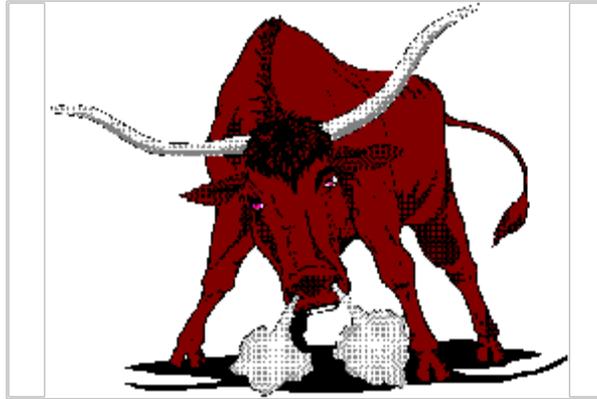


FORT BENTON MIDDLE SCHOOL/HIGH SCHOOL
STUDENT HANDBOOK



"HOME OF THE LONGHORNS"

2018-2019

1820 Washington
PO Box 399
Fort Benton, MT 59442

622-5112 HS Office
622-3315 FAX

Adopted:
August 14, 2018

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.

2018-19 LONGHORN INITIATIVES:

- SCHOOL ACCOUNTABILITY
- QUALITY ASSIGNMENTS AS PRACTICE FOR STANDARDS
- SCHOOL CLIMATE

1 – GENERAL INFORMATION

1-1. FEES

ADMITTANCE TO ACTIVITIES:

GENERAL ADMISSION: High School Activities	Adult: \$6.00	Student (K-12): \$4.00
GENERAL ADMISSION: Middle School Activities	Adult: \$2.00	Student (K-12): \$1.00
SEASON PASSES:	Adult: \$50.00	Student Activity Card: \$25.00

STUDENT ACTIVITY CARD: \$25.00. 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 extra-curricular 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): \$2.75/lunch meal \$2.00/breakfast	Adults: \$3.60/lunch meal \$2.25/breakfast	Reduced meals: \$.40/lunch meal \$.30/breakfast	Additional milk: \$.50 each
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STUDENT PLANNER: Each student, in grades 7-12, will be offered a student planner, free of charge, at the beginning of the school year. If a student needs to acquire additional planners throughout the year, a \$5.00 fee will be charged. Students will be encouraged to utilize the planner to help manage assignments as well as their extra and co-curricular activities.

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 CONSIDERATION

Monday night has been approved by the Board of Trustees as "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 Tuesday.

1-5. VISITORS ON SCHOOL PROPERTY

Parents are encouraged to visit school. However, parents and other visitors are expected to check in with the office first, so the office staff can assist you in 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 do 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

Directions for fire drills are 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 for 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 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 lecture 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 affect 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. Cost is \$150.00.

1-9. RELEASE OF DIRECTORY INFORMATION

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

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

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, Brian Miller, 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

This is to certify that the Fort Benton Public Schools are in compliance with the Title IX policy of non-discrimination on the basis of sex." No student may be discriminated on the basis of race, religion or gender.

Each school district must appoint a coordinator who will be responsible to carry out the regulations, investigate and rectify and discrepancies. The coordinators for Fort Benton Schools are the principal and guidance counselor of Fort Benton High School, Fort Benton, Montana. The telephone number where each can be contacted is 622-5112.

If a student or employee believes that he/she has been discriminated against on the basis of sex, race, or gender, the Board of Trustees has adopted a grievance procedure for use by that individual. Forms to be completed are available in the administrative offices. 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 officer must be given with 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 charge, 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, state regulations and laws governing discrimination on the basis of race and gender.

1-13. CANINE DETECTION AND INSPECTION

Fort Benton School District has a contract with Montana Interquest Detection Canines to conduct periodic inspection 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.

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.

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 insure 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 class in late August. 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. ICU

In an effort to improve student achievement, Fort Benton HS/MS School will participate in a program called The Power of ICU. Students will complete their assignments until they achieve a minimum of 70%. All students who have missing assignments or assignments that were turned in but of poor quality, have their names put on an ICU list. Parents are updated frequently via text/email when their child is on and off the ICU list. The notification will inform them of the specific assignment(s) their child needs to complete in order to be removed from the list. Students will be required to attend ICU times (before, during lunch, and after school) with the specific teacher until all assignments have been completed at a passing level.

2-4. 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

2-5. 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
80% - 89.5% = B

70% - 79.5% = C
60% - 69.5% = D

Below 60% = F

- The grades represent the average grade for the Quarter or Semester.

- To insure 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.

2-6. 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. 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 GPA.
- 2) No student who receives a grade of "D", "F", or "I" will be eligible.
- 3) Students who earn a 4.00 GPA will receive special recognition on the Honor Roll.
- 4) Resource Room grades will count equal to regular classroom grades on the Honor Roll.

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 7 th or 8 th semester

2-9. GRADUATION INFORMATION

Graduation has been set for May 19, 2019 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

(* denotes courses not currently offered and/or required for the Class of 2020 and later. Classes 2017, 2018, and 2019 may use previously offered and/or required courses to meet graduation requirements):

ENGLISH – 4 units	<ul style="list-style-type: none"> English 9; English 10 – both courses are required English 11; English 12, College Writing, *AP English Literature & Composition; *AP English Language & Composition, Creative Writing
MATHEMATICS – 3 units	<ul style="list-style-type: none"> Integrated 1, Integrated 2, Integrated 3, AP Calculus, Business Math; Preapproved Dual Enrollment or Digital Academy Math Courses (i.e. College Algebra, Statistics, Calculus I, II), *Pre-Algebra; *Algebra 1; *Geometry; *Algebra 2; *Advanced Math. Integrated 1 or *Algebra 1 is required for graduation. HS Credit is granted for Integrated 1 when taken as an 8th grader provided the student earns an A or a B for BOTH Semesters.
SOCIAL STUDIES – 3 units	<ul style="list-style-type: none"> World History 10; US History 11; Government 12 All three courses are required
SCIENCE – 2 units	<ul style="list-style-type: none"> Earth Science; Biology; Physics; Chemistry; AP Biology; Human Anatomy; AP Chemistry Biology is required
PHYSICAL ED. / HEALTH ENHANCEMENT – 2 units over 2 years	<ul style="list-style-type: none"> PE/Health 9 - required PE/Health 10 Strength & Conditioning; Weight Training
FINE ARTS – 1 unit	<ul style="list-style-type: none"> Band; Choir; Art
VOCATIONAL / PRACTICAL ARTS – 1 unit	<ul style="list-style-type: none"> FACS; Architectural Drafting/Engineering; Auto Cad 1, 2, 3; Metal Technology; Wood Technology; Sports Med; Forensics; CNA; Ag Classes; *Digital Design; *Media Applications; *A/V Productions; *Computer 2
*COMPUTER 1 – 1 unit (no longer required for graduation)	<ul style="list-style-type: none"> *Computer 1 (2 semesters)

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 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.
- 8th Grade students in Integrated Math 1 will be required to complete the edReady 8th grade Math Companion Course to help eliminate potential gaps created by advancing past the 8th Grade Math course.

- Students are encouraged to take at least 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)

2-10. WORK STUDY REQUIREMENTS

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

- 1) The student's overall GPA must be a minimum of 2.8 or have been given permission from the administration.
- 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.

2-11. 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 quarter 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) Student must not have more than one assignment on the ICU list. If the student does, the principal has the right to talk to and revoke Honor Pass privileges.
- 6) 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.

2-11. 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 copying.

2-12. CHEATING AND PLAGIARIZING

Students are expected to do their own work at all times. Allowing others to cheat without doing something about it is the same as endorsing it. Each person has the responsibility to report those who cheat. A student caught cheating or plagiarizing 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 individual.

2-13. 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.

Nonqualifier:

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 subscore from each section is used to determine the SAT *combined* score for initial eligibility.
 - ACT: English, math, reading and science sections – Best subscore 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.eligibilitycenter.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 Mr. Utterback 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.eligibilitycenter.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. **Beginning August 1, 2018**, 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.eligibilitycenter.org). Only courses that appear on your school’s 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 on or after August 1, 2018, 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 on or after August 1, 2018, 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 Mr. Utterback 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

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 on 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 a tie for a Valedictorian or Salutatorian honor, there will be no limit put on the number of honors given to qualifying students of the graduating class. However, in the event of co-Valedictorians, no Salutatorian will be recognized. Also, in the event of co-Valedictorians, the Valedictorians will speak at the graduation ceremony, in addition to, the class speaker selected by the Senior Class.

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 insure 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 by April 15th.
- 2) Final approval and suggestions will be given to the senior speaker by the Principal and Senior Class Advisor by May 1st

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 in behalf of the class.

B. COMMENCEMENT SPEAKER

- A Commencement speaker must be selected by the senior class by February 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

- 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.

3-5. 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 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 on to 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 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 on to 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 on to 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 or 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 the 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 expense. Compliance with student standards of conduct, as outlined in the student handbook, are mandatory as defined in 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 communications between all parties involved is essential in the handling of all disciplinary problems.

The Administration/Trustees recognizes 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 extra-curricular 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 the 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 a 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 afforded 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 an 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 is 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 to do so would require the hiring of additional staff, the provision of the 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 notice of denial. The Board shall make the final decision on the 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 academic, 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 student's 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 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 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 reasonable belief that some substance or material contained there 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's property such as luggage, knapsacks, handbags, automobiles, cell phones or other electronic devices, may be accessed and searched by school officials to insure 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 the 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

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 to 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 of personal technology.

All personal technology must remain off or in silent mode (not vibrate or flash mode) during the entire school day. Personal technology should remain in plain sight of instructor (corner of desk), and face down (or closed). With instructor approval, students may use personal technology as a resource for coursework.

Personal technology use in the locker rooms or bathrooms or that violates personal privacy is strictly prohibited.

Headphones and Ear Buds

To insure safety and promote engagement, students are prohibited from the use of headphones or ear buds. This includes wearing headphones around the neck or over the shoulder. 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 for violation of the policy:

1st violation: Confiscation of device for 24 hours (or parent pickup).

2nd violation: Confiscation of device for seven (7) days. (Parents may pick-up but the student is prohibited from bringing device to school for seven days.)

3rd violation: One (1) day of ISS (in-school suspension) and confiscation of device until disbursement to parent or guardian. Student is prohibited from bringing any personal technology to school for 30 days.

Fort Benton Schools are not responsible for the condition, loss or theft of confiscated devices.

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 that 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, work days, 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 voice mail message if calling prior to office hours.
- 2) Call the school attendance office the day of the absence 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 return to school following 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: An 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:** 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. The following consequences may be assigned for unexcused absences:
 - a) All classes missed during the unexcused absence will result in "0" for all work assigned.
 - b) Students will be assigned one hour of Saturday School for each class period missed upon a second offense during the school year, or four hours total for a student who is unexcused all day. The Principal has the option of assigning in-school suspension in lieu of Saturday School on any occasion.
 - c) Students will be assigned two hours of Saturday School for each class period missed upon a third or continued offense during the school year, or eight hours total for a student who is unexcused all day.
- 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. The following consequences can be assigned for truancy:

- a) All classes missed during the truancy will result in "0" for all work assigned.
- b) Students will be assigned two hours of Saturday School for each class period missed, or eight hours total for a student who is truant all day.

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. Students who fail to follow this procedure will be assigned Saturday School for a minimum of two hours. There will be no exceptions to the rule. 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 who check out because of illness must go straight home and call the office when they arrive there. 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 make up 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 student(s) 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.

If each student will conduct himself/herself in such a manner that he/she fulfills the whole meaning of the terms "gentleman" and/or "lady", he/she will be an asset to our school, and to any organization to which he/she desires to belong and will be accepted and sought after by others.

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 to 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.

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.
- 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 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, roller blades, 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, roller blades, etc. will not be brought into the buildings at the middle school/ high school or elementary school.
- 3) The bicycles, skateboards, roller blades, 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 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.

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.

CHROMEBOOK CARE:

- Students are given and expected to use the school-issued case that came with the Chromebook.
- Students are responsible for all actions on Chromebook.
- Students are not to share their password with others.
- \$25 (\$40 for family) Chromebooks Insurance may be purchased to cover incidental or non-negligent damage to your issued Chromebook.

Students will be responsible for fees related to negligent care of school property (with or without insurance).

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. Wearing legging or tights under the skirt or shorts does not change this measurement. Spandex shorts are not to be worn at any time.
 - 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.
 - Stretch pants will not be allowed without a skirt or long sweater covering the butt.
- 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 they will be asked to go home and change, resulting in an unexcused absence for the periods 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 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 too large for the lockers.
- Students may not wear coats during the school day. Students who are concerned about being cold in the classroom should store a sweater or sweatshirt in their locker for those occasions.

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 the school or between classes is prohibited. Each tardy will result in a noon detention. 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. Failure to serve or make accommodations for a detention will result in Saturday School

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) **SAT-SCHOOL:** The student will be assigned detention by the administration. Saturday School will run from 8 a.m. until 12 p.m. on selected Saturdays throughout the school year. The assignments of detention are as follows:
 - 'A' session of Saturday School - 2 hours (8 am until 10 am)
 - 'B' session of Saturday School - 4 hours (8 am until 12 noon)
- 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 it isn't during the passing of classes. If the ISS is for the full day, students are responsible for either bringing a lunch or ordering a lunch from the school cafeteria.

Students in ISS will be allowed to participate in Extra-Curricular 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 Extra-Curricular practices; 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 Extra-Curricular practices; they will NOT be allowed to travel with the team or be allowed to compete at any level until eligible.
- 7) **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 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) "A" session of Saturday School....2 hours
- 4) "B" session of Saturday School....4 hours
- 5) ISS (In-School Suspension)
- 6) OSS minor (1-5 days Out-of-School Suspension)
- 7) OSS major (6-10 days Out-of-School Suspension)
- 8) Brought to the Board of Trustees for possible expulsion
- 9) Restitution
- 10) Police contacted
- 11) Suspension – according to extra-curricular policy
- 12) Formal reprimand
- 13) Formal investigation
- 14) Zero on test or assignment
- 15) "F" for the grading period
- 16) Two week suspension from attending activities
- 17) 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, 2,4, 5		
Excessive tardiness to class (PER QUARTER)	1, 2, 3, 4 (4 TARDIES)	1, 3, 4, 5 1, 4 EACH TARDY >4	1, 6, 7, 8 1, 6
Vandalism	1, 5, 6, 9	1, 7, 9, 10	1, 7, 8, 9, 10
Major Disruptions, Major Disrespect, Insubordination,	1, 3, 4, 5, 6	1, 7	1, 7, 8
Lying to School Authorities	1, 3, 4, 5, 6	1, 7	1, 7, 8
Theft	1, 5, 6, 10	1, 7, 9, 10	1, 7, 9, 10
Inappropriate Language	1, 2, 3, 4, 5	1, 6	1, 7
Fighting (Consequence will be determined by the severity of each person's actions)	1, 4, 5, 6	1, 6, 7	1, 7, 8
Use/Possession of Fireworks, etc.	1, 6	1, 7	1, 7, 8
Use/Possession of Tobacco	1, 5, 10, 11	1, 6, 10, 11	1, 7, 8, 10
Use/Possession of Alcohol	1, 7, 10, 11	1, 7, 8, 10, 11	
Sexual Harassment	1, 12, 13, 5, 6, 7, 8	1, 12, 13, 7, 8	1, 12, 13, 7, 8
Bullying, General Harassment	1, 3, 4, 5, 6	1, 7	1, 7, 8
Use/Possession of Weapons	1, 7, 8, 10		
False Alarms/Threats to other students	1, 3, 4, 5, 6, 7, 10	1, 3, 4, 5, 6, 7, 10	1, 7, 8, 10
Dress Code Violations (Will either be given other clothing to change into or be sent home to change)	1, 2, 3, 4, 5	1, 5, 6	1, 6
Cheating	1, 5, 14	1, 2, 14, 15	1, 6, 14, 15
Unsportsmanlike conduct at school event	1, 3, 4	1, 5, 6, 16	1, 17
Use/Possession of Drugs	1, 7, 8, 10	1, 7, 8, 10	
Minor Offenses (i.e. PDA, hats, disruption of class, horseplay/rough housing, etc.)	2	1, 3, 4	1, 5, 6, 7
Other Misbehavior	The administrator will select the most appropriate discipline to correct the misbehavior.		

6-15. SATURDAY SCHOOL

A. GUIDELINES AND PROCEDURES

The entire premise behind the Saturday School program at Fort Benton Middle School/ High School is to provide students an alternative to suspension from school. Students are responsible to attend the Saturday session assigned by the administration. Only those students who can justify missing Saturday School because of illness with a valid doctors excuse indicating emergency treatment will be considered. This excuse must be presented to the office of the Principal the Monday morning following the Saturday School session missed. Acceptance of this excuse is strictly left up to the discretion of the Principal. Under no circumstances will parental notes be accepted for missing an assigned Saturday School session. Exceptions for students who work on Saturday will not be taken into consideration, as Saturday School sessions will not be scheduled around a student's work schedule.

- 1) Students who are in violation of school policy, leading to the assignment of Saturday School, will be assigned detention at the high school as follows:
 - Students in violation on a Monday, Tuesday, or Wednesday will be assigned Saturday School on the next scheduled Saturday School session.
 - Students in violation on a Thursday or Friday will have the option of the next two (2) scheduled Saturday School sessions. The student must inform the Principal immediately upon referral.
- 2) Students who fail to attend assigned Saturday School detention will be disciplined as follows during the course of the school year:
 - First offense during the school year: the Saturday School assignment will be doubled.
 - Second offense during the school year: the student will be suspended from school for three (3) days with no make-up work allowed.
 - Repeated offenses during the school year: the student will be suspended from school for five (5) days with no make-up work allowed.

Note: In situations where students miss Saturday School detention for bad weather conditions, the decision of the administration is final if weather conditions were poor enough to be absent from the assignment.

B. STUDENT RESPONSIBILITIES DURING SATURDAY SCHOOL ASSIGNMENTS

- 1) Students must arrive on or before 8:00 a.m. The doors will be locked after this time, and no one will be allowed into the room. Students who arrive to Saturday School late for any reason will not be allowed to attend Saturday School during that session. School rules are still in force and tobacco, alcohol, or any other substance that is prohibited by school policy is not to be present at Saturday School.
- 2) Additional homework or reading material must be brought with the student to Saturday School. Students who fail to bring in materials will be dismissed from the room by the session supervisor. This removal will result in suspension from school for a minimum of three (3) days.
- 3) Students who are serving 'A' session of Saturday School will not be allowed to leave the room at any time until their assigned time is completed.
- 4) Students assigned 'B' session of Saturday School will be allowed a 15-minute in-school break to go to their locker or the bathroom.
- 5) Once the Saturday School time is served, the student is required to leave the school building immediately.
- 6) Stereos and/or radios along with food (pop, candy, etc.) will not be allowed in Saturday School.
- 7) Once Saturday School begins, talking or any other disruption will not be tolerated. Students will work for their assigned time (two or four hours). Failure to follow Saturday School rules and/or dismissal for disciplinary reasons from Saturday School can result in suspension from school not to exceed five (5) days.
- 8) Parents/ Relatives/ Friends, will not be allowed to pick up students earlier than their time of dismissal.

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, car pool, 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 Fort Benton Police Department 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, Mr. Thompson.

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. 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.

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 must 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:** Miss Catherine Dorian/Mr. Brian Miller, sponsors
Officers:
 President – Logan Ball
 Vice-President/Treasurer – Leah Gannon
 Secretary – Leah Fowles

- **MIDDLE SCHOOL:** Mrs. Rominger, sponsor
Officers: will be elected in the Fall of 2018

8-2 Class Sponsors

SENIOR CLASS Mr. Allen, Mrs. Vielleux, Mrs. Ball
JUNIOR CLASS Miss Ferguson, Miss Woodhouse, Mrs. Truax
SOPHOMORE CLASS Mrs. Lords, Mr. Luoma
FRESHMAN CLASS Miss Guinnane, Miss Spees
8th Grade Mr. Shaw, Mrs. Pimperton, Mrs. McDonald
7th Grade Miss Dorian, Mr. Lenington

Elections for class officers was held last Spring.

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:

<u>Name of Club/Organization</u>	<u>Sponsor</u>
B-Club	Mrs. Pimperton
Benton Lifters	Mr. Luoma
FFA	Miss Guinanne
GAC (Gardening & Art)	Miss Spees
High School Student Council	Miss Dorian/Mr. Wilson
Middle School Student Council	Mrs. Rominger
National Honor Society	Miss Dorian
Pioneer Yearbook	Miss Woodhouse
Science Club	Mr. Shaw
Smithsonian/EF Tours	Miss Ferguson
Spanish Club	
Yoga Club	Miss Dorian

B-Club is for any athlete that has lettered in varsity sports. B-Club receives the money from Booster Ads. If I am a student I want to be a part of B-Club because it means I would have earned my 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, 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.

GAC is offered to all grades - middle school and high school. Students will get to create art, and learn some gardening techniques, along with working within the community. This club is for those who love to express themselves, want to learn how to make ceramic pots, and other mediums of art. It will be after school on Tuesdays in the Winter months after volleyball season and before track (around Jan-March).

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

Pioneer Yearbook - The purpose of this club/group is to provide an 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)

Science Club is limited to upper level science students currently in Chemistry and/or AP Biology, AP Chemistry, Human Anatomy, or Physics. The main agenda of the science club is to organize, fund raise, and participate in extended out of classroom activities such as the Oregon Coast Trip and Yellowstone Trip which are offered in alternating school years. The Oregon Trip usually occurs in April and the Yellowstone trip in September.

Smithsonian/EF Tours –

1. Smithsonian 2019 for Seniors Only:

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. [Cost for student is \\$2919.00 for the year 2019.](#)

2. London-Paris and Rome:

Experience Europe's most historically and culturally significant capital cities. Trace Western political tradition across the millennia, from the Roman Forum to London's Houses of Parliament. Witness the development of artistic brilliance, from the Louvre to the Sistine Chapel. See awe-inspiring architectural achievements, from St. Paul's Cathedral to Notre Dame. [Students in the 9th thru 11th grade only of the 2018-2019 school year. Cost for Student is \\$4110.00 and you need a current passport that should be done by September 1st.](#)

Spanish Club –

Yoga club offers a nonjudgmental space for students to learn and practice the art of yoga at no cost. Yoga club allows students to open their minds as they stretch, build strength, and learn to be present. The intention of yoga club is to encourage students to live healthier lifestyles both mentally and physically, as they learn to be more self-aware. All are welcome; no prior experience is necessary.

8-4. NON-SCHOOL SPONSORED CLUBS / ORGANIZATIONS

The following clubs and/or organizations are NOT recognized by Fort Benton Middle School/High School and are eligible only to have their pictures taken and printed in the Pioneer each year. These clubs and/or organizations ARE NOT eligible for benefits and privileges that go with being school-sponsored. Non-sanctioned clubs, organizations and sponsors for the school year are as follows:

Name of Club/Organization

Sponsor

Leo's Club

Mrs. Vielleux

Leo's Club - Leo's Club is a youth organization of Lions Clubs International. The word "Leo" stands for Leadership, Experience and Opportunity. Leo Club encourages youth to develop leadership qualities by participating in social service activities. Some of the activities that will be done throughout the school year are lighting the FB, parking during the fair and collecting eye glasses and hearing aids during Halloween.

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 a 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 to have 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 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 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.
- Cheerfully and enthusiastically renders any requested 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 at other schools.
- 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.

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 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
- Color Run
- Senior Citizen Lunch

Expectations Regarding Longhorn Day:

- All students and faculty are invited and 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 March 30, 2019 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. 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 or recent FBHS graduates, 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 and vote upon 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.
- 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 48 hours 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 10-15, 2018 with a full schedule of activities. The members of the Student Council will serve as general chairmen for Homecoming.

- **Spirit Week**

Student Council will plan and implement Spirit Week activities.

- **Floats**

Floats are not an official part of the Homecoming activities. 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.

A. Group Responsibilities

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

Student Council

The Student Council is the general chairman of Homecoming Week. Specific responsibilities include:

- 1) To conduct King & Queen, Prince & Princess elections. Ballots will be counted by the Student Council sponsor or Principal only. Students who are in violation of the training rule policy are not eligible for Royalty selection.
- 2) To contact the elementary school students on Homecoming Monday concerning parade rules, themes, etc.
- 3) To provide and distribute prizes for elementary entries: present candy bars and the prize money to the elementary competition during the half-time of the football game. Prize money for the parade competition: 1st place (2) - \$5.00; 2nd place (3) - \$3.00; 3rd place (5) - \$2.00.
- 4) To organize half-time activities at the football game.
- 5) To contact City Hall for police escort for snake dance/parade.
- 6) To line up senior class sponsors to chair the parade.
- 7) Call Color Guard for parade.
- 8) Call fire department for team transport for snake dance and parade.

Seniors

- 1) To organize and submit dance request forms for the Homecoming Dance.
- 2) Senior class sponsors to chair the Homecoming Parade and line-up.

Juniors

- 1) Make parade arrangements including the route.
- 2) Contact city businesses and other organizations who may be interested in taking part in the parade.
- 3) Put flyers downtown in the businesses.
- 4) Select judges for the Homecoming Parade and provide them information on rules, etc.

Sophomores

- 1) Get permission and fire permit from City Hall to hold the bonfire Wednesday night.
- 2) Collect the wood for the bonfire and have ready to light.
- 3) Pick up the diesel fuel for the Bonfire. Student Council pays for fuel.
- 4) Clean up the fire debris and surrounding area the day after the bonfire.

Freshmen

- 1) Make and Distribute programs at Coronation.
- 2) Make arrangements for and set up risers & chairs for the coronation of Homecoming Royalty.

Music Department

- 1) March or play in the Homecoming Parade.
- 2) Play at the Homecoming games.
- 3) Decorations for Coronation

Cheerleaders

- 1) Organize and execute the Snake Dance on Wednesday night.

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 on Wednesday evening at 7:00 in the auditorium.
- **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.
- Coronation of Homecoming royalty will be scheduled for the Wednesday night of Homecoming Week. Teams and students, both elementary and high school, wishing to participate will meet at the high school. Fire trucks will transport the high school teams to the bon fire and a bus will transport students wishing to participate in the snake dance to the far end of the fairgrounds. The snake dance will happen through the fair grounds to the bonfire. Same transportation back to the high school will be available.

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 or other suitable means of transportation for each class royalty. The desired number of vehicles would be one for the queen and one for each class princess. Appropriate decorations should be placed on the vehicles such as name of the queen or princess, 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. Seniors should talk with their parents about the number of announcements to be ordered prior to placing their order. Orders should be made no later than January 15th.
- 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 Principal 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.
- Senior Potluck is scheduled in the park the night of graduation practice. The Senior Class President is responsible to send out invitations and organize this potluck.

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.
- Senior Keys will be ordered in the spring.
- Junior Class is responsible to select a Junior class officer and a Sophomore class officer to serve as flower attendants at the graduation ceremony.

C. SOPHOMORE CLASS

- School Rings: Fort Benton High School has a contract with the Josten's company for school rings. School rings will be ordered in the fall.
- 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.

D. FRESHMAN CLASS

- The Freshman class is responsible to take down the Christmas tree and store decorations before Christmas vacation begins.
- The Freshman class is responsible to provide four (4) students to hand out programs at the Commencement exercises. Students should be on duty 45 minutes prior to the beginning of the graduation ceremony.

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:

- 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

FORT BENTON HIGH SCHOOL **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.

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 was not held the student must have been in attendance all the previous school day or they are not eligible to participate. In 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 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 descriptions 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 delivering 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 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.

Honesty and Integrity Clause: The Longhorn Code of Conduct encourages accountability and character maturation, therefore a student-athlete may have the consequences for a violation reduced based on their honesty, integrity, and cooperation during the investigation and subsequent disciplinary action. Reduction in disciplinary action and/or consequences will be based on the coaches recommendation AND administrator approval.

Examples of such behavior are as follows:

- Immediate ownership of behavior, participation, and/or association
- Compliance to disciplinary action
- Positive attitude and behavior in practice, in contests, and in the classroom.

Code of Conduct Agreement

I/We 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/We 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/We have read, understand, and support the above contract for the term of **ONE FULL CALENDAR YEAR**. I/We 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.

Parent Signature

Date

Student Signature

Date

9-4. 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/Debate, 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:

9-5. GRADES 7-12 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 4:00pm** 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, or has been on the ICU list for 3 or more days prior to Eligibility Tuesday, 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 and not on the ICU list for 3 or more days prior to eligibility check.

STUDENTS MUST HAVE A 2.00 GRADE POINT AVERAGE FOR THE PRECEDING QUARTER TO BE ELIGIBLE (1.75 for Seventh Grade Students). THEY MUST BE ENROLLED IN A MINIMUM OF SIX (6) CREDITED CLASSES PER QUARTER. THEY MUST PASS A MINIMUM OF SIX (6) CREDITED CLASSES. ANY STUDENT THAT RECEIVES TWO (2) FAILING GRADES THE PREVIOUS QUARTER IS INELIGIBLE TO PARTICIPATE IN THE NEXT QUARTER.

If a student has a low GPA, but no F OR if a student meets the minimum GPA requirement but earns one F for a quarter or semester 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

will become eligible Tuesday. If the student is still failing that class at midterm, they will be placed on the Tuesday eligibility schedule and will become eligible on the next Tuesday when all grades are passing.

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.

Official midterm grades will only be used to make a student eligible if he/she failed a class(es) the prior quarter or semester. Midterm grades will not be used to determine ineligibility unless it is a regular Tuesday eligibility check day.

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

9-6. Dual Sport Participation

Fort Benton High School seeks to provide quality 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 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 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 me personally, I will still adhere to my 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.

9-7. DETERMINATION OF GUILT

- A student's guilt in violating this policy 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:

If a student chooses to self-report a violation of the drug & alcohol policy, that student will receive a 25% of the total contests suspension. In addition, the student must attend and verify attendance at one AA or NA meeting or one hour of another administrator-approved substance abuse education program within that suspension time period. They will not be eligible for the activity until they have completed that requirement.

- 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 a one-time-only opportunity as the offenses are cumulative for a student's high school career.

The principal, upon the conclusion of the first occasion of questioning the student regarding a possible **extra and co-curricular policy violations**, will offer that student in writing, an opportunity to self-report. The student will have 24 hours from receipt of that notice in which to self-report. The administration will make a reasonable effort to contact parents by phone or email to inform them that a potential violation of the extracurricular policy is being investigated and that their child has an opportunity

to self-report. If a student chooses not to self-report within the 24 hour period, he/she will not be given the opportunity later in the investigation, regardless of the facts that come to the surface. 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.

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.

9-8. 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.)

9-9. 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, 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, Mass Band, Smithsonian, Science Club, and Spanish Club.
- *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 wrestling 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.

9-10. TRAVEL RULES AND PROCEDURES

Students who violate rules and procedures when traveling in school district transportation during school activities concerning drugs, alcohol, tobacco, or theft will be disciplined. The following steps will be taken:

- 1) Parent will be contacted.
- 2) Students involved with possession of the items listed above 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.

9-11 PEP BAND REQUIREMENTS

Members of the Fort Benton High School Band will be required to participate in all pep band activities. Pep band performances will be considered as a required performance within the nine-week grading period. Students who are unable to participate in assigned required 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 a grade of 0% for that performance. 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 and/or academic eligibility will NOT be allowed to participate in pep band performances during the time of their suspension. To make up the points lost from not performing with the pep band, a student on extracurricular suspension and/or academic eligibility will receive 50% credit for the performance and will have the opportunity to make up the remaining 50% by submitting a practice tape of one-half hour of practice time for each pep band activity missed.

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.

9-12 MISCELLANEOUS INFORMATION

I. **PHYSICAL EXAMINATIONS:** Students involved in football, basketball, wrestling, volleyball, track, tennis, golf, and cheerleading must have a certified physical after the current school year ends. This physical 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 homeowners 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. Parents may request to remove their child, from the school owned vehicle, with a prior, approved **written excuse** and/or in actual presence of the school sponsor with written documentation.

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 principal in person or by phone, and in writing on the approved form, at least 48 hours prior to the release of the student. 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.

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 \$6 (breakfast); \$8 (lunch); \$12(dinner) toward the cost of each meal. If breakfast is missed, a total of \$18.00 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.

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