following:**

- Notify administrator and call parent/guardian
- Refer family to resources: counseling resource list, medical provider
- Document date of risk assessment, person/agency contacted and resulting plan. Send email to the principal and counselor with name of student and date of screening.
- Follow Re-Entry Procedure, if student left school after incident, and complete a School Safety Plan.

**LOW  
RISK**

**If risk is low, CONSIDER the following:**

- Contact parent/guardian
- Refer family to resources
- Complete Safety Plan if necessary

## **SAFETY PLAN:**

- Collaboratively complete Safety Plan with student or student's medical provider.
- Notify teachers/staff of plan using Instructions for Teachers form— include causes, warning signs and coping strategies on the form or in an email.
- Inform parent/guardian of plan, and review plan periodically

**ACADEMIC DIFFICULTIES & RECOMMENDATIONS for ASSISTANCE**

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

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

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

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

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

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

1. All core teachers for this student will be required to complete a regular classroom observation form. This form will be provided to the teachers by the SPED department. The questions asked on this form include:
  - a. What are the student’s strengths?
  - b. What is this student’s current grade average in your class?
  - c. What modifications/accommodations do you currently provide in the general education classroom?
  - d. Are there any additional modifications/accommodations that might be beneficial to the student?



- e. How is this student's social/emotional performance in the classroom or in the school environment?
  - f. What concerns do you have about this student's educational performance in the classroom?
2. The SPED department will conduct a standardized achievement test such as the Woodcock Johnson or WIAT to determine the student's performance as compared to others at grade level.
  3. The School Psychologist will conduct a battery of IQ and behavior tests.
  4. At the evaluation review meeting, which will be attended by all core classroom teachers, the Principal and special education teachers, the team will determine if the student has a severe discrepancy as compared to other students at grade level. A student MAY qualify for Special Education if he or she shows a two standard deviation discrepancy between general cognitive ability and achievement in one or more areas.
  5. If the student does not qualify for SPED as determined by the team, but they are at least one standard deviation below the population mean in testing, the student MAY be eligible for a 504 educational plan.
  6. This process will take up to 30 days to complete.

## **ASSEMBLIES**

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

## **ATTENDANCE**

An accurate check of attendance is mandatory each period of the day! Attendance will be taken electronically utilizing PowerSchool. Substitutes will also take attendance in PowerSchool using the substitute login. If a student is tardy to your class and does not have a pass, mark the student tardy in PowerSchool. However, if a pass is produced, please change the tardy in the attendance record.



## **COUNSELOR REFERRALS**

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

If the Counselor determines the student may need ongoing counseling services or therapy, he or she will confer with the Principal about referral services available. The Counselor and/or Principal will contact the parent to discuss the services available. They will assure the parent/guardian that they ARE NOT referring the student to this service; rather they are simply letting them know of the opportunity. As outlined in the District section of this handbook, any suspicion of child abuse should be immediately reported to the Child Protective Services Division of the Department of Health and Human Services.



## DAILY BULLETIN

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

All items for the bulletin must be e-mailed to the office manager before 7:30 a.m. that morning. Indicate which days you want that particular message to run. You are encouraged to provide listings of: sports events for the week, music, speech and drama activities, recognition of special achievements or anything special that your students are going to be doing that deserves recognition.

## DEFICIENCY REPORTS

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

## ELIGIBILITY REPORTS

The office will issue a weekly report regarding eligibility. Teachers will report all failing and deficient students to the office by 8:30 a.m. each Wednesday morning utilizing the PowerSchool gradebook. Eligibility runs from Wednesday to Wednesday. Students will remain ineligible until eligibility is again calculated on Wednesday morning, unless a teacher finds a student was placed on the eligibility list in error. A student will be eligible if the teacher fails to provide the required 2 grades per week.



## EDUCATIONAL FIELD TRIPS

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

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

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

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

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

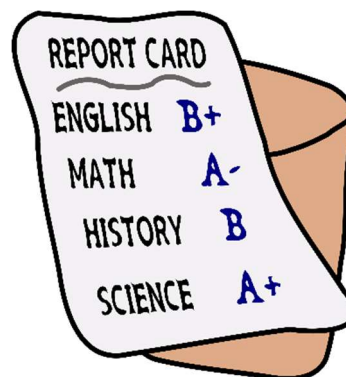
## GRADING

Teachers will be required to enter their grades on PowerSchool weekly by 8:30 a.m. Monday morning. Teachers will be required to post **two (2)** grades per subject each week. The grades will be weighted with a minimum of 60% of the grade comprising assessments and 40% of the grade classwork. Teachers may

weigh their assessments higher if they choose, depending on subject and grade level.

### **MID-TERM REPORTS**

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



### **PREPARATION TIME**

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

### **REPORT CARDS**

Prompt completion of grade input is a must in order that honor roll, attendance, and various reports can be completed on time. Dates when grades are due will be posted in the Daily Bulletin ahead of time so that you can plan accordingly. This is especially imperative for graduating seniors during the 4th quarter.

Incompletes can only be issued first, second and third quarter, unless arrangements have been made for Summer School. Students have 10 school days to complete and turn in their work. It is the teacher's responsibility to get the grade into the office when the work has been completed.

### **SEMESTER TESTS**

Semester tests, examinations or projects, are required by board policy and will be given at the end of each semester by all teachers. Semester test schedules will be issued prior to testing. Per the District policy, this assessment cannot be weighted more than 15% of the semester grade.

### **SPONSORSHIP**

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

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

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

## **STAFF MEETINGS**

The building principal will inform staff of time and location for staff meetings. Expectations for attendance will be set by the building principal.

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



## **STUDENT SUPERVISION**

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

All teachers and staff members are required to supervise the halls between class periods and in the morning between the warning and first bell. It is the responsibility of each teacher to monitor the hallway in front of his or her classroom. If you are having students in your room before school, you must be in the

room and they are to come through the office. No students will be sent to your room or allowed to stay in your room.

## **STUDENT VISITORS**

Non-district students are not allowed to attend class at Forsyth Schools.

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

Triple "A" is a recognition and incentive program designed to promote student achievement in academics, activities and attitude. It is a partnership between Forsyth Schools and the community. It has been documented that students who participate in activities achieve better grades and have better attendance and attitudes. There will be a AAA program designed for both Junior High and High School students.

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

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

## **WANDERING STUDENTS**

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



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

### **7 – 12 SAFETY PLAN**

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

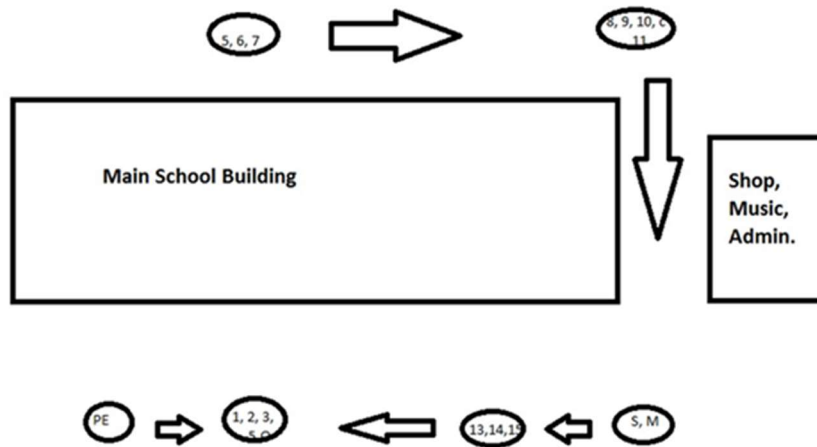
1. Post the evacuation exit route in your room. Call students' attention to this route.
2. The fire bell will ring or there will be an announcement over the intercom to initiate lock down or evacuation of the building, depending on the emergency.
3. Each room will be equipped with a backpack that contains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

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

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

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

### **RIVERSIDE PARK**



### HIGH SCHOOL PARKING LOT

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

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

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

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

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

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

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

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

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

## **INTRUDER in the BUILDING**

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

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

- Discourage students from using any cellular or electronic device that may interfere with emergency response.
- **INFORM** – Faculty and students will be informed of the movements of the intruder as feasible. Law enforcement will be notified, as well as the Administration Building and Elementary school. Parents will be notified through the website, text messages and email as soon as the situation is in the hands of law enforcement.
- **COUNTER** – If an intruder with a weapon makes it into a classroom or area with students, they will counter by throwing items at the intruder. Swarm tactics will also be implemented as appropriate and practiced through drills.
- **EVACUATE** – Those that have a clear path outside through exit doors or windows are to evacuate the building and move to the alternate location site of the Forsyth Municipal Pool and the old Wells Fargo Bank building

## **TORNADO**

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

### Tornado Watch

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

### Tornado Warning

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

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

## **EARTHQUAKE**

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

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



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

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

### **DEATH or PERSONAL TRAGEDY**

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

#### Day One:

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

#### Day Two:

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

#### Day Three:

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

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

#### Suicide

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

### Do's and Don'ts of Suicide

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

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

### General

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

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

### Curriculum

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

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

### Acceptable Uses

1. Educational Purposes Only. All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network of District devices. The school district reserves the right to monitor, inspect, copy,

review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

2. Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a violation of this policy:

- A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
- B. Uses that cause harm to others or damage to their property, including but not limited to, engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network of the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
- C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

#### Internet Safety

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

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

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

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

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

Filtering should be used in conjunction with:

- Educating students to be "Net-smart;"

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

The system administrator shall monitor student Internet access.

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

### Confidentiality of Student Information

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

### Internet Access Conduct Agreements

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

### Warranties/Indemnification

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

### Violations

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

**EMPLOYEE HANDBOOK SIGN-OFF**

Forsyth Schools require that all employees familiarize themselves with any/all handbooks related to their specific and general job-related duties. All handbooks can be found in their entirety on the school website. If you have questions about any/all policies or procedures contained therein, please contact your respective supervisor for explanation and/or clarification.

I have reviewed a copy of the Forsyth Public School Employee Handbook and Student-Parent Handbook. I understand I am responsible for all materials contained therein and agree to abide by these policies established by the Forsyth School Board for the 2020-21 school year.

Signed: \_\_\_\_\_  
Forsyth School Employee

\_\_\_\_\_  
Date

**DISTRICT-PROVIDED ACCESS TO ELECTRONICS INFORMATION, SERVICE, DEVICES, and NETWORKS SIGNATURE PAGE**

As a user of District Technology Resources, I AGREE to abide by the provisions and conditions of Policy 3612 and 3612P as well as all other technology policies outlined in the



