FORT BENTON MIDDLE SCHOOL/HIGH SCHOOL

STUDENT HANDBOOK

2026-2027

1820 Washington
PO Box 399
Fort Benton, MT 59442

622-5112 HS Office
622-3315 FAX

Website: https://www.fortbentonschools.com/

Adopted: 06/09/2026

Blue – Change/Addition

Longhorn Creed
(School Song)

OH, FORT BENTON HIGH YOU'RE GRAND,

ONE OF THE BEST,

YOU ARE THE PRIDE OF ALL YOUR

STUDENTS IN THE WEST, WEST, WEST, WEST,

ON THROUGH THE YEARS WE GO,

FAR IN THE LEAD,

WE'RE ALL BEHIND YOU NOW AND

WE WILL EVER PROFIT BY YOUR CREED!

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WELCOME TO
FORT BENTON MIDDLE SCHOOL / HIGH SCHOOL

EDUCATIONAL PHILOSOPHY:

School District #1 believes that all young people should be given the opportunity to develop the skills necessary for a basic education, regardless of family background, handicap, social-economic status, race, or gender. Fort Benton Schools strive to promote a foundation that would enhance life-long learning. District #1 is committed to the recognition of individual difference among students and to serving the social, emotional, physical and academic needs of the young people enrolled in our school. The school, along with the family, church and social-youth groups, share responsibility in the total development of the child. As we prepare our students for the future, we will help them to become responsible citizens in our society and the changing world.

LONGHORN MISSION:

The Mission (Core Purpose) of Fort Benton Public Schools is to provide an enriching, rigorous and diverse learning environment that allows students to achieve at their highest potential, inspires a passion for lifelong learning, and prepares them for success.

LONGHORN VISION:

All students will be accountable for all assignments to ensure that maximum learning is accomplished.

1 – GENERAL INFORMATION

1-1. FEES

ADMITTANCE TO ACTIVITIES:

GENERAL ADMISSION: High School Activities	Adult: $8.00	Student (K-12): $6.00
GENERAL ADMISSION: Middle School Activities	Adult: $5.00	Student (K-12): $3.00
SEASON PASSES:	Adult: $70.00	Student Activity Card: $40.00

***All ticket prices are mandated by Northern B Division**

STUDENT ACTIVITY CARD: $40.00 - This activity card allows students in grades K-12 to attend all regular-season home athletic events. This activity card does not allow admission to any post-season or special tournaments conducted during the course of the school year. This student activity card is available to currently enrolled students only.

Funds raised from the sale of student activity cards are used to cover the cost of student travel for curricular and extracurricular activities. Examples of such travel include speech and drama competitions, class field trips, band competitions, as well as sports travel.

MUSIC INSTRUMENT RENTAL: Students who use school district owned musical instruments will need to pay a $50.00 yearly fee to the school through the music instructor.

LUNCH TICKET PRICES:

Students (7-12): $3.75 lunch meal $2.75/breakfast	Adults: $4.00 /lunch meal $2.75/breakfast	Reduced meals: $.40/lunch meal $.30/breakfast	Additional milk: $.50 each

STUDENT PLANNER: Each student, in grades 7-12, will be offered a student planner, free of charge, at the beginning of the school year. Students will be encouraged to utilize the planner to help manage assignments as well as their extra and co-curricular activities.

TECHNOLOGY FEES: $40 ($60 for family) Technology fee must be purchased to receive a Chromebook, and will cover incidental or non-negligent damage to your issued Chromebook

- Students will receive only 1 power cord. Extra power cords can be checked out from the Technology Department for temporary use.
- **Students will be responsible for fees related to negligent care of school property**

1-2. ASBESTOS MANAGEMENT PLAN

Friable Asbestos Materials have been found in the building. Friable asbestos is a health hazard. Do not, under any conditions or circumstances, disturb the ceiling surface. Should anyone desire to view the district asbestos plan, a copy is available in the Superintendent's office.

1-3. INFORMATION TO AUTHORITIES

The Fort Benton administration will do its best to cooperate with local authorities concerning students at Fort Benton High School, including following board policy concerning INTERROGATIONS. If a request is made by local law enforcement to interview a student at school during school hours, the parent will be contacted immediately. The parent will be given the following options:

1) to allow their child to be interviewed in the presence of the Principal.
2) to allow their child to be interviewed in the presence of the Parent.
3) to not permit an interview of any kind during school hours.

1-4. FAMILY NIGHT

Wednesday night is "Family Night" at Fort Benton Schools. All school activities must be ended and students out of the buildings by **6:45 p.m.** unless special circumstances occur that are approved by the Principal. Students are allowed to be in the building after 6:45 p.m. if they are directly involved in an activity with a parent. Teachers should be aware of Family Night and plan to avoid major tests and homework assignments to be due on Thursday.

1-5. VISITORS ON SCHOOL PROPERTY

Parents are encouraged to visit the school. However, parents and other visitors are expected to check in with the office first, so the office staff can assist you with your need. Please do not go directly to classrooms, etc. without checking in at the office. We appreciate your cooperation on this matter. Fort Benton Middle School/ High School does not allow student visitors without Principal approval and only in special circumstances with at least a 24-hour notice. Unauthorized persons on the Fort Benton High School campus may be subject to the Montana Trespass Law.

1-6. FIRE DRILL PROCEDURES

Emergency Handbooks with detailed fire drill procedures will be posted in every classroom. Students are to move quietly, quickly, and calmly, leaving all books behind. Students should keep a safe distance away from the building until instructed by their classroom teacher. Students must not stand in the street. Students are to remain with their classroom teacher after exiting the building for roll call during an emergency or fire drill. Eight drills will be held during the school year.

1-7. PARENT-TEACHER CONFERENCES

One of the priorities of Fort Benton Middle School/ High School is keeping parents informed of their children's progress and needs. The school district has scheduled parent-teacher conferences throughout the year, which will be open to all parents who are interested in the progress of their child. In addition, if parents wish to talk with their child's teacher at other times, they can either email the teacher directly or they should call the secretary or teacher to schedule a conference. Conferences will take place before or after school or during the teacher's conference period.

1-8. DRIVER EDUCATION PROGRAM/GUIDELINES

Driver Education will be offered through an endorsed teacher during the school year. Students will be charged a fee per class. The class will consist of both classroom lectures and driving time. It is a privilege to be enrolled in this class, not a right. As a result, all regular school rules and regulations concerning student behavior will be in effect during Driver Education classes. Out-of-district students are welcome to sign up for driver's education but must sign up for one additional class to meet the minimum requirements for part-time participation. Students who are disciplined while enrolled in Driver Education will be removed from the class and the enrollment fee will not be refunded. To be eligible, Fort Benton students must reach their 15th birthday within six (6) months of completing the Driver Education course. The Board of Trustees reserves the right to change the cut-off date for eligibility. Students will be assigned by age with older students having first priority on choice. The cost is $225.00.

1-9. RELEASE OF DIRECTORY INFORMATION

Throughout the school year, the District may release directory information regarding students, limited to:

- Student's Name
- Address
- Telephone Listing
- Photograph (including electronic version)
- Parents'/Guardians' names and addresses
- Dates of Attendance
- Degrees
- Honors and awards received
- Most recent school attended
- Grade level
- Gender
- Electronic mail address
- Date and Place of Birth
- Enrollment Status (e.g. undergraduate or graduate; full-time or part-time)
- Weight and height of members of athletic teams
- Participation in officially recognized activities and sports

Any parent(s)/guardian(s) or eligible student may prohibit the release of all of the above information by signing and submitting the Student Directory Information Notification to the building principal within thirty (30) days of current enrollment. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

1-10. CHANGE OF POLICY NOTIFICATION

Occasionally there may be changes of policy as outlined in the Student Handbook. These changes will appear in the daily school bulletin and will be posted on the bulletin board across from the high school office. Thereafter, any change will be the responsibility of the student to abide by the new policy.

1-11. RECOMMENDATIONS: PRINTED MATERIALS

Any printed materials produced by the District or school could include, upon request, an audio version of the printed materials to be made available for the vision impaired.

Please contact the District ADA/504 Coordinator, **Pat Hould, at 622-5112** should you need instructions/ information concerning special consideration for individuals with disabilities. The instruction/information may include how access is provided at difficult ramps, accessibility to restrooms/location, special paths of travel, and any other special features which would assist a person with a disability in assessing school programs, services, and activities. Please alert the coordinator if a need for special assistance is necessary prior to visiting a facility.

1-12. TITLE IX REGULATIONS/GRIEVANCE/DISCRIMINATION

(See Policy 3210R)

The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator
Greg Iverson - Superintendent / 7-12 Principal
Fort Benton Middle/High School
1820 Washington Street, Fort Benton
406-622-5112

Section 504 / ADA Coordinator
Roxie Benjamin - Elementary Principal
1406 Franklin Street, Fort Benton
406-622-3721

Tanara Martin – Guidance Counselor
Fort Benton Middle/High School
1820 Washington Street, Fort Benton
406-622-5112

Civil Rights Compliance Coordinator
Greg Iverson - Superintendent / 7-12 Principal
Fort Benton Middle/High School
1820 Washington Street, Fort Benton
406-622-5112

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap, or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. Any individual may file a complaint alleging violation of this policy, Policy 3200-Student Rights and Responsibilities, Policy 3225-Sexual Harassment/Intimidation of Students, or Policy 3226-Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1700-Uniform Complaint Procedure.

The coordinators for Fort Benton Schools are the guidance counselor(s) of Fort Benton High School, Fort Benton, Montana. The telephone number where they can be contacted is 406-622-5112.
The district will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

If a student or employee believes that he/she has been discriminated against as listed above, the Board of Trustees has adopted a grievance procedure.
The procedure is as follows:
Step 1: The complainant must present, in written form, within ten (10) school days (two working weeks) the complaint to the officer. (Use Grievance Report – Form A)
Step 2: The responsible person has a working week (five school days) in which to investigate and *respond. (Use space provided on the Grievance Report – Form A)*
Step 3: If not satisfied, the complainant may appeal within ten (10) school days (two working weeks) to the superintendent or his designated officer. (Use Appeal – Form B)
Step 4: Response by the district office must be given within five (5) school days (one work week). (Use space provided on the Appeal – Form B)
Step 5: If the complainant is not satisfied at this level, an appeal may be made within ten (10) days (two working weeks) to the local Board of Education which will hear the complaint at the next regular meeting or within thirty (30) calendar days (Use Appeal – Form C). Local board hearings shall be conducted so as to accord due process to all parties involved in the complaint, such as written notice of hearing dates and specific charges, right to counsel, right to present witnesses, right to cross-examine, and to present written statements. The decision of the board shall be by a majority of the members at the meeting, which shall be public.
Step 6: The local Board of Education will respond to the complainant within thirty (30) calendar days. (Use space provided on Appeal – Form C)

The above information is offered as compliance with item #30 of the Title IX Needs Assessment – Part I, OSPI, federal, and state regulations, and laws governing discrimination on the basis of race and gender.

1-13. CANINE DETECTION AND INSPECTION

Fort Benton School District has the ability to conduct periodic inspections of our campuses. These inspections will be carried out by a nationally certified canine and handler.

These units are specifically trained to detect contraband items that include illegal drugs, gunpowder-related items, alcoholic beverages, and over-the-counter and prescription medications.

Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks, and any other articles on school property are subject to inspection.

All inspections will be conducted within the scope of the law.

1-14. Equal Access – providing equal access to public facilities to youth groups (See Policy 3233)

Non-curricular groups of students not previously recognized as curricular student organization under Policy 3510 or 3550 may gather on school premises under the following guidelines without restriction on the basis of the religious, political, philosophical, or other content of the meeting. Students wishing to form curricular groups or organizations recognized by the school administration may do so in accordance with policy 3510 or 3550.

The following guidelines must be met:

1. The meeting is voluntary, and student initiated.
2. There is no sponsorship of the meeting by the school district, or its agents or employees.
3. The meeting must occur during non-instructional time on regular school days.
4. Employees or agents of the school district are present only in a capacity outside of their official duties.
5. The meeting does not materially or substantially interfere with the orderly conduct of educational activities within the school.
6. Non-school persons may not direct, conduct, control, or regularly attend activities.

a. Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the principal.
b. This policy pertains to student meetings. The school has the authority, through its agent or employees, to maintain order and discipline on school premises and to protect the well-being of students and faculty.

2 – ACADEMIC INFORMATION

2.1. STUDENT SOLID REQUIREMENTS

Fort Benton High School operates on an 8-period schedule. FBHS students are required to take 7 of those periods as a solid. A solid is defined as any class, including a Title or Resource Room Study Skills, that is under teacher supervision but not including study hall. Discretion of the Principal is allowed under some circumstances.

Seniors who satisfy the Honor Pass Expectations and Criteria may apply for an honor pass. See "Honor Pass Criteria, below.

2-2. STUDENT SCHEDULE CHANGES

We understand that the courses taken by a student will have a dramatic effect on the future opportunities available to that student. The following policy is designed to ensure that course changes are made for sound educational purposes only.

1) The student academic plan shall be a major focus of registration. The principal and counselor have the right to deny or approve any schedule change request keeping in mind what is in the best interest of both the student and school system.
2) A student may not drop or add a class without the permission of the parent, the counselor, the administrator and both teachers involved in the transfer.
3) In general, students will not be allowed to move from a small class to a larger one.
4) A student may not drop a class after the first three days of a new semester. Students who drop a class, even with parental request after this deadline, will receive a drop grade of "F" on both the report card and transcript unless extenuating circumstances have been determined and approved by the counselor and principal.

2-3. ACADEMIC LETTER

The academic letter is designed to give recognition to those students at Fort Benton High School for excellence in academics. These awards will be given at an assembly, as near to the beginning of each school year as logistically possible. All currently enrolled, full-time students meeting the criteria are eligible to receive the academic letter.

Once a high school student has been awarded an academic letter and continues to maintain both active enrollment status and the required cumulative average, subsequent awards will consist of a bar to be affixed to the original academic letter.

Criteria for Academic Letter:

The following GPA averages need to be achieved at the completion of the school year:

Freshman	Sophomore	Junior	Senior
3.80 cumulative average	3.70 cumulative average	3.60 cumulative average	3.50 cumulative average

2-4. Online Classes

Fort Benton is dedicated to providing a diverse education while maintaining our Longhorn academic identity and integrity. Students are therefore encouraged to take as many online classes as possible, under the following guidelines:

1. Students requesting online courses must be a Junior or a Senior
    a. Foreign language is an exception. All high school students may enroll in an online foreign language.
2. In order to receive credit, classes must be taken from an OPI approved program (see Appendix)
3. Classes taken outside of an OPI approved program will be received as a general elective and not specific to the content area.

4. To ensure graduation requirements are met, online classes must be approved by the guidance counselor.
5. If the class is offered at FBHS, students may not take its equivalence online, unless extenuating circumstances allow. In such cases, an application for approval must be obtained from the office and approval must be obtained from both the principal and school counselor.
6. Although the grading periods might differ slightly, all grades will be updated and new records mailed at the time they are received.
7. Although eligibility still applies to online classes, because the instructor is not physically present, various circumstances allow for short grace periods of eligibility. These situations are rare and are dealt with on a case-by-case basis. During such times, administration will communicate clearly with parents and students.
8. Upon registration for online classes, students must declare if class will be taken for Dual Credit (high school AND college) or college credit only.
9. The District will not be obligated to pay for a student's distance learning courses unless otherwise specified in Policy 2170.

2-5a. GRADING PROCEDURES

The grading system at Fort Benton Middle School/ High School will reflect the student's actual performance in all facets of learning. The following grading system will be used:

90% - 100% = A	**70% - 79.5% = C**	
80% - 89.5% = B	**60% - 69.5% = D**	**Below 60% = F**

- The grades represent the average grade for the Quarter or Semester.
- The semester grades represent the average of the 2 quarters except in special circumstances
- To ensure consistency, averages will be calculated and then rounded to the nearest whole number. (.50 rounds up, 49 rounds down)
- A grade of "I" (incomplete) will be recorded when class work is not completed to the satisfaction of the teacher. If class work is not made up within a two-week period after the last day of the grading period and recorded by the Principal, the grade of "I" will convert to a grade of "F". The Principal may approve any extenuating circumstances after appeal. If the incomplete is a result of excused absences then the students will have two (2) days to make up the work for each day missed as stated in Student Handbook 5-7.

2-5b. Honors Classes

Students enrolled in high-level classes (Honors, Dual Credit, AP), will be graded on a 5.0 scale, rather than a 4.0 scale, for those classes alone. Upon registration for online courses, students must declare if class will be taken for dual credit (high school AND college) or college credit only.

2-6. PROGRESS REPORTS

Progress reports will be mailed in the middle of each quarter for all students.

Students and parents are encouraged to check their academic progress on a regular basis through the student and parent portals on Infinite Campus where in-progress grades are updated regularly. In addition to checking grades, students and parents can check on missing assignments, attendance and lunch balances. The parent portal can be accessed through the school website or go directly to: https://mtcloud1.infinitecampus.org/campus/fortbenton.jsp . Call the school office for log-in instructions.

2-7. HONOR ROLL CRITERIA AND RECOGNITION

Honor Roll is computed for each nine-week period. All courses taken that are given a letter grade of A, B, C, D, or F are included in the Honor Roll computation. A full list of Honor Roll students will be sent to the local newspaper after each 9-week period by the MS/HS secretary. Any student who receives a grade of "D" or "F" will not be included on the Honor Roll. *

* Pass/Fail courses are not included in Honor Roll criteria: Student/Office Aides, Work Release Program, and Title I.

Criteria for Honor Roll:

1) The Basic Honor roll is 3.25 – 3.74 GPA.
2) The High Honor Roll will be earned by any student maintaining a 3.75-3.99 GPA.
3) The Principals Academic Honors Award will be earned by any student maintaining a 4.0 or higher GPA.
2) No student who receives a grade of "D", "F", or "I" will be eligible.
4) Resource Room grades will count equal to regular classroom grades on the Honor Roll.

Be the Bridge Award

7-12 students can also earn the Be the Bridge Award. This award recognizes students who are kind, empathetic, service & community minded, honest, responsible, courageous, outgoing, and who demonstrate teamwork. Two MS students and four HS students will be chosen by their teachers and recognized at the end of each 9-week period.

2-8. ADVANCEMENT REQUIREMENTS

The district has established a set of advancement requirements for grade 9-12 students that will serve as a guide in helping students move methodically and purposefully on a course that will eventually lead to high school graduation. Therefore, Fort Benton High School students are classified, at the beginning of the school year, by the following credits completed satisfactorily based upon an eight-period school day:

Freshman	0 - 5.5 credits
Sophomore	6.0 - 11.0 credits and have completed 2 semesters
Junior	11.5 - 16.6 credits and have completed 4 semesters
Senior	17+ credits and is completing either their 7th or 8th semester

2-9. GRADUATION INFORMATION

Graduation has been set for May 23, 2027 by the Board of Trustees. Senior status will only be assigned to those students who are eligible to graduate at the end of the school year. Students that are re-taking a required course from a previous year will be expected to return to class after graduation ceremonies to fulfill requirements of non-senior classes.

Graduation Requirements:

Fort Benton High School surpasses the basic requirements set by the State of Montana. Twenty-three (23) credits are required to graduate from Fort Benton High School. State of Montana minimum requirements are twenty (20).

The following 16 (*17) units shall be part of the 23 units required for all students to graduate. Classes in Bold Print are considered Honors Classes.

ENGLISH – 4 units	• English 9; English 10 – both courses are required • English 11; English 12 • AP Literature / AP Composition (offered alternate years)
MATHEMATICS – 3 units	• Algebra I, Geometry, Algebra II • Advanced Math, Preapproved Dual Enrollment or Digital Academy Math Courses (i.e. College Algebra, Statistics, Calculus I, II), Business Math • Algebra 1 is required for graduation • HS Credit is NOT granted for Algebra I when taken as an 8th grader, but will be entered on transcripts
SOCIAL STUDIES – 3 units	• World History 10 or World Geography (one required) • US History 11; Government 12 (both required)
SCIENCE – 2 units	• Earth Science; Biology; Chemistry; Anatomy & Physiology • Biology is required
PHYSICAL ED. / HEALTH ENHANCEMENT – 2 full units over 2 years	• PE/Health 9, PE/Health 10 (one full year required) • Strength & Conditioning / Health
FINE ARTS – 1 unit	• Band; Choir; Art
VOCATIONAL / PRACTICAL ARTS / CTE 1 unit	• FACS, CTE (Ag) Classes (Career and Technical Education Classes); FFA Career Development • Online/Collegiate Vocational Classes *See Below
FOREIGN LANGUAGE	• Online foreign languages offered by Edgenuity
ELECTIVES	• **Dual Credit Classes**, On-Line Classes; Creative Writing, Forensics, Culinary Arts, Journalism/Yearbook, Sci-Fi/Fantasy, Advanced Art

OTHER NOTES CONCERNING GRADUATION REQUIREMENTS:

- Units of credit earned in any Montana high school accredited by the board of public education shall be accepted by all Montana high schools. Transfer credits/programs will be dealt with on an individual basis.
- Foreign language courses are not required for graduation; HOWEVER, some colleges/universities require completion of two years of a foreign language.
- One course may not satisfy more than one (1) requirement without administrative approval.
- Some Fort Benton requirements may be modified/waived on an individual basis.
- Transfer students will meet all Fort Benton High School requirements.
- Exceptions can be made with the approval of the counselor and principal.
- Students are allowed to enroll in as many independent study courses as they wish; however, Fort Benton High School will only allow two (2) credits from independent study courses to count toward

graduation. Any senior taking correspondence courses must present documentation of successful completion of correspondence courses to the principal May 1st.

- Students are encouraged to take at least one (1) Dual Enrollment Course as a Junior or Senior. Dual Enrollment Courses may be accepted to fulfill graduation requirements (i.e. College Algebra = .5 Math Unit)
- *Online/Collegiate classes may be accepted to fulfill FBHS graduation requirements of 1 vocational credit with special permissions for juniors and seniors only, if the class taken is geared toward the career exploration of student's future endeavors. Each case will be examined and must be approved by both the counselor and the principal.

2-10. Early Graduation

In accordance with provisions of § 20-9-313, MCA, the Board hereby authorizes the high school principal to grant permission to students who will satisfy the minimum requirements for graduation after completion of their seventh (7th) semester. A student who, for sound educational and/or vocational reasons, wishes to graduate from high school in less time than the ordinary 8 semesters must follow the following procedures:

1. A letter of application must be submitted to the Superintendent at least two (2) semesters prior to the proposed graduation date. Application letters must be countersigned by parents or legal guardians if the student is under the age of 18.
2. The letter of application must include the reason for the request, birthdate and outline of the curricular program needed to finish the requirement for graduation.
3. The student and the student's parents (guardians) must consult with the high school guidance counselor in order to develop the curricular program.
4. The letter of application must be accompanied by a recommendation from the Fort Benton High School principal and at least one current High School teacher.

Additional procedural information:

- The Superintendent will recommend to the Board whether to approve an early graduation request
- The Board will consider an early graduation request in closed session, and if the Board approves the request, the student will be allowed to graduate early in May of the school year in which the request was received.
- If the application is denied by the Principal or the Superintendent, the student may appeal the decision to the Board, and the student may choose to have the appeal heard in a closed session of the Board.
- The decision of the Board shall be final
- No diploma will be issued until the date of the official high graduation ceremony during the year of the curricular program completion.
- No diploma will be issued until the student has successfully completed all of their graduation requirements

Participation in graduation ceremonies is a privilege extended to students. Students may be denied the right to participate.

FOOTNOTES:

- A student who has been granted permission to graduate after 7 semesters would not be allowed to participate in the Senior Trip during the year of their graduation, but would be allowed to participate in all grade 12 graduation related activities and ceremonies.

2-11. WORK STUDY REQUIREMENTS: JUNORS & SENIORS

Work study is an option for students who would like to gain real life work experience in the community. This opportunity is only available for juniors and seniors under the following criteria:

1) The student's overall GPA must be a minimum of 3.0.
2) The student must be enrolled in a minimum of seven (7) classes.
3) Student work study is a privilege and not a right. The administration reserves the right to withdraw any student from the work program as outlined on the work release contract.
4) Administrative approval of work study location.

2-12. HONOR PASS EXPECTATIONS AND CRITERIA

Senior students who have met required criteria can sign up for Honor Pass privileges through the office of the Principal. Students who are approved for Honor Pass may be excused from school during their honor pass period and go to the Longhorn Café, the library with permission of the Librarian, or off campus. The student is required to check out through the high school office prior to leaving school. Students who fail to do this will lose Honor Pass privileges. All students must be approved, by the Principal, for Honor Pass privileges. Meeting the requirements does not indicate automatic permission. Students who choose to spend their Honor Pass in the Longhorn Café are not to roam around the hallways of the school. Honor Pass privileges can be revoked by the Principal at his discretion with reasonable cause.

Criteria for Honor Pass Privileges:

1) Student must receive a 3.25 GPA the preceding semester with no grades of "D", "F", or "I".
2) Student must remain in good academic standing throughout the duration of the Honor Pass privilege as determined by the Principal.
3) Student must not violate any of the discipline policies during the semester in which they have Honor Pass.
4) Student must follow the school discipline policy and state/city laws while off campus during school time.
5) If there is a violation during the semester Honor Pass is allowed, the student will be removed from Honor Pass status and will return to a class from the same period as the student's Honor Pass for the remainder of the quarter. In addition, the student will not be granted the privilege for the next quarter.

2-13. TA (TEACHER AIDE) REQUIREMENTS: JUNIORS & SENIORS

Teachers may on occasion request a teacher aide to assist with tasks in the classroom. TA opportunities will be granted to students at the discretion of the principal, and TA privileges can be revoked by the Principal at his/her discretion with reasonable cause.

Criteria for TA's:

a) Student must be a Junior or Senior in good academic standing.
b) Students may not have been truant in the previous school year.
c) TA's will receive a "pass" or "fail" grade for the work they do.

Student TA's must adhere to the guidelines below:

a) Student aides must attend on time the class for which they serve as TA as they would any other class.
b) Student aides may not run errands off-campus for teachers.
c) Student aides may not do any grading for teachers.
d) Student must not violate any of the school discipline policies during the semester in which they serve as a TA.
e) Student aides are not to use the copier in the teacher's workroom but bring those items to the office for copying.
f) Students are expected to remain in the teacher's room during the class period, unless permission to leave is granted by the teacher.

2-14. CHEATING, PLAGIARIZING, AND ARTIFICIAL INTELLIGENCE

Students are expected to do their own work at all times. Using Artificial Intelligence (AI) is considered a form of Plagiarism. The use of AI tools to complete assignments or tests is prohibited. A student caught cheating, plagiarizing, or using AI will receive a zero on that assignment, a one-day, in-school suspension, and his/her parents will be notified. Any reassignment will be left to the discretion of the teacher.

2-15. REQUIREMENTS FOR ASPIRING STUDENT ATHLETES

NCAA

NCAA Division I Initial Eligibility Requirements

Full Qualifier:

1. Complete 16 core courses:
    - 4 years English
    - 2 years Social Sciences
    - 3 years Math (Algebra 1 or higher)
    - 2 years Natural/Physical Science (1 year of lab, if offered)
    - 5 years Additional courses (1 year of English, Math or Natural/Physical Science and 4 additional years in any area above, foreign language or comparative religion/philosophy)
    - Ten of the 16 core courses must be completed before the seventh semester (senior year) of high school.
    - Seven of the 10 core courses must be in English, Math, or Science.
2. Minimum Core-Course GPA of 2.300.
3. Meet the sliding scale requirement of GPA and ACT/SAT score.*
4. Graduate from high school.
5. A college-bound student-athlete may receive athletics aid (scholarship), practice and compete in the first year of enrollment at the Division I college or university.

Academic Redshirt:

1. Complete 16 core courses (as listed above)
2. Minimum Core-Course GPA of 2.000
3. Meet the sliding scale requirement of GPA and ACT/SAT score.*
4. Graduate from high school.
5. A college-bound student-athlete may receive athletics aid (scholarship), in the first year of enrollment and may practice in the first regular academic term (semester or quarter) but may NOT compete in the first year of enrollment. After the first term is complete, the college-bound student-athlete must be academically successful at his/her college or university to continue to practice for the rest of the year.

Non-qualifier:

1. Does not meet requirements for Full Qualifier or Academic Redshirt status.
2. A college-bound student-athlete cannot receive athletics aid (scholarship), cannot practice and cannot compete in the first year of enrollment.

Test Scores: (ACT/SAT)

1. Students must present a corresponding test score and core-course GPA on the sliding scale.*
    - SAT: critical reading and math sections – Best sub score from each section is used to determine the SAT *combined* score for initial eligibility.
    - ACT: English, math, reading and science sections – Best sub score from each section is used to determine the ACT *sum* score for initial eligibility.
2. All ACT and SAT attempts before initial full-time collegiate enrollment may be used for initial eligibility.
3. **Enter 9999 during ACT or SAT registration to ensure the testing agency reports your score directly to the NCAA Eligibility Center.** *Test scores on transcripts will not be used.*

Core Grade Point Average:

1. Only core courses that appear on the high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligiblitycenter.org) will be used to calculate your core-course GPA. Use this list as a guide.
2. Initial full-time collegiate enrollment *on or after* August 1, 2016:
   - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B. *
   - Core-course GPA is calculated using the **best 16 core courses** that meet both progression (10 before seventh semester; seven in English, math or science; "locked in") and subject-area requirements.

*see Activities Director for more information on sliding scale requirements.
For a complete explanation of Division I initial eligibility requirements, as well as useful resources for college-bound students, visit the following website: www.eligiblitycenter.org.

NCAA Division II Initial Eligibility Requirements
Core Courses:

1. 16 core courses
   - 3 years of English
   - 2 years of Mathematics (Algebra I or higher)
   - 2 years of Natural/Physical Science (1 year of lab if offered by high school)
   - 3 years additional English, Mathematics or Natural/Physical Science
   - 2 years of Social Science
   - 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy)
2. To become a full or partial qualifier for Division II, all college-bound student-athletes must complete the 16 core-course requirement.

Test Scores:

1. Division II currently requires a minimum SAT score of 820 or an ACT sum score of 68. Beginning August 1, 2018, Division II will use a sliding scale to match test scores and core-course grade-point averages (GPA). *
2. The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing sections of the SAT is not used.
3. The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
4. When you register for the SAT or ACT, use the NCAA Eligibility Center code of **9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency.** *Test scores that appear on transcripts will not be used.*

Grade-Point Average:

1. Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligiblitycenter.org). Only courses that appear on your schools approved List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
2. The current **Division II** core GPA requirement is a minimum of 2.000. **Division II** core GPA required to be eligible for competition is 2.200 (corresponding test-score requirements are listed on the Sliding Scale. *
3. The minimum **Division II** core GPA required to receive athletics aid and practice as a partial qualifier is 2.000 (corresponding test-score requirements are listed on the Sliding Scale. *
4. Remember, the NCAA core GPA is calculated using NCAA core courses only.

*see Counselor for more information on sliding scale requirements.

NAIA

An entering freshman must:

1. Be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the enrolling institution; and,
2. Meet two of the three following requirements. If as an entering freshman you do not meet at least two or the three standards, you cannot participate in athletics for the first full year of attendance (2 semesters, 3 quarters, or equivalent):
    - Have a composite score of at least 18 on the ACT or combined 860 in the math & critical reading component of the SAT.
    - Have a high school GPA $\geq$ 2.00 on a 4.00 scale.
    - Be in the top 50% of your graduating class.

- **Students – To maintain eligibility, meet all the following requirements:** Be officially enrolled in at least 12 semester hours during the semester of athletic participation. The 12 hours cannot include more than one course that has been previously passed with a grade of D.

NAIA student-athletes have to be enrolled in a minimum of 12 hours at all times and be making progress toward a degree. When you reach junior year (either athletically or academically), you have to maintain a 2.0 GPA on a 4.0 scale. Your eligibility is reviewed at the end of every term you are in school.
For more information, visit: http://naia.org

NJCAA

The best place to find everything about the NJCAA, including eligibility rules and regulations is at http://www.njcaa.org. There are links to member colleges that are helpful as well.

3 – GRADUATION CEREMONIES

****See Pages 13-14 for specific graduation requirements / policies****

3-1. VALEDICTORIAN / SALUTATORIAN REQUIREMENTS

Each year those students ranked #1 and #2 will be recognized as Valedictorian and Salutatorian. Grade point averages will be determined in 8 semesters with 8th semester grades due no less than five (5) days before graduation. The Valedictorian and Salutatorian are invited to speak at graduation in addition to one class speaker selected by the Senior Class. In the event of co-Valedictorians, no Salutatorian will be recognized.

3-2. HONOR GRADUATES

Students graduating with a cumulative 3.25 GPA will be recognized during the graduation ceremony by wearing an honor cord.

3-3. CLASS SPEAKERS AT HIGH SCHOOL GRADUATION EXERCISES

It is the intent of the administration to give freedom to the senior class to select their own speakers for high school graduation. It should be the right of the graduating class to select speakers they believe will represent their class in the most positive manner. However, the following deadlines have been established to ensure the senior class is on task to find such speakers:

A. SENIOR CLASS SPEAKER(S)

1) A draft of all student speeches will be submitted to the Principal and Senior Class Advisors at least one week prior to graduation.

2) Final approval and suggestions will be given to the senior speaker by the Principal and Senior Class Advisor no later than the Wednesday before graduation.

The selected senior class speaker should feel honored and be able to present themselves as a young, up and coming adult that appreciates what education is all about. This is the message Fort Benton High School will convey. The senior class speaker must present a speech that is in the best interest of the student body, faculty, staff, and administration, board of trustees, parents, and community. If the above deadlines are not met by the senior class concerning senior speaker, only the Valedictorian and Salutatorian will speak on behalf of the class.

B. COMMENCEMENT SPEAKER

• A Commencement speaker must be selected by the senior class by April 1st. Keep in mind this person must make arrangements well in advance to speak at high school graduation. If no Commencement speaker is chosen by this deadline, the principal will make arrangements for a Commencement speaker.

3-4. COMMENCEMENT VIDEO / Walk-Up Songs

1) The senior video is not to exceed 12 minutes.

2) The final draft, with music, must be made available to the principal 10 days prior to graduation for approval.

3) If the senior class decides to use their own musical selections for walk-up songs, songs must be presented to the principal, with full lyrics, to principal no later than 14 days prior to graduation for approval. All musical selections must be school appropriate, and the principal has the right to deny any song.

3-5. PRE-GRADUATION ANNUAL SENIOR TRIP

Senior Trip Day is held sometime during the 4th Quarter by the Senior Class. The place for the trip is decided on by the class and approved by the senior class sponsors and Principal no later than March 1st. All seniors attending Trip Day must ride the school bus to and from the trip. There will be no exceptions to this rule. Some type of recreation for the day must be planned as well as enough food to last the entire day. Senior Trip Day is a privilege, so treat it as such so future senior classes may also enjoy a similar outing.

Senior Trip General Guidelines

The following rules govern Senior Trip Day:

1) The sponsor and/or principal has the responsibility and the right to refuse any student permission to participate.
2) Any violation of school policy, including alcohol, tobacco, and drugs, will be sufficient cause for immediate termination of the Senior Trip Day.
3) Only seniors eligible for graduation will participate in Senior Trip Day.
4) Senior Trip Day is not an excuse for students to break the law or destroy public property.

Violation of school rules, including drugs, alcohol, tobacco, or theft on Senior Trip Day will result in the following:

- Parent will be contacted.
- Students involved with the possession of prohibited items listed above will be turned over to local authorities.
- It will be the parent's total responsibility to provide transportation back to Fort Benton.
- Disciplinary action taken in accordance with the discipline policy explained in this Handbook.
- Students involved in a violation of school policy, may result in a suspension, and/or will not be allowed to participate in graduation ceremonies.

4 – STUDENT RELATED SCHOOL BOARD POLICIES

4-1. WEAPONS POLICY

It is the policy of School District No. 1, Chouteau County, Montana, to provide a safe and secure environment for all students. Accordingly, any student who is determined to have brought a weapon onto school district property or to a school-sponsored event shall be expelled from school for a period of not less than one year, under the conditions set forth below.

Any alleged violation of this policy shall be immediately reported to the Superintendent. If, after investigation, the Superintendent has reason to believe this policy has been violated, she/he shall recommend to the Board of Trustees that the student be expelled. If the Board of Trustees determines that the policy has in fact been violated, they shall expel the student for a minimum period of not less than one year. The trustees may, however, authorize the school administration to modify the requirement for the expulsion of a student on a case-by-case basis. In appropriate circumstances, the trustees may permanently expel a student under this policy.

In accordance with §§ 20-4-302, 20-4-402, 20-4-403, and 20-5-202 (1), a principal or the Superintendent may immediately suspend for good cause a student who is determined to have brought a weapon onto school property or to a school-sponsored event.

Any decision to change the placement of a student with a disability who may be subject to expulsion under this policy must be made in accordance with the Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.

This policy SHALL NOT APPLY to weapons brought onto school property with the express permission of the school administration, such as for weapons safety courses, authorized demonstrations, hunter safety courses, or under other circumstances deemed permissible by the school administration.

For the purposes of this policy, a "weapon" shall be defined as follows:

(A) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
(B) The frame or receiver of any such weapon;
(C) Any firearm muffler or firearm silencer;
(D) Any destructive device; or
(E) Any instrument, article, or substance that, regardless of its primary function, is readily capable of being used to produce death or serious bodily injury,
(F) Any instrument, article, or substance that, regardless of its primary function, closely resembles an actual weapon, or is used with the intention of giving the impression that it is real.

The School District shall report any violations of this policy to the local criminal justice and/or juvenile authorities. Documentation of discipline taken will be placed in the student's file.

4-2. SEXUAL HARASSMENT: STUDENTS AND STAFF

Sexual Harassment is illegal!

1. **PURPOSE:**
It is the policy of the Fort Benton School District to maintain a learning and working environment that is free from sexual harassment.

2. **AUTHORITY:**
It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall be a violation of this policy for students

to harass other students through conduct or communications of a sexual nature as defined below. It shall be a violation of this policy for a district staff member to harass another district staff member through conduct or communication of a sexual nature as defined below:

3. **DEFINITIONS:**

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the district staff to district staff, or when made by any student to another student; or when made by any student to a member of the district staff; or made by any member of the district staff to a student constitute sexual harassment when:

A. Submission to such conduct if made, either explicitly or implicitly, a term or condition of an individual's education; or
B. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
C. Such conduct has the purpose of effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

A. verbal harassment.
B. pressure for sexual activity.
C. repeated remarks to a person with sexual or demeaning implications.
D. unwelcome touching.
E. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's academic performance, employment, etc.

4. PROCEDURES:

Any person who alleges sexual harassment by any staff member or student in the District may use the District's principal, guidance counselor, or any other individual appropriate to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Upon receipt of a complaint, the Title IX officer for the District will investigate the matter. At the end of the investigation a decision will be rendered concerning the severity of the offense/complaint. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student in the School District shall subject that student to disciplinary action including suspension and/or expulsion.

4-3. GENERAL HARASSMENT / INTIMIDATION

All forms of intimidation and harassment detract from the learning environment.

A teacher or administrator has the authority to take disciplinary action against any student guilty of using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct. Any form of hazing that falls under these definitions is also prohibited.

Disciplinary action will follow under the guidelines contained under the discipline grid in section 7-13 and school board policy.

4-4. DRUG/ALCOHOL PREVENTION PROGRAM

Drug-Free Schools and Communities Act of 1989 (P.L. 101-226)

The use/possession of illicit drugs and the unlawful possession and use of alcohol is both harmful to the mind and body, along with being illegal.

All students will participate in a drug/alcohol prevention program that is age-appropriate and developmentally based, which addresses the legal, social, and health consequences of drug and alcohol use and which will provide information about effective techniques for resisting peer pressure concerning illicit drugs or alcohol. The drug/alcohol prevention program will be a part of the health, family & consumer science, and/or science curriculum of the Fort Benton Public Schools.

Student standards of conduct and disciplinary sanctions for those students who abuse alcohol/drugs are outlined in the student handbook. Student handbooks are provided to both parents and students at District's expense. Compliance with student standards of conduct, as outlined in the student handbook, is mandatory as defined in the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

The school guidance counselor will provide students with help and/or will provide a referral source/person who is capable of providing the necessary help to the student/parent.

A biennial review will be conducted to determine the program's effectiveness and changes will be implemented if needed. In addition, the review will ensure that disciplinary sanctions are consistently enforced.

4-5. STUDENT SUSPENSION

The Board of Trustees recognizes that the power of suspension, in a district of this size, should rest with the principals of the respective schools; but would emphasize that proper communication between all parties involved is essential in the handling of all disciplinary problems.
The Administration/Trustees recognize that observance of due process entails two basic considerations:

1) The gravity of the offense a student is alleged to have committed.
2) The severity of the contemplated penalty.

When a student's misconduct is serious enough to consider suspension or long-term suspension, the student shall be afforded the following minimum due process procedures:

- The student shall be given oral notice of the charges against the student.
- The evidence against the student shall be explained to the student.
- The student shall be given an opportunity to present the student's own version of the facts concerning the charges.
- The parent or guardian shall be contacted by the administrator. Section 504 of ADA, supersedes Building/Board policy.

Long-term suspension: a suspension that is less than one calendar year in length.
Short-term suspension: a suspension that is ten (10) school days in length or less.

4-6. OUT-OF-SCHOOL SUSPENSION GUIDELINES

Attendance: The student may NOT attend classes or extracurricular practices, be present on school property, or attend school-sponsored events during the OSS period.

Make-Up Work: While on suspension, the student will be given all of his/her assignments by telephone or other means. While the student is out of school, he/she must satisfactorily complete all assignments to be handed in on the day of return. Otherwise, the student will be placed in an in-school suspension (ISS) status until the required assignments are completed.
Credit may be granted for make-up work in the event the student turns in the work within the time set by the teacher.

Administrative Responsibility: The administration has the authority to suspend a student for a period of up to 10 school days. Suspended students will not be permitted to return to school until the parent or guardian has been contacted about the incident.

4-7. STUDENT EXPULSION

The Board of Trustees recognizes that expulsion of a student may be in the best interest of the student as well as the remaining student body. Expulsion shall be a disciplinary action available only to the trustees. When a student's misconduct is serious enough to consider expulsion from school on a long-term basis, the student shall be given the following minimum due process procedures:

- The student shall be given written notice of the charges against the student.
- The evidence against the student shall be explained to the student.
- The student shall be given an opportunity to present the student's own version of the facts concerning the charges.
- The parent or guardian shall be contacted by the administrator and a conference will be held to discuss the alleged violation and the consequences of the misconduct.
- The student and parent will be given written notification of the expulsion hearing before the Board of Trustees and information concerning their right to be represented by legal counsel at the expulsion hearing. Section 504 of ADA supersedes Building/Board policy.

The duration of expulsion will be determined by the Board of Trustees on an individual basis. A minimum expulsion can range in duration from the remainder of the school year to one calendar year exclusion from the Fort Benton School District. A maximum expulsion will involve permanent expulsion from the Fort Benton School District.

4-8. STUDENT GRIEVANCES

A student shall be given an opportunity to contest any alleged facts leading to disciplinary action, the appropriateness of the sanction imposed by a disciplinary authority, or alleged prejudice or unfairness on the part of the school district official responsible for the disciplinary action.
The grievance procedure is as follows:

Level One: A student with a grievance shall present a written grievance to the principal within five (5) working days of when the student knew of the basis for the grievance. The principal shall make a decision known to the student in writing within five (5) school days of receipt of the written grievance. If the grievance is not resolved at Level One, the grievance may proceed to Level Two.
Level Two: Within five (5) school days of receipt of the principal's written decision, the student may appeal the grievance to the superintendent. The superintendent shall meet the student within five (5) school days of receipt of the written grievance. The superintendent shall render a written decision regarding the grievance within five (5) school days of meeting with the student. If the grievance is not resolved at Level Two, the grievance may proceed to Level Three.
Level Three: Within five (5) school days of receipt of the superintendent's written decision, the student may appeal the grievance to the School Board. The School Board shall meet with interested parties within five (5) school days. The School Board shall render a written decision within five (5) school days.

The purpose of this grievance procedure is to provide students with a means of securing solutions to problems resulting from disciplinary or other actions or apparent misunderstandings. Nothing contained herein shall be construed as limiting the right of any student having a grievance to discuss the matter informally with appropriate staff members and administration.

4-9. ENROLLMENT AND REGISTRATION

We welcome new students to Fort Benton Middle School/High School. We hope you will enjoy your education here. The counselors, teachers, principal and staff stand ready to assist you in any way. Enrollment and registration are contingent upon the status of the student as described in Board Policy. Please note that students will not be allowed to enroll in Fort Benton High School until the end of the semester unless they are transferring in from an accredited school.

4-10. ADMISSION OF IN-DISTRICT STUDENTS

The Board of Trustees of Fort Benton Public Schools recognizes the educational needs of its resident students including the need for an orderly educational process, free from disruption, overcrowding, and any kind of violence or disruptive influences. In-district students applying for admission that have been

excluded from other public or non-public educational agencies may pose a considerable disruption to the educational process already established in the Fort Benton Public School system. The Fort Benton Public Schools may deny admission to an in-district student who has been excluded from another educational agency and/or has exhibited behaviors in the past twelve (12) months that may be grounds for exclusion of any student already enrolled in the Fort Benton Public School system. If the administration believes that the denial of admission of an in-district student is appropriate under these circumstances, a recommendation will be made to the school board that the individual student not be admitted as a student in the Fort Benton Public School system. The student and his/her parents will be notified of the recommendation, and the hearing before the Board of Trustees will be handled under the same procedure that the school district would provide to a currently enrolled student who has been recommended for expulsion.

4-11. ADMISSION OF OUT-OF-DISTRICT STUDENTS

The Board of Trustees of Fort Benton Public Schools recognizes the educational needs of its resident students including the need for an orderly educational process, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria on the admission of out-of-district students. Any student living within the boundaries of either the elementary or the high school district is not an out-of-district student.

1) Admission to Fort Benton Public Schools as an out-of-district student is a privilege, not a right granted by law. As such, the Fort Benton District will screen all out-of-district students and accept those who meet the criteria set forth in this policy. Those students who are accepted may attend tuition free.
2) When a parent or guardian of a child wishes to have his or her child attend the Fort Benton Public Schools as an out-of-district student, he or she shall apply to the school district before July 1, of the school fiscal year for which he or she seeks approval, unless the student can establish compelling reasons for mid-year transfer and the Superintendent and/or Trustees believe that a mid-year admission is in the best interests of the student and Fort Benton Schools.
3) The district will not admit out-of-district students when doing so would require the hiring of additional staff, the provision of educational services not currently provided in the school, or overcrowding of existing classes.
4) The district superintendent is given the authority to admit or deny students admission in accordance with this policy. Students who are denied admission by the superintendent may appeal to the Board of Trustees within thirty (30) calendar days of denial. The Board shall make the final decision on admission.
5) Out-of-district students must meet the following admission criteria:
    a. Be in good standing with the most recently attended school in terms of academics, conduct, and attendance.
    b. Be able to demonstrate a record free of truancy.
    c. Be able to demonstrate a clean behavior record in the school last attended for a period of at least one (1) year.
    d. Have no criminal record.
    e. Have passing grades in the school previously attended, i.e., "C" average or better.
    f. Have correctly completed the application process.
    g. Present no other educationally-related detriment to the students in Fort Benton Public Schools.
    h. Students who have been expelled from another school district or who have committed acts while enrolled in another school district, which would have resulted in expulsion if committed while enrolled in the Fort Benton School District, may be denied admission to the district at the discretion of the trustees for a time period consistent with the term of any expulsion permitted by board policy.
6) The district has the option of accepting an out-of-district student who does not meet the criteria set forth herein if the student agrees to special conditions of admission as set forth by the district.

4-12. ADMISSION OF NINETEEN (19) YEAR-OLD STUDENTS

This policy addresses students who have turned 19 years of age on or before September 10th of the school year they wish to enroll. Because no state funding is provided for the above-described students, enrollment into the Fort Benton School system becomes a privilege and not a right granted by law. As a result, admittance into Fort Benton High School will be left to the discretion of the Board of Trustees.

4-13. STUDENT RECORDS - POLICIES AND PROCEDURES

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their minor children's educational records. They are:

1) The right to inspect and review the student's educational records.
2) The right to request the amendment of the students' education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4) The right to file with the U.S. Department of Education a complaint concerning alleged failures by Fort Benton School District to comply with the requirements of FERPA.
5) The right to obtain a copy of the Fort Benton School District's student records policy. You can obtain a copy of the policy from the principal's office in each school within the District.

4-14. REGISTRATION/ENROLLMENT PROCEDURES

Once the student has been accepted for enrollment, the following documents **will be needed prior to** registration and official enrollment at Fort Benton Middle School/ High School.

1) Immunization Record: students will not be allowed to attend school until their immunization record is on file with the school counselor, showing all required shots have been administered.
2) Copy of transcript or copy of latest report card.
3) Notarized guardianship papers, if the student is not living with a parent.
4) Required Emergency Medical Consent form completed.

4-15. POLICY CONCERNING 18-YEAR-OLD STUDENTS

The fact that a student is 18 years old does not affect the authority of the school board, administration, and teachers to make reasonable rules and regulations. Students still must follow proper procedures concerning school policy. Students who are 18 years old and are absent from school must still have their parent/guardian call or write a note with the reason for absence. This includes students who are not living at home with their parents. The only exception to this rule is if the parent has signed over legal guardianship to the student through proper legal procedures and provided documentation to the school administration.

4-16. SEARCH OF PROPERTY ON SCHOOL GROUNDS

Desks, lockers, and other equipment at any school belong to the District. Any school property may be entered and searched by school officials whenever there is a reasonable belief that some substance or material contained is illegal, harmful to the safety of the student or the student body, or significantly disruptive or dangerous to the overall discipline of the school. In addition, student property such as luggage, knapsacks, handbags, automobiles, cell phones, or other electronic devices, may be accessed and searched by school officials to ensure that there is no substance or material contained there that is illegal, harmful to the safety of students or significantly disruptive to the educational process or the overall discipline of the school.

4-17. SEARCH OF A STUDENT ON SCHOOL GROUNDS

The school administration has the right to conduct the search of a student's person when an administrator has reason to believe that the student is in possession of weapons, stolen goods, drugs or drug paraphernalia, alcoholic beverages, tobacco products, or other items harmful to the health and safety of students and staff on school property. An appropriate law enforcement officer may be called to conduct the search if the administration believes that there is a need for support. Should items which are illegal or contrary to Administration policy be found, the Administration's discipline process will be followed.

4-18. STUDENT USE OF PERSONAL TECHNOLOGY/CELL PHONE POLICY

Personal technology includes but is not limited to cell phones, music players, tablets, smart watches, and digital cameras.

Personal technology can be an effective resource in education when used appropriately. At the same time, personal technology is a privilege not afforded equally for each student. It is our goal that Fort Benton students be engaged with their coursework, activities, and other students. This goal requires appropriate use and restrictions on personal technology.

Middle School Personal Technology

All MS students must check their phones in with the MS/HS secretary before school begins everyday unless parents/guardians have notified the building principal that their students' phones will remain at home. MS students may retrieve their phones from the MS/HS office after school has been dismissed, parents/guardians are checking them out for the day, or they will be leaving for a school activity/sport and will not be returning before school is dismissed. **All phones checked into the office must be turned off.** Any MS student that is found to have a cell phone in their possession during school hours will face disciplinary consequences according to the MS/HS Student Handbook disciplinary grid found on page 38.

High School Personal Technology

All personal technology must remain off or in silent mode (not vibrate or flash mode) during class time. With instructor approval, students may use personal technology as a resource for coursework. Personal cell phone use is permitted during lunch and passing periods only. Walking and texting/gaming is prohibited. Personal technology use in locker rooms or bathrooms or that violates personal privacy is strictly prohibited.

Headphones and Ear Buds

With instructor approval, students may use headphones when working independently and seated.

Personal technology policies include extra-curricular, co-curricular, and school-related transportation.

Consequences of violation of the high school personal technology policy:
(Confiscated technology will be placed in the safe in the MS/HS office)

1st violation: Confiscated for the remainder of the school day. Students and/or parents can pick up the phone from the main office.

2nd violation: Confiscated for the rest of the school day. Parents must pick up.

3rd violation: Confiscated for the remainder or the school day, parent must pick up, and loss of cell phone privilege for 5 school days. Students must turn in their cell phone into the main office before the 8:05 AM warning bell.

4th violation: Confiscated for the reminder of the school day, parents meet with administration, and 2 days ISS for student

Fort Benton Schools are not responsible for the condition, loss or theft of confiscated devices. Confiscated devices must be powered down while in the office.

4-20. Title 1 Parent and Family Engagement

(See policy 2160)

The Fort Benton School District is committed to the goal of providing quality education for all children in our district. To help ensure this goal, we will establish and maintain partnerships with parents and the community. Everyone gains when home and school work together to promote high achievement by our children. Parental support for their children and for the school is critical to our mutual success.
To promote this partnership in the Title I Program, contact will be made with parents each fall by letter or by telephone. Conferences may be scheduled in order to discuss the child's participation in Title I. The classroom teacher, parent, and Title I teacher will attend these meetings. Parent/Teacher/Pupil Compacts will be discussed and signed at this time. These compacts will be placed in the student's file.

4-21. Family Educational Rights and Privacy Act (FERPA)

(See Policy 3600, 3600P, 3600F1, 3600F2)

Student Records:
School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records.
The District maintains two (2) sets of school records for each student – a permanent record and a cumulative record, and will ensure information contained in student records is current, accurate, clear, and relevant
Information in the permanent record will indicate authorship and date and will be maintained in perpetuity for every student who has been enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.
Parents and eligible students have the right to:

1. Inspect and review education records;
2. Amend education records;
3. Consent to disclose personally identifiable information in education records;
4. File a complaint with the Family Compliance Office (listed in Policy 3600F1);
5. Request and review education records in the district;
6. A statement that records may be disclosed to school officials without prior written consent; and

Definitions of "school official" and "legitimate educational interest".

4-22. Pupil and Family Rights:

(See Policy 2132, 2158, 3410)

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.
The student's parent(s)/guardian(s) may:

1. Inspect the survey within a reasonable time of the request; and/or
2. Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent/guardian exercise this option.

Instructional Material

The student's parent(s)/guardian(s) may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing Prohibited

The District will not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise provide that information to others for that purpose.
The District, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions as listed in the full policy 2132.
The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability from the administration office upon request;
2. How to opt their child out of participation in activities as provided in this policy;
3. The approximate dates during the school year when a survey requesting personal information, as described in policy, is scheduled or expected to be scheduled;
4. How to request access to any survey or other material described in this policy.

Student Health/Physical Screenings/Examinations

The Board may arrange each year for health services to be provided to all students. Such services may include but not be limited to:

1. Development of procedures at each building for isolation and temporary care of students who become ill during the school day;
2. Consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening;
5. Immunization as provided by the Department of Public Health and Human Services.

Parents/guardians will receive written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.
In general the District will not conduct physical examination of a student without parental consent or by court order, unless the health or safety of the students or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when screening administered by the District is conducted as well as notification of requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy, which is:

1. Required as a condition of attendance
2. Administered by the school and schedules by the school in advance
3. Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described screenings. Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Montana High School Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations.

4-22. McKinney-Vento Homeless Assistance Act:
(See Policy 3125 and 3125F)

Education of Homeless Children

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to children with permanent housing. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-district attendance agreement and tuition for a homeless child.
Should a child become homeless over the course of the school year, the child must be able to remain at the school of origin or be eligible to attend another school in the district.
The Superintendent will review and revise necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students will have access to services comparable to those offered to other students, including but not limited to:

1. Transportation services
2. Educational services for which a student meets eligibility criteria (e.g., Title 1)
3. Educational programs for children with disabilities and limited English proficiency
4. Programs in vocational and technical education
5. Programs for gifted and talented students
6. School nutrition program

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children. A "homeless individual" is defined as provided in the McKinney Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the District homeless liaison. To further ensure that the District is removing barriers to the educational access and success of children and youths who are homeless, and to ensure that Title 1 funding is expended in an appropriate manner, the District has adopted the dispute resolution form at 3125F.

The District's homeless liaison is the Guidance Counselors and can be reached by telephone at 406-622-5112.

4-23. Nutrition and Wellness:
(See Policy 2510-R)
Nutrition:

Your children may qualify for free meals or for reduced-price meals. An application for free or reduced-price meal benefits, and a set of detailed instructions, is available in your registration packet and can be updated anytime your income changes, extra applications will be in your school's office.

WHO CAN GET FREE OR REDUCED-PRICE MEALS?

- All children in households receiving benefits from **Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR)** or **Temporary Assistance for Needy Families (TANF)** are eligible for free meals.
- **Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.**
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits of the Federal Income Eligibility Guidelines.

You only have to fill in one form out per family and can update it anytime throughout the year.

Wellness:

The School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the School District that:

The development of the school wellness policy, at a minimum, will include:

1. Community involvement, including input from teachers of physical education and school health professionals, parents, students, school food service, the school Board, school administrators, educators, and the public. Training of this team of people on the components of a healthy school nutrition environment is recommended.
2. Goals for nutrition education, nutrition promotion, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the local education agency determines appropriate.

3. Implementation, Periodic Assessment, and Public Updates, including expanding the purpose of the team of collaborators beyond the development of a local wellness policy to also include the implementation of the local wellness policy with periodic review and updates, inform and update the public every three years, at a minimum, (including parents, students, and others in the community) about the content and implementation of the local wellness policies, and to measure periodically and make available to the public an assessment of the local wellness policy, including:
    - The extent to which schools are in compliance with the local wellness policy;
    - The extent to which the LEA's local wellness policy compares to model local school wellness policies; and
    - The progress made in attaining the goals of the local wellness policy.
4. Nutrition guidelines for all foods are available on each school campus under the local education agency during the school day, with the objectives of promoting student health and nutrient-rich meals and snacks. This includes food and beverages sold in a la carte sales, vending machines, and student stores; and food and beverages used for classroom rewards and fundraising efforts.
5. Guidelines for reimbursable school meals to ensure that the District offers school meal programs with menus meeting the meal patterns and nutrition standards established by the U.S Department of Agriculture.
6. A plan for measuring implementation of the local wellness policy, including designation of one or more people within the local education agency or at each school, as appropriate, charged with operational responsibility for ensuring that each school fulfills the District's local wellness policy.

Suggested guidelines for developing the wellness policy are included in Policy 2510- R.

5 – STUDENT ATTENDANCE

5-1. ATTENDANCE POLICY RULES AND REGULATIONS

In order to graduate from Fort Benton High School, a student must complete twenty-three (23) credits. Completion of a course will be defined as sixty percent (60%) mastery of the material and attendance to include not more than twelve (12) absences per semester. This attendance criteria is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance.

1) A student will be allowed twelve (12) absences per class, per semester. Any absence beyond that number may mean a loss of credit in those subjects missed.
2) **Exempt absences** are the ONLY absences that WILL NOT be used in calculating the attendance record. **Exempt absences** are:
    a. Those which occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exceptions will apply to students participating in sports events, cheerleading, music related events, industrial arts trips, academic field trips, and others deemed co-curricular.
    b. Bereavement in the immediate family (grandmother, grandfather, father, mother, legal guardian, sister, brother). Any extended bereavement may be reviewed by the principal.
    c. Subpoenas to appear in court, or court-ordered, out-of-district placements for special services.
    d. Medical or dental appointments, including date and time, verified by doctor's note. This note must be submitted to the office within three school days of the appointment.
    e. Illness or hospitalization verified by a doctor's statement.
    f. The three (3) higher education days per year granted to seniors to visit colleges.
3) Absences which will be counted in the twelve (12)-day limit include, but are not limited to, such areas as: family trips, workdays, vacations, visiting friends or relatives, watching tournaments when not an actual participant, hair, medical, dental, or photography appointments, skiing, hunting, court appearances, attending concerts, or shopping.
4) After six (6) absences from school/class, a letter will be sent to the student's home, indicating the school policy and number of days missed.
5) After nine (9) absences, another letter will be sent, indicating the severity of the situation and explaining in detail the alternatives for non-compliance.
6) After going over the twelfth absence, credit will be withheld, unless the principal determines that extraordinary extenuating circumstances exist.
7) A student may appeal loss of credit to the Superintendent. If not satisfied with the decision of the superintendent, the student may appeal to the Board of Trustees. If the appeal is rejected, one can assume the Board of Trustees feels the absence could have been avoided.
8) If the appeal is not granted, the student will remain in that particular class period for the remainder of the semester or be placed in study hall. If disciplinary problems occur in that subject, the student will be suspended from school. A student may be withdrawn from school if the credited class load falls below four (4) classes.
9) If the appeal is granted, the student will return to class with the administration's stipulations. If the stipulations are violated, a loss of credit will result.
10) The administration may also decide to make decisions regarding the student's participation in extracurricular activities.

5-2. MEDICAL AND DENTAL APPOINTMENTS

Parents are strongly encouraged to make medical and dental appointments for students either after school hours or on those days when school is not in session. If doctor or dental appointments must be made during school hours, the student must report to the office prior to leaving school. The school reserves the right to call any physician to verify any appointment. If making appointments out of town, please make

every effort to schedule the appointment either in the morning or the afternoon so students can attend a partial day of school. Appointments in Fort Benton will excuse students from the class period concurrent with their appointment. Appointments in Great Falls will excuse a student for no more than four (4) class periods.

A student who has a chronic illness or a serious medical condition may qualify for an exemption if he/she submits a statement signed by a physician, or other health care provider licensed in the State of Montana. When exemptions are granted for medical reasons, the principal or designee may establish conditions for completion of the class(es).

5-3. ABSENCE VERIFICATION PROCEDURES

Students who are absent from school must have their parents do one of the following:

1) Call the school attendance office or bring a note the day prior to the absence (if known) to verify the absence and state the possible return to school. Feel free to leave a voicemail message if calling prior to office hours.
2) Call the school attendance office to verify the absence and state the possible return to school.

NOTE: All absences must be verified by the parent/guardian by 3:30 p.m. the day of the absence. Failure to verify absences by this time will result in the assignment of disciplinary action. The absence will be considered **truancy**. The Principal will declare an absence excused, avoidable, unexcused, or truant. Parents and teachers provide information but do not determine the type of absence.

5-4. ABSENCES RECOGNIZED BY THE SCHOOL

All absences fall within one of the three (3) categories below:

Exempt Absence: Any exempt absence is any absence that is not counted toward the twelve (12) allowable absences each semester (as listed in section 5.1.2).
Excused Absence: Any absence verified and approved by the student's parent or guardian.
Unexcused Absence: Truancy or any other absence not approved by the student's parent or guardian.

Though the school recognizes the following absences, only those absences listed in section 5.1.2 are **exempt absences** and will not count toward the twelve (12) absence limit.

1) **MEDICAL ABSENCE:** will be documented when a student misses school for a medical appointment. Make-up work will be allowed.
2) **ILLNESS ABSENCE:** it will be documented when a student misses school because of illness. Make- up work will be allowed.
3) **AVOIDABLE ABSENCE:** will be documented when a student misses school for reasons other than Medical, Illness, Other, Funeral, or Pre-Arranged. This absence is approved by the parent and the administration and is considered "excused." Make-up work is at the discretion of each individual classroom teacher.
4) **UNEXCUSED ABSENCE:** will be documented when a student misses school for reasons that are unacceptable to the school. Some examples are sleeping in, returning late from lunch, and missing school directly after an extra-curricular activity for reasons other than illness, and excessive absences, which interfere with the education of the student. No make-up work is allowed. All classes missed during the unexcused absence will result in "0" for all work assigned.
5) **TRUANCY ABSENCE:** will be documented when a student misses school without the prior knowledge and approval of the parent or administration. Any student who is involved in an excessive number of unexcused absences can be declared truant by the administration. No make-up work is allowed. All classes missed during the truancy will result in "0" for all work assigned.

NOTE: Truancy that exceeds three times in a school year will result in suspension. The Principal may assign in-school suspension as an alternative consequence.

6) **FUNERAL ABSENCE:** will be documented when a student misses school because of a funeral of an immediate family member. Make-up work will be allowed.
7) **OTHER ABSENCE:** will be documented when a student misses school because of legal quarantine or emergency conditions as determined by the Principal. Make-up work will be allowed.
8) **PRE-ARRANGED ABSENCE:** will be documented when a student plans on missing two (2) or more days. After the office is notified by a parent, the student is responsible to fill out a Pre-Arranged Absence Form prior to departure from school and the form must be approved first by all classroom teachers and finally by the Principal.
9) **HIGHER EDUCATION ABSENCE:** will be documented when a student misses school to visit a college, university, vocational school, or military organization of their choice. The student must return to school with a signed statement from the institution visited. Students are allowed three (3) school days per year for High Education Absences. Make-up work should be completed prior to departure.
10) **ACTIVITY ABSENCE:** will be documented when a student misses school for the purpose of school sponsored extra and/or co-curricular activities. This absence will include Band/Choir; Field Trips; Academic Contests; and Sporting events. It is the responsibility of the student to check with each teacher for make-up work. Make-up work should be completed prior to departure.
11) **COUNSELOR ABSENCE:** will be documented when a student misses school when involved in either individual or group counseling with the school counselor or principal. Make-up work will be allowed.

5-5. SCHOOL ACTIVITY RELATED ABSENCES FROM SCHOOL

School related activity absences are designed to enrich student learning, provide opportunities for participation in curriculum related activities and assist students in reaching educational goals. During such activities, students represent Fort Benton High School and will act accordingly. Students will follow school rules and the directions of the teachers, coaches, and/or chaperones.

It will be the responsibility of the student to make up all work missed due to school activity related absences. Arrangements for make-up work must be completed in accordance with school-wide make-up procedures. Teachers have full authority to remove any student from attending a school-sponsored activity if the teacher believes the student cannot afford to miss school academically.

5-6. PROCEDURES FOR LEAVING SCHOOL GROUNDS DURING SCHOOL TIME

If it becomes necessary for a student to leave school, they must check out through the office with parental permission before leaving the school grounds. It is important that the Principal knows when a student leaves school grounds because of legal requirements. Students who leave at lunch and do not come back to school must bring a note to the office by 8:30 a.m. the next school day. Students are not to check out to run errands for individual teachers. Only student office aides will be allowed to run errands with the permission of the Principal. Any subsequent offenses may result in in-school suspension.

5-7. POLICY AND PROCEDURES CONCERNING MAKE-UP WORK FOR ABSENCES

Regular school attendance is an important part of a student's school experience. The make-up procedures are based on the premise that class time is of prime importance. After an absence, certain responsibilities exist.

ABSENCES IN WHICH MAKE-UP WORK IS ALLOWED

1) The student shall contact the teacher the following day after an absence to make arrangements to makeup the work missed. Students have two (2) days to make up the work for each day missed.
2) If a long-term assignment is due on the day a student returns from a short absence (1 or 2 days), the assignment is due as scheduled unless the student has made prior arrangements with the teacher.

3) If a scheduled exam falls on the day a student returns from a short absence (1 or 2 days), and the material was presented while the student was present, the student will be expected to take the exam as scheduled, unless the student has made prior arrangements with the teacher.
4) If a student fails to meet the agreed schedule, the work will be graded accordingly.

5-8. PARENTAL REQUESTS FOR ASSIGNMENTS

When students are absent for a period of time, parents are encouraged to call the office and request missing homework. We would ask parents to give the office 24-hour notice to accumulate these assignments so that they can be picked up at the office the following day.

6 – STUDENT CONDUCT & PROCEDURES

6-1. STUDENT SELF-DISCIPLINE

Each student should assume responsibilities by showing proper respect for fellow students and school personnel and by disciplining himself/herself to abide by school regulations concerning classroom, library, and hallway behavior.

Students are responsible for their own conduct at all times, regardless of other students' involvement. No student may create an intimidating, hostile, or offensive educational environment for another student. This will assist in developing a school atmosphere that is conducive to study and learning and also help make our school and community meet its priority goals.

It is the intent of the Principal to support teachers in the area of classroom behavior and student discipline. The school's approach to discipline is based on the belief that students must be responsible for all of their actions while in attendance at school.

6-2. STUDENT CONDUCT CODE

Conduct to and from school: The safety and welfare of students from the time they leave home until they return from school is of concern to the school. Circumstances that happen on the way to and from school may warrant school involvement and action if student conduct is detrimental to the welfare of the student, other students and/or the school. UNDER NO CIRCUMSTANCES are middle school/high school students to be at the elementary school without the direct knowledge of the building principal. Middle school/high school students are to treat the elementary principal, faculty, staff, and building with the utmost respect while at the elementary school. Violators will be subject to disciplinary action.

6-3. MONTANA LAW

Montana law states, "Any pupil shall: be subject to the control and authority of the teachers, principal, and district superintendent while he is in school, on school premises, on his way to and from school, or during any intermission or recess." - **MONTANA CODE: 20-5-201(d)**

6-4. OUT-OF-SCHOOL CONDUCT EXPECTATIONS

Any Fort Benton School District student whose conduct outside of school time and away from school property has a negative impact on normal school system operations, as determined by the administration, shall be held accountable for such conduct.

Student accountability may include suspension, expulsion, removal from activities and/or offices held, or some other appropriate form of punishment available to the administration. Examples of such misconduct may include but are not limited to: harassment or vandalism directed against school staff, crimes directed at other students or staff, or other offenses deemed as appropriate to justify such school district responses.

6-5. BASIC RULES OF CONDUCT EXPECTATIONS

The administration has established four (4) basic rules of conduct, which shall be applicable at Fort Benton Middle School/ High School.

RULE #1: BE WHERE YOU ARE SUPPOSED TO BE AND BE ON TIME.

Lateness to school or class often causes disruption. Students are responsible for being at school and in the classroom punctually.

1. Students are required to attend all assigned classes.
2. Students must be on time for class. Students are to be present in the class when the bell rings.
3. Students must obtain a hall pass to be outside the classroom while classes are in session.

RULE #2: BE PREPARED AND STAY ON TASK.

Students shall be prepared for class with books and materials as prescribed by the teacher. The full use of allotted time improves educational opportunities for everyone.

1. Students will not be allowed to disrupt classes.
2. Students are expected to bring the necessary books and materials to class.
3. Students are expected to use the entire class time for learning.

RULE #3: RESPECT THE RIGHTS AND RESPONSIBILITIES OF OTHERS

Students have a right and a responsibility to learn. Teachers have a right and a responsibility to teach. When students cause disruption, they deprive others of their basic right to learn. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct including but not limited to instances set forth below:

1. Students must show respect for their teachers. This includes both during and after school hours. Obscene language, threats, or insubordination are not acceptable behavior.
   Insubordination: a student who is unwilling to submit to authority (*)
   (*) A student who is unwilling to do what he/she is asked by a district staff member.
2. Students must show respect for each other. Obscene language, threats, intimidation or harassment, on basis of race or gender, are not acceptable behavior.
3. Students are expected to use appropriate language at all times.
4. Students must not fight/scuffle.
5. Students must not use or possess any of the following:

Note: Possession is defined as having the prohibited items in the possession of the student on campus, at school activities, or anywhere during school time. (The lunch hour is considered school time). This includes, but is not limited to, lockers, book bags, and automobiles.

- Tobacco products of any kind, cigarette lighters, or matches.
  Note: This includes e-cigarettes and all vaping products.
- Alcoholic beverages of any kind.
- Illegal drugs, seeds that can grow illegal drugs, or drug paraphernalia.
- Obscene materials.
- Weapons of any kind: as defined by the Student Handbook in section 4-1.
- Fireworks, incendiary, or explosive devices.
  Note: This includes the building of such items in a shop-oriented class.

6. Students must not initiate a false alarm. –
   Re: fire alarm, bomb threat, misuse of 911, etc.
7. Students must not vandalize school property.
8. Students must not make a public display of affection.
9. Students must dress in accordance with the Fort Benton Middle School/ High School Dress Code.
10. Students must obey all local, state and federal laws.
11. Students must respect substitute teachers as they have the same authority as regular teachers. *Poor behavior on the part of students when a substitute teacher is employed will not be tolerated.*
12. Hazing or intimidation of any kind will not be tolerated at Fort Benton High School.
13. Under no circumstances are students to throw projectiles (snowballs included) to or from school or during school hours at any time.
14. Students must not record, or cause to be recorded, any a conversation by use of a hidden electronic or mechanical device which may include any combination of audio or video that reproduces a human conversation without the knowledge of all parties to the conversation.
15. Students must be truthful if questioned by an administrator conducting an investigation. Lying to administration will be grounds for suspension.

RULE #4: STRIVE FOR EXCELLENCE

Excellence in performance is an ideal for which students should strive. Pride in workmanship is shown when learning tasks are completed successfully.

1. Students are expected to complete assignments on time.
2. Students are expected to be honest in completing tests and assignments.
3. Students are not allowed access to a teacher's grade book.

6-6. BICYCLE/SKATEBOARD/ROLLER BLADES

Students are welcome to ride bicycles, skateboards, rollerblades, etc. to school under the following guidelines:

1) The bicycles, skateboards, roller blades, etc. will not be ridden on the sidewalks surrounding the middle school/ high school or elementary school.
2) The bicycles, skateboards, rollerblades, etc. will not be brought into the buildings at the middle school/ high school or elementary school.
3) The bicycles, skateboards, rollerblades, etc. will be ridden in a prudent manner that will not put the student and/or any other student/adult in an injury-risk position.
4) Bicycles are to be parked in the bike racks provided or in an upright position out of the way of those exiting the building.

6-7. SCHOOL CAFETERIA EXPECTATIONS AND PROCEDURES

The 'Longhorn' cafeteria is located in the high school building. Please observe these simple rules:

1) Do not cut in line.
2) Deposit eating utensils at dishwasher.
3) Leave the table as clean, or cleaner, than when you sat down.
4) Do not remove food from the cafeteria under any circumstances.
5) Students are expected to demonstrate proper behavior in the lunchroom and hallways.
6) Students who are suspended from the lunchroom for a period of time can face additional disciplinary action at the discretion of the Principal.

Grades 9-12 are permitted to leave campus for lunch. However, since they are still considered an attending student, the Student Handbook and all of its expectations still apply, even when off campus.

Grades 7-8 are not permitted to leave campus for lunch, unless approved by parent or guardian.

6-8. FORT BENTON MIDDLE SCHOOL / HIGH SCHOOL ASSEMBLIES

Assemblies are an important part of the school program. Students are required to attend assemblies during school time. Students are expected to give quiet and courteous attention to every assembly presentation. Your behavior at events such as this is a direct reflection on your peers, the school, and the community. When assemblies are held at the elementary school, students are to walk unless granted permission from the principal.

6-9. PROPER RESPECT FOR SCHOOL PROPERTY

Damaging or defacing desks, books, buildings, or other school property is in essence damaging property, which is yours to use, paid for by your parent's tax dollar. Damage to property can be considered vandalism, with proper disciplinary action being administered. Students who damage school property are responsible for restitution.

TEXTBOOK CARE:

- Students are strongly encouraged to cover their textbooks.
- Students may not use their textbook as a "binder" for thick sheaves of paper, notebooks, or any other items that can destroy the binding of the book. Students who make a practice of this will be charged for damage to the binding.

District Provided Access to Electronic Information Services, Equipment, Networks

Per Board Policy 3612, The District makes internet access and interconnected computer systems and equipment available to District students and faculty. The District provides equipment and electronic networks, including access to the internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication.

Students are expected to take responsibility for appropriate and lawful use of this access, including good behavior online. Students may lose any and all access to equipment, network, and to the Internet if misuse occurs. The failure of any user to follow procedures will result in the loss of privileges, disciplinary action, and /or appropriate legal action.

CHROMEBOOK, EQUIPMENT, NETWORK, INTERNET CARE/USE:

- Students are responsible for all actions on equipment, network, and internet. Some examples of unacceptable uses are, but not limited to: using equipment, including the network, for any illegal activity, unauthorized downloading of software, any form of hacking, posting anonymous messages, displaying any false, abusive, obscene, profane, threatening, or illegal material.
- All equipment, including the electronic network, is for educational purposes only. Use is a privilege, not a right.
- All students are to follow the generally accepted rules of network etiquette which include but are not limited to the following; be polite, use appropriate language, do not reveal personal information, etc.
- Students are not to share their password with others, nor are students permitted to use another student's password to access their accounts
- $40 ($60 for family) Technology fee must be purchased to receive a Chromebook, and will cover incidental or non-negligent damage to your issued Chromebook
- Students will receive only 1 power cord. Extra power cords can be checked out from the Technology Department for temporary use.
- **Students will be responsible for fees related to negligent care of school property**

Acceptable Use of Technology Agreement and Student Declaration:
If students fail to keep their commitment to doing those things listed above, then the school network and/or school computer privileges will be revoked either temporarily or permanently; and that there may be other disciplinary consequences if there has been a breach of school rules and a search of the computer reveals this breach.

STUDENT INTERNET ACCESS AND EQUIPMENT USE CONDUCT AGREEMENT

Policy #3612F

The following will be handed out at registration and will be signed by every student, regardless of age, and parent/guardian at registration each year and then kept on file in the office.

I have read, understand, and agree to abide by the terms of the Fort Benton School District's policy regarding District-Provided Access to Electronic Information, Services, Equipment, and Networks (Policy No. 3612). Should I commit any violation or in any way misuse my access to the District's equipment, computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me including payment of costs associated with damaged equipment.

Parent or Legal Guardian.
(a parent/legal guardian must also read and sign this agreement.)

As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services, Equipment, and Networks for the student's access to the District's equipment computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only.
However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am signing this Agreement and agree to accept full responsibility for supervision of my child's use of his/her equipment and access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet. I understand any negligence arising out of my student's use of equipment or networks shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I further accept that any costs to repair or replace damages to equipment or networks in accordance Section 20-5-202, MCA

6-9-1. SCHOOL DÉCOR, SPIRIT, AND PRIDE

School décor should represent and celebrate school spirit and school pride. Fort Benton students, faculty and staff are encouraged to participate in displaying school spirit. Additionally, students, faculty and staff will steward school property in a way that demonstrates school pride. Posters, announcements, decorations or any displayed material must be approved by a school administrator or sponsor in advance and prior to posting.

6-10. FORT BENTON MIDDLE SCHOOL/ HIGH SCHOOL DRESS CODE

The Administration recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories and personal appearance. In order to maintain an atmosphere conducive to learning, the administration requires that all students will exercise good taste with regard to their personal appearance. Attire which is disruptive or could present a health or safety problem is not appropriate. Examples of dress that are not appropriate include, but are not limited to, the following:

1) Bare feet/stocking feet.
2) Any clothing that reveals the body in an inappropriate manner.
    - Tank tops/halter tops without a regular shirt underneath
    - No bare midriffs
    - Students may wear shorts or skirts, the length of which can be no further than five inches above the center of the knee or under fingertip length.
    - Underwear of any type must not be visible. This includes boxers or bras.
    - Shirt armholes must not be inappropriately revealing.
    - Shirt necklines must not be inappropriate.
3) Clothing with obscene language, symbols, or pictures or all clothing that openly promotes the use of illegal drugs, alcohol of any kind and tobacco of any kind, or that is offensive to the educational process.
4) Hats, caps, bandanas, hoods, or any other type of head covering, may not be worn in the building for any reason and at any time while school is in session. They are to be removed upon entering the buildings. Hats may be worn in the building for special events (i.e. spirit week, hat day, rivalry day) with administrator preapproval.
5) Any clothing or appearance of the student that distracts from the normal educational process.

If a student chooses to come to school wearing inappropriate clothing, they will be asked to change into something appropriate. If they do not have appropriate clothing at school, the office will provide alternative clothing. If the student needs to go home and change, it will be an unexcused absence for the period that they are gone.

Students must follow directives related to dress code from any teacher, support staff, or the principal.

6-11. BACKPACKS, BOOK BAGS, AND COATS

- Backpacks and book bags are permitted in classrooms. Backpacks brought in classrooms must be small enough to fit under chairs or as designated by the classroom teacher.
- Large backpacks, gym bags, and large book bags are not to be brought into the classroom. Large items should be stored in lockers or on the storage shelf if they are too large for the lockers.

6-12. CONSEQUENCES FOR TARDINESS TO CLASS

1. A student late for any class must present a signed tardy slip from the office.

Tardiness to school or between classes is prohibited. Three tardies to any one class will count as an absence in that class and will count toward the 12-day absence limit. If a student is more than 15 minutes late for a class, the tardy will count as an unexcused absence.

6-13. SCHOOL DISCIPLINE – TYPE OF CONSEQUENCES

1) **CONFERENCE**: The student will meet with the administration and be reprimanded for violation of school policy. Parents may be contacted, if deemed necessary.
2) **AFTER-SCHOOL DETENTION:** Students can be assigned an after-school detention by any member of the staff. When assigned a detention, students will have the option of serving it that day or the following school day. Detention will take place between 3:30 and 4:00 p.m. Monday through Thursday and 2:30 – 3:00 p.m. on Friday.
3) **Saturday School (SS):** Students can be assigned to attend Saturday school by the building principal. When assigned Saturday School, the principal will have the authority to assign the exact times it will be served.

   Students in SS will be allowed to participate in co-curricular and extracurricular practices; however, if they will be allowed to compete at any level or travel with the team is up to the discretion of the building principal and will be considered on a case-by-case basis.
4) **IN-SCHOOL SUSPENSION (ISS):** The student will spend the day in the office under the supervision of office staff. Homework will be gathered, and the ISS time is to be spent working. Breaks will be given periodically as long as they aren't during the passing of classes. If the ISS is for the full day, students are responsible for either bringing lunch or ordering a lunch from the school cafeteria.

   Students in ISS will be allowed to participate in co-curricular and extracurricular practices; however, they will NOT be allowed to travel with the team or be allowed to compete at any level until eligible.
5) **MINOR SUSPENSION:** One to five-day suspension assigned by a school administrator in accordance with the Fort Benton School Board of Education guidelines.

   Students in OSS-minor will NOT be allowed to participate in co-curricular and extracurricular; they will NOT be allowed to travel with the team or be allowed to compete at any level for seven (7) calendar days from the first day of suspension.
6) **MAJOR SUSPENSION:** Six to ten-day suspension assigned by a school administrator in accordance with the Fort Benton School Board of Education guidelines.

   Students in OSS-major will NOT be allowed to participate in co-curricular and extracurricular; they will NOT be allowed to travel with the team or be allowed to compete at any level until eligible.

   6)**BOARD OF TRUSTEES/EXPULSION:** The Board has the exclusive authority to expel a student from school.

6-14. FORT BENTON HIGH SCHOOL DISCIPLINE GRID

Listed in the grid below are the probable consequences for violating school rules. The administrator may CHOOSE from the options listed. The administrator has the responsibility to determine the best way to bring about the desired change in student behavior and may, in special cases, select an option not listed on this chart. The following list of consequences is to be referenced when using the discipline grid on the following page:

1) Parent conference
2) After-school or noon hour detention of 30 minutes
3) Saturday School
4) ISS (In-School Suspension)
5) OSS minor (1-5 days Out-of-School Suspension)
6) OSS major (6-10 days Out-of-School Suspension)
7) Brought to the Board of Trustees for possible expulsion
8) Restitution
9) Police contacted
10) Suspension – according to extra-curricular policy
11) Formal reprimand
12) Formal investigation
13) Zero on test or assignment
14) "F" for the grading period
15) Two-week suspension from attending activities
16) Suspension from attending activities for remainder of season.

Where several options are listed, the administrator may CHOOSE ANY OR ALL of the items:
The administration reserves the right to select other options at their discretion.

DISCIPLINE GRID	1st Incident	2nd Incident	Repeated Incidents
Truancy/Skipping Class	1, 2, 3, 4	1, 3, 4	1, 5, 6, 7
Excessive tardiness to class (PER QUARTER)	1, 2	1, 3	1, 3, 4, 5
Vandalism	1, 3, 4, 5, 6	1, 5, 6, 7	1, 5, 6, 7, 8
Personal technology violation (middle school)	1, 2, 3	1, 3, 4	1, 4, 5
Major Disruptions, Major Disrespect, Insubordination	1, 2, 3	1, 3, 4, 5	1, 4, 5, 6
Lying to School Authorities	1, 3, 4	1, 4, 5	1, 5, 6, 7
Theft	1, 3, 4, 9	1, 5, 6, 7, 8, 9	1, 6, 7, 8, 9
Inappropriate Language	1, 2, 3	1, 3, 4, 5	1, 4, 5, 6
Fighting (Consequences will be determined by the severity of each person's actions)	1, 2, 3, 4, 5	1, 3, 4, 5, 6	1, 5, 6, 7
Use/Possession of Fireworks, etc.	1, 4, 5	1, 5, 6	1, 5, 6, 7
Use/Possession of Tobacco *(includes all vaping products)*	1, 3, 4, 8, 9, 10	1, 4, 5, 8, 9, 10, 15, 16	1, 5, 6, 7, 8, 9, 10, 15, 16
Use/Possession of Alcohol	1, 3, 4, 8, 9, 10	1, 4, 5, 8, 9, 10, 15, 16	1, 5, 6, 7, 8, 9, 10, 15, 16
Sexual Harassment	1, 4, 5, 6, 7, 9, 10, 11, 12	1, 6, 9, 10, 11, 12	1, 6, 7, 10, 11, 12
Bullying, General Harassment	1, 3, 4, 5	1, 4, 5, 6	1, 5, 6, 7
Use/Possession of Weapons	1, 5, 6, 7, 8	1, 6, 7, 8, 9	1, 6, 7, 8, 9
False Alarms/Threats to other students	1, 3, 4, 5, 6, 9	1, 3, 4, 5, 6, 9	1, 6, 7, 9
Dress Code Violations (Will either be given other clothing to change into or be sent home to change)	1, 2, 3	1, 3, 4	1, 4, 5
Cheating	1, 2, 3, 4, 13	1, 2, 3, 4, 13, 14	1, 5, 13, 14
Unsportsmanlike conduct at school event	1, 2	1, 3, 4, 5, 15	1, 15, 16
Use/Possession of Drugs	1, 5, 6, 7, 9	1, 6, 7, 9	1, 6, 7, 9
Minor Offenses (i.e. PDA, hats, disruption of class, horseplay/rough housing, etc.)	2, 3	1, 2, 3	1, 3, 4, 5
Other Misbehavior	The administrator will select the most appropriate discipline to correct the misbehavior.		

7 – STUDENT SERVICES

7-1. PARKING LOT REGULATIONS

There is limited parking space around Fort Benton Middle School/ High School. Students are encouraged to ride the school bus, carpool, or walk to avoid parking congestion. Students parking on school property must park as indicated by the striping on the pavement. Students are expected to drive in a careful and prudent manner. Careless driving on and around school property will be reported to the Chouteau County Sheriff's Office for citation. Students shall not park in any manner that blocks the handicapped access designated in the school parking lot or in front of the school building. Please keep the front parking area open for guests. All accidents in the parking lot must be reported to the principal.

7-2. BUS TRANSPORTATION

Fort Benton Schools will provide bus transportation to and from school. Students are encouraged to ride the bus. Students not assigned to a bus route, who wish to ride the bus on occasion, must provide the bus driver with a bus deviation signed by the administration or be granted approval from the School District Transportation Director. A bus form for parents/guardians to fill out is available on the school website under the "files and forms" tab or directly from the MS/HS Office. If students will be riding the bus, this form must be filled out every year.

7-3. HEALTH/MEDICAL IMPAIRMENTS – INFORMATION

Students with medical and/or emotional problems (including pregnancy) are required to submit a certificate from a licensed physician stating it is medically acceptable for him/her to participate in school programs.

7-4. HEALTH SERVICES / DISPENSING OF MEDICINE

It shall be the responsibility of school personnel to notify the parent immediately when a student becomes ill or is injured. Other than giving emergency first aid when it is required, school personnel shall not give any medication, including aspirin or other "over-the-counter" medications without first contacting parents or having prior written and verified permission. When the taking of medication is necessary for a student to be able to attend school, a parent may request school personnel to supervise prescribed medicine based upon written instructions from the physician. The parent shall make this request in writing. Such medication shall be taken to school in a properly labeled container which shows the student's name, name of the medication, the prescribed dosage, the child's doctor and any potential side effects or precautions. School personnel will supervise the student taking their medication only after the parent and physician have given written permission to the Principal.

7-5. ASSIGNMENT AND USE OF SCHOOL LOCKERS

Locker assignments will be made by the high school office. Lockers are to be used for the storage of books and school-related equipment. Students are responsible for the proper care of lockers and locks. Lockers are not to be defaced in any manner including, but not limited to: scratching, writing or attaching of adhesive stickers. Lockers are the property of the Fort Benton Schools and are subject to inspection by authorized personnel *AT ANY TIME WITHOUT FOREWARNING*. The school is not responsible for items that have been stolen. If students prefer to have a lock on their lockers, they must bring their own lock, however, they are required to give the office the combination and/or an extra key. DO NOT give your locker combination to another student!

7-6. LIBRARY / MEDIA CENTER

The Media Center is designed to assist students with research, study and book checkouts. In addition to assuring a place for quiet study, the librarian will help students find materials and use library resources. Students are encouraged to use the Media Center before and after school, as well as during appropriate school hours, such as study hall with permission from the classroom teacher the research is being done for. The library/media center is an area for study/research.

7-7. INSURANCE INFORMATION

The school offers and pays for a minimal student insurance policy which covers students while they are in school or taking part in school-sponsored activities. All insurance & policy claim forms can be found on the school website at www.fortbentonschools.com under the "Forms & Files" tab and select the desired policy

information. Forms can also be obtained from the Business Office. The school does not act as an agent for the insurance company and parents/guardians are responsible for all paperwork, and for any expenses beyond the annual premium the district pays for this coverage.

7-8. SPECIAL EDUCATION SERVICES

Fort Benton Middle School/High School supports and encourages the education of exceptional children. An individual education plan (I.E.P.) designed to provide the least restrictive learning environment is developed for each special education student.

7-9. GUIDANCE AND COUNSELING SERVICES

Guidance and counseling services are available to all students. Students interested in meeting with a counselor are encouraged to make arrangements with the counselor prior to the appointment. It is the student's responsibility to coordinate any missed coursework with the teacher due to counseling appointments.

8 – STUDENT ACTIVITIES / CLUBS

The Fort Benton Schools offer a comprehensive co-curricular and extracurricular activities program designed to provide opportunities for academic and social growth. Through participation in co-curricular activities, students develop an appreciation for teamwork, sportsmanship, competition, self-discipline and citizenship. Co-curricular activities increase a student's personal development and self-esteem. Students should examine the available organizations, clubs and teams and select activities which are of interest to them. Students are also encouraged to support the co-curricular activities, scholastic competitions, dramatic and musical performances and other scheduled events.

8-1. STUDENT COUNCIL

- **HIGH SCHOOL**:

  Officers (elected in spring of 2025)

  President: Landon Good
  Vice President: Riley Molinario
  Secretary: Kailyn Rominger
  Treasurer: Zoe Donner
  Parliamentarian: MyCal Lane
  Members at Large: Mica Juedeman, Wyatt Cline, Elisabeth Brown, Arrow Hucke, Marcelo Siliezar
  Class representatives will no longer be elected

- **MIDDLE SCHOOL**:

  Officers: To be determined fall 2025

8-2 Class Sponsors

SENIOR CLASS ..... Mr. Ayers, Mr. Cline
JUNIOR CLASS ..... Mrs. Ball, Mrs. Cunningham, Mrs. Vielleux
SOPHOMORE CLASS ..... Mr. Gilbreth, Mrs. Fondale
FRESHMAN CLASS ..... Mr. Lenington, Mrs. Lynch
8th Grade ..... Ms. Brown, Ms. Disney
7th Grade ..... Mrs. Fultz, Mrs. Lords

Elections for class officers will be held in the fall. **Class representatives will no longer be elected**

Senior Class Funds: In the event the Senior Class graduates without spending the money left in their class account or fails to stipulate where they want the remaining funds donated, the funds will be donated to the FBHS Student Council.

8-3. SCHOOL-SPONSORED CLUBS / ORGANIZATIONS

The following clubs and/or organizations are recognized by Fort Benton Middle School/ High School and are eligible for all benefits and privileges that go with being school sponsored. High School clubs, organizations and sponsors for the school year are as follows:

Name of Club/Organization	Sponsor
B-Club	
Benton Lifters	
FFA	Mrs. Cunningham
High School Student Council	Ms. Brown
Leo's Club	Mrs. Vielleux
National Honor Society	Mrs. Lynch
Pioneer Yearbook	Mrs. Lynch
East Coast/EF Tours	Ms. Brown

B-Club is for any athlete that has lettered in varsity sports. B-Club receives the money from Booster Ads.
If a student wants to be a part of B-Club because it means they have earned a letter in at least one extra-curricular activity. Being in extra-curricular activities is a great way to represent your community, school, and family. Being in B-Club looks good on scholarship applications.

Benton Lifters will perform one major fundraising "Lift-A-Thon" throughout the course of the school year to raise money for the club or any other cause(s) in need of assistance. Requirements: Must be in a Strength & Conditioning class and participate in at least 2 athletic activities (Football, Basketball, Volleyball, Track, Golf, Cheerleading, Tennis, and Wrestling).

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.
FFA membership today is comprised of 649,355 student members in grades 7 through 12 who belong to one of 7,859 local FFA chapters throughout the United States, Puerto Rico and the U.S. Virgin Islands.
The National FFA Organization is an integral part of agricultural education by helping make classroom instruction come to life through realistic, hands-on applications. FFA members embrace concepts taught in agricultural classrooms nationwide, build valuable skills through hands-on experimental learning and each year demonstrate their proficiencies in competitions that showcase real-world agricultural skills.
The FFA Motto: Learning to Do / Doing to Learn / Learning to Live / Living to Serve
FFA Dues: Montana is an affiliated state, the state funding covers all FFA dues. All students enrolled in an Ag class are FFA members whether the student chooses to be active is up to them.

Leo's Club is a youth organization of Lions Club International open to 7th through 12th grade students. Leadership, Experience, and Opportunity: that's what makes a LEO. Members of the Leo Clubs are devoted young people who realize the power of action. Together, Leos and Lions form a meaningful partnership, one of mutual respect. Participation in Leo's Club enables students to develop leadership qualities by participating in a wide variety of service activities within the FBPS, throughout the greater Fort Benton community, and beyond. Participation in the Leo's Club will help students grow as an individual and as a leader, by joining a global family of young people who aspire to make the world a better place.

National Honor Society – see Section 8-7 for NHS eligibility/selection process.

Pioneer Yearbook - The purpose of this club/group is to provide educational experience for students to learn skillful practices in high school photographic and school-focused journalism as well as graphic design using modern camera and computer technologies. (No prerequisites or student costs)

Smithsonian/EF Tours –
1. Smithsonian/East Coast Trip for Juniors and Seniors Only and will be offered in late March every other year
Get your students excited to venture along the East Coast for a glimpse into U.S. history—from our Revolutionary beginnings to modern-day politics. They'll explore the most popular and culturally rich sites that Boston, New York City, Philadelphia, and Washington, D.C. have to offer.

2. EF Tours; including Art Travel Club and Travel Club: for any HS student. End of May or early June after school has been released for the summer.

8-5. SCHOOL FUND-RAISING GUIDELINES

All fund-raising activities, by any teams, clubs or other school-sponsored organizations, must be approved **in advance** by the Principal. Students who wish to be involved with the selling of products for clubs, etc. are to complete a fund-raising form and return to the Principal. **Students are not to sell during class time**, rather they are to be sold before school, during lunch period, or after school.

School-sponsored fund-raising activities will be given preference over non-school fund-raising activities on the school campus. There will be a limit of three (3) fund-raising organizations maximum at games, so that the community is not saturated with requests when they attend our contests. **Fund-raisers on school grounds will be restricted to school sponsored organizations only.** They must have an F.B.A.S. account.

- **CONCESSIONS: LOTTERY PROCEDURES**

  In early fall, the supervisor of concessions will organize a "lottery" for various school-sponsored groups to draw for working the concession stand during home events. This drawing will be done on a specific day scheduled by the concessions supervisor and all school-sponsored organizations must have their sponsors in attendance during the lottery drawings.

8-6. FIELD TRIPS: EXTENDED DAYS

Any field trip in which students will miss school for more than one school day will be considered an extended field trip. Students are responsible for having work made up to the satisfaction of each teacher prior to leaving for an extended field trip. All rules covering "Travel on Extra-Curricular Activities" apply on this field trip.

8-7. NATIONAL HONOR SOCIETY SELECTION POLICY

1) Selection for membership in National Honor Society is a student's privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership.

2) Membership is granted only to those students selected by the Faculty council in Fort Benton High School. This is not an election, nor is membership automatically conveyed simply because a student has achieved a 3.5 grade point average or better.

3) The first criteria for eligibility is scholarship, which is determined by a minimum grade point average of 3.5. Once eligibility is determined and a student information survey has been submitted, eligible students will be evaluated on the qualities of character, leadership, and service.

A) Character:

A person of character demonstrates the following six (6) qualities: responsibility, respect, trustworthiness, fairness, caring and citizenship. In addition, a student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise and stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Regularly shows courtesy, concern, and respect for others.
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom.
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and applications to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps rid the school of bad influences or environment.

B) Leadership:

Leadership roles in both community and school may be considered upon verification. The student who exercises leadership:

- Is resourceful in proposing new solutions to problems, applying principles, and making suggestions.
- Demonstrates initiative in promoting school ideas.
- Exercises positive influence on peers in upholding school ideas.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducts business Effectively and efficiently; demonstrates reliability and dependability.
- Is a leader in the classroom, at work, and in other school or community activities.
- Is thoroughly dependable in any responsibility accepted.
- Is willing to uphold scholarship and maintain a loyal school attitude.

C) Service:

Service is generally considered to be those actions, undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, and community, as well as the student's attitude toward service can be reviewed. The student who serves:

- Volunteers and provides for dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Renders service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Does committee and staff work without complaint
- Participates in some activity outside of school. For example, Girl Scouts, Church groups, volunteer services for the elderly, poor or disadvantaged.
- Mentors persons in the community or students.
- Shows courtesy by assisting visitors, teachers, and students.

4) The Faculty Council, consisting of five (5) faculty members, will evaluate students based on the surveys and evaluations provided by non-council staff members.

5) After considering students' character, leadership, and service, selection will be made based on a majority vote (3/5) of the members of the Faculty Council.

6) Applicants will be notified of their selection by formal letter. Non-selection will result in notification outlining areas of improvement needed before application.

7) Students will be notified by the principal and National Honor Society sponsor of the committee's decision. A compiled list of "What you do well" and "Where you can improve" will also be read to all candidates, as a tool for affirmation and growth.

8-8. LONGHORN DAY

Longhorn Day, under the general organization and control of the High School and Middle School Student Councils, will be held in the spring for grades 7-12. Longhorn Day is a way for the students and staff to connect with the Fort Benton community and engage in activities that encourage student engagement. Longhorn Day for 2027 is scheduled for Thursday, May 6, 2026

Longhorn Day activities in the past have included:

- Service projects for city and community service organizations.
- Lunch served by the HS Student Council to faculty and students in grades 7-12.
- Student games and class competitions, including staff vs. seniors' softball game

- Color Run
- Senior Citizen Lunch Elementary School coincides with Longhorn Day
- Grades 7-12 will be released for the day at 2:30

Expectations Regarding Longhorn Day:

- All students and faculty are expected to participate.
- Students and staff should wear appropriate clothing for activities (service, color run, etc.)

8-9. JUNIOR-SENIOR PROM

The High School Prom is tentatively scheduled for ___TBD___ __, 2027, and will be held at the Ag Center, unless a request to change the venue is approved by high school administration before December 1st of the current school year. The Prom is designed for high school students only. There are certain limitations and guidelines concerning Prom:

1) Middle school students are not allowed to attend, with the exception of the two middle school students chosen to serve punch by the junior class. The junior class will choose one (1) 8th grade girl and one (1) 8th grade boy by vote of the class. The requirements for the middle school students selected will be the same as the high school royalty. See bullet #6.
2) Students from neighboring schools may be allowed to attend as long as the FBHS student has completed a Prom Guest Request form AND it has been approved by the Principal.
3) Seniors have no entry fee.
4) The Junior Class will select the three candidates from each class of sophomore – seniors. Freshmen will not be nominated. Those students who were **elected** as Homecoming princes, princesses, and King and Queen are not eligible to once again be nominated the same year for Prom royalty. The entire HS student body will vote upon the nominees chosen by the junior class. Voting will take place during the week of prom via google form and the winners will remain secret until announced at the Grand March.
5) Students that have won prom royalty the previous year, will not be nominated two years in a row.
6) In order to be eligible to be nominated for royalty, a student must have attended Fort Benton MS/High School since the beginning of the school year. The candidate must not have been suspended out-of-school nor violated MHSA/FBHS training rule policy during the current school year.

Dress Code: The Prom is a formal affair therefore formal wear will be required.

8-10. SCHOOL PARTIES

No class time will be used for individual school parties, with the exception of parties that are school wide (Christmas party) without the direct permission of the Principal. Parties can be held upon request of individual classrooms or by the High School Student Council. Organizations wishing to sponsor a party must request permission from the Principal. All food privileges for special occasions must be cleared through the administration or sponsoring teacher.

8-11. SCHOOL DANCE REGULATIONS

Student dances are for Fort Benton students. Students may bring guests who are not Fort Benton students, if permission is approved by the Principal. Students must fill out a Guest Request Form at least 1 week prior to the dance for consideration. The Principal may disapprove a guest request without comment. Forms are available in the high school office. School organizations may hold dances in the school building with consent of the sponsors and the building Principal. Organizations must clear the use of the elementary gym for dances and must secure and complete a form from the office and present the form to the elementary principal for approval. This must be done at least one week in advance of the dance. Permission to use high school facilities must be given by the high school principal at least one week in advance and applications must be made at least two (2) weeks in advance of the date requested. Dates are approved on a first-come basis. Applications for dances are available from the high school office. The organization holding the dance is responsible for:

1) Taking down and setting up all chairs, desks, tables, etc. in the dancing area.
2) Cleaning up any concessions, trash in the halls, rest rooms, dance areas, and any area that is involved during the dance proceedings.
3) Clean up immediately following the dance.

No student shall be admitted later than one hour after the beginning of a dance, either after-game or formal. Students leaving the dance will not be re-admitted. Dances will terminate at 12:00 midnight unless special arrangements are made with the sponsor and the principal. Dress accepted by Fort Benton Public Schools is the required minimum dress for all persons attending the dance. Middle school dances are for students in grades 7-8. High school dances are for students in grades 9-12. Neither group is allowed to attend the other group's dances.

8-12. HOMECOMING WEEK RESPONSIBILITIES

Fort Benton High School Homecoming Week will be held September 7-12, 2026 with a full schedule of activities. The members of the Student Council will serve as general chairmen for Homecoming. The schedule of Homecoming activities and events may be modified by the Principal and the Activities Director.

- **Spirit Week**

Student Council will act as chief delegator and general chairman regarding Spirit Week activities. Below are specifics for each class and various organizations.

- **Floats**

Floats may not be an official part of the Homecoming activities. Student Council will vote on whether or not classes will be required to make floats each year. There will be group floats for the volleyball team, football team, cheerleaders, and band. Transportation for class royalty will be the responsibility of each individual class, and each class needs to incorporate some way of recognizing all nominees from their class during the parade.

- **Door Decorating**

In lieu of Hallway decorating, each class will be assigned two doors in the café hallway. Seniors will have the double doors to the balcony at both ends, Juniors will have room 17a & 17b, Sophomores will have room 16 & the technology room, and Freshmen will have both doors into the FACS and sewing rooms. All decorations will follow the theme of the week which Student Council has chosen. Doors will be voted on by 3 non-bias staff (no class sponsors) and winners will be announced on Friday morning with points awarded to the top 3 winners.

- **Daily Dress-Up**

Daily dress up totals will be counted each
day by a student council representative. 3 non-sponsors will determine the three best dressed high school students and points will be awarded daily.

- **Coronation**

Coronation will be held on Wednesday evening at the Elementary School Auditorium prior to the Snake Dance.

- **Snake Dance & Bonfire**

The Snake Dance and Bonfire will be held on Wednesday evening and will be planned, organized, and hosted by Student Council.

A. Group Responsibilities

The following is a list of the responsibilities that will be planned, organized, and conducted for this activity:

Student Council

The FBHS Student Council will be the primary organizer of Homecoming Week. The Student Council will:

1. Help each class with their responsibilities and make sure they are being completed.
2. Delegate and communicate all Spirit Week tasks.
3. Communicate with the River Press about advertisements and all activities/events.
4. Choose the Homecoming's dress up days and theme
5. Plan and organize the Pep Assembly.
6. Track the points for the week and get judges for each event.
7. Hello the advisor with sending out the Royalty form for student voting.

Seniors

The Seniors are in charge of organizing either the Homecoming Dance or Winter Snow Ball dance at their discretion.

- Meet with the HS administration to secure a date and finalize the time
- Hire the DJ.
- Reserve the location.
- Set ticket prices and make tickets.
- Organize class members to decorate the venue.
- Recruit chaperones.
- Advertise for the Homecoming Dance.
- Call the police and inform them of the dance date and timing

Juniors

The Juniors are in charge of the Coronation, Snake Dance & Bonfire.

- Coronation will happen in the ES Auditorium.
- Sashes and crowns should be provided to the winners.
- The coronation takes place at the ES Auditorium. Chairs will need to be arranged on the stage for all the nominees.
- After the coronation, the royalty will join the snake dance with other ES, MS & HS students, and return to the HS campus where the bonfire will be held. The king and queen, or cheerleaders, are the leaders of the snake dance, with the nominees. Please communicate with who you will be the leaders.
- Fire trucks will lead the snake dance, and the fire department will need to be contacted.
- Get permission and fire permit from City Hall to hold the bonfire on Wednesday night
- Speak with Russ about collecting the wood and fuel for the bonfire. (The Student Council pays for the fuel, let us know and we will)
- Clean up the fire debris and surrounding area the day after the bonfire.
- Work with cheerleaders and student council officers to create an agenda for the bon fire..
- Arrange for speakers at the Bonfire.

Sophomores

The Sophomores are in charge of the Cornhole Tournament/Hotdog Feed.

- Create a signup sheet 2 weeks prior to Homecoming, in order to determine how many students are interested in playing cornhole. Post the signup sheet outside the office and put it in the announcements.
- Create a bracket for the cornhole tournament.
- Organize students to collect the cornhole boards
- Check with Russ and provide support for the hotdog feed

Freshman

The Freshman are in charge of planning/organizing the Parade

- Contact the City about the parade, route, police escorts, and permit.
- Contact city businesses and other organizations who may be interested in taking part in the parade.
- Call the Color Guard to lead the parade.
- Contact Wolfe of Fort Benton to borrow cars for the Homecoming Royalty.
- Class sponsors are in charge of the parade line-up.
- Contact the ES Principal on Monday of Homecoming Week, to invite the ES students to participate in the parade by riding bikes.. Review the parade rules, theme, etc.

Music Department

1) March or play in the Homecoming Parade.
2) Play at the Homecoming games.

B. HOMECOMING CORONATION SELECTION PROCEDURES

The schedule of Homecoming activities may be modified by the Principal and the Activity Director.

- Each class, freshman – senior, will nominate one boy and one girl from classes other than their own. Sophomore, junior, and senior candidates with the most votes will be announced and crowned with tiaras and sashes.
- Only high school students may vote to crown nominated candidates.
- In order to be eligible to be selected as a Homecoming candidate, a student must have attended Fort Benton High School for at least one full year. They must either be currently participating in an extracurricular activity or have done so in the past school year. The homecoming candidate must not have been suspended out-of-school nor violated MHSA/FBHS training rule policy during the current school year or in the 2nd semester of the prior year; or had been selected as a Homecoming prince or princess the previous year.
- The senior King & Queen candidates receiving the highest number of votes will be crowned Homecoming King & Queen. The junior and sophomore candidates receiving the most votes will be crowned Homecoming Princes and Princesses.
- Students who are in violation of the training rule policy are not eligible for Royalty selection.
- The high school student body will vote for Homecoming royalty using a google form the week of homecoming. All nominees must accept their nomination. The winners will be decided on Wednesday afternoon and placed in a secrecy envelope by the building principal or by the MS/HS secretary.
- Community members are invited and encouraged to attend all homecoming events.

C. HOMECOMING PEP RALLY / PARADE SCHEDULE

In case of dry conditions and fire danger, the bonfire may be canceled, and a pep assembly will be held on the football field.

The Homecoming Parade is to be held Friday, after school. School dismissal, line-up & start times will be determined by the high school office.

- Entries in the Homecoming Parade by official student groups will consist of:
  1) Teams: girls' volleyball, football, cheerleaders.
  2) Band
  3) An open car, float, or other suitable means of transportation for all class royalty candidates/nominees. Appropriate decorations should be placed on the vehicles such as names of the candidates, streamers, etc.
  4) All other entries in the parade are up to various individuals and are at their expense.

D. HOMECOMING DANCE

The Homecoming Dance will be held Saturday night of Homecoming Week with the Senior class responsible for making all arrangements.

8-13. INDIVIDUAL CLASS RESPONSIBILITIES

A. SENIOR CLASS

- Senior Announcements, including class flower, colors, and motto must be chosen by October 1st. The senior class must have a meeting prior to this deadline to make these decisions.
- Senior pictures will be taken by the student's choice of photographer in the summer or early fall.
- Seniors will be responsible to submit the following to the HS Office and/or Yearbook Advisor no later than March 1st:
  a) One (1) - black & white senior photo for wall composite and The River Press.
  b) One (1) - colored senior photo for Yearbook - Senior page.
  c) Class Will and form stating all school activities, grades 9-12 for Yearbook – Senior section, if required.
  d) One (1) - baby picture for Yearbook - Senior section, if required.
  e) Student signature that may be used under the senior pictures in the Yearbook, if required.

** Photos and information not submitted by the March 1st deadline may not appear in the Annual.

B. JUNIOR CLASS

- High School Prom – See section 8-9
  a) A Prom committee should be formed no later than February 1st.
  b) Decorating may begin at 3:30 pm the Wednesday preceding the Prom date, if the high school is being used.
  c) Water cannot be used in prom decorations.
  d) No students will be released from class time to decorate, unless an all-day session has been arranged in advance with the administration.
  e) The Junior class is responsible for the decoration of the Prom, clean-up following the Prom, and the return of any borrowed materials used, in a timely manner.
- The Junior Class President and the Sophomore Class President will be responsible for handing out flowers to graduates at Graduation.

C. SOPHOMORE CLASS

- Set up and decorate the Christmas tree no later than the first Friday of December. Any new decorations will be purchased by the Sophomore class and left for future use by other classes.
- Sophomores are responsible for decorations at Commencement. Decorations consist of the piano, chairs, and lectern in the gym. Flower or fern baskets are placed by the lectern.
- The sophomore class president and the Junior Class President will be responsible for handing out flowers to graduates at Graduation.
- Sophomores must choose two students to hand out programs at Graduation. Students should be on duty 45 minutes prior to the beginning of the ceremony.

D. FRESHMAN CLASS

- The Freshman class is responsible to take down the Christmas tree and store decorations before Christmas vacation begins.

9 – EXTRACURRICULAR AND CO-CURRICULAR POLICIES

9-1 POLICY DEFINED

- Improper behavior, including during the event, may result in loss of participation in school activities. This includes involvement with juvenile authorities and general misconduct as outlined by the student handbook both within and outside the school environment. Proper behavior, including proper sportsmanship, while in competition representing the well-being and reputation of Fort Benton Middle School/ High School is expected and required if students are to take part in extra-curricular activities. Courtesy and respect will be demanded from participants and sponsors at all times. When a problem arises, it should be handled on a one-to-one basis in the privacy of the sponsor's office. Disrespect for individuals, either participants or sponsors will not be tolerated.

- Students participating in FBHS extra and co-curricular activities shall not (1) use, have in possession, sell or distribute alcohol, or illegal drugs, and (2) abuse prescription or non-prescription drugs. This policy is not intended to apply to the use of prescription drugs, under a doctor's supervision, when those drugs are used in the prescribed manner. Possession is defined as the use of a prohibited substance, having a substance in personal possession, or knowingly (as defined as a reasonable prudent person would know) being present at a function or gathering at which a prohibited substance is illegally used. Students who find themselves in that situation must demonstrate that they made every effort to immediately disassociate themselves from the location and the individuals involved.

The scope of extra-curricular and co-curricular activity includes (refer to activity groups in 10-6):

1) All athletic teams sponsored by the Montana High School Association.
2) All extra-curricular activities sponsored by the MHSA and all co-curricular offered at Fort Benton High School.
3) All students involved in a leadership capacity as outlined in the definitions of this policy.
4) Eligibility for Homecoming or Prom Royalty

9-2. POLICY DURATION

- This policy is in effect for ONE FULL CALENDAR YEAR from the date of the signed ***LONGHORN CODE OF CONDUCT CONTRACT.***
- If the student does not complete the abuse educational program prior to the end of the defined season for that activity, the suspension continues until its completion.
- Violations are cumulative through the student's period of attendance in middle school or high school. Violations do not carry over from the middle school to high school

9-3. LONGHORN CODE OF CONDUCT CONTRACT

Vision Statement

We promote the physical, emotional, and mental well-being of all students through participation in extracurricular activities, while educating student-athletes in the areas of self-improvement, leadership, and teamwork.

FORT BENTON HIGH SCHOOL LONGHORN CODE OF CONDUCT CONTRACT

The Longhorn Code of Conduct is a commitment to represent self, school, family and community in the most positive manner possible. Participation in extracurricular activities is not only a privilege but is an outward extension of our school and community. The Longhorn Code of Conduct is in effect for the entire calendar year and all subsequent high school years to include, but not limited to, school-sponsored events.

Section One: Attendance

A student must be in school (not absent in any class) for the entire day of the extra-curricular activity or practice to be eligible to participate. Communication between athletes and their coaches is paramount to a successful experience. If the student attends a school-related activity, a scheduled medical appointment, or a family-related event that they have communicated such with their coaches, then that student is still eligible to play or practice that day. If a scheduled extra-curricular event is on Saturday or any day that school is not held, the student must have been in attendance all the previous school day, as explained above, or they are not eligible to participate. In the event that a student attends a morning practice then has an unexcused absence from any class that day, he/she will not be allowed to participate in the next day's event in that sport.

Section Two: Behavior and Conduct:

Students who participate in extracurricular and co-curricular activities serve as ambassadors of the school district and community throughout the calendar year, whether away from or at school. Participation in these activities is a privilege, and the student-athlete agrees to not participate in, nor be associated with, activities that are unlawful, or are connected with acts that bring disrespect to the individual, school or community.

Hazing: Hazing is strictly prohibited. Hazing is unsafe, and can discourage participation, as well as negatively affect a student's enjoyment in extracurricular activities. All forms of hazing are strictly prohibited. ""Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing can take on many forms and a complete description of types of hazing is defined in the Fort Benton Schools Board Policy. Students who organize or initiate hazing activities, but do not directly participate in them, are equally subject to possible discipline as students who participate in acts of hazing. Students are expected to report suspected violations of this rule and may be disciplined for failure to report known hazing violations or for falsely denying knowledge of known hazing activities.

Students should develop respectful and involved attitudes in school, and any pattern of negative or inappropriate behavior should be expected to result in consequences. Any student found to be involved in disrespectful behavior can expect consequences as listed below.

- Loss of a percentage of the current season or equivalent time of next season participation
- Coaches Plan of Action for restitution, ownership of actions, and reinstatement

Section Three: Alcohol and Drug Policy:

A primary focus of Fort Benton High School is the development of a drug-free lifestyle for our students. In keeping with that objective, the undersigned student agrees to not possess, use, distribute, or sell alcohol, drugs, designer drugs, illegal muscle/performance substances, tobacco or tobacco look-alike products, including electronic devices that deliver illegal substances, at any time. In addition, students are not to misuse or abuse prescription drugs. Possession is defined as the use of the prohibited substance, having the substance in personal possession, or knowingly being present at a function or gathering at which the prohibited substance is illegally used. If a student-athlete is attending a gathering and alcohol or drugs

are present or appear, the student-athlete must leave immediately. Any student found to be in violation of the Alcohol and Drug Policy within or out of the season will be subjected to the following consequences:

- **First Violation**: **(self-reported)** Suspended from all extra and co-curricular Fort Benton High School activities for 15% of the total contests. If violation occurs with less than 15% of contests remaining the suspension runs into next season of participation the student is involved in. Athlete will practice with the team during the suspension but will not travel or sit with the team for games.
- **First Violation: (Truth be told)** Suspended from all extra and co-curricular Fort Benton High School activities for 25% of the total contests. If violation occurs with less than 25% of contests remaining the suspension runs into next season of participation the student is involved in. Athlete will practice with the team during the suspension but will not travel or sit with the team for games.
- **First Violation:** Suspension from all extra and co-curricular activities for the current sports season. A meeting with student, parents, coach/sponsor and school administrator and school chemical counselor*.
- **Second Violation:** Recommendation to the Board for suspension from all extra and co-curricular activities for 12 calendar months beginning the date the student is notified of suspension. A meeting with student, parents, coach/sponsor and school administrator and school chemical counselor.
  Student must obtain a professional drug/alcohol evaluation and follow recommendations. Student must notify principal of plans and present documentation upon completion.
- **Third Violation:** Recommendation to the Board for full suspension from all extra and co-curricular activities for the remainder of the student's high school career. Referral for professional help.

*The financial obligation of this counseling is completely the responsibility of the individual student. Under no circumstances will Fort Benton School District #1 participate in the cost of such program.

__Please see page 65 for signature and agreement page****__**

10 – Academic Eligibility

10-1. HIGH SCHOOL ACADEMIC ELIGIBILITY RULES

I. MONTANA HIGH SCHOOL ASSOCIATION REQUIREMENTS:

A. Students participating in any extracurricular or co-curricular activity under the jurisdiction of the Montana High School Association will adhere to the following regulations:

This includes:

1) All athletic teams sponsored by the Montana High School Association.
2) all extracurricular and co-curricular activities that are sponsored by the Montana High School Association including Speech & Drama, District Music Festival and State Solo & Ensemble, Cheerleaders, and Pep Band.

B. ARTICLE II, Section (3) - Academic Eligibility: To be eligible to participate in an Association Contest, a student must have a passing grade in at least twenty (20) periods of prepared work per week or its equivalent during the last preceding semester in which he/she was attendance. If a student is assigned an "incomplete" or a "condition" on a subject, he/she has not received a passing grade in this subject. The record at the end of the semester is final and scholastic deficiencies may not be "made up" in any way.

C. INTERPRETATION:

1) A school's previous grading period is interpreted as a semester.
2) Schools may be more stringent in their policies.
3) Twenty (20) hours of prepared work means four subjects that grant one unit of credit each, for the full school year, or their equivalent, e.g. three classes carrying one unit of credit for the school year and two classes carrying one-half unit of credit for the school year would meet this requirement.
4) Schools having an attendance policy that issue a letter grade that indicates a student was passing, but did not receive credit, would not count toward the twenty (20) hours. Credit must be received.

II. FORT BENTON MIDDLE SCHOOL / HIGH SCHOOL REQUIREMENTS:

10-2

GRADES 7-8 ACADEMIC ELIGIBILITY

Grades will be monitored every Tuesday at 8:00a.m. Eligibility will be determined every other Tuesday at 8:00a.m. The Tuesday eligibility date will not begin until after the second Tuesday of each quarter. All Tuesday eligibility dates are denoted on the school calendar.

Students are responsible for submitting late or missing work **PRIOR to MONDAY at 3:30pm** in order for it to be **CONSIDERED** for eligibility purposes.

If a student has an F in any of his/her classes on a Tuesday eligibility date, he/she will be ineligible from that point until the next Tuesday in which all grades are passing.

Students can only become ineligible on the designated eligibility Tuesday. Students can become eligible on any Tuesday, provided they are passing all of their classes.

AT THE END OF EACH QUARTER: STUDENTS MUST BE ENROLLED IN A MINIMUM OF SIX (6) CREDITED CLASSES PER QUARTER. ANY STUDENT THAT RECEIVES ONE OR MORE FAILING GRADES OR HAS A GPA BELOW 2.O THE PREVIOUS QUARTER IS INELIGIBLE TO PARTICIPATE UNTIL MIDTERM OF THE NEXT QUARTER WHEN GRADES AND/OR GPA WILL BE REEXAMINED.

8th Graders: 4th Quarter grades will determine Eligibility for Quarter One of your freshman year.

GRADES 9-12 ACADEMIC ELIGIBILITY

STUDENTS MUST HAVE A 2.00 GRADE POINT AVERAGE FOR THE PRECEDING QUARTER TO BE ELIGIBLE. THEY MUST BE ENROLLED IN A MINIMUM OF SIX (6) CREDITED CLASSES PER QUARTER. ANY STUDENT THAT RECEIVES TWO (2) FAILING GRADES THE PREVIOUS QUARTER IS INELIGIBLE TO PARTICIPATE IN THE NEXT QUARTER.

Incoming Freshmen ONLY: If you are below a 2.0 GPA and/or have one or more F's for 4th quarter of your 8th grade year, you will only be ineligible until mid-term of the 1st quarter. After that, eligibility will be determined the same for all high school students.

If a student meets the minimum GPA requirement but earns at least one F for a quarter he/she will be ineligible until the midterm of the following quarter. At mid-term, if the student has a passing grade in the subject in which he/she earned the F, and all other classes, they become eligible. If the student is still failing that class at midterm, they will remain ineligible until the end of the quarter. Mid-term grades for ineligible high school students will only cause that student to become eligible.

If a student is not retaking the class in which he/she received the F, he/she will automatically become eligible at midterm, provided that he/she is passing all other classes.

This student policy is supplementary to the Montana High School Association rules. If a student fails four solid classes for a semester, he/she will be ineligible for the following semester as stipulated by the MHSA handbook.

This administrative procedure is in effect for the current school year. Procedurally, the process will be retroactive to include any failing grades from fourth quarter or second semester of the previous school year. Students failing in either grading period would be ineligible until the midterm eligibility check.

Ineligible students will be allowed to practice.
Ineligible students will not be allowed to travel with the team until eligible.
Ineligible students will not be allowed to compete at any level until eligible.

10-3. Dual Sport Participation

Fort Benton High School seeks to provide quality extra- or co-curricular athletic opportunities for its students. Some students have talents and abilities which they have a desire to contribute to more than one team in a particular athletic season, and both of these teams can benefit. Some activities may struggle with low numbers, and this can boost participation in those sports.

STUDENTS PARTICIPATING IN TWO ACTIVITIES DURING THE SAME SEASON

1. Students are allowed to participate in two extra- or co-curricular sports activities during the same season. Students wishing to participate in two sports during the same season will need to obtain a request form from the athletic director and follow the guidelines set down by the athletic department involving dual sport participation.
2. Students are not allowed to participate in "open gyms" as well as other non-school competition in another sport, on the same day they are participating in a school-sponsored extra- or co-curricular sports activity without permission from the head coach of the sport in which they are currently participating and the building principal.

RULES OF DUAL-SPORT PARTICIPATION

1. A student who wishes to participate in two sports during the same season must designate a primary sport before the beginning of the first appointed date of practice set by MHSA for the season of participation.
2. A primary sport is defined as the sport which takes precedence over another sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. The student must adhere to the primary sport in the event of any and all conflicts of schedule. If one sport has a contest and the other has practice, the contest will take precedence.
3. The student must practice in both sports, but the amount of practice time must meet the agreed requirements of the head coaches of those sports involved.
4. Approval may be denied because of academic concerns at any time during the sport season. The athlete then will participate in the primary sport only.
5. The student and parents or legal guardians, must sign a contract of dual-sport participation before the first practice session he or she attends.
6. In the event that a student is disciplined for any infraction of the student handbook in a specific sport, the consequence will also be applied to the second sport in the season of dual participation. That suspension is to be served for both the primary sport and non-priority sport.
7. In the case of a conference meet or state sponsored event conflicting with a regular season contest, the conference meet or state event has priority.
8. Student/athlete agrees not to switch the priority sport during the course of the season. If one sport becomes a better situation for the team or for the athlete personally, they will still adhere to their decision as stated in #1 above.
9. Should a disagreement ensue between coaches over an athlete's participation, the two head coaches will meet before the athletic director who will serve as mediator and his decision, if necessary, will be binding.
10. If the athlete earns a letter in both sports, he/she will be awarded a letter in each.
11. The High School Athletic Director and the High School Principal will serve in the capacity of advisors and final judgments on matters concerning dual-sports participation.

10-4. DETERMINATION OF GUILT

- A student's guilt in violating the Longhorn Code of Conduct will be determined through a formal investigation by school administration. Information will be gathered via student interviews and possibly the official reports from city, county, and/or state law enforcement agencies.
- Because it is necessary that an investigation be completed in a timely manner, student interviews may be conducted without first contacting the parents. If a student refuses to speak to school officials without their parent or guardian present, an attempt will be made to contact the parent. If the parent is unavailable or unable to meet with administration within a reasonable amount of time, the administration will proceed with the interview. A student's refusal to answer questions will be considered insubordination. State law does not require the administration to have parent permission to question a student for a violation of school policy. (Montana Code: 20:5:201) The school does need to contact parents when law enforcement needs to question a student in regards to their involvement in a criminal action.
- Once a student's guilt has been determined, parents will be contacted and a conference will take place to present the evidence against the student. At this time, the student, parents and/or guardians shall be notified of the type of discipline that will be administered and of the student's due process rights.

Self-Reporting Option:

Self-report is defined by a student reporting his or her violation BEFORE they are confronted by their coach or administration.

If a student chooses to self-report a violation of the drug, alcohol, or conduct unbecoming, that student will receive a 15% of the total contests suspension.

- Students are expected to continue practicing with the activity during the suspension, but are not allowed to travel with a team or sit on the bench at games.
- Self-reporting does not negate the decision-making authority delegated to the head coach of any athletic program as outlined in the Coaches Handbook.

- Athletes are ineligible to letter in the sport for that season.
- The sanction for policy restrictions regarding prom, homecoming candidacies, school leadership positions, and other academic activities will only be in effect if participation in those events would occur within the "event week" time frame.

NOTE: Choosing to self-report is an opportunity for a student to take responsibility for their actions. As the offenses are cumulative for a student's high school career, the percentage of suspended days will increase with each suspendable action.

The administration will contact parents by phone to inform them that their child has self-reported a violation. If a student has not been questioned by an administrator, but two school days have passed since the event occurs, the student will no longer be eligible to take advantage of the self-reporting option.

Truth Be Told Option:

Truth Be Told is defined as a student being fully and completely truthful upon confrontation by a staff member, coach, or administrator.

If a student chooses to be truthful about their violation of the drug, alcohol policy or conduct unbecoming, that student will receive a 25% of the total contests suspension.

- Students are expected to continue practicing with the activity during the suspension, but are not allowed to travel with a team, or sit on the bench at games.
- Self-reporting does not negate the decision-making authority delegated to the head coach of any athletic program as outlined in the Coaches Handbook.
- Athletes are ineligible to letter in the sport for that season.
- The sanction for policy restrictions regarding prom, homecoming candidacies, school leadership positions, and other academic activities will only be in effect if participation in those events would occur within the "event week" time frame.

Administration, under board review and approval, have the ability to adjust the above consequences for any individual, as deemed necessary for the student and the situation.

All extra and co-curricular policy violations will be sanctioned in the manner outlined in the Longhorn Code of Conduct Contract, Student Handbook, and School District Board Policy. ~~See~~ (Extra and co-curricular activity groupings in 10-6.)

10-5. STUDENT AND PARENT DUE PROCESS

If determination is made that a student has violated this policy, the student, parents and/or guardians shall be notified of the violation by telephone and also by mail. Also at this time, the student, parents and/or guardians shall be notified of the type of discipline that will be administered. In the case that a student disagrees with the administrator's decision, they can follow the student grievance procedure. (For information on student grievance procedure see Section 4-8 in this handbook.)

10-6. DEFINITIONS REGARDING EXTRA/CO-CURRICULAR POLICY

Terms used in this policy shall be given their ordinary and reasonable meaning except as defined below.

- *EXTRA-CURRICULAR ACTIVITIES*: Means any activity that is sponsored by the Montana High School Association including: Basketball, Football, Golf, Tennis, Track, Wrestling, Volleyball, State Music Competition, Pep Band, Speech & Drama, Cross Country, and Cheerleading.

- *CO-CURRICULAR ACTIVITIES:* Means any activity sponsored by Fort Benton Middle School/ High School including, but not limited to: Pioneer, B-Club, Benton Lifters, East Coast/Travel Club, Longhorns in Theatre, Robotics, and FFA.

- *LEADERSHIP POSITIONS*: Means any class, club, or school officers, Aim Higher, Student Council, and other appointed positions of leadership within the school system. National Honor Society is dictated by its own bylaws.

- *SPECIAL EVENTS*: Means any school sponsored activity not included in Extra-Curricular or Co-Curricular activities. Determination will be made by the Middle School/ High School Principal.

- *SCHOOL YEAR*: Means the period of time from the first day of regularly scheduled practices (usually in August or September) to the last day of regularly scheduled practices or contests (usually in the following May or June).

- *SPORTS SEASON*: The fall sport season will begin with the first practice in the fall and end with the conclusion of any post-season competitions. The winter sports season will begin for boys upon the conclusion of the last football game FBHS participates in, and will begin for girls upon the conclusion of the last volleyball game in which FBHS participates. The winter sports season will end with the conclusion of any post-season competitions. The spring sports season will begin with the conclusion of the last wresting event in which FBHS participates, with the exception of basketball players, whose spring sports season begins upon the conclusion of the last basketball competition in which FBHS participates.

- *CO-CURRICULAR SEASON*: Means the academic quarter of that school year (e.g. First quarter, second quarter, third quarter, fourth quarter) the activity is occurring.

- *LEADERSHIP SEASON*: Means the time period from the time of the incident until the end of the current school year.

- *SPECIAL EVENTS SEASON*: Means the academic quarter of that school year (e.g. First quarter, second quarter, third quarter, fourth quarter) the activity is occurring.

- *CALENDAR YEAR*: Means the time period from the beginning of the suspension for training rule violation until 365 days later.

10-7. TRAVEL RULES AND PROCEDURES

Students who violate rules and procedures when traveling will be disciplined and the following steps will be taken:

1) Parent will be contacted.
2) Students involved with possession of illegal items will be turned over to local authorities, if applicable.
3) It will be the parent's total responsibility to provide transportation back to Fort Benton, if applicable.
4) Disciplinary action taken on the part of the school according to the discipline policy explained in this Handbook.
5) The student will not travel on any school district activities for a period of eight (8) weeks.

10-8 PEP BAND REQUIREMENTS

Members of the Fort Benton High School Band will be expected to participate in all pep band activities. Pep band performances will be considered as an expected performance within the nine-week grading period. Students who are unable to participate assigned required planned performances for whatever reason will need to inform the director of their absence. Failure to do so, either in advance of the performance or following the performance/next school day, (in the case of emergencies, e.g. sickness or that the student did not know in advance that they would be unable to attend the performance) will result in your grade being affected. Students will receive full credit for the performance by either being in attendance and performing or by informing the director of the absence. Students participating on a team or as a cheerleader will be considered in attendance and receive full credit.

Students on extracurricular suspension, co-curricular suspension, and/or academic eligibility will NOT be allowed to participate in pep band performances during the time of their suspension.

7th and 8th grade students will be allowed to perform with the Pep Band at the discretion of the director.

Participation at post season tournaments for all band students will be based upon attendance to Pep Band performances. Final determination of all middle school and high school band students participating in post season tournaments will be made by the band director and must be approved by the building principal. All decisions made by the building principal are final.

When the pep band travels to tournaments, only the students who are planning on attending all of the games that the band would be performing for through the entire tournament will be excused from school to travel with the band. An example would be: if the band is excused from school on a Thursday or Friday to travel to tournament, only those students who are committing themselves to be there the entire tournament (as long as FBHS is still in competition) would be allowed activity leave from school to go to the tournament. Tournament games will not be a required performance. Only students with a 100% average for required performances for the nine-week grading period will be eligible to travel with the pep band to tournaments.

10-9 MISCELLANEOUS INFORMATION

I. **PHYSICAL EXAMINATIONS:** Students involved in football, basketball, wrestling, volleyball, track, tennis, golf, and cheerleading must have a certified physical after May 1st of the previous school year. This physical and a current concussion form must be on file with the Activities Director prior to the student practicing or participating in any activity.

II. **INSURANCE:** Students in the activities listed above should be covered with a basic insurance policy with catastrophic insurance policy included. The school offers and pays for a minimal student insurance policy which covers students while they are in school, or taking part in school-sponsored activities. If students are injured, they may obtain the form for filing a claim from the building office. The school also does not act as an agent for the insurance company, and parents are responsible for all paperwork, and for any expenses beyond the annual premium the district pays for this coverage. The school will not accept any financial responsibility for medical bills as a result of injury in extra-curricular activities. This responsibility is that of the parent/guardian, unless the school is found negligent. The school does not have any type of insurance that covers loss or damage to your personal property, including band instruments. You will bring your instrument to school at your own risk. You may be able to obtain damage or replacement on your personal homeowner's insurance. Please check with your agent.

III. **DEPARTURE/RETURN TO AND FROM CONTESTS:**

With Parent: Students traveling to/from school-sponsored activities, while under Fort Benton School District supervision, will travel by school bus. Students may not drive themselves to or from co-curricular and/or extracurricular school sponsored activities. Parents may request to remove their child, from the school owned vehicle. But only after securing permission from the head sponsor/coach. Parents must check out their child with the sponsor/coach, in person.

With Non-Parent: A parent or permanent legal guardian may prearrange to have their child released from the care of the school into the care of a designated adult. Parents must communicate this release to the sponsor/coach in person or by phone, and in writing on the approved form, before leaving Fort Benton HS/MS for the event. The non-parent must sign out the child from the event. It is the responsibility of the designated adult to establish face-to-face contact with the coach or chaperone prior to the student leaving the care of the school. The student will not be left in the care of anyone other than the designated adult, even temporarily. The district reserves the right to deny the request if it determines that the district is placing the child in a hazardous situation. The approved release form can be acquired in the high school office and must be turned in at least 48 hours prior to the event.

IV. **MEAL POLICY:** Students are responsible to pay for their own meals on away trips. Exceptions are post-season events such as tournaments. During these events the student will be allowed $9 (breakfast); $12 (lunch); $18(dinner) toward the cost of each meal. If breakfast is missed, a total of $27.00 may be spent on the dinner meal. Lunch cannot be added in.

THIS HANDBOOK ESTABLISHES GUIDELINES ONLY.

THE COMPREHENSIVE POLICIES OF FORT BENTON SCHOOLS APPLY TO ALL SCHOOL SITUATIONS.

IN ADDITION, THIS HANDBOOK BECOMES BOARD POLICY ONCE ADOPTED BY THE BOARD OF TRUSTEES.

Student Name (printed): _____ _____

Longhorn Code of Conduct Agreement
Refer to Student Handbook pages 50-51 for full Code of Conduct
I understand that this code, once signed will be in effect for the entire time period the student is attending Fort Benton High School, including out-of-season and during the summer. I further understand that infractions are cumulative throughout the student's enrollment at Fort Benton High School

Fort Benton High School reserves the right to hold students accountable for their actions 365 days per year if the actions involved serious misconduct on or off school grounds.

I have read handbook pages 50-51, understand, and support the contract for the term of **ONE FULL CALENDAR YEAR.** I understand that the undersigned student's compliance with the above terms is a condition of his/her participation in extracurricular activities within the Fort Benton School District. The document constitutes a contract, and the undersigned student agrees to abide with it for **ONE FULL CALENDAR YEAR** from the date signed.

_____
Student Signature **Date**

Student Handbook Policies

I understand that this page, once signed, will be in effect for the entire school year of 26-27. I have gone over the policies listed in the handbook and understand that I have to comply with these policies.

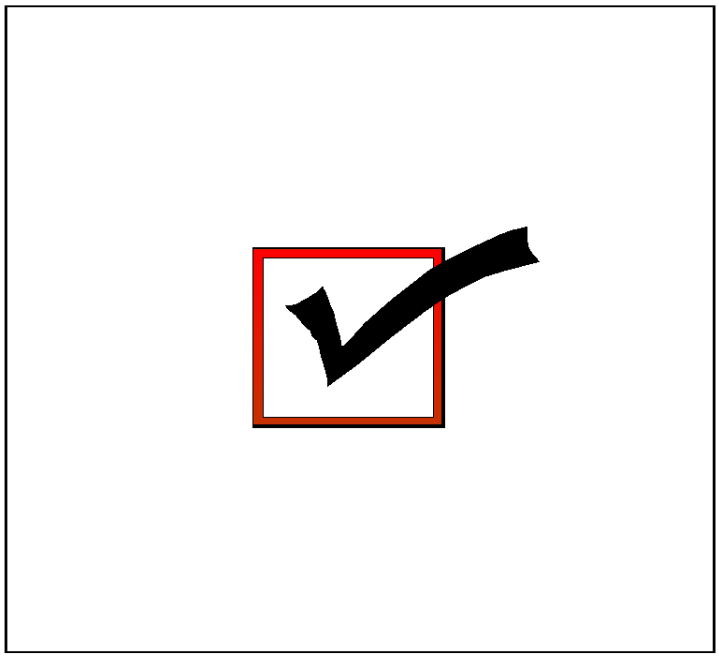
_____
Student Signature **Date**

**This signed paper will be held in the office for the 26-27 academic year.

2026-2027 FORT BENTON SCHOOL DISTRICT #1

EXTRACURRICULAR

TRANSPORTATION HANDBOOK



Adopted:06/09/2026

SCHOOL DISTRICT NO. 1
FORT BENTON, MONTANA

TRANSPORTATION DIRECTORY

BUS BARN 622-5392
Bus Barn Toll Free # 1-800-884-7492

Drivers	Cell	Home
Paul Benhart, Transportation Supervisor	465-8941	
Darrel Benjamin	750-2369	622-3637
Harry Buckingham	949-0848	622-3293
Justin Cartwright	231-2454	
Thad Kaiser	291-1770	
Jim O'Hara	799-2992	
Vicky O'Hara	899-4529	
Kim Singer	621-3676	
Wes Skerritt	621-3880	622-3879
Kim Singer	621-3676	
Jeff Tackes	231-4833	622-5383
Karie Thomas	836-0914	

Administration	Work	Home
Greg Iverson, Dist. Supt. / MS-HS Principal	622-5112	698-3445
Jamie Ball, AD	622-5112	868-3071
Roxanne Benjamin, Elementary Principal	622-3721	
Cali O'Hara, Business Mgr.	622-5691	

Trustees - Transportation Committee	
Kayle Axtman	621-5199
Dusty Schuler	788-8882
Will Scott	366-9289
Kyla Wright	622-5724

Sheriff's Office 622-5451

INTRODUCTION

Each year School District Number One travels more than 50,000 miles to provide activity trip transportation to 300 elementary, middle, and high school students. Every effort is made to assure the parent and student that the bus ride is as safe as possible. This handbook covers rules and policies for extra and co-curricular pupil transportation.

Coaches, sponsors, parents, and students are asked to read and discuss the contents of this bulletin.

You can help make each school bus ride a safe one. May we have your cooperation?

A copy of this handbook will be carried on all District-owned buses.

SCHOOL BUS DRIVERS

All bus drivers in School District #1 receive periodic instruction in the safe methods of operating a bus. New drivers receive instruction in the operation of buses, rules and regulations of the transportation program, and in the direction of school bus passengers. Fort Benton School bus drivers must meet the state of Montana School Bus Driver Qualifications (MCA 20-10-103; ARM 10.64.201). Safety meetings with the bus drivers are held several times each school year. Special training is provided at other Montana locations. The entire fleet has continuous over-the-road supervision.

Fort Benton Public Schools Seatbelt Program

1. It is the goal of Fort Benton Public Schools to provide the safest student/passenger transportation system available.

2. Fort Benton Public Schools requires that all students/passengers riding the school district buses comply with state law regarding the use of seatbelts.

3. If a school bus is equipped with seatbelts for students/passenger in accordance with FMVSS No 222, then a student/passenger being transported in a seat with seatbelts must be properly restrained with a seatbelt.

4. Drivers, coaches, teachers, or chaperones will announce prior to the bus leaving that each student/passenger needs to be in their seat and properly restrained with a seatbelt.

5. Students/passengers refusing to use seatbelts in a legal and safe manner will be subject to school district disciplinary actions. Repeated refusal to wear seatbelts will result in suspended riding privileges from the bus.

a. Consequences: Any student/passenger refusing to wear a seat belt will receive one verbal warning. If escalated, they will receive a written Disciplinary Report and will be assigned to a seat next to a coach/chaperone. Further reports will result in automatic suspension from the school bus beginning with a 3-day bus suspension and increases from there.

6. There are times when it will be up to the coach/chaperones discretion if a student/passenger can momentarily unbuckle for to retrieval of items from the above storage or to talk with the coach/chaperone.

7. Benefits. Students/passengers are safer when properly restrained by seatbelts.

NON INSTRUCTIONAL OPERATIONS

Activity Trips

All students transported for any school activities, regardless of numbers of students being transported, must be transported on Montana Highway Patrol Approved School Buses or Activity Buses owned and maintained by the school district. Only in a special case or circumstance may this policy be waived by the District Transportation Director.

All activity buses will carry a minimum of one adult supervisor, who will be responsible for the demeanor and conduct of the student riders.

1. Drivers are expected to have the bus at the loading area at least 15 minutes before departure time.

2. The driver will assist in loading luggage, uniforms and band instruments. Do not block the emergency door. Passengers are not allowed to open/close the side storage compartment doors of the activity bus. This is the driver's responsibility.

3. The driver is in full charge of the bus and the passenger's safety. The driver makes all decisions concerning road conditions and safe travel, whether to continue or return due to weather/safety conditions. The driver will check with the coach in regard to bus needs while at the activity.
The Coach has the total authority over the drivers concerning schedule changes, stops other than emergencies, and pick up times while at an activity. The driver's job is to get the bus passengers from Point A to Point B safely and while at the activity avail themselves completely to the activity and the needs of the students as determined by the coach.

4. Behavior of the pupils is the coaches'/sponsors' responsibility. If the students are too loud, or otherwise distract the driver, the driver will notify the coach/sponsor to re-establish order.

5. Buses are parked only in authorized areas at other schools.

6. The bus is kept locked to protect the riders' property.

7. School bus drivers may not exceed the posted Speed limits. Drivers must obey all posted speed limits and are not to exceed 70 MPH on secondary highways or on the Interstate, and 45 MPH on gravel. The Driver, road conditions and weather will determine a safe speed. There is a fifteen mile per hour speed limit within school areas.

8. According to State School Laws no one may drive a school bus unless certified.

9. The buses will not be left unattended with passengers on board or standing outside the bus.

10. The activity bus driver has the responsibility and the authority to maintain discipline on the bus when the sponsor is not on board.

11. Coaches and sponsors will have the riders help pick up trash.

12. No one is to stand on the bus while it is in motion. No exceptions. Drivers that allow this to occur will be reprimanded as will those who refuse to sit. **STANDEES** (while in motion) **WILL BE PROHIBITED ON ALL BUSES.**

13. Windows may be opened upon the discretion of the driver and/or the coach/sponsor.

14. Riders are allowed to eat food or snacks or drink beverages on the bus. This policy will be revoked by the administration if problems arise due to this privilege. Any in-shell foods are not allowed to be eaten on any bus trips. These include sunflower seeds, pistachios, in-shell peanuts, etc. No fountain drinks, only drinks with lids, which are re-sealable. No exceptions.
The Coaches/Advisors will be held accountable if this occurs.

15. Rest stops will be scheduled on longer trips.

16. **Spiked shoes** are not to be worn onto any school owned bus.

17. Bus driver's children/spouse are not to ride the bus unless written permission is granted from the Transportation Director. Coach's children/spouse are not to ride the bus unless written permission is granted from the Athletic Director.

18. The School District expects to be compensated for any malicious damage caused to a bus by a passenger.

19. The riding privilege of a passenger may be suspended or revoked for violation of any of these rules or for conduct which is detrimental to the safe operation of the bus.

20. Good conduct aboard the bus is of extreme importance. Riders should regard the bus as another school room and act accordingly, except that conversation in normal tones is permitted.

Drivers and sponsors are required to report misbehavior on the bus to building principals. Such reports will result in one of several possibilities. Examples are:

1. A warning about misbehavior.

2. Suspension of riding privileges until further notice (pending contact by parents.) If a student has their riding privileges suspended, they may not participate in activities. This discipline falls under general school suspension guidelines.

3. Permanent revocation of riding privileges.

The above listed items are not processes, but an example.

Prior to Boarding the Bus:

1. Be on time.

2. Stay out of the roadway while waiting for the bus.

3. Do not participate in horseplay or destroy surrounding property.

4. Wait for the bus to come to a complete stop before attempting to board the bus.

5. Do not run toward the bus in an effort to be the first to board the bus. If you have to cross the roadway to board the bus, wait for the driver to signal you to cross the road, then walk to the bus.

While Riding the Bus:

1. There will be no pushing or scuffling while the bus is loading.

2. Riders will keep arms, hands, head and all parts of the body inside the bus when in motion.

3. Riders will keep books, packages, equipment or other objects out of the aisles at all times. Articles should either be placed under the seat, on the racks, or held in the laps of the pupils. Use underneath storage units first, if available. Do not block the emergency exits.

4. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. Riders should not carry on unnecessary conversation with the driver.

5. Riders shall not shout at a passerby or get involved with students at other schools by harassment from the bus.

6. Scuffling, playing or fighting on the bus will not be allowed. This may endanger the lives of all the riders.

7. Riders will remain in their seats until the bus is completely stopped.

8. Riders should instantly obey any command or suggestions from the coach, sponsor, or drivers.

9. Profanity, vulgarity or indecent language will not be tolerated.

10. Malicious damage to the bus will result in immediate refusal to transport the guilty party, plus restitution.

11. Riders calling from the bus cell phone should sit in the seat behind the driver. Bus cell phone use is at the sponsor's discretion.

12. Outside of ordinary conversation, students will observe classroom conduct while on the bus.

13. Students will not throw waste paper or other debris on the floor.

14. Students will not get on, off, or move about within the bus while it is in motion.

15. Any damage to the bus will be reported to the driver at once.

16. Students must be absolutely quiet while the bus is stopped at a railroad crossing.

17. There will be no use of tobacco/alcohol/drugs on the bus at any time.

18. Students must return to Fort Benton on the bus unless written permission from the parent is provided to the sponsor or coach.

19. Students will be allowed to eat food or snacks or drink beverages on the bus. Any abuse will result in a temporary suspension of this privilege. Sunflower seeds, pistachios, and in-shell peanuts are not allowed to be eaten on any bus.

20. Students will not enter or exit from emergency doors except when an actual emergency exists or during practice drills.

21. Students are not to be in the aisle way when the bus is in motion.

22. Video games and personal music players may be played on buses as long as the speaker volume is turned off or headphones are used. No speakers are allowed.

After Leaving the Bus:

1. Do not run or push while unloading from the bus.

2. When it is necessary for a rider to cross the road when the bus is stopped, the crossing should be made only in front of the bus, after looking both ways to make sure no traffic is approaching from either direction, and upon signal from the driver.

3. Unless otherwise instructed, students should go directly from school to their home.

WHAT CAN PARENTS DO?

The interest and assistance of each parent concerning safety and proper behavior while riding an activity bus is appreciated by the School. The following suggestions are ways in which you can assist the Extra-Curricular Transportation Program.

1. Ensure that your children are at the school fifteen (15) minutes early.

2. Dress your children in clothing appropriate for the weather conditions.

3. Encourage bus safety at home. Caution your children regarding safe behavior and conduct while riding a bus.

4. Establish a safety-minded example for your children.

ACCEPTABLE BEHAVIOR

♦ STAY SEATED

♦ FACE FORWARD

♦ TALK IN A QUIET VOICE