

Release of “Directory Information”

“Regarding student records, federal law requires that ‘directory information’ on my child may be released by the District to anyone who requests it unless I object 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 was given to my child. 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.

For further details on our Directory information policies please look at Student Records in the Codebook.



Fergus High School

Fergus Golden Eagles



Code & Activities Handbook
2021-2022



You are responsible for the information in this handbook. Some items need signatures. When you see this sign, please read the information carefully and sign the cover page that came with the handbook.

FERGUS HIGH MISSION

The mission of Fergus High School is to challenge and prepare students to become enthusiastic lifelong learners, problem solvers and contributing members of society. Our students will be empowered to make a living, make a life, and make a difference.



FERGUS HIGH VISION STATEMENT

The staff at Fergus High School, along with parents and community members, recognizes their critical role in providing educational opportunities for all students. They are dedicated to establishing and maintaining a safe environment which fosters a positive attitude and a commitment to excellence. As a result, all students at Fergus will be challenged to develop their social, personal, and academic talents to the fullest extent possible. Particular emphasis will be placed on those skills which are necessary in order to become a happy, productive and contributing citizen of the 21st century.

SOAR

Safe

1. Respect others and their personal space
2. Know safety routines and procedures
3. Drive responsibly
4. Practice healthy relationships

Organized

1. Be on time and prepared for class
2. Be ready to learn
3. Take pride in your school - clean up after yourself
4. Meet expectations of each class
5. Be accountable for your academics - check IC regularly

Accepting

1. Use kind words
2. Have an open mind and use it
3. Treat others the way you want to be treated
4. Accept diversity and the unique differences of others

Responsible

1. Respect others right to learn
2. Take responsibility for your actions - show integrity
3. Use all technology appropriately
4. Resolve conflicts with maturity

Be A Graduate

1. Represent FHS with pride
2. Be a positive role model
3. Get involved
4. Plan for your future - set goals
5. Attend school

GENERAL GUIDELINES

ADMISSION OF OVER-AGE & NON-RESIDENT STUDENTS

Students who are 19 years or older at the time of enrollment (or who will be 19 before the start of school), or who are non-residents will be admitted on a discretionary basis as per the school district policy. **The District will not assign or admit any child who has reached his/her nineteenth (19th) birthday prior to September 10th of the year in which the child is to enroll.**

APPLICABILITY OF SCHOOL RULES AND DISCIPLINE

Fergus High School rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

CHANGE OF POLICY

Occasionally there may be changes of policy as outlined in this handbook. These changes will be posted on the hallway bulletin boards with an effective date included. Thereafter, it will be the responsibility of the student to abide by the new policy.

ACADEMIC INTEGRITY

Cheating, whether inside or outside the classroom setting, is unethical and unacceptable. Faculty members are responsible for providing academic expectations. You are responsible for the honest response to these expectations. Students, who share their work with others, as well as those who misrepresent the work of others as their own, may be considered to be cheating.

In cases of cheating appropriate disciplinary action will be taken. The following guidelines will be followed.

1. Students cheating on tests or assignments will receive a zero for the test or assignment in question. 2. Parents of students who cheat will be notified by the teacher.
3. A discipline referral is to be filled out by the teacher and turned into the office. A copy will then be sent home.
4. Honor Society members who are caught cheating are subject to the rules of the National Honor Society. The NHS advisor is to be notified of the offense by the teacher involved and the administration.

Additional consequences may result in loss of credit or removal from class and a possible suspension.

CLASS RECOMMENDATIONS BY GRADE

There are two general tracks that students generally follow. The first is one of college preparation: the second is more vocational or skill building. Following either tract is an acceptable decision, but deciding a direction early will allow for the best preparation.

Each student must build their schedule around the 17 required courses at Fergus High School. Those classes are listed below in a recommended sequence. There is plenty of opportunity to work in advanced and DTE (Career & Technical Education) classes along the way. The senior year offers the best opportunity to take specialty classes as long as all prerequisites are taken first.

Freshman Year	Sophomore Year	Junior Year	Senior Year
Mathematics	Mathematics	Mathematics	English 12 or AP English 12
English 9	English 10	English 11	PAD or AP Government Earth
Science Option	Science Option	Science Option	
Health 9 (one semester)	Health and PE 10	American History	
PE 9 (one semester)	World History		

*Biology must be taken by the end of sophomore year

CREDIT TRANSFER/ASSESSMENT FOR PLACEMENT

Requests for transfer of credit and/or grade placement from any non-accredited, non-public school shall be subject to examination and approval before being accepted by the Lewistown Public Schools. This shall be done by the school counselor and principal; or, in the case of home schools, by a credit evaluation committee. The committee will consist of a counselor, a staff member from each subject area in which credit is being

requested, and the school principal.

The credit evaluation committee will:

1. Document that the student has spent approximately the same number of classroom hours in the home school as would have been spent in a regular class in the Lewistown Schools;
2. Document that the student followed a curriculum which is essentially similar to that in the course for which they are requesting credit;
3. Document that in the event of a credit request in a lab, industrial arts or music course, the equipment and facilities were sufficient to meet the required learning activities of the course;
4. Require that the student has satisfactorily passed in all courses where a final exam is normally given, a final which was prepared and administered by a staff member in the Lewistown Public School system.

The district will give credit only for home schools that have met all requirements as specified in Montana statute. Credit from home schools will only be accepted when a similar course is offered in Lewistown Public Schools. The school transcript will record courses taken in home schools or non-accredited schools by indicating the title of the course, the school where the course was taken, and the grade.

For purposes of calculation of class rank, only those courses taken in a regularly accredited school will be used.

In order to be recognized during graduation ceremonies as a valedictorian or salutatorian, a student must have attended Fergus High School for at least three semesters (last semester of their junior year and both senior year semesters). Transfer students considered for top ten honors must have earned credit from a state or regionally accredited school (which issue letter grades) for at least seven semesters. For the purpose of identifying the top 10 graduating seniors, the grade point average will be calculated using grades from accredited schools.

COUNSELING

Academic Counseling – Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings and the graduation requirements of various programs. Each spring, students in grades 8-11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing and scholarships.

Personal Counseling – The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact the counselors directly at the FHS office.

DISTRIBUTION OF MATERIALS

School Materials - School publications distributed to students include online publications and the Annual. Publications are under the supervision of a teacher, sponsor, and the principal.

Non-School Materials - Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

DRESS CODE - (As set forth by Student Council)

Disclaimer: This will be enforced for the female students by female teachers and for male students by male teachers for all dress code matters. Images showing appropriate and inappropriate wear will be posted around the school at the beginning of the school year. The following dress code policy has been approved by Student Council and approved by school administrators.

Positive Image Policy: All students' dress should reflect a positive image, be appropriate for an educational setting and not distract from the learning environment. Student dress should show respect for the individual, the school, and the community. Unfit attire includes, but is not limited to, clothing advertising drugs, alcohol, inappropriate messages, racial/ ethnic/ sexual innuendos, excessively ripped or "holey" apparel, or any other content that is a distraction. Students will be asked to cover up or

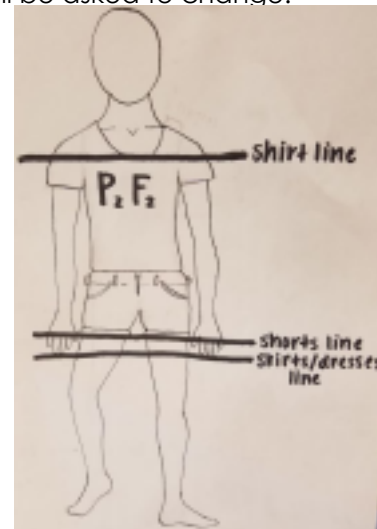
change in the event that they come to school wearing this kind of attire.

Pants:

- *Leggings:* The use of fashion leggings, i.e. those that are sheer or see-through (fish netted stockings, pantyhose, and tights are also included in this) must be worn with some kind of long shirt or dress over the top of it. This shirt or dress must apply to the 'dress' section of the dress code policy. However, athletic or opaque leggings, may be worn on their own without the use of something longer to cover them.
- *Shorts:* Shorts may be worn, but the bottom of the shorts must come to no higher than the base of the fingers/top of the palm as worn when the student places their arms straight down in a relaxed position, near the side of their body. If the shorts are shorter than this, the student will be asked to change into something more appropriate.
- *Dresses/Skirts:* The hem of the dress or skirt shall come to no higher than the tips of the student's fingers when their arms are extended along their sides, relaxed. If the dress or skirt is higher than this, it will be deemed inappropriate and the student will be asked to change.

Tops:

- *Tanktops:* As per day-to-day classroom interactions, girls are allowed to wear tank tops. The straps must be at least two fingers in width, and the side of the shirt should not be cut out. Boys are expected to wear sleeved shirts. However, these conditions may be more relaxed during sports' practices and Gym/P.E./Weight Training classes.



- *Shirt Requirements:* The height of the neckline of all tops will be determined as inappropriate or appropriate as it applies to the corresponding picture. If the neckline of a shirt is below this line, the student will be asked to change. Also, shirts must not show a bare midriff. Shirts should also not be revealing of undergarments.

Accessories:

- *Head Coverings:* Hats, stocking caps, bandanas, or any other non-religious type of head covering may not be worn during time class is in session or when passing from class to class. Students may wear hats before school until the bell for first period, in between bells during the lunch hour, and after the final bell of the school day. All students in the building during school hours shall comply with these rules.
- *Bags:* Students will not be allowed to bring any sort of bag into the classroom. This includes backpacks, satchels, drawstring bags, and purses of any kind. However, if a student has a container of some sort to carry pens, pencils, and other school supplies, they are permitted to use that. Exceptions may apply in cases of injury.

DRIVER EDUCATION INFORMATION

Semester Sessions:

The program offerings include two separate sessions that will meet before the school day: one during first semester and one during second semester at Fergus High School. Each of these sessions will accommodate eighteen students. To qualify for the semester sessions, a student must be fully enrolled at Fergus High School, and must be 14 and one half years of age or older when the session begins. Interested students must visit with a

counselor at Fergus High School first to be put on the list for Semester I or II so they can verify this class will work with their schedule.

Students, who are enrolled in one of the semester sessions, will have 44 classroom meetings during the zero period (6:45-7:45 a.m.) generally on Monday, Wednesday and Friday mornings, and their six behind-the-wheel driving times will be scheduled after school from 3:45-6:45 p.m. generally on Tuesdays and Thursdays or during weekend hours. This schedule will be in place over the entire semester.

Summer Session:

There will also be a summer session of Driver Education offered in May, June, or July that will serve a larger number of students, pending available staff. To qualify for the summer session, a student must be 14 and one half years of age or older by the time the session begins. Any age-eligible student in the Lewistown School District's geographical jurisdiction will have an opportunity to enroll in the summer program. A general Driver Education registration will be announced and held in February to accept enrollment for the summer session.

Fees and Registration:

Regardless of the session they participate in, all students will pay a \$280 fee. Completing registration for enrollment in any of the Driver Education sessions will take place at the Fergus High School office, where the parent or legal guardian will fill out and sign a Driver Education registration card and pay the \$280 fee in person or through the student portal.

Attendance and behavior policies for all Driver Education activities will be strictly adhered to by students enrolled in any of the three sessions. All sessions will be contingent upon an adequate number of students enrolling to cover District costs to operate the program.

Questions: Contact the Fergus High School Office at 535-2321.

DROP/ADD PROCEDURES

Student requests to drop and/or add classes will be considered at the beginning of each semester for five (5) days. Following that period only special classes will be considered and a withdrawal/passing (WP) or a withdrawal/failing (WF) will be entered on the permanent record.

18 YEAR-OLD STUDENTS

All policies and procedures apply to 18-year-old students except in the case where the 18-year-old student is not living at home under the general supervision of his or her parent or legal guardian. Special arrangements must be made with the building administration for the student to excuse him/herself.

ELECTRONIC DEVICES

At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Personal electronic devices may only be used in the classroom at the discretion of the teacher. Use of an electronic device is defined as having the device in hand or within sight. Unauthorized electronic devices will be confiscated by staff and are subject to search by the administration. Students are expected to give their device to school staff as requested. Unacceptable use of any electronic device may lead to disciplinary action and may also be referred for additional consequences due to the cheating policy.

EXCUSES FROM PARTICIPATION IN PHYSICAL EDUCATION

Students will be excused from participating in PE with a medical excuse only. If a student does not participate and does not have a medical excuse, zero credit will be given for the day. Non-participation in PE implies non

participation from all physical activity that day. Should the excuse be long enough to prevent a student from meeting the attendance policy requirements for credit, the student will be withdrawn from the physical education class. If the class is required then the student will be rescheduled to a later term.

FINAL EXAMS (SEMESTER TESTS)

Students will take final exams in all classes both semesters. Exams, whether written or project based, will be taken during the scheduled time and date. A student who does not take a semester final exam because of illness or approved delay will be allowed to take a makeup exam within an approved timeframe. Failure to makeup an exam within the designated time period will result in a zero (0) being recorded for the semester final exam. Final exams carry ~~20%~~ 10% weight in calculating final grade for the course. The testing schedule will be announced prior to testing times.

FINES

Students entrusted with equipment and supplies belonging to School District No. 1 will receive fines for unreturned, lost, altered, and vandalized items. Fines may also occur from late returns of library materials and parking violations. Fines will range from minor to complete replacement depending upon the circumstances involved. Typical fines include; book damage or loss, lost activity uniforms, non-payment of participation fees, lost or damaged lockers and other financial responsibilities. Student report cards and activity participation may be withheld until the fines are paid.

FIRE DRILLS

Fire drills are held periodically throughout the school year. Drill instructions will be given to teachers who will pass them on to all students.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. Except as approved by the principal, fund-raising by non-school groups is not permitted on school property.

GRADE LEVEL REQUIREMENTS

Students are placed into grade levels according to the number of high school credits they have earned. In order to move to the sophomore level a student must have completed two credits of the following – English, Mathematics, Science or Health Enhancement and must have a minimum of three credits overall. Juniors must have earned nine credits and seniors must have earned fifteen credits.

GRADING SCALE

When evaluating the academic efforts of students, instructors will use the District's marking system listed below:

A 93-100	B+ 87-89	B 83-86	B- 80-82	D+ 67-69	D 63-67	D- 60-62
A- 90-92	C+ 77-79	C 73-76	C-F 59 and Below	70-72		

GRADUATION REQUIREMENTS

1. Enrollment
 - a. Freshmen, Sophomores, Juniors, and Seniors are expected to carry at least six courses for credit and one study hall per semester, or seven classes per semester. The credit requirements for grade-level classification are as follows: entering 9th grade with no credits is classified as a freshman; more than 4 credits - sophomore; more than 8.5 credits - junior; 15 or more credits - senior.
 - b. Requirements established by the State Board of Education and the Trustees of School District Number One must be met to receive a diploma from Fergus High School.
 - c. Each student shall have been in attendance in grades nine through twelve in an accredited junior and/or senior high school for no fewer than eight full semesters.
2. In order to participate in the Fergus High School Graduation Ceremony, graduating seniors must complete the following requirements:
 - a. A minimum of 22 credits
 - b. Seventeen (17) of these credits shall meet the requirements listed below.
 - c. The remaining five may be from any subject area and are considered electives.
 - d. Online courses through Montana Digital Academy can be used for credit recovery or original credit under the approval of the administration.
 - e. Dual Credit--Dual credit allows high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a post-secondary degree or certificate, or toward transfer to another college. The primary purpose of offering dual credit courses is to deliver high-quality, introductory, college level courses to high school students. Lewistown Public Schools have a dual credit partnership with the Montana State University System. Students interested in dual credit opportunities must meet with their building administration to determine available options. Students should be aware of Montana High School Association's on-campus attendance eligibility requirements for activity participation. A request must be completed through the counseling center.
3. Each student must satisfactorily complete the following subject matter:
 - a. Mathematics~3 credits. One (1) credit may be a crossover credit (accounting or business math)

- b. Science~3 credits. One (1) credit may be a crossover credit (1 year of Anatomy & Physiology/Veterinary Science=1 crossover credit).
 - c. Social Science~ 3 credits-- World History, American History and PAD or AP Government
 - d. English~4 credits
 - e. Health Enhancement~2 credits
 - f. Fine Arts~1 credit--Band, Choir, Art or Drama
 - g. Career and Technical Education~1 credit of Business, Agriculture, or Family and Consumer Sciences.
 - h. A course can only be considered a crossover credit if taken during the junior or senior year.
 - i. Students who use CTE classes for crossover credit cannot use the same class to satisfy the one CTE credit requirement.
 - j. A student will be allowed only one study hall each semester.
4. Honors Curriculum
- a. A student desiring to graduate with honors must meet all FHS graduation requirements as well as the following requirements:
 - i. Meet all College Prep requirements of the Montana University System
 - ii. Complete four science classes (no crossover classes)
 - iii. Complete four math classes (no crossover classes)
 - iv. Complete two years of a foreign language
 - v. Complete two AP or two dual credit courses
 - 1. An AP class (one) may be substituted by a major from the area of Career and Technical Education (CTE) or Performing Arts. In order for substitution of an AP class to take place a student must complete four years in one of the following areas: band, business, choir, family and consumer sciences, industrial technology, Spanish, or vocational agriculture. Substitution of an AP class is only allowed in academic areas that do not offer an AP option. No crossover credits will be allowed. For example: a student must take four years of band; the substitution would not be allowed if he/she took two years of band and two years of choir
 - b. Students may use independent courses as approved by the Academic Committee and Principal. Independent courses do not include credit recovery situations for failing grades. To uphold the integrity of the Honor's curriculum, a student must make a good faith effort to keep his/her grades in good standing and maintain a cumulative GPA of no less than 3.0.
5. HiSET Option Program: The Montana Office of Public Instruction has provided the HiSET Option Program as an additional means of meeting their requirements for a high school diploma. Fergus High School offered the HiSET Option Program to seniors starting in the spring of 2019. The following criteria must be met in order to qualify for this program:
- a. No less than 11.5 credits and no more than 18.5 credits at the beginning of the second semester of senior year
 - b. Has not had a break in enrollment at Fergus High School
 - c. Has maintained a minimum of an 80% attendance rate this year
 - d. Has not had a behavior issue this school year
 - e. Is passing English 12 and PAD
 - f. Is maintaining a good academic standing throughout the senior year
 - g. Is demonstrating a commitment to graduate
 - h. Successful completion of the HiSET Option Program would allow students to graduate with their class and earn a regular Fergus High School diploma. The HiSET Option Program takes commitment and is for those students who have a desire to put past mistakes behind them and work hard to make the best of a second chance. An outline of the program requirements can be obtained from a counselor or administrator.

VALEDICTORIAN AND SALUTATORIAN

- 1. Criteria for Selection Consideration:
 - a. Students considered must be in attendance their second semester of their junior year and both semesters of their senior year. (Special circumstances will be reviewed by the administration)
 - b. Students to be considered must complete the Honors Curriculum.
- 2. Valedictorian or Salutatorians selections will be based on student grade point averages through the

- second semester of their senior year.
3. Should a tie between students occur with grade point averages the following system will be used in making Valedictorian and Salutatorian selections:
 - a. Meet the Honors Curriculum requirements
 - b. A combination of four AP/Dual credit classes – Offered by Fergus High School Staff – Substitution will be allowed as listed in the honor's curriculum-
 - c. Received at least 26 credits.
 - d. If each potential candidate meets the above criteria a tie will be declared
 4. **If none of the Valedictorian and Salutatorian candidates meet the above criteria an academic committee will be formed and the following criteria will be used to determine the selections.**
 - a. The number of credits earned from Advanced Placement/Dual Credit Courses.
 - b. Total number of credits earned in core classes selected by the NCAA for eligibility purposes, or as approved by the committee.
 - c. Quarter grade point averages earned in core classes selected by the NCAA for eligibility purposes, or as approved by the committee.
 5. Online/Correspondence Coursework – Maintain current level of correspondence course-work as specified in graduation requirements. (1.5 credits allowed the start of Junior year of high school)
 5. Appeals of individual portions of these policies to be addressed to the academic committee as a whole.
 6. If two or more students tie for Valedictorian, no Salutatorian will be recognized.

NCAA Clearinghouse Eligibility Courses

English

Advanced English 11
 Advanced Placement English 12
 English 9
 English 10
 English 11
 English 12
 Literature/Creative Writing

Math

Advanced Math/Pre-Calculus
 Advanced Placement Calculus
 Algebra I
 Algebra II
 Calculus
 Geometry

Social Sciences

Advanced Placement Government
 American History
 Problems of American Democracy
 World History

Natural/Physical Science

Advanced Placement Biology
 Advanced Placement Chemistry
 Advanced Placement Physics
 Applied Biology/Chemistry
 Biology
 Chemistry
 Earth Science
 Physics

Additional Core Classes

Computer Science
 Spanish III and IV

OPEN PERIOD

Any student that has a zero period or a period outside of the regular 7 period school day may have an open period. An open period is subject to the approval of the administration.

HALL PASSES

Students are expected to be in classes at all times and must not leave the classroom without a hall pass from the teacher or a staff member.

HONOR PASS

Juniors and Seniors who are on course to graduate in accordance with District standards and meet the criteria below may fill out a form to apply for an Honor Pass. All students are required to be enrolled in 7 periods; 5 solid classes and a combination of an honor pass, study hall, or teacher's aide. A Junior may have up to 1 Honor Pass and a Senior may have up to 2 Honor Passes.

Honor Passes will NOT be granted during periods 2 and 3. In order to qualify for an Honor pass, a student must meet the following criteria:

Juniors

- Must have either a cumulative 3.25 GPA or a 3.25 GPA from the prior semester
- Less than or equal to 3 tardies per class during prior semester
- Less than or equal to 5 total absences in any class per semester, no unexcused or truancy based absences

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- No behavior referrals from the prior semester
- If any of these conditions are violated, Honor Pass privileges may be revoked
- Administrators will be responsible for any exceptions or alterations to the conditions outlined above.

Seniors

- Must have a 3.0 GPA from prior semester to qualify for 1 Honor Pass
- Must have a 3.25 GPA from prior semester to qualify for 2 Honor Passes
- Less than or equal to 3 tardies per class during prior semester
- Less than or equal to 5 total absences in any class per semester, no unexcused or truancy based absences
- No behavior referrals from the prior semester
- If any of these conditions are violated, Honor Pass privileges may be revoked
- Administrators will be responsible for any exceptions or alterations to the conditions outlined above.

An Honor Pass is a privilege! At the end of any quarter grading period, a Junior or Senior holding an Honor Pass who is failing a class or not meeting a sufficiently high academic standard, may at the discretion of the administration, have their Honor Pass revoked. This student will be assigned to attend a scheduled study hall or academic course and may reapply for an Honor Pass at the end of the semester. Any abuse of Honor Pass time (ex. - excessive tardies or absenteeism, handbook violations, missing assignments, etc.) will result in the loss of this privilege for the student. Students with an Honor Pass should not be loitering in the halls, the gym or the lobby. The student must leave campus or work in the library or with a teacher (if allowed). Students must apply for the Honor Pass privilege at the end of each semester. Forms may be picked up in the main office.

INCOMPLETES

Occasionally a student may not have completed class requirements at the end of a quarter. Students are responsible to make arrangements with teachers to complete all unfinished assignments. Unless principal permission is allowed for an extension, incompletes will be made up and the grade turned in to the office by the end of the second week following completion of the grading term.

HEALTHY FOOD & DRINKS AT SCHOOL

School policy only allows healthy foods and drink to be sold during the school day. All outside of school drinks will be restricted to the lobby. Beverages in the classroom will be under the individual discretion of the teacher but the only liquids to be allowed in the classroom are clear bottles of water, or liquids that are purchased by students in the school food service or in the lobby.

SCHOOL FOOD PROGRAM

Breakfast, lunch and a la carte items are available at Fergus High for all students and staff. The Infinite Campus program is used for meals and money management. Deposits for meal accounts are best made during the breakfast serving time before school begins, online through the Infinite Campus Portal and are also accepted through the lunch serving line. Cash is accepted in small bills as payment but no cash is given as change when a check is the form of payment.

Seating is also available for those students who choose to bring their own lunch.

Applications for free and reduced meals are sent home with each student at the beginning of the school year. Applications are also available upon request at the school office during the school year.

Meal prices are as follows:

Student Breakfast (7-12) 1.80 Reduced Student Breakfast .30
Reduced Student Lunch .40 Adult Lunch 4.00
Adult Breakfast 2.00 Individual Milk .45
Student Lunch (7-12) 3.25 A la Carte Items are priced individually

BREAKFAST is served from 7:35 a.m. until 8:05 a.m. each school day.

LUNCH is served at the end of 4th period each school day.

The pre-paid meal accounting system through Infinite Campus provides students and parents with purchase and balance information. Students receive verbal balance reminders and the automatic messaging system will alert parents/guardians with balance information. Students and parents/guardians are responsible for keeping meal accounts with a positive balance and should practice proper account management with timely deposits. NO CHARGES are accepted for meals or ala carte items at Fergus High.

Students leaving the district should follow the school checkout protocol to have any meal account monies refunded to them. Any unclaimed account balances left at the end of each school year will be absorbed into School Food Service operations.

INSURANCE

There is limited medical coverage through school insurance should a student be injured during school-time, school sponsored competition or practice. When an injury occurs, the student needs to be sure the teacher, coach or advisor has filled out an accident report and turned it in to the high school office. All claims must be submitted to the parent's personal insurance company prior to sending in a claim to school insurance. The student must then pick up an insurance claim form from the high school office with the administration completing Part A: Notice of Injury section. Have his or her parent(s) then fill out and sign Part B, attach copies of all medical bills and payments to it. The parents should then submit the claim form together with all bills and claim summary of payment from insured on their primary medical insurance to the address listed on the front of the claim form. Additional help can be obtained either from the school or Lewistown Insurance.

Medical treatment must begin within 30 days from the date of the accident. All claims must be completed and submitted to the company within 90 days from the date of the accident. Additional insurance coverage may be available at the beginning of the school year with coverage being effective when the premium is received by the insurance company.

LIBRARY USE & PROCEDURES

Fergus High School Library hours are from 7:30 a.m. to 4 p.m. Monday through Thursday. All students have access to the library from their study hall, before school, after school and during the lunch hour unless they have lost their library privileges for some reason.

Whenever a student requires the use of library resources, he/she needs to obtain a pass. IMPORTANT! When you leave the library you must have your pass signed by one of the library personnel before you can go back to class. The clipboard on the counter is for students to sign in and out on whenever they leave the room.

The card catalog at the Fergus High School Library is located on our computer network housed at in the library. Every library item that is circulated will be listed in the card catalog and should indicate to the reader whether it is presently available for circulation. A variety of materials are available in the FHS library and they circulate in different manners. The lead abbreviation of the call number identifies special items.

Circulation - Outside the Library

Regular Books and Videos -- three weeks when checked-out. Three-week renewal allowed, with second renewal considered if the book is not in demand.

Online Databases -- FHS students can access remotely, online databases that are available twenty-four hours a day and seven days a week. This means that FHS students have access to thousands of carefully selected newspapers, periodicals, government documents, manuals, journals and selected websites anytime from anyplace they can connect to the Internet. Information retrieved from these databases is considered to be the format in which the original source was produced.

Circulation - Inside the Library

Reference Materials and Vertical Files -- used in library only. Some pamphlets are circulated for overnight/weekend use.

Magazines -- must be checked-out through the front desk of the library and are to be used in the library only. Magazines can be kept behind the main library counter for students needing them for more than a period.

NOTE: All materials are checked-out at the circulation counter by the main entrance. Fines may occur from late returns of library materials.

LOST AND FOUND

Lost and found articles will be kept in the office. Unclaimed lost and found items will be donated to charity. Students are reminded to keep items of personal value with them.

LOCKERS

Hall lockers with combination locks are provided. Lockers are to be kept clean, neat, and in good repair.

Students will be held financially responsible for damage to lockers.

Students should be aware that their assigned locker and any personal items they choose to store therein will be jointly accessible to themselves and school officials and may be subject to inspection by school officials at any time, without notice and without student consent.

MAKEUP WORK

Makeup work for excused absences is counted full value at a rate of two school days for the first day missed and one day for each missed day thereafter. Students wishing extensions on the time limit may request directly to the teacher. If the absence was prearranged the student needs to inform their teachers prior to the absence. The principal will hear appeals if they are requested.

MESSAGES AND PACKAGES - DELIVERY

Packages and gifts will not be delivered to the classroom. The office will send a note to the recipient and items can be picked up during lunch or after school.

PARKING

Students are permitted to drive their cars to school and park in the north parking lot, which is designated for student parking. The south parking lot is designated for faculty and staff parking. Gold Card parking will be assigned to students on a quarterly basis. Students are not allowed to park behind the school. Students must obey all driving rules and regulations. Remember to always lock your car when leaving it in the parking area. The School District assumes no liability for accidents or loss of property.

Only students who have checked out with the office are permitted to go to their car to retrieve school and related materials. The school will give out \$5.00 fines for not following the proper parking guidelines. Parking in the handicapped area will be dealt with by the proper authority (\$100.00 fine).

PLEDGE OF ALLEGIANCE

The pledge of allegiance will be read each Monday morning prior to the student announcements.

REPORT CARDS

Report cards will be handed out to students by Thursday after each marking period is finished. The fourth quarter report card at the end of the school year may be held pending payment of fines.

SCHOOL DANCES

1. School organizations may hold dances with the consent of the advisors, the student council and the principal.
2. All persons attending the Fergus High School sponsored dances must be properly identified as currently enrolled Fergus High School students before being admitted.
3. Guest passes will be considered for homecoming and prom only.
4. Students will not be admitted after one-half hour from the beginning of the dance.
5. Students leaving the building during a dance will not be readmitted.
6. Dances will not be held past midnight without special permission from the principal.

STUDENT COURSE LOAD

A minimum course load for a student is six full-time courses or their equivalency, making a total of seven assignments.

STUDENT SEARCHES/INSPECTIONS

Students should be aware that the school district may utilize canines in an effort to detect contraband (1) carried by the students; (2) stored in lockers or other school property; and (3) stored in vehicles. Students should also be aware that their persons and personal property not stored in lockers may be subject to search when school officials have reason to believe that weapons, drugs, alcohol, or any other objects/materials evidencing a violation of school policy/rule or other laws and regulations are contained therein.

TECHNOLOGY ACCEPTABLE USE & COMPUTER RESOURCES



The district has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement annually, regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

All students using the school's network and/or the Internet must have an approved Technology Acceptable Use Agreement on file at school. Students are expected to use the resources in a manner consistent with their agreement and will be held responsible for their use. Students and parents should be aware that e-mail using

District computers are not private and may be monitored by District staff.

Activities which are permitted and encouraged:

- investigation of topics being studied in school;
- investigation of opportunities outside of school related to community service, employment or further education;

Activities that are not permitted:

- Cheating on school assignments, projects or tests;
- Sharing of the student's home address, phone number or other personal information; ● Searching, viewing, or retrieving materials that are not related to school work, community service, employment, or further education;
- Copying, saving, or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted);
- Subscribing to any services or ordering of any goods or services;
- Playing games or using other interactive sites unless specifically assigned by a teacher; ● Using the network in such a way that you would disrupt the use of the network by other users; ● Participation in any activity that violates a school rule, or a local, state, or federal law.

The use of the Internet and the school's network is a privilege and inappropriate use may result in a cancellation of those privileges. Students having questions about whether any activity is permitted should ask a teacher or administrator. Students accessing inappropriate material must exit immediately.

CAMERAS

The District uses video cameras in appropriate locations on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

VISITORS

Parents and others are welcome to visit Fergus High School. All visitors must first report to the office, sign-in and obtain visitor passes. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Fergus High does limit day or half day student visitors to only those students who are potential new students to FHS.

VOCATIONAL WORK EXPERIENCE PROGRAM

Senior students are allowed to schedule one period per day as a cooperative vocational work class. Credit will be received for the work time associated with the program. Students need to average 10 hours per-week work time in order to receive a passing grade and remain in a vocational work experience program.

WEATHER DISMISSALS

If the district chooses to run buses early because of inclement weather and school remains in session for town students, students living out of town who drive their own vehicle will not be released early unless the students' parents or guardians are first contacted.

WITHDRAWAL PROCEDURES

Students moving out of the district or dropping from school should withdraw from classes and activities unless special permission is obtained from the principal. FHS expects:

1. Parents to come in to sign withdrawal papers.
2. Students to start withdrawal procedure in the Principal's Office.
3. All books are to be cleared from the locker. All accounts and fines must also be cleared up.
4. Students to take the withdrawal papers to all identified teachers and offices for signature, and returns the papers to the Principal's Office.

ATTENDANCE POLICY

Fergus High School is committed to the philosophy that every student should attend every class, every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the views and abilities of other

students, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to absence can never be adequately replaced.

Our goal at Fergus High School is to help every student maintain a minimum of 90% attendance.

Procedure for Reporting an Absence

When a student is absent from school, the parent/guardian is required to contact the school (535-2321) to notify of the absence by 10:00 AM. If the school attendant cannot be reached, a voicemail message or electronic message is appropriate. If the parent/guardian does not call, the district personnel will call home when an absence has occurred. If no contact was made, the student will have two (2) days to bring a note or have parent/ guardian call to excuse the absence.

Checkout Procedure

Any time a student leaves the building other than for lunch, honor pass, vocational work experience or after school, they must:

- Have permission from a parent/guardian **BEFORE** leaving the building.
- Sign out at the office.
 - o Failure to **sign out, or return at the designated time**, will result in an **unexcused absence**, even if the student has parental/guardian permission and a pass.

Advanced Assignment and Prior Notification of an Absence

If prearrangement has been made for an absence, you will be given an Advanced Assignment Request form. This form needs to be completed by each of the student's teachers. It is the responsibility of the student to get this form completed and turned in to the office **before** their scheduled absence.

Many activities are held at Fergus High School that do not involve the participation of FHS students, Class C tournaments for example. If a Fergus High student plans to attend these types of activities, they must have parent permission and must complete the Advanced Assignment Request form one day prior to the proposed absence for these types of activities. Failure to complete this process one day prior to the absence will result in an **UNEXCUSED ABSENCE**.

Attendance and Activity Participation

Participants of school activities must be in school a minimum of one-half day preceding a contest or practice. Any exceptions to this policy must be cleared by administration.

Students are expected to be in school the next day when involved in an activity trip during the week. Exceptions to this rule will be based on the time their activity bus returns to Fergus High School. Students riding activity buses which return **AFTER 1:00 AM** in the morning, during mid-week activities, are not required at school until the start of the second period. For any hour after 1:00 AM, one class period will be excused. Example: 2:00 AM = start of third period, 3:00 AM = start of fourth period.

Excused Absences

The following absences are considered excused and do not count toward the maximum ten (10) allowed absences, however some absences require documentation that must be provided within 2 school days of the absence. Schoolwork missed during an excused absence will be made up at full credit. Students will make individual arrangements with the teachers for work completion. (Teachers will grant a minimum of 2 days for each day of absence for work completion.)

Excused absence is defined as:

- School-related: Absence caused by a school-sanctioned activity.
- Medically Verified: Visits - Doctor/Nurse, Dentist, Orthodontist, Professional Counselor - Signed document from visit is required within the 48-hour time frame.
- Extended illness (4 or more consecutive) - Doctor/hospital signed note is required that specifies dates absent.
- Family funeral/emergencies - Parent note required. Any extended leave must be approved by the administration.
- Two days of college or postsecondary visitations for Juniors and Seniors ONLY – Documentation from college required upon return.

*All absences must be excused by a parent or guardian within 48 hours of the beginning of the absence or it will remain as unexcused (UA).

10-Day Absence Procedure:

- If a student accumulates 11 or more total absences (excused and/or unexcused) per class period during a semester, he/she is in violation of the absence limit. If the student is passing the class, he/she will receive credit; however, the letter grade will be reflected as a "P." Students who are failing will not receive credit.
- A student may petition to regain their previous letter grade for individual classes if they do not violate the attendance policy in any class during the subsequent semester. Students will need to complete an attendance violation appeal within two weeks prior to the end of that semester. Appeal forms are located in the attendance office.
- Seniors in violation of the absence limit during their final semester, who are seeking to regain a letter grade during that semester, will be required to complete an appeal form and serve an hour of "make-up time" and/or supervised community service for every missed class period exceeding 10 days. "Make-up time" must be completed within a week of graduation and prior to the end of school.

ABSENCES COUNTED TOWARD 10-DAY RULE

Absences which will be counted in the 10-day limit include events such as:

- Illness
- Family trips
- Work days
- Vacations
- Visiting friends or relatives
- Attending post-season tournaments/activities as a fan/observer
- Hair/makeup appointments, photography, or not essential appointments
- Skiing, hunting, attending concerts, shopping, or non-school related absences

These absences count toward the 10 day rule even with parent/guardian communication.

UNEXCUSED ABSENCES/TRUANCY:

Unexcused absence is defined as:

- An absence from a class or study hall that does not have the approval of a parent or guardian.
- When a student leaves a classroom without teacher permission or is gone from class for too long.
- When a student leaves the school without checking-out through the office with parent/guardian pre-approval.

Truancy absence is defined as:

- A purposeful defying of attendance requirements by leaving the building after arriving.
- The persistent nonattendance without excuse for all or any part of a school day. Truancy will result in consequences and will be reported to law enforcement when the occurrences become excessive.

Staff will not be expected to recreate the educational experience for students who have unexcused absences.

No make-up work for credit will be accepted for unexcused absences.

Unexcused Absence Procedure

1. **On the first incident of unexcused**
 - a. The parent is notified by telephone. The student is notified in writing.
 - b. A zero is given for assignments when an unexcused absence occurs.
2. **On the second incident of unexcused**
 - a. The parent is notified by telephone and letter.
 - b. The teacher(s) is/are notified in writing.
 - c. The student is notified in writing and in a conference.
 - d. A zero is given for assignments when an unexcused absence occurs.
 - e. Students are notified that future unexcused absences will result in loss of credit in **ALL** classes for the semester.
3. **Third incident Continued unexcused absences**
 - a. The parent is notified by telephone, letter and conference.
 - b. The teachers are notified in writing.
 - c. The student is notified by administrators in a conference.
 - d. Disciplinary action per FHS student code of conduct. Students with excessive absences may be cited for truancy according to Montana State Law (M.C.A. 41-5-103).

Appeal Process and Procedures after loss of credit

The student and his parents may appeal the loss of course credit provided the appeal is made before the end of the semester and the student adheres to the following criteria for the remainder of the semester:

1. Procedural Steps for students after loss of credit

- a. The student should acquire an Attendance Agreement that is signed by his/her parents, the affected instructors, an administrator and the student.
- b. The student must make a full-fledged effort to acquire good standing in the classes affected by the absence problem.
- c. At the end of the semester, the student must obtain a **Waiver Form** and present it to the instructors of the affected classes for signature and recommendation.
- d. An administrator will determine whether credit is restored or not. Students will be notified of the decision and schedule a meeting if necessary.

2. Expected Behaviors of a student who has lost credit

- a. The student will return to class and correct the deficiency in his/her attendance record.
- b. The student will actively work for a passing grade.
- c. The student will behave appropriately and not interfere in the education of others in the respective classes.
- d. The student will act positively and responsibly in the class environment.

3. Role of the teacher in assisting students who have lost credit

- a. The teachers will continue to evaluate and record the student's work.
- b. The teachers will assist the student in guiding them through the appeals procedure.
- c. The teacher will report any misbehavior by the student to the office.

If the student does not follow the above criteria, the student may be recommended for expulsion from school, especially if a majority of his/her teachers indicate that the student is no longer meeting the criteria as established.

TARDIES

Students are expected to be in class before the bell rings. Any student reporting late to class, within TEN (10) minutes, will be considered tardy. After this time the student will be marked absent.

- Students are allowed only 3 tardies per class, per semester. **All tardies are considered as unexcused.** We appreciate a call to let us know when a student will be late, but it does not exempt his/her tardiness. ● Upon the fourth tardy, an office referral will be made and students will be assigned consequences according to the discipline policy.

BEHAVIORAL EXPECTATIONS

- A person shall not deprive another of his rights and responsibilities, nor shall he cause a disruption of any lawful function of Fergus High School.
- All students are expected to obey the instructions of school authorities. At school sponsored off-campus events, students shall be governed by school rules and regulations and are subject to authorities of the school. A student shall not intentionally cause or attempt to cause substantial damage to District One or private property or steal or attempt to steal school or private property either on school grounds or at a School District One function off or on school property.
- A student shall not issue a threat of assault or cause physical injury to any. Self-defense is not to be considered an intentional act under these rules; however it is important to remember an individual defending him or herself has no reason to become an aggressor in an altercation.
- A student shall not possess or use any object that can reasonably be considered a weapon without authorization of the administration.
- A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Responsible use of a prescribed drug from a registered physician shall not be considered a violation of this rule.
- A student shall not repeatedly fail to comply with school policies and directions of any authorized personnel when under the authority of school personnel.
- Any violation of state or municipal laws on District One grounds will subject the student to disciplinary action by authorities.

DETENTION RULES AND REGULATIONS

Students are expected to work on schoolwork while assigned to detention. Discipline and attendance problems that occur in detention will be treated as an unexcused absence from detention. Students who are absent from school on the date assigned will be automatically assigned to the next regularly scheduled

detention. Students are expected to report on the date assigned, except that bus students may request to serve on the next day. Participation in activities is not an acceptable reason for missing detention. Exceptions may only be granted by the administration.

Specific detention hall rules:

1. Report on time, serve a 45-minute detention, and follow all directions.
2. Bring school work/materials with you. Only approved reading materials will be allowed.
3. Sleeping, food, candy, beverages and personal electronic devices, etc. are not allowed.
4. NO TALKING, without supervisor's permission.

Unexcused Absences from Detention (Per Year)

1st Offense: Rescheduling of original detention(s) with an additional detention scheduled. 2nd Offense: Rescheduling of earned detention(s) and assignment to one day of in-school suspension. Others: Rescheduling of earned detention(s) and assignment to day of out-of-school suspension.

NOTE: Excessive detentions may result in mandatory Saturday detentions, or consideration for progressive discipline.

SATURDAY DETENTION

On occasion the administration may use Saturday detention for students who have built up a backlog of detentions. In such cases detention will be run by in-school suspension rules. Attendance will be mandatory.

FIGHTING

Students who engage in fights or other assaults at school, at school activities, and/or a result of actions at school may have two levels of consequences. School consequences for fighting will include a minimum of two days out of school suspension and one day in school suspension and will be reported to law enforcement authorities. Additional or severe assaultive behaviors may be subject to expulsion.

GANG-RELATED BEHAVIOR

Fergus High School has adopted a zero tolerance policy on gang-related behavior. Our school prohibits gang-related behavior at school, during school related functions on or off campus, and on any other school district property. The following behaviors are expressly prohibited:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, nicknames, symbols, signs, graffiti, or other items that could be evidence of membership in or affiliation with a gang.
2. Committing any act or using any speech, either verbal or nonverbal which might indicate membership in or affiliation with a gang.
3. Using any speech or committing any act which might further the interest of any gang or gang activity, including but not limited to:
 - a. Soliciting and/or initiating others for membership in any gang.
 - b. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
 - c. Committing any illegal act or violation of school district policies.
 - d. Inciting other students to act with physical violence upon any other person.
 - e. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.

LUNCH PERIOD

It is expected that all students eating on campus will eat in the cafeteria and will follow the instructions of school staff members. Students who are outside of the building are expected to follow school guidelines and are expected to remain in the commons area, the front of the school or in the student parking area.

SEVERE CLAUSE

When a student demonstrates an enrollment behavior that defies authority, reflects an uncooperative attitude, threatens the safety of others or self, results in minor to extreme vandalism to school district property, results in theft of school district property, shows unusual or violent conduct, or indicates a documented pattern of handbook or district rule violations a severe consequence will be considered by the principal.

Generally a student moves toward a severe consequence through a series of rule violations. However, the seriousness of an individual act by a student can result in an immediate consideration by the principal to request suspension or expulsion regardless of a student's discipline record to date. (See also Progressive Discipline)

STUDENTS SENT TO THE OFFICE

Students sent to the office are expected to report to the assistant principal or designee. The seriousness of the infraction and the number of times a student is sent will determine the actual consequence with the minimum consequence to be two detentions. The range of action chart will provide further insight to a punishment. A student can also be put on a progressive discipline plan if the cumulative record of the student indicates need.

The principal may, upon advice from a counselor, teacher or parents rearrange the mandated discipline for a student if the rearrangement is in the best interest of the student and Fergus High School. Such arrangements must be done in writing and kept on file in the principal's office.

SUSPENSION AND EXPULSION POLICIES

IN-SCHOOL SUSPENSION - In-school suspension (ISS) is limited to five (5) days yearly. Other suspensions beyond these limits will be handled with out-of-school suspensions. Students suspended in school are not considered absent and are expected to complete all classwork assigned during time in ISS. Students suspended in school will eat their lunch in the office but may attend after-school activities.

OUT-OF-SCHOOL SUSPENSION - The school administration may suspend a student out of school up to ten (10) consecutive school days. In cases of this type, an informal hearing between the principal, student and any other appropriate persons will be conducted. If after the hearing is completed the principal decides that a suspension is necessary, it will become effective immediately. The administration will attempt to notify parents of the affected student when a suspension is made.

EXPULSION - In the case of expulsion, the Principal will make the recommendation to the District Superintendent. The parents and student will be notified of this action and instructed concerning their rights regarding the due process procedures. If the recommendation of the Principal is followed, the student, parent and their representative, upon request, may have a hearing with the Board of Education. If the hearing is not requested, the Board of Education will take action on the recommendation.

WEAPONS

A student who uses, possesses, controls, or transfers a firearm, an object that can reasonably be considered a firearm, or a weapon, shall be subject to immediate suspension with the possibility of an expulsion recommendation to the District Superintendent and School Board. A weapon includes, but is not limited to, a firearm or knife, sword, straight razor, throwing dart, nun-chucks, firecrackers, brass or other metal knuckles, or any instrument, article, or substance that, regardless of its primary function, is used to harm, threaten to harm, or cause injury to another.

SCHOOL DISTRICT NO. 1 - CHEMICAL & TOBACCO POLICY

Revised June 10, 2013

PHILOSOPHY

The goal of our chemical and tobacco policies is to keep our schools and our students' chemical and tobacco free. These policies should provide for learning experiences in the areas of physical, mental, emotional, social and moral development so that our students may become better citizens.

IN SCHOOL OR AT SCHOOL ACTIVITIES

CHEMICAL VIOLATIONS

In school, or at school activities, students who are under the influence¹, possess, or who give away drug paraphernalia, alcohol, marijuana, or other substance defined by law as a "controlled substance" or "dangerous drug" will be subject to immediate disciplinary action at their school of attendance.

Students with a prescription for a controlled substance may possess the controlled substance at school in accordance with Board Policy #3416.

A first violation in school, or at school activities, during their school career will result in:¹

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to three (3) days.²
3. Suspension from participation³ in all extra-curricular activities for a period of one semester⁴ **OR** suspension from participation in all extra-curricular activities for a period of 3 weeks of competition or events⁵ from the date of the disciplinary action.⁶
4. Signed diplomas may be withheld until requirements of this policy are met.
5. Students who are in violation of this policy at graduation practice or at graduation will be excluded from the graduation ceremony.

A second violation in school, or at school activities, during their school career will result in:²

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to five (5) days.³
3. Suspension from participation⁴ in all extra-curricular activities for a period of one year⁷ **OR** suspension from participation in all extra-curricular activities for a period of 6 weeks of competition or events⁶ from the date of the disciplinary.
4. Signed diplomas may be withheld until requirements of this policy are met.
5. Students who are in violation of this policy at graduation practice or at graduation will be excluded from the graduation ceremony.

Further violations in school or at school activities in during their school career will result in:²

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to ten (10) days.³
3. An expulsion review by the school administration and possible expulsion recommendation to the school board.
4. Administrative review of the incident may result in a refusal to enter school property pending a school board hearing.

CHEMICAL SALE OR DISTRIBUTION VIOLATIONS

Students involved in the process of selling or receiving compensation for the distribution of drug paraphernalia, alcohol, marijuana, or any other substance defined by law as a "controlled substance" or "dangerous drug" in school or at school activities:

1. Will be turned over to the appropriate law enforcement authorities. Parents of the student will be contacted.

² Will receive up to ten (10) days out of school suspension. ⁸

3. Will have an expulsion review by the school administration and possible expulsion recommendation to the school board.
4. Additionally, administrative review of the incident may result in a refusal to enter school property pending a school board hearing.

SCHOOL TOBACCO VIOLATIONS

Student use or possession of tobacco, tobacco products, E-cigarettes, or any type of Electronic Nicotine Delivery Systems (EDNS) in school or at school activities will result in disciplinary action as follows:

First Offense: Suspension³ from school for up to one (1) day, notification of parents and law enforcement, and an explanation of the consequences for subsequent violations. The student will also receive educational material concerning the dangers of tobacco use and the addiction process. The tobacco will be disposed of in the presence of the student.

Second Offense: Suspension³ from school for up to two (2) days, notification of parents and law enforcement, suspension from participation in all extra-curricular activities for 3 weeks of competition or events⁶ from the date of disciplinary action. The tobacco will be disposed of in the presence of the student.

Further Offenses: Suspension³ from school for up to three (3) days, notification of parents and law enforcement, suspension from participation⁴ in all extra-curricular activities for 6 weeks of competition or events⁶ from the date of disciplinary action. The tobacco will be disposed of in the presence of the student.

ACTIVITIES CHEMICAL & TOBACCO POLICY & GUIDELINES

PHILOSOPHY

All activity participants at School District No. 1 are expected to make personal sacrifices for the good of the individual and the group. It is intended that student-participants will not be in attendance at a function or be riding in a vehicle where tobacco, alcohol, or drugs are located or being used. Self-discipline, accountability and responsibility on the part of each participant are expectations that are held for all. Additionally, it is important for student participants to become positive leaders in and out of school and school activities. Successful people succeed in their task by hard work, perseverance, honesty and dedication.

ACTIVITIES CHEMICAL VIOLATIONS

Students who participate in activities will not be under the influence of¹, be in possession of, give away or sell drug paraphernalia, alcohol, marijuana, or another substance defined by law as a "controlled substance" or "dangerous drug.

Student activity participants, who admit, whose parent report, who have been found by the administration to have violated the chemical policy, or who have been found guilty of possession or being under the influence, are subject to the chemical policy consequences.

Student activity participants charged by the legal system with a chemical offense may be suspended from participation in their activity (following due process procedures in school policy) until the situation is resolved by the court. If suspended from activities, the student will fulfill all obligations as set forth by this policy. A student awaiting remediation of a charge will not serve more suspension from participation days than the step and offense called for in each situation.

Violations by student activity participants are cumulative⁷ in nature. Starting with the first and subsequent offenses, violations within a two year period will accumulate to determine the actual level of consequence.

First Offense: Suspension from participation⁴ in all extra-curricular activities for a period of one semester⁵ **OR** suspension from participation in all extracurricular activities, in town or away, for a period of 2 weeks of competition or events⁶ from the date of the disciplinary action.

Second Offense: Suspension from participation⁴ in all extra-curricular activities for a period of one year⁵ **OR** suspension from participation in all extracurricular activities, in town or away, for a period of 4 weeks of competition or events⁶ from the date of the disciplinary action.

Further Offenses: Suspension from participation³ in all extra-curricular activities for a period of one year⁴ **OR** suspension from participation in all extracurricular activities, in town or away, for a period of 8 weeks of competition or events⁵ from the date of the disciplinary action.

OTHER INFORMATION:

1. Participants who have violated the chemical policy will not receive a post-season letter, trophy or individual team award from that sport in which they violated the chemical policy.
2. The appropriate activity sponsor(s), athletic director and school administration will consider each incident individually according to the policy.

3. Student activity suspensions that run past the end of a season or semester will carry forward to the next season of participation or semester; even if that means going into the next school year.
4. Participants under suspension for chemical use must follow all extra-curricular rules and are subject to consequences at the next step if a violation occurs.
5. Student participants who violate the chemical policy at school or at school activities are subject to the district-wide chemical rules as they relate to all students.

ATHLETICS TOBACCO VIOLATIONS

Students who are participants in athletics will not use tobacco or be in possession of tobacco products. Those in violation will be subject to the following consequences:

First Offense: Suspension from participation⁴ in extracurricular activities, in town or away, for a period of 2 weeks of competition or event's, from the date of the disciplinary action. Students will not be eligible to receive a post-season letter, trophy or individual team award from that sport in which they violated the chemical tobacco violation.

Further Offenses: Suspension from participation⁴ in extracurricular activities, in town or away, for a period of 4 weeks of competition or events⁶ from the date of the disciplinary action. Students will not be eligible to receive a post-season letter, trophy or individual team award from that sport in which they violated the chemical tobacco violation.

NOTE: Athletes who violate the tobacco policy at school or at school activities are also subject to tobacco rules as they relate to all students.

CHEMICAL POLICY ENDNOTES

1. Students suspected of chemical use, or who are believed to be under the influence, are expected to fully cooperate with reasonable requests by an administrator. Such requests may include submission to commonly used tests designed to determine chemical use. Students who choose to not cooperate with a request of this type will be treated the same as any other student in a comparable situation who has been found under the influence or found to have violated the expectations of this policy.
2. In school as defined by School Laws of Montana, Section 20-5-201 (d). "... in school or on the premises, on his way to and from school, or during his intermission or recess." A student is considered to be in school whenever he/she is attending or participating in a school activity. During their school career refers to an individual student's career in a given level of schooling. For example, a student's career at the middle school level would be typically two years long; a high school student's is traditionally four years long.
3. Suspension will be for the maximum of the days recommended throughout the Policy and may include in or out of school suspension. After four (4) days of in-school suspension at the school for tobacco or alcohol/drug use, all additional suspensions will be served out of school.
4. Students suspended from participation in extracurricular activities will not be allowed to perform or compete, or in some way represent School District No. 1, in an extracurricular activity (in town or away) for the duration of suspension. The student is, however, required to continue with scheduled practices and rehearsals. For the purposes of this policy, the extra-curricular activities included shall be those activities that include some form of performance, contest, competition or representation of School District No. 1. It is useful to note that this definition includes but is not limited to all MHSA sanctioned activities. Some specific activity events are part of credit-bearing courses that involve activities both inside and outside the classroom setting. These activities, for the purposes of this policy shall be defined as those activities beyond the classroom and the immediate scope of graded requirements. Students will not be excluded from the graduation day ceremony as a result of an activity suspension. Example #1 - A student in choir may participate in classroom activities but not perform in concerts as a member of the choir. If part of their grade is determined by the performance, they will be allowed to do other work in lieu of the performance. Example #2 - If a student in FFA is suspended after violation of the activity side of the Chemical and Tobacco Policy, can attend the Blue-Gold Breakfast which is a function of the Student Council, and what about the Junior/Senior Prom? The answer for the first question is no, while the answer for the second question is yes. While the Student Council does not apply as an extracurricular activity for the purposes of this policy, its event is considered an event which requires school representation. Dances or meetings are not considered activity performances, events of competition or representation, therefore suspensions from them, due to this policy, would not be appropriate.

5. A semester is the equivalent of ninety (90) pupil instruction days and a year is the equivalent of one hundred eighty (180) pupil instruction days. A suspended student will serve ninety (90) or one hundred eighty (180) suspension days from activity participation for each semester or year of suspension even if the time carries over to a new school year. Appeals of chemical policy decisions are to be made to the Superintendent prior to completion of the activity suspension.
6. Competition or event weeks are weeks when the sport or activity is competing or performing. Weeks during which only practices, or rehearsals take place are not considered competition or event weeks. Appeals of chemical policy decisions are to be made to the Superintendent prior to completion of the activity suspension. In cases of canceled events during the spring sports season, students who have met the minimum requirements to participate during a regularly scheduled spring competition (but would not have competed due to an activity suspension) may appeal one week of competition lost due to the cancellation of the event.
Note: At school, support groups and counseling are available to all students either assigned or on a volunteer basis. Interested students are to contact the school guidance office.
7. The cumulative nature of the Activities Chemical Policy relates to consecutive offenses within a two year window of violations. Included in possible offenses is an In School or At School Activities offense generated within the mandatory two year aspect of these policies. For example, a participant who violates the Activities Chemical Policy during the football season, later has another chemical violation 21 while in school (but out of season) and finally violates the Activities Chemical Policy again in football the next season would receive an eight week activities suspension. The eight week suspension represents the third offense as per the cumulative nature of the activities policy, again assuming all three violations occurred within two years of the first violation.

RANGE OF DISCIPLINARY ACTION

Problem Area Definitions

- **Arson** - attempting to burn property.
- **Alcohol** - use, sale or possession of alcohol during a school activity or school day. ● **Classroom disruption**- any behavior that continually disrupts the learning environment. ● **Defiance of school personnel authority** - refusal to comply with reasonable requests of school personnel. Repeated violations of a policy.
- **Destruction of property** - destroying or mutilating materials that belong to the school, school personnel or students.
- **Disorderly conduct** - includes profanity and verbal abuse, conduct and/or behavior that is disruptive to the orderly educational procedures at FHS.
- **Dress code** – clothing that is disruptive to the school environment and guidelines of policy. ● **Drugs** - use, possession and sale of narcotics or noxious substances during a school day or school activity.
- **Electronic device** – use of cell phone, MP3, or other device.
- **Explosive devices** - use, possession of exploding devices in school.
- **Fighting** - engaging in physical contact with the purpose of inflicting harm on another person. ● **Harassment** - intimidation of another individual.
- **On-going acts** that lead to progressive discipline plan.
- **Physical assault** - physical attack of another, who does not wish to engage in the conflict and who had not provoked it.
- **Possession of tobacco** – having in possession or the use of any type of tobacco product. ● **Tardiness** - arriving late to class.
- **Theft** - taking property that does not belong to you.
- **Unexcused absence and truancy** - absences where the parent/legal guardian does not know the whereabouts of the student and/or the student has not been excused from school.

Range of Action

1. Parent/guardian contact
2. Office conference
3. Parent conference
4. After school detention with teacher

5. After school detention assigned by office
6. After school detention assigned by office (two sessions)
7. Saturday School
8. Loss of privileges (ie. Honor pass, hall pass, lunchroom access, free time at lunch) 9.
- Temporary removal from class – duration of the class period- no credit for work 10.
- Temporary removal from class – 3-5 days
11. Reimbursement of damaged or stolen property
12. Zero credit on assignment
13. Plan of Improvement
14. Counseling
15. Referral to Police Department
16. In-School Suspension (ISS)
17. Out-of-School Suspension – Sites (OSS-Sites) community service completed /work can be made up.
18. Out-of-School Suspension
19. Recommendation for expulsion
20. Other- in unique situations logical consequences will be applied.

DISCIPLINE GRID

The administration reserves the right to select other options at their discretion. The precise action depends upon the severity and regularity of the offense.

Behavior First Offense Second Offense Repeated Offenses

Cheating 1, 2, 12 1, 2, 12 2, 3, 10, 12, 13

Behavior First Offense Second Offense Repeated Offenses

Classroom 1, 4, 9 1, 2, 5, 8, 9, 14 2, 3, 6, 7, 8, 10, 13, 14, 17/18 Disruption

Defiance of 1, 2, 5, 8, 9 2, 3, 6, 8, 9, 14 2, 3, 6, 9, 10, 11, 13, 14, 17/18 School Authority

Disrespect for 1, 2, 5, 11 2, 3, 6, 11 2, 3, 13, 16

School Property

Disorderly Conduct 1, 2, 6 2, 3, 13, 14, 16 2, 3, 13, 14, 17/18, 19

Dress Code 1, 2 1, 2, 5 2, 3, 6

----Student required to correct dress code violation-may include a trip home as an unexcused absence----

Electronic Device 1, 2 1, 2, 5 2, 3, 6

---Each violation will result in confiscation of device-refusal to surrender is considered defiance---

Fighting 1, 2, 14, Two days 2, 3, 13, 14, Two days 2, 3, 13, 14, 15, Three days OSS, One day ISS OSS, One day ISS OSS, Two days ISS, possible #19

Forged Notes 1, 2, 5 1, 2, 6 2, 3, 16

Harassment 1, 2, 6 2, 3, 16 2, 3, 13, 14, 17/18

Inappropriate 2 1, 2 2, 3, 5

Display of Affection

Inciting other 1, 2, 6 1, 2, 16 2, 3, 13, 14, 17/18

Students

Lying 2, 5 1, 2, 6 2, 3, 6, 14

Misuse of Food 2 1, 2, 5 2, 3, 6, 8 Remainder of semester or Drink Privileges

Misuse of 2 1, 2, 8 Remainder of qtr. 1, 2, 8 Remainder of school year Passes

Parking/Driving 2 1, 2 1, 2, 4

Minor ---Parking fines are \$5 --- minor driving violations may result in loss of privileges--- Profanity-not directed 1, 2, 5 1, 2, 6 2, 3, 13, 14, 16

toward staff

Refusal to Accept 1, 2, Consequence x 2 2, 3, 14, 16, Complete 2, 3, 13, 14, 16, Complete Initial

Discipline Initial Consequence Consequence

Running and 1, 2, 9 1, 2, 5, 9 1, 2, 6, 10

Rough housing

Tardiness third tardy 4-5 tardies 6-7 tardies 8+ tardies Per semester 4 1, 2, 5 2, 3, 6, 9, 13 2, 3, 9, 14, 16

Truant from Class 1, 2, 12 2, 3, 12, 13, 14 2, 3, 12, 13, 14, possible 19 ---For each violation five percentage points deducted from semester grade---

Truant from Study 1, 2, 6 2, 3, 6, 13 2, 3, 14, 15, 16

Hall or Assembly

Unexcused Absence 1, 2, 5, 12 1, 2, 6, 12, 15 2, 3, 6, 12, 13, 15

NOTE: The seriousness of an act may necessitate the administration providing a greater punishment than what is shown. Generally this would not be the case.

NOTE: The range of actions may not apply for a student who is on a Plan of Improvement.

The following are examples in which the student may be responsible to both school policy and civil/criminal statutes:

Disciplinary Concern Range First Offense Action Repeated Offense Action

Arson 1, 3, 15, 17/18, possible 19 1, 3, 15, 17/18, 19

Destruction of 1, 3, 15, 17/18 1, 3, 15, 17/18, possible 19 School Property

Drugs and Alcohol 1, 3, 15, 17/18 1, 3, 15, 17/18, possible 19 ---Chemical use policy outlines severity of consequences---

Physical Assault 1, 3, 14, 15, 17/18 1, 3, 15, 17/18, possible 19

Parking/Driving 1, 2 1, 2, 5, 15

---Regular Parking fines \$5 --- Driving violations on campus may be turned over to LPD---

Pulling Fire Alarm 1, 3, 15, 17/18 1, 3, 15, 17/18, possible 19 Theft 1, 3, 15, 17/18 1, 3, 15, 17/18, possible 19

Tobacco Violation 1, 2, 15, 17/18 1, 2, 15, 17/18

---Chemical use policy outlines severity of consequences---

Weapons or 1, 3, 15, 17/18, possible 19 1, 3, 15, 17/18, 19

Explosive Devices

Plan for Improvement

Continuous infractions or a combination of infractions of school policy by a student are a sign that something is distracting from the student's ability to focus on academic or personal progress. When initial consequences have failed to motivate a student to correct their behavior it becomes evident that more structure in the student's school day is necessary. This structure will come in the form of a Plan for Improvement. A Plan for Improvement will be administered as a means to focus attention on the specific acts, and as a guide toward cooperative remediation and academic improvement.

A Plan for Improvement will focus on the following areas:

- Identifying the areas of concern
- Expected behaviors
- Benchmarks for improvement
- Consequences for further infractions

Consequences will be progressive so each infraction beyond the implementation of the Plan for Improvement will result in a more stringent requirement. The progressive consequences will be designed on an individual basis to focus on remediating that individual's specific behaviors and as a result may not be consistent with the handbook's range for specific actions. Once placed on a Plan for Improvement a student will remain under guidance throughout the year or until removed by the administration.

In very extreme cases it may be necessary to recommend expulsion rather than to allow a student to continuously commit acts that disrupt the daily routine and cooperative atmosphere within the school. In such circumstances individual improvement as set forth in the student's plan will also be weighed by the principal. Progressive discipline steps include the following but are not limited to the steps and actions described:

Step one: Parent conference, three days of ISS, Plan for Improvement, counseling assigned Step two: Parent conference, three days of OSS, Plan for Improvement, counseling assigned Step three: Parent conference, five days of OSS, Plan for Improvement, counseling assigned Step four: Parent called, long term OSS review for expulsion request, or when the principal determines that

a sufficient time has elapsed between offenses and the sincerity of the student to improve is evident step #3 may be repeated one time. (See Section on Suspension and Expulsion)

When reviewing a student's record for possible placement on progressive discipline the following criteria may be considered:

- a. record of attendance g. cooperation
- b. record of tardies h. interviews with staff
- c. academic progress i. parental input
- d. social progress j. participation in school and activities e. attitude toward school k. other (as deemed appropriate)
- f. behavior

If the principal determines that more structure is needed to regulate the actions of a student, or to help the student focus on achievement; a Plan for Improvement will be set up immediately.

The ultimate objective of a Plan for Improvement is to reach these goals:

- Attendance Academic Success Responsibility
- Honesty Consistency Social Relationships
- Personal Conduct Increased Self-Esteem (through counseling)

Infractions That May Lead to a Progressive Discipline Plan

- Chemical Violation Cheating
 - Distribution of Chemicals Skipping school
 - Tardies Unexcused absences
 - Fighting Inciting other students
 - Hazing other students Lying
 - Profanity Inappropriate displays of affection
 - Insubordination Forged notes
 - Defiance or refusal to follow directions Theft
 - Parking/driving violations Careless driving
 - Property damage Running and roughhousing
 - Refusal to complete school work Misuse of passes
 - Littering Acts that cause safety concerns in school Wearing hat in school Dress code violations
- Failure to fulfill discipline assigned Note: Other offenses may be included.

SEXUAL HARASSMENT & INTIMIDATION POLICY

The following definitions and examples are statements taken from the Lewistown Public Schools' Sexual Harassment Policy, and in some instances simplified for ease in understanding. The policy in its entirety is available from the District Title IX Coordinator, the Principal's Office, or through either high school counselor.

The District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination, and will lead to disciplinary action. It could also lead to criminal or civil charges against the offender.

This policy applies to individuals attending any events on District property, whether or not District sponsored, and to any school sponsored events, regardless of location.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature.

EXAMPLES OF SEXUAL HARASSMENT

1. A boyfriend/girlfriend relationship breaks up. One partner or the other makes unwanted advances toward the other. Continuation of an unwanted advance becomes harassment when the individual being pressured tells the other to stop immediately.
2. An individual purposefully lays hands on another in a manner that suggests unwanted sexual interest or which brings embarrassment or humiliation to the offended person.
3. An individual is restrained against their will, either by force or by blocking one's retreat, and the purpose is to imply or threaten sexual activity.
4. Other situations as determined by judicial decisions, or as defined by criminal and civil law.

EXAMPLES OF SEXUAL INTIMIDATION

1. Sexual gestures, verbal abuse, sexually oriented jokes, innuendo or obscenities. (Innuendo means a "hint" about what someone is thinking. It could be a hint that the character or reputation of someone is going to be exposed or attacked.)
1. Display of sexually suggestive objects, pictures, cartoons, or posters.
1. Sexually suggestive letters, notes or invitations.
1. Other situations as determined by judicial decisions, or as defined by criminal and civil law.

REPORTING

Students or employees who believe they may have been harassed or intimidated should contact a counselor, an administrator, the school's Title IX Coordinator, or the first level supervisor who is not involved in the alleged harassment. Persons who feel they are being harassed or intimidated should take the following steps:

1. Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. DO NOT assume or hope that the problem will go away.
1. Notify a counselor, the Title IX Coordinator or an administrator right away. Early reporting assists any investigation.
1. Request a copy of the District's Sexual Harassment Policy and reporting form so that reporting processes are clear.

Finally, keep in mind that you do not have to tolerate this kind of behavior. If your complaint is reasonable and valid, and you come forward, we will support your right to lodge a formal complaint.

STUDENT EDUCATIONAL RECORDS (FERPA)

The following policy and procedures are designed to meet the provisions of the Family Education Rights and Privacy Act (FERPA) and the Montana School Accreditation Standards. Students may request a copy of the Family Education Rights and Privacy Act and its implementing regulations by contacting the school district administration office. A student has the right to report violations of the Family Rights and Privacy Act to the Family Educational Rights and Privacy Act Office, Department of Education, Washington, D.C.

Eligible student shall mean all rights and protections given parents or legal guardians under the Family Education Rights and Privacy Act. This policy transfers to the student when he or she reaches age 18 or enrolls in a post-secondary school.

Student record or education record shall mean records, documents and other materials which contain information directly related to a student and are maintained by the school district or a person acting for the school district. Education record or student record does not include records of instructional, supervisory and administrative personnel and other education personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute teacher.

Parents and eligible students have the following rights:

1. The right to inspect and review the student education record.

Parents of students and eligible students may inspect and review the student education records upon request by submitting to the school building principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal or other school authority shall make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. 2. The right to seek to correct the student educational record.

Parents of students and eligible students have a right to seek to change any part of the student record they believe is inaccurate, misleading or in violation of students rights.

Procedures for correction of a student's educational record are available in the building principal's office.

3. The right to exercise control over disclosures of information contained in educational records. The school district does not release information not authorized under Family Education Rights and Privacy Act without consent of the parent, legal guardian, or eligible student. However, the district does release directory information which is not generally considered an invasion of privacy. The information could include, but is not limited to, name, address, parent's name, phone number, age, field of study, height and weight of athlete, participation in officially recognized activities and sports, honor roll, dates of attendance, degrees and awards. If a parent, legal guardian, or eligible student does not want this directory information released, they must notify the building principal in writing within two weeks of the student's enrollment of each school year. Additionally, student records will be forwarded upon request to officials of another school district in which the student seeks or intends to enroll.

4. The right to know the location of student education record.

Generally, an enrolled student's education record is located in the administration office of the school building where the student attends. Upon request by a parent, legal guardian or eligible student,

education records will be gathered for purpose of review. Records of students who have graduated from high school remain in their school. Records of students who have transferred out of the district are typically kept at the district they transferred into.

STUDENT RIGHTS AND RESPONSIBILITIES

The following Lewistown Public Schools Rights and Responsibilities Code were approved by the Board of Trustees in August 1977:

Schools are communities within our democratic society and they have as one of their primary functions that of educating students to the fullest extent possible to exercise their rights and to assume responsibilities of citizenship. To achieve this goal Fergus High School's Board of Trustees, staff, students and the parents of the students, must work cooperatively to provide the most effective opportunities while avoiding the extremes of regimentation and authoritarianism on the one hand and anarchy and irresponsibility on the other.

The courts have stated that students have the rights of citizenship as delineated in the Constitution and its amendments; and these rights may not be abridged, obstructed, or, in any other way, altered except in accordance with due process of law. However, no right is absolute; each has its own limitations. One basic limitation is that the exercise of the rights of one individual or group ceases when it infringes on the rights of another. It is important to state that nothing in this handbook is intended to deny those individual rights. The administration and staff of this high school place a high value on these rights. We believe that an open society is one in which the most useful education can and does take place freely between the trustees, parents, students, faculty, and administration. This handbook is intended to enhance an understanding of these rights

ACCESS TO AN EDUCATION:

The Student Has the Right:

- To attend elementary school in the district in which his/her parent(s) or legal guardian resides. ▪ To attend a high school in a district within the county in which the parent(s) or legal guardian resides.
- To a meaningful education without disruption. "Free quality public elementary and secondary schools", Montana Constitution, 1972, Article X, Section 1.
- To contribute information that will be considered when decisions that affect the quality and content of their education are made.
- To participate in school activities regardless of race, religion, ethnic origin, or economic status. ▪ To nondiscriminatory practices on the basis of sex in the educational program of activities in accordance with the requirements of Title IX of the Educational Amendments of 1972 as they relate to access to general courses, access to physical education courses, access to vocational courses, counseling, treatment of students, student marital and parental status, athletics, and financial assistance.

The Student Has a Responsibility:

- To comply with the compulsory attendance laws of Montana.
- To pursue the required courses of instruction.
- To be in regular attendance and to be on time to all classes unless excused because of illness, bereavement, or other reasons authorized by District Policies.
- To be subject to the authority and control of the administration, teachers, and supportive staff while in school, on the school premises, on the way to or from school, or while representing the school at an off-campus activity.
- To be knowledgeable of and comply with the policies of the district and the school of attendance. ▪ To recognize the overall education enterprise to the degree that the welfare of the group has priority over individual rights when these come in conflict.
- To be knowledgeable of Title IX regulations as they relate to the Lewistown Public Schools and follow the School District's Student-Grievance Procedure available for an equitable solution to a Title IX Discriminatory claim.

INQUIRY AND EXPRESSION:

The Student Has the Right:

- To form and hold ideas.
- To present petitions for consideration using the appropriate procedural guidelines provided by the District.
- To produce student publications as authorized under the principle of the First Amendment Guarantee of Freedom of Press.
- To express opinions verbally or in writing.
- To govern his/her appearance while attending school.

The Student Has a Responsibility:

- To appear in such a manner that it does not substantially and directly endanger health and safety, damage property, infringe upon the district's interest in personal cleanliness and decency, or seriously and immediately disrupt the orderly conduct of school business.
- To use freedom of expression so that it does not mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views.
- To avoid libelous or obscene forms of expression.
- To express opinions and beliefs in an appropriate time and place and in a manner that does not interrupt the educational process.
- To assume responsibility as distributor or author of publications and to obtain permission from the building administrator prior to the distribution.

ASSOCIATION

The Student Has the Right:

- To associate with political, social, or various groups without fear of punitive measures being taken against them.
- To utilize school facilities for authorized school-sponsored activities.

The Student Has a Responsibility:

- To be aware of and comply with all law controlling secret organizations.
- To avoid political or social demonstrations which interfere with the operation of the school or classroom.
- To cooperate with the school's administration and faculty in scheduling authorized activities.

PRIVACY AND CONFIDENTIALITY:

The Student Has the Right:

- To respect of personal privacy.
- To confidentiality in practices relating to the collection, maintenance, use and dissemination of information about pupils.
- To inspect and review his/her educational records.

The Student Has a Responsibility:

- To avoid possessing in person or to storing in student lockers, desks, or other school property prohibited articles.
- To know that a school official, or designee, may authorize reasonable searches of lockers and their contents, and upon request the student has a responsibility to disclose the contents of purses, lunch boxes, pockets, book bags, and the like.
- To comply with district procedures for gaining access to and release of records.

PROCEDURAL DUE PROCESS SUSPENSION AND EXPULSION:

The Student Has the Right:

- To oral or written notification of charges.
- To an explanation of evidence held by school authorities.
- To an opportunity to refute the charges.

The Student Has a Responsibility:

- To follow the appropriate procedural guidelines provided by the district when desiring a re-examination of action taken by school officials.
- To act in a manner that demonstrates an appreciation of adjudication as a peaceful means of settling disputes.
- To understand that suspension and expulsion are considered severe disciplinary measures involving exclusion from school for a short period of time (suspension), usually three to five days or for a longer period of time (expulsion), generally until the end of the current school year. School administrators and the Board of Trustees have the authority to suspend. Expulsion is reserved for the School Trustees.

TITLE IX

In an effort to comply with Title IX of the Education Amendments of 1972, the Lewistown Public Schools affirm that no person shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

In further effort to comply with the regulations, School District One has appointed a compliance officer to coordinate its Title IX effort. Inquiries concerning Title IX can be referred to the school's compliance officer; Fergus High School Principal; or by contacting the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. In further conformity with Title IX, a grievance procedure has been

formulated for use in reference to questions or complaints raised by students of the District dealing specifically with Title IX.

For informational purposes, Title IX is the portion of the Education Amendments, which prohibit sex discrimination in federally assisted education programs. Specifically, Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

The governing regulations, effective July 21, 1975, cover all aspects of sex discrimination in schools with regard to admissions, treatment of students, and employment.

UNIFORM STUDENT GRIEVANCE PROCEDURE

All students should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute, or Board Policy. The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendents' decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

Level 5: County Superintendent

If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision of the Board, pursuant to the Rules of School Controversy.

ASBESTOS MANAGEMENT

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency finalized a regulatory program, which enforces the AHERA mandate.

In compliance with the AHERA regulations, we recently had our school facilities inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a condition that does NOT pose an imminent health threat to students, faculty, or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our school by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM.

A copy of the Asbestos Management Plan is available for your review in our administrative offices during regular office hours. Mr. Paul Stengel is our designated Asbestos Program Coordinator and all inquiries regarding the plan should be directed to him.

We have begun implementing the Asbestos Management Plan. It is our intent to not only comply with, but also exceed applicable regulations in dealing with the asbestos issue. We will take whatever steps are necessary to insure that our students, teachers, and employees have a healthy and safe environment in which to learn and work.

Cordially,

Thom Peck
Superintendent of Schools

GOLDEN EAGLE ACTIVITIES GUIDELINES

INTRODUCTION

The primary purpose of this handbook is to provide participants and their parent(s) or guardian(s) information concerning general activities guidelines and other pertinent information for activity participants at Fergus High School. We are committed to an activities program that is an extension of the educational system through sportsmanship and fair play. Additionally, our goal is to have activity programs that encourage participation and are successful in and out of competition.

Jeff Friesen, FHS Assistant Principal & Activities Director

ACTIVITY, CLUB AND TEAM RULES

Student clubs and performing groups such as the band, choir, cheer and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. Coaches and activity sponsors are responsible for determining reasonable expectations for the smooth and efficient operation of their team or program. Students will be expected to meet or exceed set standards to be able to participate in activities. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

ACTIVITY PARTICIPATION

Freshmen – Coaches and sponsors are expected to help promote student participation in multiple activities. All freshmen participants will be allowed by coaches &/or advisors to participate in more than one sport or activity during the same season. Freshmen that do participate in more than one sport during an individual sport season will be asked to prioritize one athletic activity over the other for scheduling practices and competitions. It is, however, expected that the freshman participant in multiple activities will meet reasonable practice and contest expectations for both group(s) and team(s) involved.

Others - Sophomore, junior and senior level participants are also encouraged to participate in multiple activities but due to team needs and the mental or physical strain of athletics they should not participate in multiple sports during the same sport season.

Students participating in multiple activities will not be allowed to participate in events for more than one activity per day if out of town transportation is required, or if safety and transportation concerns arise.

ACTIVITY TRANSPORTATION

Students who participate in out-of-town extra-curricular activities must travel on school provided transportation. We understand that there will be times when it is necessary for custodial parent(s) or legal guardian(s) to request permission for their student-athlete to return to Lewistown with them after a game or event is over. If this is necessary then an Activity Bus Transportation Release Form must be filled out, signed, and authorized by the parent/guardian and responsible school official prior to leaving the event. *Parents must personally sign the Activities Bus Transportation Release Sign-Off Form at the time of the pickup and agree to accept responsibility for any loss or injury to their child.*

Upon approval, student-athletes will then only be released to their custodial parent(s) or legal guardian(s) when the activity is completed, or earlier, if the activity groups (or family itself) are departing. For example; if the team or group remains at the site of the out-of-town activity, after Fergus High's part in the function is finished, students will remain with the team. If the parents are leaving the site for home, or another location, permission to release the student can be obtained.

ACTIVITY BUS PASSENGER GUIDELINES

The following rules will help assist in assuring a safe, comfortable ride and will help protect the bus. The Coach or Activity Sponsor is responsible for monitoring students conduct and enforcing the Activity Bus Rules. If the driver insists that behavior must improve, the Coach or Activity Sponsor needs to see that action is taken. The Coach or Activity Sponsor is also responsible for taking roll immediately after loading, each time.

1. Students are to remain in their seats and preferably facing the front of the bus.
2. Keep the aisle clear of obstruction. Do not hang over or on the arm rests or the back of the seat. Feet should be on the floor with shoes on.
3. Each seat is to have members of the same sex. Students are to be segregated by gender into different portions of the bus; i.e. boys in front, girls in back, preferably with advisors in the middle.
4. Refrain from being excessively noisy, keeping the noise level below that which disturbs the driver. Headphones must be used with electronic devices.
5. Remain QUIET in all City Limits and absolutely silent at all railroad crossings.
6. Carry-on items are to be kept to a minimum, (handbags and a blanket are allowed.)
7. All large bags must be stored in the baggage compartment. All water containers and hard objects, i.e.

team supply boxes, should be stored on the floor or in the baggage compartment. If unsure, check with the driver.

8. All waste materials are to be properly disposed of in a receptacle supplied on the bus. 9. Cold sandwiches, fresh fruit, juice or canned pop, milk in cartons, candy bars, and chips can be consumed on the bus. Food items not allowed include: hamburgers, pizza, tacos, sunflower seeds, drinks in paper cups, milk shakes, malts or ice cream.

10. There are to be no students on the bus while it is parked, without being accompanied by a Coach or an Advisor.

In case of an accident where the bus must be evacuated quickly, make every effort to observe the following directions:

1. Proceed in an orderly manner to the exit nearest your seat (the bus driver will point them out to you) that is unobstructed. Leave the bus through these openings.
2. Move to a point 100 feet or more from the bus and gather in a group to make it possible for a check to see if all passengers have been evacuated.
3. Passengers should follow the directions given by the driver or one of the sponsors.

ACTIVITY BUS ALTERNATE PICK-UP & DROP-OFF

The Board of Trustees, under the direction of our Insurance Carrier, requires each student involved in Fergus High activities to travel from, and back to, Lewistown with their respective activity group on school or activity buses. However, the school does understand that there may be times when families who live out of town may request their student participant be picked up and/or dropped-off at other alternate locations. The District's alternate pick-up and drop-off parking areas when traveling to or from Lewistown will be only at the following locations:

- Hilger Meats parking area in Hilger, for trips going north.
- Eddies Corner parking area at the Junction of Highways 87 & 191, for trips going west or south.
- Little Montana parking area in Grass Range, for trips going east or south.

When making this request parents or guardians understand:

1. That they are responsible for transportation to and from the assigned pick-up and drop-off parking areas and that they assume all liability prior to the student being picked up and all liability after the student has been dropped off. Non family members must be listed below to ride with the student should they drive themselves. A copy of the current vehicle insurance card(s) will be included with this request.
2. That the activity bus will not wait at the assigned pick-up and drop-off points for any student or any student's parent. On a drop-off, if the parent is not there for the student or the student does not have his/her own transportation, the bus will take that student to the high school or junior high with the remaining students and the parent will have to pick them up there.
3. Pick-up and drop-off parking areas will be used by students only after the student's parents have signed and approved this waiver form through Fergus High School or Lewistown Junior High School two-days prior to the activity or event.
4. That students not riding approved or school sponsored transportation to and from activity or school related events will not be allowed to compete, or in any way represent the school or their team.

The Lewistown Public School staff reserves the right to deny requests for pick-up or drop-off for any reason, especially unforeseen circumstances such as weather. The bus driver and coach/activity sponsor will determine whether these alternate stops will be used on a given trip. In the event these alternate stops are not used, all students will leave from and be delivered to Fergus High School or Lewistown Junior High School.

ATTENDANCE & ACTIVITY PARTICIPATION

Participants of school activities must be in school a minimum of one-half day preceding a contest or practice. Any exceptions to this policy must be cleared by administration.

Students are expected to be in school the next day when involved in an activity trip during the week. Generally speaking, activity busses do have seats that will allow students to sleep while returning home. However, there are times when busses return much later than normal. Therefore, exceptions to this rule will be based on the time their activity bus returns from their activity. Students riding activity buses, which return AFTER 1:00 A.M. in the morning, during mid-week activities, will be allowed into school late on the next school day, as per the exceptions shown below.

Exceptions:

1. If the activity bus returns AFTER 12:00 A.M., the students may return to school AFTER zero period starts but must be in school before the start of first period. If the activity bus returns at or before 12:00 a.m., that is 11:59 p.m.

- or sooner, the student must be in school all of the next day.
2. If the activity bus returns AFTER 1:00 A.M. the students may return to school AFTER first period starts but must be in school before the start of second period. If the activity bus returns at or before 1:00 a.m., that is 12:59 a.m. or sooner, the students must be in school all of the next day.
 3. If the activity bus returns AFTER 2:00 A.M. the students may return to school AFTER second period starts but must be in school before the start of third period.
 4. If the activity bus returns AFTER 3:00 A.M. the students may return to school AFTER third period starts but must be in school before the start of fourth period..... AND SO ON.

AWARDS & HONORS – ACTIVITIES

An awards or recognition night is co-sponsored with the Eagle Booster Club for each sporting season. Each recognition night shall be considered a team function and attendance by team members is a requirement, as are other team functions. Students not attending may forfeit all awards earned.

BEHAVIOR & ACTIVITY PARTICIPATION

All student participants are expected to exhibit acceptable behavior at all times, in and out of season. Students with behavior concerns that arise from school situations must be resolved in an acceptable fashion prior to participating in activity practices, contests or events. This includes suspension and detention responsibilities.

DRESS - ACTIVITY PARTICIPANTS

Student dress for games or travel will be under the control of each individual program director or coach. However, student dress will be neat and clean and within appropriate guidelines; i.e. slacks, dress shirt or sweater, appropriate shoes.

EQUIPMENT & SUPPLIES EXPECTATIONS

Students entrusted with equipment and supplies belonging to School District #1 will receive fines for unreturned, lost, altered, and vandalized items. Fines may be minor but will more than likely cover complete replacement costs of the supplies or equipment involved. Participation in another activity may be limited if current or previous fines are not paid.

EXTRA-CURRICULAR ELIGIBILITY

To be eligible to participate in extracurricular activities at Fergus High School, students must follow the Montana High School Association eligibility rules which state:

1. Be regularly enrolled in school.
2. Be in regular attendance from the enrollment date.
3. Be receiving grades in at least 20 periods per week of prepared classwork.
4. Have received a passing grade in at least 20 periods of prepared work per week during the last preceding semester in which the student was in attendance. If a student is assigned an "incomplete" or "condition" in a subject, he or she has not received a passing grade in this subject. The record at the end of a semester is final and scholastic deficiencies, for eligibility purposes, cannot be "made up" in any way.
5. Be younger than 19 years of age on or before August 31st of a given year.
6. Not have been in attendance at any secondary school more than eight (8) semesters. An attendance of 20 days during a semester shall constitute one semester's attendance.
7. For first semester participation be enrolled no later than October 15th, for second semester participation be enrolled no later than the 11th day of that semester.
8. A physical examination is required for students to participate in athletic sports.

INSURANCE – see pg. 11

PARTICIPATION FEES

The participation fee/activity ticket (student activity ticket will be issued) at Fergus High School is \$100.00 for one or more MHSA activity. This includes all athletics, speech, drama and cheerleading. A \$45.00 fee will be charged for participation in each of the following activities (with a student activity ticket to be issued): Band, Choir, Cheerleading, Intramurals and FFA members.

The fees will be assessed for participation at any level of the program and are non-refundable. All participants, excluding managers, must pay the required participation fee, or obtain a temporary fee-wavier from the office, prior to practice or competition. For activities that require selection of teams that limit 33 participant numbers from that activity, fees will be held in the office until the school day after the team selection process is over. Individuals cut from these activities can pick up unused fees in the office. No other refunds will be allowed, including participation limited by: injuries, quitting, or disciplinary action on the part of

the activity directors or the school.

Temporary fee-waivers may be obtained in the office. Students receiving free or reduced lunches may request financial assistance to pay the fees assuming they have applied for free or reduced lunches by using the financial guidelines as established by the OPI for free school lunches. The forms are available from the school office.

PHYSICAL EXAMS

A physical examination is required for each student in order to be considered eligible for participation in all athletic activities, physical conditioning or weight-lifting classes and cheerleading. Fergus High School and the Montana High School Association require all physical examinations be completed prior to an athlete's first practice. This examination must be certified by a doctor for the current school year and be completed using the current MHSA Physical Examination Form.

PRACTICE

Participants are expected to participate in team practices and other related team functions, however individuals will not practice without their required physical examination or participation fee requirements met. The Montana High School Association does require athletic participants to practice a set number of times prior to competition. Football participants must actively participate on 12 different practice days with a practice day being a minimum of 1 regularly scheduled practice per day. Basketball, wrestling, volleyball, tennis, track and cross country participants must actively participate in their sport on 10 different practice days, while golf participants must actively participate on 5 different practice days. For purposes of competition, a practice cannot be counted unless the participant practices with the team after receiving their physical. Participants who have not paid the participation fee may be restricted from practice and/or competition. Coaches cannot require participants to practice during the off-season.

SPORT SPECIALIZATION

While it is expected that athletes spend quality time in developing skills needed for specific sports, the district's philosophy is to discourage student specialization in only one sport or activity. In fact, coaches and sponsors are expected to help promote student participation in multiple activities.

SPORTSMANSHIP EXPECTATIONS

Fergus High School views extra-curricular activities as an educational experience almost as important as a student's academic endeavors. For that reason sportsmanship in our high school is considered very important. The Golden Eagle Spirit exemplifies our feelings in this area.

The Golden Eagle Spirit - *"Sportsmanship is not a set of rules, but a spirit that should guide our behavior each day of our lives, according to the simple idea that we will treat others as we would like to be treated - our personal golden rule."*

In helping students understand The Golden Eagle Spirit, coaches will emphasize the following student participation behavior expectations:

- Accept and understand the seriousness of your responsibility and the privilege of representing the school and community.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
- Treat opponents the way you would like to be treated, as a guest or friend.
- Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- Respect the integrity and judgment of game officials. Never argue or make non-verbal gestures that indicate disagreement. This type of immature activity may incite undesirable behavior in the stands and by teammates.

TRAINING RULES

All activity participants at Fergus High School are expected to make personal sacrifices for the good of the group. Self-discipline, accountability and responsibility on the part of each participant are expectations that are held for all. Additionally, it is important for student participants to become positive leaders in and out of school and school activities. Successful people succeed in their task by hard work, perseverance, honesty and dedication. Specific expectations and guidelines for ALL student activity participants can be found in the Chemical & Tobacco Policy as listed in the Codebook portion of this handbook.

ACTIVITIES AND CLUBS OFFERED AT FERGUS HIGH SCHOOL

Students are encouraged to join clubs and activity productions that will enrich and enhance their educational experiences. Fergus High School currently offers a wide variety of co-curricular organizations and activities from which students may select. Procedures governing the creation and operation of existing and proposed activities or organizations include the following regulations:

1. Before it can be recognized as a school group or activity and be given use of school time and/or facilities, the organization must be approved, in accordance with established criteria by the school principal and the school board.
2. Membership must be open to all students except where the purpose of the club requires academic or behavior qualifications. (National Honor Society, for example)
3. The club or activity must have a faculty sponsor or advisor selected and approved according to agreed-upon procedures by the administration, and club activities will not be permitted until a faculty sponsor has been selected.

The various clubs and activities at Fergus High School are coordinated by the FHS Student Council. The Student Council is designed to encourage better understanding and more cooperation between the students, administration and teachers. Other objectives shall include; to control the management of all matters concerning the conduct of the students in their high school life; to promote a spirit of responsibility in the care of property of the school; to foster a high sense of personal honor and good sportsmanship in school community life; to promote active participation in school activities by the students; and to suggest at any time to the principal and the members of the faculty ways of improving the service of the school to the students and the community.

There are about 30 teams, clubs or special performing groups available for students. Choose your participation carefully and balance your time against academics, athletics and interests outside of school. But, GET INVOLVED!

CLUBS

Annual – (For grades 10-12) Meets daily as a regular class for credit and spends time outside of the regular school day taking pictures and completing pages for the final production of the yearbook. *Sponsor: Diane Lewis*

BPA – (Business Professionals of America) Members participate in regional and state contests promoting student participation in the many fields of today's business world. *Sponsor: Diane Lewis*

"F" Club - Open to all letter award winners. F Club has been instrumental in raising money to help purchase specialized equipment or projects for the school. *Sponsor: Vic Feller*

FCCLA – Family, Career, and Community Leaders of America is a club supported by the Family and Consumer Science classes. FCCLA teaches everything from leadership to sewing and cooking. *Sponsor: Sue Nefzger*

FFA – The Future Farmers of America is a leadership oriented organization that is open to anyone with an interest in the agricultural world. It complements 4-H and offers something to students eager to learn almost any skill in the Ag field. The parent classes for FFA membership are the agriculture classes at FHS. *Sponsor: Jared Long*

HOW Club – Helping Our World Club is devoted to making our world better through projects, education of environmental issues and recycling. *Sponsor: Melanie Smith*

Key Club – This student service club is for all students from any class level. Kiwanis Club is the parent club for Key Club. This club performs many school and community services. Building leadership skills and helping other students to feel good about themselves is a big part of Key Club. *Sponsor: Sydney Stivers*

National Honor Society – "CLAWS" – This prestigious group of students includes end-of-the-year sophomores, juniors and seniors who meet the criteria of leadership, character, service, and scholarship (3.5 cumulative GPA). CLAWS serves the school by acting as tutors for students who want extra help and provides service for many events such as the FHS blood drives. *Sponsor: Meggan Cirrincione*

Outdoor Club – The Outdoor club is a club for students interested in outdoor activities and events. *Sponsor: Jeff Friesen*

Science Club – This exciting and challenging club offers lots of fun and learning for its members. There are Science Bowls, Science Olympiad Competitions, Science Fairs, and projects that students can research for four years if they start as a freshman. *Sponsor: Mike Mangold, Adrienna DeCock & Tim Nefzger*

School Plays – Our school plays support students who are willing to take on the part of a character and to perfect that character as it becomes part of the production. *Sponsor: TBA*

Ski Club – Ski Club gives students a chance to go to the mountain for skiing and snowboarding. A bus is provided and lift tickets are reasonably priced. Lessons are given, so beginners can receive quality instruction. *Sponsor: Luke Brandon*

Skills USA – This club comes from our industrial technology classroom. SKILLS designs, manufactures, and markets items they build. Members learn what it is, how it works, and ways to make it better. *Sponsor: Tim Tarplee*

Spanish Club – This club consists of students who are currently taking or have taken Spanish during high school. *Sponsor: Jessica Miller*

Weight Club – Lifting weights has become very important to our school over the years. To compete, students must be bigger, faster and stronger. Club members have fundraisers to help purchase additional equipment for the weight room. *Sponsor: Steve Olson & Sherry Breidenbach.*

Youth Alive – Youth alive is a school club which allows students of faith to organize and meet during school time. Activities include noon meetings and religious events such as “Meet You at the Pole.” *Sponsor: Diane Lewis*

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EAGLE RENAISSANCE PROGRAM

The Eagle Renaissance Program was initiated in 1992-1993 school year specifically to improve the overall attitudes and achievement for our students, staff and community. Since that initial start, the National Renaissance Education foundation has served as our contact agency for direction in overall program implementation and annual program improvement. The foundation's model calls for community effort as a way of helping students achieve excellence in learning. As per the guidelines set forth in the original program development, Eagle Renaissance borrows the incentive/reward system used by the world of business and industry, which emphasizes academic excellence, motivation, and school pride. The program is built through the use of building-level and community-based programs of incentive and recognition.

The Eagle Renaissance Program includes:

1. Setting an expectation for achievement while stressing good attitude.
2. Providing incentives and rewards that build self-esteem and satisfaction with self and school.
3. Spotlighting scholastic achievement and improvement while emphasizing appropriate student behavior and responsibility.
4. Recognizing and rewarding students, teachers and community members for positive performance.
5. Incorporating Renaissance in the development of a high quality, positive student handbook, designed for student usefulness and promotion of school pride within students and staff.

Our program has continued to grow and is now recognized as a model program in the states, receiving nationwide attention on several occasions.

A **Management team**, as shown below, can be implemented on short notice by the coordinator and the high school principal. Original team members who are still in the community may be selected to serve again, but are always welcome to give input at a management team meeting. Eagle Renaissance belongs to the school and the community, and it is important that the program maintain the close relationship that has existed from the start. Management team members consist of the following members. (Coordinator, High School Principal and High School Assistant Principal)

Students can earn a Renaissance Card each quarter. At the end of each quarter, students will have a deadline to apply for recognition and rewards. Watch for application deadlines! Once the deadline is passed, no applications will be taken. Cardholders may not have any suspensions, truancies, or current record of ongoing misbehaviors during the qualifying 9 week period. Other violations may make a student ineligible for recognition and rewards (alcohol, or drug use, theft, vandalism, fighting, cheating, unexcused absences, and harassment)

Once earned, the reward is valid for the upcoming quarter: even if the student will not be eligible for the next quarter rewards.

Gold Card Rewards

4.00 GPA or 1.0 GPA Homework Pass

Increase from previous quarter. Quiz and Test Retake

Open Campus (5 days)

(No grades D or F) Your own parking space (if applied)

Free items donated by downtown business

Blue Card Rewards

3.50 – 3.99 GPA or .50 GPA Homework Pass

Increase from previous quarter. Quiz and Test Retake

Open Campus (3 days)

(No grades D or F) Your own parking space (if applied)

Free items donated by downtown business

Silver Card Rewards

3.00 – 3.49 GPA or .50 GPA Homework Pass

Increase from previous quarter Quiz and Test Retake

Open Campus (3 days)

(No grades D or F) Your own parking space (if applied)

Free items donated by downtown business

White Card Rewards

2.00 – 2.99 GPA Homework Pass

Quiz and Test Retake

(No grades D or F) Open Campus (2 days)

Your own parking space (if applied)

Renaissance applications will be available to students via Google Forms through their student email accounts. The application window will be the last two weeks of each quarter; with the exception of the start of the next school year. In this case, applications will be open for the first week of the school year, to allow new students to apply. The coordinator will then compile all information (applications received, attendance and tardy counts, previous quarter GPA, D and F list, and Behavior reports from Infinite Campus) and distribute earned Renaissance cards within two weeks of the start of the new quarter. The criteria for earning a Renaissance Card is as follows:

- Must complete Renaissance application via Google Forms through student email account.
- Minimum GPA of 2.0 for the previous quarter
- No more than 3 tardies in a given class period for the previous quarter
- No more than 3 Unexcused Absences in a given class period for the previous quarter
- Unexcused = all absences except for Medically Verified or School Related
- No D or F in any class for the previous quarter
- No behavior incident documented in Infinite Campus for the previous quarter (detentions, ISS, OSS, etc.)

Open campus requires a release form with a parent/guardian signature each quarter. It is your responsibility to obtain a form from the study hall advisor, have it signed and returned prior to the week schedule for open campus.

In addition to the cards students earn quarterly, there are other student rewards that can be earned. Drawings from downtown sponsors for gift certificates and free lunches will be held quarterly.

Business Recognition

FHS will recognize and advertise for business partners at school. In addition, students individually and as a group, will provide service to the community as needed.

Good Behavior Rewards

Schools typically deal mostly with bad behavior and assume good behavior will take care of itself. This keeps good behavior at a status quo, but also doesn't effectively reduce bad behavior. Eagle Renaissance will aim to recognize good behavior and find new ways to reduce bad behavior. Each semester there will be significant prize(s) awarded to students who have qualified throughout the year for a Renaissance card. The Renaissance program is largely based on good behavior, and so those students have other chances to be recognized for their good behavior throughout the school year on top of earning a Renaissance Card.

Renaissance Parking

Sophomores through Seniors will have the opportunity to apply for their own parking spot for each quarter. Applications will be available from the coordinator during the last two weeks of the quarter, or the first two weeks at the start of the school year. The following criteria must be met in order to receive a parking permit for the quarter:

- Must complete parking application
- Must qualify for a Renaissance Card
 - ✓ Blue and Gold card applicants have first priority
- No parking tickets during the previous quarter
- Expired permits have been returned to Renaissance Coordinator

Hearing Screening

Hearing screening is conducted at your child's school and is mandated for students in Grades K, 1, and 9 or 10. Students in other grades will also be screened if they are new to the school, on the annual hearing recheck list, or referred by the school or parent/guardian. The initial hearing screening consists of pure tones. It may also include emittance screening, which measures the movement of the eardrum by putting positive and negative pressure into the ear canal. Your child will be referred for a hearing rescreen if he or she is absent, unable to complete the initial screening, or does not pass the initial screening. Hearing Conservation Program staff will conduct the hearing rescreen. In addition to the pure tone and emittance screening, they may also conduct optoacoustic emission screening. This is a measure of cochlear (inner ear) function that does not require the child to respond.

IMMUNIZATION REQUIREMENTS

The Board requires all students to present evidence of their having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, tetanus, and varicella (chickenpox). Haemophilus influenza type "b" immunization is required for students under age five (5), before enrolling in preschool. Proof of immunization must be in compliance with the school rules for attendance through the Montana Department of Health and Human Services.

Upon initial enrollment, an immunization records form for each student will be provided. The certificate shall be made a part of the student's permanent record.

A pupil who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring pupil ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the pupil to the school district to which the pupil transfers. Exemptions from one or more vaccines shall be granted for medical reasons upon certification

by a physician indicating the specific nature and probable duration of the medical condition for not 38 administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student's immunization record. The permanent file of students with exemptions shall be marked for easy identification should the Department of Health order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The Superintendent may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in 205403, MCA, if that student has received one or more doses of polio, measles (rubeola), mumps, rubella, diphtheria, pertussis, Haemophilus Influenza Type "B", and tetanus vaccine and a conditional waiver for attendance has been completed.

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an

immunization status form, take action to fully immunize the student, or file an exemption for personal or medical reasons.

Lewistown School District

STUDENTS 3210

Equal Education, Nondiscrimination and Sex Equity

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity.

No student shall, on the basis of sex, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure (Board Policy #3215).

In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator and will be carried in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff, or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability, in violation of state and federal law.

Cross Reference: Board Policy #3215 Uniform Complaint Procedure

Montana Constitution - Nondiscrimination in education

Legal Reference: Art. X, Sec. 7,

Discrimination in education

49-2-307, MCA

24.9.1001, et seq., ARM Sex discrimination in education

Title IX of the Education Amendments, 20 U.S.C. 1681, et seq.

34 CFR Part 106 Nondiscrimination on the Basis of Sex in

Education Programs or Activities Receiving Federal Financial Assistance

OCR's Questions and Answers on Title IX and Sexual Violence:

<http://www2.ed.gov/about/offices/list/ocr/docs/ga-2-14-4-title-ix.pdf> No Child Left Behind Act of 2001 (P.L. 107-110)

Policy History:

Adopted on: June 28, 2004

Revised on: February 9, 2015

Over-The-Counter (OTC) Medication Authorization Form

Student Name: _____ Date of Birth: _____ Grade: _____
Last First

Medication Allergies: No ___ Yes ___ If Yes, Give name of Medication(s): _____

Describe Reaction: _____

OTC medications students may take while at school will be provided by the school nurse or secretary. Medications may be added or deleted from the authorization form at any time during the school year by contacting the School Nurse. With parental consent, the following types of OTC medication may be given to your child when needed. **Parents/guardians are to supply the medication to the office in its original packaging.**

Please check "yes" to authorization school nurse/staff to give your child the following medication while on campus. OTC medications are dispensed per package directions unless written directives are provided by a physician.

Over-the-Counter Medication per package directions:	Dose	Indications:	Yes
Acetaminophen (Tylenol) or Generic		Pain reliever/fever reducer	
Diphenhydramine (Benadryl) or generic		Hay fever or upper respiratory allergies	
Cough drops or throat lozenges		Cough/throat irritation	
Calcium Carbonate (Tums)		Stomach pain	
Ibuprofen (Advil) or generic		Pain Reliever/fever reducer	
Other:			

I give permission for medication listed above to be given to my child for self-administration at the Nurse's discretion or dispensed by designated personnel as delegated by the School Nurse.

Parent signature

Date

PERMISSION FOR PRESCRIPTION MEDICATION

Date: _____ School: _____ Year: _____

Student: _____ DOB: _____ Grade: _____

Medication Name: _____ Medication Strength: _____

Medication Form: _____ Amount per Dose: _____
(Capsule, Tablet, Inhaler)

Doses Submitted: _____ Diagnosis/Illness: _____
(Amount provided to school)

Possible Side Effects: _____

Special Instructions for Secretary or School Nurse: _____

Physician Signature: _____ Date: _____

PARENT PERMISSION

I hereby give my permission for _____ to take the medication prescribed by our physician. I authorize the School Nurse to communicate with the above physician's office, if needed and may only include the prescription or treatment itself, implementation of the treatment in school and student outcomes of the treatment.

NOTE: The prescription medication is to be brought to school in the original container, appropriately labeled by the pharmacy.

Printed Parent/Guardian Name Parent/Guardian Signature Date

School Nurse's Printed Name School Nurse's Signature Date