

# **FERGUS High School**

***FERGUS GOLDEN EAGLES***



**Code & Activities Handbook**  
**2015-2016**

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**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.**



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## 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.

## FERGUS HIGH BELIEF STATEMENTS

1. **SAFE SCHOOLS** – All students and staff will contribute to a safe, drug/alcohol free learning environment.
2. **CRITICAL AND CREATIVE THINKING** – All students will develop critical and creative thinking skills.
3. **POSITIVE SELF IMAGE** – All students will be valued and respected as individuals.
4. **SCHOOL TO CAREER** – All students will develop needed academic, technical and life skills for the transition from school to work.
5. **RESPONSIBILITY** – All students will take responsibility for their behavior and their learning.
6. **SOCIAL SKILLS** – All students will develop social skills and appropriate behavior that assist in becoming responsible citizens.
7. **STUDENT SUCCESS** – All students will learn, achieve and succeed throughout their lifetime.
8. **STAKEHOLDERS** – All members of the school community will be included in the decision-making process.
9. **PARTICIPATION** – All students will actively participate in academics and the global community can develop honesty, integrity, and respect for themselves and others.

# Welcome Back!

Something personal . . .

The primary purpose of this Handbook is to acquaint students and their parents with the specific guidelines and regulations for attending Fergus High School. It is important to remember the purpose is to teach students what our democratic society expects in self-discipline from its citizens. Accordingly, we will remain committed to that example. Please take time to study this codebook to better understand FHS procedures and expectations.

Jerry Feller, Principal  
Fergus High School



## Bell Schedule

1 <sup>st</sup> period	8:10 – 9:13
2 <sup>nd</sup> period	9:17 -10:09
3 <sup>rd</sup> period	10:14 – 11:04
Early Lunch	11:04 to 11:44
4 <sup>th</sup> period (early)	11:08 – 11:58
4 <sup>th</sup> period (late)	11:48 – 12:38
Late Lunch	11:58 to 12:38
5 <sup>th</sup> period	12:42 – 1:32
6 <sup>th</sup> period	1:36 – 2:26
7 <sup>th</sup> period	2:30 – 3:20

School is out at 3:20

## Early Release Bell Schedule

1 <sup>st</sup> period	8:10 – 8:47
2 <sup>nd</sup> period	8:50 – 9:29
3 <sup>rd</sup> period	9:32 – 10:09
5 <sup>th</sup> period	10:12 – 10:49
Early Lunch	10:52 – 11:29
4 <sup>th</sup> period (late)	11:32 – 12:09
4 <sup>th</sup> period (early)	10:52 – 11:29
Late Lunch	11:32 – 12:09
6 <sup>th</sup> period	12:12 – 12:49
7 <sup>th</sup> period	12:52 – 1:30

School is out at 1:30

**Note:** Once dismissed for the day, students are not to remain in the building unless they are participating in a school-sponsored activity, studying in the library, or meeting with an instructor. Individual assistance will be provided students between 3:20 and 4:00 pm.

\* All activities on  
Early Release Days  
will start at 4:00 pm.

# Fergus High School Directory

## 2015-2016

### Board of Trustees

Barb Thomas, Chair Phil Koterba, Vice Chair CJ Bailey Jennifer Thompson Shelley Poss Monte Weeden Kris Birdwell

### Administration

Jason Butcher – Superintendent Jerry Feller – Principal  
Jeff Elliott – Assistant Principal Jim Daniels – Athletic Director

### Teaching Staff

Sandy Armstad – Social Studies	Meggan Cirrincione – English
Luke Brandon – Social Studies	Jessica Vallincourt – English
Troy Henderson – Social Studies	Holly Hesel – English
Sherry Breidenbach – Resource/Health Enhancement	Melanie Smith – English
Steve Olson – Health Enhancement	Diane Lewis – Business
Chad Armstrong – Drivers Ed/Health Enhancement	Doug Braulick – Art
Loren Drivdahl – Industrial Technology	Karen Durbin – FACS
Jared Long – FFA/Agriculture	Jeff Friesen – Librarian
Victor Feller – Mathematics	Chris Hildebrant – Choral Music
Troy Hudson – Mathematics	Karl Ortman – Band/Music
Brendon DeCock – Mathematics	Leslie Long – Resource
Adrienna DeCock – Science	Linda Rinaldi – Resource
Brett Shelagowski – Science	Robert Rutledge – Guidance
Mike Mangold – Science	Debra Slagel – Guidance
Jessica Miller – Spanish	

### Non-Teaching Staff

Robin Moline – Principal's Secretary	Joel Bennett – Custodian	Betty Sanders – Title/Library/Para
Angela Woollett – Attend. Secretary	Gary Deffinbaugh – Custodian	Gayle Foster – Paraprofessional
Terry Lankutis – Records Sec./Tech.	John Maddux – Custodian	Connie Bowen – Paraprofessional
Wendy Pfau – Activities Secretary	Steven Rowe – Custodian	Steven Adams – Paraprofessional
Karen Hanson – Food Service	Levi Talkington – School Resource Officer	Tiffany Wright – Paraprofessional
Rosie LaFever – Food Service	Ron Peevey – Construction Academy	Susan Rutledge – Paraprofessional
Jan Mane – Food Service	Jean Rogan – Resource/Job Coach	TBA – Speech

### FHS Advisors and Coaching Staff

Activities Director – Jeff Elliott	HOW Club – TBA
Athletic Director – Jim Daniels	Key Club – Melanie Smith & Sherry Breidenbach
Annual – Diane Lewis	National Honor Society – Jeff Elliott
Band – Karl Ortman	Outdoors Club – Jeff Friesen
BPA – Diane Lewis	Renaissance – Jean Rogan
Boys Basketball – Scott Sparks, Derek Lear & Orin Johnson	School Play – TBA
Cheerleading – TBA	Science Club – TBA
Choir – Christopher Hildebrant	Ski Club – Matt Lewis
CM Youth Mentoring – Angela Woollett	Skills USA – Loren Drivdahl
Cross Country – Suzy Flentie & Melanie Smith	Softball – Mike Mangold & Brett Shelagowski
F Club – Vic Feller	Spanish Club – Jessica Miller
FCCLA – Karen Durbin	Speech and Drama – Nathan Poukish & TBA
The Fergus – Jeff Friesen	Student Council – Luke Brandon & Meggan Cirrincione
FFA – Jared Long	Tennis – Diane Lewis
Football – Vic Feller, Troy Hudson, Steve Olson, Derek Lear & Orin Johnson	Track – Steve Olson, Vic Feller, Suzy Flentie & Gary Ceclre
Girls Basketball – Deena Wier, Dylan Buehler & Jill Murphy	Volleyball – Tara Taylor, Ashley Jenness & Jean Muragin
Golf – Brett Thackeray & Keithon Walter	Wrestling – Chad Armstrong & Brendon DeCock
	Youth Alive – Diane Lewis, Robert Rutledge & Karen Durbin

## Class Advisors

### Seniors

Steve Olson, Head  
Vic Feller, 1<sup>st</sup> Asst.  
Troy Hudson  
Karen Durbin  
Brendon DeCock  
Robert Rutledge  
Jessica Miller

### Juniors

Sherry Breidenbach, Head  
Brett Shelagowski, 1<sup>st</sup> Asst.  
Mike Mangold  
Leslie Long  
Debra Slagel  
Holly Hesel  
Sandy Armstad

### Sophomores

Melanie Smith, Head  
Karl Ortman, 1<sup>st</sup> Asst.  
Adrienna DeCock  
Diane Lewis  
Meggan Cirrincione  
Troy Henderson

### Freshmen

Loren Drivdahl, Head  
Jeff Friesen, 1<sup>st</sup> Asst.  
Chris Hildebrant  
Jessica Vallincourt  
Jared Long  
Doug Braulick  
Linda Rinaldi

## Fergus High School Student Government

### 2015-2016 Officers

Student Body President – Jace Davis

Student Body Vice President – Aubrey Godbey

Student Body Secretary – Whitney Weeden

Student Body Treasurer – Kayla Irish

Student Board Representative – TBA

Representatives at Large – Caleb Birdwell, Sam Butcher, Jonathan Chen, Taylor Dahl, Jaden Lane,  
Madison Lewis, Emily Plagenz, Brooke Rector, Curtis Sibbett, Justin Stoican & Nick Sweeney

### **Senior Class**

President – Kodi Myhre  
Vice President – Dylan Sipe  
Sec./Treas. – Heather Wiegert  
Representative – Taylor Dahl  
Representative – Curtis Sibbett

### **Junior Class**

President – Mikayla Comes  
Vice President – Siri Pederson  
Sec./Treas. – Cassi Bawden  
Representative – Sam Butcher  
Representative – Jonathan Chen

### **Sophomore Class**

President – Emily Eckhardt  
Vice President – Paige Myers  
Sec./Treas. – Caleb Birdwell  
Representative – Madison Lewis  
Representative – Justin Stoican  
Representative – Nick Sweeney

### **Freshman Class**

President – Megan Sweeney  
Vice President – Amanda Sweeney  
Sec./Treas. – Ashley Brand  
Representative – Jaden Lane  
Representative – Brooke Rector

## **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 (19<sup>th</sup>) birthday prior to September 10<sup>th</sup> 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.

• **BACKPACKS & OTHER BAGS**

Student backpacks and other bags may only be used when coming to school, when going home or at lunch. Backpacks, duffle bags, purses or any other "tote" type bag to carry school materials will not be allowed in classrooms. Students will be expected to use their assigned lockers.

**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.

**CHEATING**

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 offence 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 tracts 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 in recommended sequence below. There is plenty of opportunity to work in advanced and vocational classes along the way. The senior year offers the best opportunity to take specialty classes as long as all prerequisites are taken first.

<b>Freshman Year</b>	<b>Sophomore Year</b>	<b>Junior Year</b>	<b>Senior Year</b>
Mathematics	Mathematics	Mathematics	English 12 or AP English 12
English 9	English 10	English 11	PAD or AP Government
Earth Science	Biology	Science	
Computers (recommended)	Health and PE 10	American History	
Health 9 (one semester)	World History		
PE 9 (one semester)			

**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 like 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 the "Fergus" our school newspaper 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 - (Originally Student Council Proposed & Monitored)**

Not all clothes are suitable for an educational setting. Students sent home to change clothing will be considered unexcused absent from class.

### Unacceptable Dress:

- Clothing that allows a bare midriff.
- Hats, bandanas, scarves, hoods and other head gear; except when leaving the building.
- Cut off, torn, or excessively holey clothing
- Clothing with inappropriate language or innuendo.
- Clothing with a message that is an obvious distraction to the educational setting.
- Clothing displaying alcohol, tobacco, or other illegal substances.
- Clothing that is revealing (of undergarments, etc.) including spandex and boxer shorts.

### Acceptable Sweats:

- They must have a finished look with hemmed seams at the shoe top.
- They must be neat.

### Acceptable Tops:

- They must be neat and cut in a modest fashion.
- Wide cut tank tops or sleeved tops for girls.
- Sleeved shirts for boys.
- Necklines may be no lower than the width of the hand when measured from the collarbone.

### Acceptable Dresses:

- They must be a minimum of mid-thigh length.
- Dresses must be neat.
- Tops must meet the criteria for acceptable tops.

### Acceptable Shorts:

- The shorts must be neat and have a hem.
- The shorts must be somewhat longer.
- Their length shall be mid-thigh length or when standing straight must not be shorter than the palm of the hand (where the fingers begin).

## **DRIVERS EDUCATION**

### IN-SCHOOL SESSIONS:

There are three choices available for enrolling in Driver Education as provided by the Lewistown School District. The program offerings include two separate sessions that will meet during the last period of the school day: one during first semester and one during second semester at Fergus High School. Each of these in-school sessions will accommodate twenty-one students. To qualify for the in-school 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.

Students, who enroll in one of the in-school sessions, will have Driver Education during the seventh period each day. They will have classroom activities and behind-the-wheel driving time scheduled for that period, as well as driving on some evenings and Saturdays. While other students are out driving with the instructor during seventh period, the remaining class members will attend study hall.

### SUMMER SESSION:

There is also a summer session of Driver Education offered in June that will serve forty-two students. 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.

### FEES AND REGISTRATION:

Regardless of the session they participate in, all students will pay a \$280 fee. Each successful student enrolled in Lewistown Public Schools will earn 1/4<sup>th</sup> of a credit for the completed coursework from Fergus High School. Attendance and behavior policies for all Driver Education activities will be strictly adhered to by students enrolled in any of the three sessions.

Registration for enrollment in Driver Education will take place at the Central Montana Education Center, but students must also register and schedule the semester I and II sessions with their counselors at Fergus High School. A general Driver Education registration will be announced and held in early February to fill the June summer session. All sessions will be contingent upon an adequate number of students enrolling to cover District costs to operate the program.

### QUESTIONS:

Lewistown School District encourages people to stop by the Central MT Education Center office on Airport Road or call 535-9022 with any questions or concerns.

## **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**

Personal electronic devices such as, but not limited to music players, pagers, beepers, and cameras or PDA's will not be used during school hours without permission. Cellular or other wireless phones will not be used in any capacity at school with exception of a student's lunch time, or before and after school, and then only in the lobby of the school. Students are not to leave class and use cell phones outside of the building during the school hours. 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.

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.

In their class disclosure documents, teachers will state the classroom situations where personal audio devices will be appropriate.

### **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 a later term.

### **FINAL EXAMS (SEMESTER TESTS)**

Students will take final exams in all classes both semesters. A student who does not take a semester final exam because of illness or approved delay will be allowed to take a makeup exam. Failure to makeup exam within the designated time period will result in a zero (0) being recorded for the semester final exam. Final exams carry 20% weight in calculating final grade. 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. An application for permission must be made to the principal and student council advisor a minimum of two days before the event. 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	96, 97, 98, 99, 100	A-	93, 94, 95	B+	91, 92
B	89, 90	B-	87, 88	C+	84, 85, 86
C	80, 81, 82, 83	C-	77, 78, 79	D+	75, 76
D	72, 73, 74	D-	70, 71	F	69 and Below

### **GRADUATION REQUIREMENTS**

Students are expected to be full-time and must be registered for six classes each semester. The seventh period can be a study hall or a seventh period class.

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.

Each student must attend a minimum of eight semesters in an approved or secondary program.

**All graduation requirements must be met to be eligible to participate in the graduation ceremony. Fergus High School graduating seniors shall have satisfactorily completed the following requirements:**

Each student must have completed a minimum of 22 units of credit. Seventeen (17) of these credits shall be in mathematics, arts, sciences, social studies, English, business, industrial technology, agriculture, home economics, music, drama or journalism. The remaining five may be from the co-curricular subjects such as: office aides or teacher aides; vocational internships or from the same group as the seventeen credit requirements outlined above. A student may complete as much as 1 ½ credits through correspondence of the junior year (if graduation is possible at the end of their senior year). The High School Principal shall be the final authority on approval of correspondence courses.

**Each student must satisfactorily complete the following subject matter:**

- Mathematics – 3 credits – One (1) credit may be cross-over credit
- Science – 3 credits – One (1) credit may be cross-over credit.
- Social Science – 3 credits. (World History, American History and Senior Level Government)
- English – 4 credits – (English 9, 10, 11, and 12)
- Health Enhancement – 2 credits of Physical Education and Health
- Fine Arts – 1 credit – (Music, Art or Drama)
- Vocational Education – 1 credit – (Business, Industrial Technology, FACS or Agriculture Education)
- Each student will be allowed only one study hall each semester.
- Students who use vocational classes for cross-over credit cannot use the same class to satisfy the one credit vocational requirement.

**COLLEGE ADMISSIONS REQUIREMENTS AND PREPARATORY CURRICULUM**

In order to be admitted to any of the four-year campuses of Montana University System, students must meet a combination of admissions standards, as listed below or on the MUS website at <http://mus.edu/admissions.asp>

MUS Admissions Policy requires that students complete the Board of Regents' College Preparatory Program in high school and meet one of the three minimum requirements below:

1. ACT composite Score of 20 or an SAT Total of 1440 for MSU-N, UM-Western; or an ACT Composite of 22 or an SAT Total of 1540 for MSU, MSU-B, UM and MT Tech.
2. At least a 2.5 high school grade point average.
3. Ranking in the top one-half of their high school graduating class.

**Board of Regent's College Preparatory Program**

1. Four years of English – In each year the content of the courses would have emphasis upon the development of written and oral communication skills and literature. Students must also satisfy the MUS Writing Proficiency Standard.
2. Three years of Social Studies – The courses shall include Global Studies (such as World History or World Geography); American History; and Government, Economics, Indian History or other third year courses.
3. Three years of Mathematics – The courses shall include Algebra I, Geometry, and Algebra II (or the sequential content equivalent of these courses). Students must also satisfy the MUS Mathematics Proficiency Standard.
4. Three years of laboratory Science – One year must be Earth Science, Biology, Chemistry or Physics. The other years can be one of those sciences or another approved college preparatory laboratory science.
5. Two years chosen from the following electives:
  - a) Foreign Language – Preferably two years
  - b) Computer Science
  - c) Visual and Performing Arts
  - d) Vocational Education units which meet the Office of Public Instruction guidelines.

**MUS Mathematics and Proficiency Standards**

Any student applying to the four-year programs of the Montana University System seeking full admission must satisfy the mathematics proficiency standard. That standard is as follows.

1. A score of 22 or above on ACT Mathematics
2. A score of 520 or above on SAT Mathematics
3. A score of 3 or above on the AP Calculus AB or BC Subject Examination or a score of 4 on the IB Calculus Test.

A student whose mathematics score is 18-21 on the ACT or 440-510 on the SAT meets the mathematics requirement for admission without condition to any two-year degree program or provisional admission to a four-year degree program on any campus of the MUS.

Alternately, students may be excused from any testing in mathematics and deemed proficient if they complete a Rigorous High School Core including four years of mathematics in high school (Algebra I, Algebra II, Geometry, and a course beyond Algebra II with grades of C or better in all courses.)

### **MUS Writing Proficiency Standards**

Students applying to the four-year programs of the MUS must satisfy a writing proficiency standard. Students must earn one of the following minimum scores:

1. 7 on the Writing Sub-score or an equivalent score on the Combined English/Writing Test of the ACT
2. 17 on the essay or an equivalent score on the Writing Section of the SAT
3. 7 on the Essay Score Writing Section of the SAT
4. 420 on the SAT Writing Section Score
5. 3 on the AP English Language Literature Examination
6. 3.5 on the MUS Writing Assessment

### **HONOR'S CURRICULUM**

To encourage our top students to take a more challenging curriculum particularly during their Junior and Senior years and to recognize their accomplishment for completing it, Fergus High School has developed an Honor's Curriculum. In addition to meeting all FHS graduation requirements, each student in completing this curriculum will be expected to meet each additional Honor's Curriculum expectations.

1. Meet all College Prep requirements of the MUS.
2. Complete four Math Classes. (no cross-overs)
3. Complete four Science Classes. (no cross-overs)
4. Complete two Foreign Language Classes.
5. Complete two AP Classes.
6. An AP class (one) may be substituted by a major from the area of Vocational Studies 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 & Consumer Science, Industrial Technology, Spanish, or Vocational Agriculture. Substitution of an AP class is only allowed in academic areas that do not offer an AP option. For example – Art, English, Math, Science, and Social Studies all have AP classes offered, therefore, four years of one of these areas of study without taking the AP class will not count towards substitution. No cross-over 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.
7. Students may use independent courses as approved by the Academic Committee and Principal.

### **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 academic committee)
  - 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 tie will be broken using the following tie breaker steps:
  - a. If the students tied all have completed the following curriculum – no tie breaking system will be used and students will result in a tie.
    - i. Meet the Honors Curriculum requirements
    - ii. Four AP Classes – Offered by Fergus High School Staff – Substitution will be allowed as listed in the honor's curriculum, section 6.
    - iii. Received at least 26 credits.
  - b. Total number of credits earned in a modified list of core classes selected by the NCAA for eligibility purposes, or as approved by the committee. (A maximum of 4 points will be given in the area of Mathematics)

- c. Quarter grade point averages from earned in a modified list of core classes selected by the NCAA for eligibility purposes, or as approved by the committee.
  - d. The number of credits earned from Advanced Placement Courses.
  - e. The total number of grade points earned overall.
4. 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.
  7. A Score of 3 or above on the AP Calculus AB or BC Subject Examination or a score of 4 on the IB Calculus Test.

\*If a tie in the grade point average of students exists and one of the students meets the curriculum stated in 3a and the other student(s) has not, the student that completed the curriculum of 3a would guarantee themselves of at least a tie in the tie breaking system. The student that did not meet the curriculum of 4a would have to go through the other steps of the tie breaking system.

### **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  
 Math Applications

#### **Social Sciences**

Advanced Placement Government  
 American History  
 Economics  
 Problems of American Democracy  
 Psychology  
 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 – Currently not offered at FHS  
 French I and II  
 Spanish III and III

## 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.

## 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	3.90
Adult Breakfast	1.80	Individual Milk	.45
Student Lunch (7-12)	3.20	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 11:04 a.m. (4<sup>th</sup> period) and at 11:57 a.m. (5<sup>th</sup> 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.

## HONORS PASS

Junior and Senior students who have a passing grade and are meeting the general requirements of Fergus High School are potentially eligible for an honor pass. Honor passes enable students to study in the lobby or leave campus during the designated period, assuming each student and their parent/guardian are willing to complete and meet the expectations of the FHS Honor Pass Contract. Privileges may be revoked.

## 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.

## 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 Friday. 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* -- two weeks when checked-out. Two-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.

*Computer Software and Microfiche* -- these materials must be checked-out from the library desk to be used within the confines of the library. Each microfiche needed requires a request slip be completed.

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. The principal will hear appeals if they are requested.



## **MESSAGES AND PACKAGES - DELIVERY**

Packages and gifts will not be delivered. The office will send a note to the recipient and items can be picked up 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 (parking stickers are required for staff). No parking is permitted 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. All vehicles should be registered with the office.

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.

**VIDEO 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 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 vocational work 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.

**FERGUS HIGH SCHOOL ATTENDANCE GUIDELINES**

**Statement of Purpose**

Regular attendance is essential for all students. The school will work cooperatively with students and parents toward that end. Regular and punctual attendance is important in the development of an effective learning environment. There are many activities and discussions that occur in the classroom which cannot be made up.

Good attendance habits are also necessary in the development of sound character traits and for success in the work world.

Attendance is the responsibilities of both the student and the parent/guardian. The building administration will make the determination in all cases involving implementation an interpretation of the policy.

### **Procedure for an Absence**

Parents or guardians are required to telephone the school at 535-2321 and report every absence to the school.

Students should check with the office for an absence in the following situations:

1. The parent or guardian did not call the school to report an absence. In such a case the student must present a note from the parent or guardian or call them from the office telephone.
2. The student will be checking out of school during the school day. A slip will be given/sent to the student as a pass to leave the school at a designated time.
3. Students will be called to the office to resolve unexcused absences.

School attendance is the responsibility of the student and the parent/guardian. Only absences telephoned by the parent/ guardian to the respective school or written notes signed by the parent/guardian may be excused. Any absence not reported within the above guidelines by a parent/guardian will be recorded as an unexcused absence, and a zero grade will be recorded in each class where the unexcused absence has occurred.

Students who impersonate parents/guardians or request impersonations may be suspended from school for up to three school days. Students who forge or participate in forging a parent or legal guardian signature may be suspended for up to three school days. Contact with parents/guardians will be made if suspected fraudulent excuses are detected.

### **Attendance Checkout Procedure**

If you are absent, have your parent or guardian call the school by 9 a.m. if possible. If it's not feasible to call, bring a note with you when you return to school.

Any time you leave the building other than lunch and after school:

1. Have **permission from your parent** or guardian before you leave -- either bring a note to school with you or call them from the school telephone and have one of the secretaries in the office talk to them.
2. **Sign out** with the secretaries in the office. When you return to school, sign in.

### **Advanced Assignment Request and Prior Notification**

When you know ahead of time that you are going to be gone from school, bring a note from your parent/guardian and you will be given an "ADVANCED ASSIGNMENT REQUEST" form to fill out. The upper portion of this form is to be completed and turned in to the office prior to your absence; the lower portion has your assignments on it and is for you to keep. Remember, this form should be turned in before your scheduled absence.

For activity-related absences, the coach or faculty member in charge of that activity will provide, in advance, a list of all students that will be participating in that activity to the office and other faculty members. It is then the student's responsibility to obtain the advance assignments for each of their classes.

Many activities are conducted at Fergus High School that does not involve the participation of Fergus High School students, (Class C tournaments, for example). If Fergus High School students wish to attend these types of activities, they must have parent permission and must complete and turn in the "Advanced Assignment Request Form" one-day prior to the proposed absence for these types of activities. Failure to complete the "Advanced Assignment Request" form one day prior to this kind of absence will result in an unexcused absence.

### **An absence at Fergus High School is defined in the following manner:**

- Not being present in class
- Having been present at the beginning of a period, but leaving a class without the teacher's permission

### **Absence Categories**

1. Allowable
2. School-Related
3. Medical
4. Unexcused

**Allowable Absence** - is any absence that the parent/guardian authorizes.

Planned appointments/absences: Permission to leave campus during the day may be granted only upon request of the parent/guardian by telephone or note to the attendance office prior to the time of the appointment. **Pre -planning is encouraged since parent messages to students are a disruption of valuable class time.**

- a. Students who leave school during the course of the school day are required to sign out at the attendance office. **Students must be excused before they leave the building if they have attended a portion of the school day. If they have not checked out, they will receive an unexcused absence.** The only exception to this policy is if the student leaves campus during his/her lunch period and does not return to school the remainder of the school day or returns late from lunch.
- b. Teachers may require work missed because of absence to be completed prior to the absence.

### **Number of Absences Allowed**

Absences are considered excessive when a student's absence total extends beyond ten (10) per semester. Therefore, students will be permitted a maximum of 10 absences in any class during a semester as long as these absences have had parental or guardian approval. All absences count toward the ten-day policy with the exception of school-related or medically approved absences.

The building administration has the authority to grant extensions beyond 10 absences when the reason for the 11<sup>th</sup> and subsequent absences are documented by a medical note or reflect extraordinary circumstances such as an extended illness, disabilities, or bereavement in the family.

### **Excessive Absence Procedure:**

1. After seven (7) excused absences have occurred, the parents or guardian and the student will receive a letter notifying them of the absences.
2. Students that exceed the ten (10) day attendance policy will be placed on an attendance contract between the student and the school.
3. On the eleventh (11) absence, the parent will be notified in writing or by telephone that a loss of credit has occurred. The student will be notified by conference. An additional conference with the student, parent and staff will be scheduled.
4. An attendance contract between the student, parent and staff may be developed.
5. Students losing credit may appeal for credit restoration by following the appeal process. (See section entitled Appeal Process and Procedures after Loss of Credit.)

**School-Related Absence** is any absence which is authorized for the purposes of school sanctioned activity or other extraordinary circumstances. This type of absence does not count toward the 10 excused absences allowed.

### **Make-up Work – School-Related Absence**

Work assigned during the time of a school-related absence should be made up before the absence occurs. However, this arrangement should be made between the student and instructor.

**Unexcused Absence** - There will be no opportunity for make-up work when an unexcused absence has been recorded, and a zero will be recorded in each class missed during that absence.

### **An unexcused absence is any absence which:**

- Is not authorized by a parent/guardian.
- Is not communicated to the school within 24 hours.
- Is the result of a student failing to sign out in the attendance office before leaving school and there has been no notification to the attendance office by a parent or guardian prior to the student's leaving.
- Is an out-of-school suspension or expulsion (with no credit).
- Is leaving a classroom without the teacher's permission.
- Is a "skip-day". The school does not sanction any skip days.

### **A truancy is any absence which:**

- A purposeful defying of attendance requirements by either leaving the building after arrival, or not showing up at school, AND
- Occurs when parents/guardians are, at the time, unaware of the situation.

One truancy is recognized for each incident of consecutive class periods or days missed. Truancy is a self-determined behavioral action that disrupts the normal routine of school. Additionally, any truancy is an unexcused absence. (MCA Reference Codes: 20-5-102, 20-5-103, and 20-5-106).

### **Unexcused Absence Procedure**

1. On the first incident of unexcused:
  - a. The parent is notified by telephone or in letter or both.
  - b. The student is notified in writing or a conference or both.
  - c. NO credit is allowed in classes where unexcused occurred.
2. On the second incident of unexcused:
  - a. The parent is notified by telephone or in letter or both.
  - b. The teacher(s) is/are notified in writing.
  - c. The student is notified by writing or in conference or both.
  - d. NO credit is allowed in classes where unexcused occurred.
  - e. Student is notified that future unexcused absences will result in loss of credit in **ALL** classes for the semester.
3. Third incident of unexcused:
  - a. The parent is notified by telephone, letter or conference.
  - b. The teachers are notified in writing.
  - c. The student is notified by an administrator or designee in a conference.
  - d. The student has a loss of credit in all classes for the semester.
4. When a student has lost credit or unexcused absences, the student may appeal for credit by following the appeal procedures.

### **Truancy Consequences:**

1. A five (5) percent (point) reduction for the final semester percentage grade in all classes missed each time a new incident of truancy occurs.
2. No credit can be earned for missed testing or homework assigned during a truancy. Teacher rules apply to work due at the time a truancy begins.
3. An absence will be recorded for each class period skipped.
4. Should a student accumulate four (4) separate incidents of truancy in one school year, a contract will be set up with the student that will result in a recommendation to expel if the student's behavior results in a fifth (5th) truancy.

### **Study Hall or Assembly Truancies:**

1. First Offense: The student will serve two detentions.
2. Second Offense: The student will serve one day of ISS.
3. Third Offense: A minimum of one day of out-of-school suspension will be assigned with parent involvement.
4. Fourth and Additional Offenses: Further suspensions or development of a progressive discipline plan for improvement.

### **Avoid Unexcused Absences!**

1. Do not take advantage of absences. Come to class every day!
2. Communicate with your parents/guardians when a need to be absent arises. Make sure that a note is written or a telephone call is made to excuse the absence.
3. Do not leave school without checking out. If you are expecting an appointment slip and you do not receive one, check with the office and do not leave school until you have been given permission from them.
4. Explain the attendance policy to your parents so they do not misunderstand their obligation to excuse you.
5. Find positive reasons to be in school and focus on them.

Regular attendance is an integral part of effective learning. Eligibility for credit may be forfeited if absences exceed school district policy.

## Appeal Process and Procedures After Loss of Credit

The student and his parents may appeal the loss of 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 should be signed by his/her parents, the effected instructors, an administrator and the student.
  - b. The student must make a full-fledged effort to remain or 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 ascertain whether credit is restored or not. Students will be notified and a meeting scheduled 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 responsibly and positively in the class environment.
3. Role of the teachers in assisting students who have lost credit
  - a. The instructors will continue to evaluate and record the student work.
  - b. The instructors will assist the student in guiding them through the appeals procedure.
  - c. The instructors should report any misbehavior of the student to the office.

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

## Tardy Procedure:

**Tardiness:** The following policy is intended to be utilized for all tardy infractions, by all teaching staff, to provide a consistent approach to tardies at Fergus High School. Teachers are required to maintain documentation of student tardies in their classroom and in the student management system. Students will be notified of each tardy he/she receives at the time of the violation on a per semester basis.

A student will be considered tardy if he/she is not in the classroom when the tardy bell rings. All tardiness is considered unexcused unless the student has a previously identified disability which prevents the student from being on time. Students with a disability requiring additional time, shall notify the building principal. The building principal shall review the disability on a case-by-case basis and determine whether additional time is necessary.

- First through third tardy: Student notification and teacher documentation of tardy in student management system.
- Fourth and fifth tardy: Student notification, parent notification and teacher documentation of tardy in student management system, thirty minutes \*detention with teacher or approved designee.
- If the student chooses not to attend the \*45 minute detention assigned by the teacher, a discipline referral will be filled out, with tardy documentation, and submitted to the administration. The student must attend a conference with an administrator, parents will be notified, and the time of the missed detention will be doubled. If the student chooses not to attend this \*detention, the student's parent will be called and she/he will receive one day of ISS.
- Sixth and beyond: Student notification and teacher documentation of tardy in the student management system, discipline referral submitted, parent notified, one day ISS or withdraw from class as appropriate

### **Being Late is Rude!!!**

1. Get to school on time in the morning and after lunch.
2. Avoid locker stops between classes by taking books and supplies for several classes.
3. Organize your time and know the best route to your classes. Avoid high congestion areas that slow down traffic in the halls.
4. If an emergency arises, communicate the problem to your teacher as soon as possible.
5. Make sure you have all supplies and take them to class with you.

## **BEHAVIORAL EXPECTATIONS**

A person shall not by 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 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 radios (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.

## **STUDY BACK TUTORING SERVICES**

Freshman and sophomore students who have allowed their grades to drop below 77% will be required to attend the tutoring services provided during Study Back. These sessions are provided Monday through Thursday from 3:30 to 4:00 in the library. Students in activities will miss practice time until coming off a study back assignment. Students who fail to attend when assigned will be required to attend after school detention. If a student is unable to bring their grades up after two weeks of Study Back tutoring sessions the students' teachers will conference with the student. Students in any grade are always welcomed to attend.

## **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 absence is considered unexcused, zeroes will apply to all classwork missed, and the absence will count toward the Nine-Day Policy. 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 influence<sup>i</sup>, 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:<sup>ii</sup>

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to three (3) days.<sup>iii</sup>
3. Suspension from participation<sup>iv</sup> in all extra-curricular activities for a period of one semester<sup>v</sup> **OR** suspension from participation in all extra-curricular activities for a period of 3 weeks of competition or events<sup>vi</sup> from the date of the disciplinary action.<sup>vii</sup>
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:<sup>2</sup>

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to five (5) days.<sup>3</sup>
3. Suspension from participation<sup>4</sup> in all extra-curricular activities for a period of one year<sup>viii</sup> **OR** suspension from participation in all extra-curricular activities for a period of 6 weeks of competition or events<sup>6</sup> 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:<sup>2</sup>

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to ten (10) days.<sup>3</sup>
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 who sell or receive 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.<sup>ix</sup>
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 or tobacco products in school or at school activities will result in disciplinary action as follows:

First Offense: Suspension<sup>3</sup> 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: Suspension<sup>3</sup> from school for up to two (2) days, notification of parents and law enforcement, suspension from participation<sup>iv</sup> in all extra-curricular activities for 3 weeks of competition or events<sup>6</sup> from the date of disciplinary action. The tobacco will be disposed of in the presence of the student.

Further Offenses: Suspension<sup>3</sup> from school for up to three (3) days, notification of parents and law enforcement, suspension from participation<sup>4</sup> in all extra-curricular activities for 6 weeks of competition or events<sup>6</sup> 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 of<sup>1</sup>, 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 cumulative<sup>7</sup> 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 participation<sup>4</sup> in all extra-curricular activities for a period of one semester<sup>5</sup> **OR** suspension from participation in all extra-curricular activities, in town or away, for a period of 2 weeks of competition or events<sup>6</sup> from the date of the disciplinary action.

Second Offense: Suspension from participation<sup>4</sup> in all extra-curricular activities for a period of one year<sup>5</sup> **OR** suspension from participation in all extra-curricular activities, in town or away, for a period of 4 weeks of competition or events<sup>6</sup> from the date of the disciplinary action.

Further Offenses: Suspension from participation<sup>3</sup> in all extra-curricular activities for a period of one year<sup>4</sup> **OR** suspension from participation in all extra-curricular activities, in town or away, for a period of 8 weeks of competition or events<sup>5</sup> 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 participation<sup>4</sup> in extra-curricular activities, in town or away, for a period of 2 weeks of competition or events<sup>vi</sup> 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 participation<sup>4</sup> in extra-curricular activities, in town or away, for a period of 4 weeks of competition or events<sup>6</sup> 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 extra-curricular activities will not be allowed to perform or compete, or in some way represent School District No. 1, in an extra-curricular 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 the 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 extra-curricular 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 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	
Classroom Disruption	1, 4, 9	1, 2, 5, 8, 9, 14	2, 3, 6, 7, 8, 10, 13, 14, 17/18	
Defiance of School Authority	1, 2, 5, 8, 9	2, 3, 6, 8, 9, 14	2, 3, 6, 9, 10, 11, 13, 14, 17/18	
Disrespect for School Property	1, 2, 5, 11	2, 3, 6, 11	2, 3, 13, 16	
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 Display of Affection	2	1, 2	2, 3, 5	
Inciting other Students	1, 2, 6	1, 2, 16	2, 3, 13, 14, 17/18	
Lying	2, 5	1, 2, 6	2, 3, 6, 14	
Misuse of Food or Drink Privileges	2	1, 2, 5	2, 3, 6, 8 Remainder of semester	
Misuse of Passes	2	1, 2, 8 Remainder of qtr.	1, 2, 8 Remainder of school year	
Parking/Driving Minor	2	1, 2	1, 2, 4	
---Parking fines are \$2 --- minor driving violations may result in loss of privileges---				
Profanity-not directed toward staff	1, 2, 5	1, 2, 6	2, 3, 13, 14, 16	
Refusal to Accept Discipline	1, 2, Consequence x 2 Initial Consequence	2, 3, 14, 16, Complete Consequence	2, 3, 13, 14, 16, Complete Initial	
Running and Rough housing	1, 2, 9	1, 2, 5, 9	1, 2, 6, 10	
Skipping Study Back	1, 2, 5	1, 2, 6	2, 3, 13, 16	
Tardiness Per semester	third tardy 4	4-5 tardies 1, 2, 5	6-7 tardies 2, 3, 6, 9, 13	8+ tardies 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 Hall or Assembly	1, 2, 6	2, 3, 6, 13	2, 3, 14, 15, 16	
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 School Property		1, 3, 15, 17/18	1, 3, 15, 17/18, possible 19
Drugs and Alcohol		1, 3, 15, 17/18 ---Chemical use policy outlines severity of consequences---	1, 3, 15, 17/18, possible 19
Physical Assault		1, 3, 14, 15, 17/18	1, 3, 15, 17/18, possible 19
Parking/Driving		1, 2 ---Regular Parking fines \$2 --- Driving violations on campus may be turned over to LPD---	1, 2, 5, 15
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 ---Chemical use policy outlines severity of consequences---	1, 2, 15, 17/18
Weapons or Explosive Devices		1, 3, 15, 17/18, possible 19	1, 3, 15, 17/18, 19

### 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.)
2. Display of sexually suggestive objects, pictures, cartoons, or posters.
3. Sexually suggestive letters, notes or invitations.
4. 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.
2. Notify a counselor, the Title IX Coordinator or an administrator right away. Early reporting assists any investigation.
3. 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.
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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.
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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 Jerry Feller; 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 Superintendent's

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,

Jason Butcher  
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 Elliott, FHS Assistant Principal & Activities Director

### **ACTIVITY, CLUB AND TEAM RULES**

Student clubs and performing groups such as the band, choir, and drill 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, (no jeans).

## **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 31<sup>st</sup> 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 15<sup>th</sup>, for second semester participation be enrolled no later than the 11<sup>th</sup> 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 MHSAA 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-waiver from the office, prior to practice or competition. For activities that require selection of teams that limit 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 MHSAA 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*

*Choralaires* – Choralaires is our advanced vocal jazz ensemble. Class meets daily as a regular class for credit. Students will learn proper jazz style, technique, and improvisational skills. *Sponsor: Chris Hildebrand*

*Concert Band* – Students who take Concert Band are generally the younger students who are just developing their skills in instrumental performance. *Sponsor: Karl Ortman*

*"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: Karen Durbin*

*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*

*“The Fergus”* – The school Broadcast Journalism is open to students in grades 10-12. There are many stories to write and you can be one of the authors. *Sponsor: Jeff Friesen*

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

*Jazz Band* – Jazz Band is a zero period course. It concentrates on stylistics playing with an emphasis on improvisation and improving general musicianship. *Sponsor: Karl Ortman*

*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: Melanie Smith & Sherry Breidenbach*

*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: Jeff Elliott*

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

*Percussion Ensemble* – Percussion Ensemble is open to band students that have prior approval from Mr. Kuntzelman. It concentrates on stylistic playing with an emphasis on improvisation and improving general musicianship. It is offered during the regular schedule school day. *Sponsor: Karl Ortman*

*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 & Brett Shelagowski*

*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: Matt Lewis*

*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: Loren Drivdahl*

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

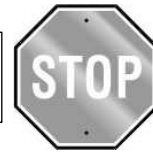
*Symphonic Band* – (Open to all students) Meets on a daily basis for academic credit. The band performs at many events yearly. The performances and pep band are well known and respected for their energy and enthusiasm. *Sponsor: Karl Ortman*

*Symphonic Choir* – Students from every class sing in the Symphonic Choir. Our Symphonic Choir puts on several performances yearly and travels to other competitions around the state. Symphonic Choir meets daily as a class for credit. *Sponsor: Chris Hildebrant*

*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, Chad Armstrong, Sherry Breidenbach & Jason Butcher.*

*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, Karen Durbin & Robert Rutledge*

**Did you read the handbook?  
Then sign the cover sheet!**



## **EAGLE RENAISSANCE PROGRAM**

The Eagle Renaissance Program was initiated in 1992-93 school year specifically to improve the overall attitudes and achievement of 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, High School Assistant Principal and One Teacher.)

## **RENAISSANCE BUSINESS PARTNERS**

Albertson's	The Clothing Connection	Harry's Place	Rindal's Country Corner/Fort Lewis
All Awards	Coffee Cup	Krings Greenhouse	Snowy Lanes
Allied Steel	Dash Inn	Lewistown Insurance	Stockman Bank
Bank of the Rockies	Don's Store	McDonald's	Studio Milan Salon & Day Spa
Brooks Market	Fergus Federal Credit Union	Movie Store	Subway
Chic Nails	First Bank of Montana	Pizza Hut	Taco Time

## **RENAISSANCE INCENTIVES AND REWARDS**

Students can earn only 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, trancies, 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**

4.00 GPA or 1.0 GPA  
 Increase from previous quarter.

(No grades D- or F)

**Blue Card**

3.50 – 3.99 GPA or .75 GPA  
 Increase from previous quarter.

(No grades D- or F)

**Silver Card**

3.00 – 3.49 GPA or .50 GPA  
 Increase from previous quarter

(No grades D- or F)

**White Card**

2.00 – 2.99 GPA

(No grades D- or F)

**Rewards**

Homework Pass  
 Quiz and Test Retake  
 Open Campus (5 days)  
 Free refreshment at handout time  
 Your own parking space  
 Free items donated by downtown business

**Rewards**

Homework Pass  
 Quiz and Test Retake  
 Open Campus (4 days)  
 Free refreshment at handout time  
 Free items donated by downtown business

**Rewards**

Homework Pass  
 Quiz and Test Retake  
 Open Campus (3 days)  
 Free refreshment at handout time  
 Free items donated by downtown business

**Rewards**

Homework Pass  
 Quiz and Test Retake  
 Open Campus (2 days)  
 Free refreshment at handout time

A schedule for each quarter of the school year is available from the coordinator. The schedule tells you the date that each reward is available to you. A list of those businesses and the reward they are offering is available from the coordinator and posted on her bulletin board.

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 the 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 randomly drawn student(s) who have no behavior issues including tardies, attendance and any unpaid fines.

**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 immittance 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 immittance screening, they may also conduct otoacoustic 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 influenzae 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 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 20-5-403, 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.

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