Frenchtown High School



2026-2027

Student/Parent Handbook

Students and parents/guardians are responsible to read and understand the guidelines established in this handbook. Related board policies and the policy language can be found on the school website: www.ftsd.org.

WE ARE FRENCHTOWN!

Principal: Shane Bartschi
Assistant Principal: Josh Criner
Athletic Director: Eli Field
Administrative Assistant: Katie Morgan
Activities Assistant: Jaque McMaster

FRENCHTOWN SCHOOL DISTRICT

Vision Statement: We inspire passion for learning, leadership, and service, while preparing students to strengthen our community and their futures!

Core Values

1. Community: We value a strong sense of pride and trust amongst our school, community, and families. Our role in education is supported by quality school campus and community.

2. Excellence in Education: We value opportunities for future activities and growth resulting in an excellent education focused on individual needs. We have dedicated and qualified staff who take pride in their work and professional development while striving to consistently provide students with exceptional and vast experience. Our offerings give our students access to a broad range of opportunities and activities inside and outside of the classroom.

3. Safe and Nurturing Environment: Students and staff have a right to a safe, nurturing environment where they thrive mentally, physically, and emotionally. We celebrate and support diversity and are responsive to the needs of students, staff, and community.

4. Personal Responsibility: We believe that personal accountability, self-discipline, self-control, and good citizenship are critical to our success. We value showing and having respect for others, being respected and maintaining our integrity during times of success and times of challenge.

Board of Trustees

Debbie Lester, Chairperson
Bryce Simpson,Vice-Chairperson
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Frenchtown High School Faculty

Cody Allison, Industrial Ed./Skills USA
Sherri Beierle, Special Education
Bill Boudreaux, Life Skills/Traffic Education/Media Arts
McKay Chenney, Choir
Kendra Clark, Family Consumer Science
Kenny Cox, Special Education
Kayla Devlin, Math/Softball
Louis Faust, Science/TR/XC
Jared Forsythe, Science
Eli Field, Mathematics/Softball/Activities Director
Ryan Goris, Business Education
Mandi Klimpel, English
Brian Labbe, Health Enhancement/FB/Track
Joy Larson, Family and Consumer Science
Rachel Laughnan, School Counselor/NHS
Damon Leishman, Spanish
Jesse Long, Social Studies/Wrestling
Seth Mason, Math/Science/Football
Kari Mazzola, English
Archie Petritz, Social Studies/ Football, Track
Caitlyn McIver, English/School Newspaper
Phil McLendon, JMG/FACE/Yearbook
John Nelson, Music (Elem/MS/HS)
Shannon O'Reilly, Science/HOSA
Michelle Petersen, Spanish
Lori Quinn, Mathematics/Key Club
Richae Rausch, Health Enhancement
Louis Reynolds, Industrial Education
Robyn Richardson, School Counselor
Ryann Rugg, Library
Saralyn Standley, Ag Science/FFA
Jim Stanicar, Social Studies/Academic Team
Annie Sullivan, English/Cheerleading
TBA, Art

**School board policies referenced in this handbook can be found on the ftsd.org website.

ACCIDENT INSURANCE: The school district does NOT provide insurance to cover injuries that occur at school.

ACADEMIC REPORTING: Report cards are published to the Infinite Campus parent/student portal at the end of each reporting period.

ACADEMIC LETTERING: Students will be awarded an academic letter if they meet the following requirements:

- Maintain a cumulative GPA of 3.7 or greater for 3 consecutive semesters
- Maintain good standing with regards to attendance and behavior.
- Once the academic letter has been awarded, students will receive a pin each time they maintain a cumulative semester GPA of 3.7 or greater for 2 consecutive semesters (A student could receive an academic letter after the 1st semester of their sophomore year and potentially earn a pin after the first semester of their junior and senior year).

ACTIVITIES ATTENDANCE- In order for a student to practice or participate in an extra-curricular activity, they must be in attendance for half of the school day. A half day is defined as half of the student's scheduled classes (4 periods Monday, 2 periods Tuesday-Friday). Students must be present half of the day on Friday in order to compete on Saturday. The only exceptions will be based upon extenuating circumstances approved by the administration.

ACTIVITIES ELIGIBILITY: In order to monitor student-athlete academic progress a quarter grade report will be generated on a bi-weekly basis beginning on the second Friday of each academic quarter. The report will be shared with head coaches of each activity by 3:00 p.m. in order to assist coaches in mentoring students towards academic success.

A student who receives three or more "F's" on a bi-weekly list shall become ineligible immediately for both practice and competition on the Monday following the creation of the academic progress report and will remain ineligible until he or she is passing all classes. at the time of the weekly checklist. A student will immediately regain their eligibility when passing all classes; however, it will be the responsibility of the ineligible student to regain their eligibility.

- ❖ If a student has **more than one** "F" for a semester, he or she shall be ineligible to participate in competitions for the following semester.

- **Note: 8th graders' grades for eligibility DO NOT carry over to the high school for freshman year. All freshmen are eligible to participate at the beginning of the school year.**

  ***Conduct eligibility**: a student whose behavior has led to suspension from school is NOT allowed to participate in activities during the time of the suspension. Further, the student is NOT allowed to be on campus for the duration of the suspension. That means no practice sessions as well.

ALLERGIES AND SENSITIVITIES: please refrain from the use of strong colognes, perfumes, and fragrances because others may be allergic or overly-sensitive. We also must be "nut" free. Please do not bring peanuts and other nuts on campus.

ASSEMBLIES: students are expected to be polite and respectful at assemblies.

ATTENDANCE AND HOMEWORK ASSIGNMENTS: students are encouraged to attend school daily because absence from the classroom deprives them of the opportunity to take advantage of our curricular offerings. Teachers will have policies regarding time frames for makeup work. If an absence is unexcused, teachers are not required to allow students to make up for the missed work.

If you know you are going to be gone please communicate with your teachers. We encourage you to complete all work prior to your absence. The responsibility for make-up work rests with the student.

**If an absence is unexcused, making up work will be allowed at the teachers/administrators discretion.
***Medical notes should be turned in after the appointment or in a reasonable amount of time.

It is the student's responsibility to contact a teacher about the work missed during the absence – even if the student does not have that teacher the day he or she returns to school. For example, you missed school Monday, but you are here Tuesday. Sometime on Tuesday you need to go around to each teacher you would have had on Monday and get the assignments you missed. Once you get the assignments, you do get one extra day to complete them.

ATTENDANCE REPORTING: parents, PLEASE promptly notify the school prior to 8:30 if your student will NOT be in attendance that day (or days).

BATHROOMS: cell phones, cell phone cameras, cameras, and video cameras are NOT allowed to be used in the bathrooms rooms or locker rooms.

BICYCLES: if a student rides to school, we have a bike rack across the roadway from the front of the high school. You can "park" your bike there for the school day. The student should lock it up. The school is not responsible for stolen or vandalized bicycles.

BOARD OF TRUSTEES' OFFICIAL POLICIES: copies of Board Policies are available on the school website: www.ftsd.org.

BREAKFAST PROGRAM: a la carte breakfast foods may be purchased between 7:50 and 8:10 a.m. The prices vary depending on what items are purchased. It is the students responsibility to clean up after themselves as there are no custodians on duty.

BULLYING/HARASSMENT/RACIAL OR DEROGATORY SLURS/ INTIMIDATION/HAZING/SEXUAL HARASSMENT: (Reference Board Policies 3225, 3226, 3310) Bullying and/or cyber- bullying is never allowed and will not be tolerated. Frenchtown High School prohibits using violence, force, coercion, threats or intimidation or any other type of activity that subjects a student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of another student. This includes posting, producing or sending racist, harassing, insulting, threatening, embarrassing, cruel, harmful or false content and/or communications through interactive media, websites or social networking sites. All students are encouraged to resist such behaviors. There are consequences to bullying, harassment and intimidation. The consequences include but are not limited to: meeting with the student's parents, counselor referral, detention, suspensions, or direct referral to the juvenile justice system. If you are involved with any form of bullying, cyber-bullying or harassment, tell a trusted adult, parent or school official immediately.

HARASSMENT**:** federal law prohibits "unwanted attention." This includes, but is not limited to, bullying, name calling, verbal abuse, mocking, hazing, initiations, and other behavior that can be construed as derogatory and offensive. Third parties not involved in the unwanted attention, but are privy to the harassment, can also claim harassment because it is unwanted attention they could not ignore.

RACIAL HARASSMENT OR INTIMIDATION: Students shall not racially harass or intimidate others by name calling, using racial or derogatory slurs, wearing or possessing items depicting or implying racial hatred or prejudice. Violations of this policy shall result in disciplinary action by school authorities. Any student who believes he or she has been subjected to racial harassment should report the problem to his/her principal, or another staff member. Staff members shall refer all complaints of racial harassment or intimidation to a building administrator. Strict confidentiality will be maintained throughout the complaint procedure.

SEXUAL HARASSMENT: Sexual harassment is a form of gender discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex.

Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussion of sexual experiences, pressure for sexual activities, intimidation by words (such as insults and name-calling) and actions that are sexual in nature. Teasing related to sexual characteristics and spreading rumors related to a person's sexual activities are also prohibited. Students who believe they have been sexually harassed or intimidated should contact an administrator, counselor, or teacher who will arrange for assistance in both the complaint process and bringing an immediate halt to such behaviors. Students are encouraged to communicate with parents about such matters. (Board Policy 3225)
**Please see Sexual Harassment complaint form at the end of this handbook.

** Montana ACLU statement: "While all students have first amendment rights schools have the authority and the responsibility to prohibit speech that is harmful to other students and to maintain a safe learning environment."

Legal Statement about School's Right to Discipline Students for Off-Campus Behaviors:
"State courts have routinely held that schools may discipline students for conduct that has a direct effect on the discipline and order of the school – regardless of whether it took place on or off campus* (section 20-5-201, MCA)…** ***The fact that misconduct by a student occurs off-campus does NOT render a district powerless to act… Moreover, Montana law does NOT restrict the ability of school officials to discipline a student who 'harms or threatens to harm another person or person's property' off school property… Courts have generally upheld the discipline of a student for off-campus fighting, bullying, harassment, or other acts of violence."

In other words… schools have the responsibility to work with off-campus student acts of misconduct with respect to the adverse impact that can result from such acts within the school setting.

BUS ASSIGNMENTS: students who ride school busses are assigned specific busses on which to ride. **Students are NOT allowed to ride any other bus to and from school unless there is an emergency situation for which a parent has contacted the principal or assistant principal**. A student must ONLY get OFF the bus at his or her stop.

BUS TRANSPORTATION (Reference: Board Policy **8110, 8124, 8125, 8132**):
Frenchtown School District provides transportation to and from school for students in accordance with state law. Competent, trained drivers are hired to drive the buses which are carefully maintained. District transportation policies provide for established procedures when difficulties arise on the buses. Parents are encouraged to support the district in maintaining discipline on the buses because distractions to the driver's driving during travel time can be dangerous. The bus driver is in full-charge of the bus and the students. Students will treat the bus as if it were a classroom situation with "classroom" rules to be followed. Riding the bus is a privilege!

Basic Bus Rules

- **Be Responsible, Respectful and Safe**
- **The Bus driver is in charge and it's the students responsibility to know the rules**
- **Riding the bus is a privilege**
- **Discipline will be progressive/including suspension of ridership**

CAMPING: Not allowed on campus.

CAFETERIA CONDUCT: students are expected to treat the commons area with care and make sure eating areas are clean after they are done with breakfast and lunch. Please be respectful and responsible while in the cafeteria.

CHEATING/PLAGIARISM/COLLUSION: an effort to improve grades by copying notes, papers, tests, looking at someone's paper or test, using google, using Cliff notes, plagiarizing, cell phone use (pics of notes, Siri etc.), any type of AI, and assisting others with these activities is not allowed. If caught, you will forfeit that grade and other disciplinary action may occur.

CHILD ABUSE AND NEGLECT: state law and Board Policy #5232 ***require*** that school personnel MUST report to the Department of Health and Human Services any suspected or possible cases of child abuse or neglect. Investigations of complaints are then conducted by DCFS.

CLASS DISRUPTIONS: behavior that impedes student learning, or interferes with the teacher's right to teach in an optimal atmosphere, is not allowed. Respect is the key word for classroom behavior; we expect that from Frenchtown High School students.

CLASSROOM RULES: each teacher will establish his or her classroom rules and guidelines. It is a student's responsibility to know and understand the rules and guidelines of each scheduled teacher, and to realize that rules will vary among educators.

CLASS SCHEDULE CHANGES:
Frenchtown High School's scheduling process is request driven, so changes to student schedules are to be avoided in order to maintain the integrity of the master schedule. To this end, schedule changes are made for **sound educational practices only**. We cannot guarantee a schedule change in every instance. Schedule changes are based on student need, teacher need, and scheduling constraints. We do not change schedules so students can be in classes with friends; nor do we change a student's schedule when it negatively impacts class size. Changes will be allowed if any of the following situations exist:

a. An obvious error in the schedule, such as a blank class period.
b. A student has been rescheduled into a failed course, but has made the course up through credit recovery.
c. Changes need to be made to fulfill college requirements.
d. Student needs a required course that is not currently in their schedule.

e. Recommendation from a classroom teacher that the student does not have the ability to complete the requirements of the course.
f. Changes made in accordance with Special Education or Section 504 plans.
g. Extenuating circumstances-concerns at home that are impacting education, teacher/student conflict.

COMPLAINTS AGAINST: School District, Programs, Policies, or Personnel: (Reference: Board Policy **1700**): the Board of Trustees recognizes that situations may arise in the operation of the school system which is of concern to parents or the public. The board believes strongly that all concerns should be resolved at the lowest possible level of decision making by the individuals closest to the concern or complaint and that all complaints and concerns are best dealt with through communication with the appropriate staff members. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding involving challenges to educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sex discrimination and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office.

- **Attempts to resolve concerns with high school staff members by communicating directly with them either in person (phone conversation or physically meeting with teacher) or in writing is encouraged. If this fails to produce a satisfactory resolution of the problem(s), it is then appropriate to communicate with the high school principal. The next level of appeal would be directed to the superintendent, and if necessary, then to the Board of Trustees.**

COMPUTER EQUIPMENT: unauthorized use, illegal entry, unauthorized program installations, alterations of hardware/software, and destruction of monitors or computer equipment is an expensive problem. Use the computers for their intended work – educational use only as directed by a teacher or supervisor; failure to do so will result in loss of computer privileges.

COMPUTERS (NOTEBOOK TYPE or Tablets): (Reference Board Policy 3612, 3612P) our school broadcasts with wi-fi. A person may connect to the web as long as he or she has the wireless capability on a media device. You will be required to sign in to access the wi-fi network.

You may certainly bring your personal notebook computer or tablet to school <u>for educational use</u>: the reason we went wireless is because we know the future of education will include notebooks and tablets, or other computing devices, in the classrooms. Wireless connectivity will also assist district personnel when they are doing work out of their classrooms/offices. Before you decide whether or not to bring your notebook or tablet to school, keep the following in mind:

- **Foremost, the school is NOT responsible for the loss or damage of any personal notebook computer or media device that you bring to school.**
- The office will not store computers for anyone. Please do not even ask.
- If you carry a laptop or tablet around between classes, hold on tight so it is not dislodged as you move from class to class. Since we do not allow backpacks during the school hours, you will need to carry your device or you can use a cover to help protect it. You may not use a computer carrying case because that poses a security risk.
- If you wish to use the media device in class to take notes while the teacher is talking or to do other activities, please make certain you ask the teacher for permission.
- Notebook and tablet computer use in the school is limited to educational purposes. This is not the venue to show friends or other students media things you have stored on your computer, or the movies, pictures, etc.

CONTACTING TEACHERS: The best way to communicate with a teacher is through the school district's e-mail. All teachers' emails are listed on the school website.

COUNSELOR APPOINTMENTS: if a student needs to see a counselor at a specific time, please make an appointment with the counselor and get a pass from the counselor for the appointed time. Use your pass when you need to go to your appointment.

DAILY ANNOUNCEMENTS: School-wide announcements will be read aloud during the start of second period each school day. The announcements will then be posted on the school website. Students who were absent when the announcements were read will consult the website to read the bulletin from that day or previous days. It is your responsibility to keep yourself informed.

DAILY SCHEDULE: the typical student school day begins at **8:20 a.m**. and concludes at **3:27 p.m**. Please consult the school calendar for early dismissal dates/times. We run what is called a block schedule. There are 8 periods, but they run on two concurrent days called "A-Day" and "B-Day." There are four periods on "A-Day" and four periods on "B-day." For the 2026-27 school year students will attend all 8 periods on Mondays. (M8 days)

2026-2027 HIGH SCHOOL BELL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:15 Warning Bell	8:15 Warning Bell	8:15 Warning Bell	8:15 Warning Bell	8:15 Warning Bell
P1A 8:20-9:00 P1B 9:05-9:45	P1 8:20-9:50	P1 8:20-9:50	P1 8:20-9:50	P1 8:20-9:50
P2A 9:50-10:35 P2B 10:40-11:20	P2 9:55-11:25	P2 9:55-11:25	P2 9:55-11:25	P2 9:55-11:25
L 11:20-11:55	L 11:25-12:05	L 11:25-12:05	L 11:25-12:05	L 11:25-12:05
P3A 12:00-12:45 P3B 12:50-1:35	P3 12:10-1:40	P3 12:10-1:40	P3 12:10-1:40	P3 12:10-1:40
P4A 1:40-2:25 P4B 2:30-3:27	P4 1:45-3:27	P4 1:45-3:27	P4 1:45-3:27	P4 1:45-3:27

Early Out Bell Schedule
P1 8:20-9:15
P2 9:20-10:15
P3 10:20-11:15
P4 11:20-12:15
Lunch 12:15
Dismissal 12:33
**Please plan appropriately for Early outs.

DANCES: (Reference Board Policy 3510) all school rules apply to students and their **administratively approved guests**. If you plan to come to a dance with someone from another school you must get prior approval. The approval form is found at the back of this handbook or can be picked up in the office. The form must be completed no later than the Wednesday prior to the dance. Approval will be granted on a case by case basis. Frenchtown High School administrators have the right to refuse admittance of dance guests. Middle school students are not allowed. Students must be enrolled in high school. The only exception will be former Frenchtown Students who have graduated the previous school year at administrator's discretion. Students who have been removed from Frenchtown High School for discipline are not allowed to attend. All students and their guests, regardless of age, will be held accountable to all FHS school rules and board policies. Anyone leaving a dance will NOT be readmitted and will NOT receive a refund. Dances are from 8 p.m. to 11 p.m.

DIPLOMAS AND GRADUATION: (Reference board policy 2333, 2410) qualified seniors enrolled for credit prior to the end of the senior year may receive a diploma and participate in the commencement ceremony if he or she has satisfied the academic standards established by the State of Montana and the Frenchtown Board of Trustees, and if he or she has paid all fees and/or fines due to Frenchtown School District. ***At the end of the school year***, ***if a graduating senior is suspended from school for discipline reasons, the term of suspension CAN include being suspended from the graduation ceremony if the school board deems it appropriate.***

DIRECTORY INFORMATION: (Reference board policy 3600F) parents and students have specific rights concerning information we publish and/or give to outside sources. A directory information form will be sent to parents/guardians. If you DO NOT want some directory information published or given out, please check the appropriate areas, sign and send the form back to school. This includes pictures that may be on the Frenchtown High School Facebook page. Any questions about this form, and its purpose, should be directed to a school secretary. If you do not want directory information published, please get the form to us by September 15th.

DOGS: Dogs of any size are not permitted on campus at any time. This includes extra-curricular events.

DRESS CODE: (Reference board policy 3224) students are expected to keep themselves well-groomed and neatly dressed. Clean and Covered! Any form of dress or hairstyle that is considered contrary to good hygiene or that is distracting and detrimental to teaching or learning (by others, including the teacher) will not be permitted. Some examples follow:

- Clothing depicting illegal drugs, alcoholic beverages, tobacco products, obscene material, questionable printing, gang identification, weapons, or death messages of any kind.
- Chains, spikes, and sunglasses (with the exception of spirit week) are not allowed to be worn in school.
- Bare bellies are not allowed; when a student raises his or her hands above the head the belly should NOT be exposed.
- Underwear must be worn, but NOT showing.
- Pants must be worn above the hips.
- Tank tops must not be loose and open under the arms – we should not be able to see underwear and the ribs must not be exposed.
- Dresses, skirts, and shorts must have hems that reach at least to mid-thigh. A good check/general guideline is to make sure when you are standing with hands at your sides the dress, skirt or shorts are NO shorter than your longest finger.
- Clothing MUST NOT inappropriately expose private parts of the body including, but not limited to, the stomach, the buttocks, back, and breasts. Discreet exceptions to the dress code may be made during school-sponsored dress-up days. This policy extends to physical education classes and extracurricular activities.
- All students must wear shoes, sandals, sneakers, or other appropriate footwear at all times.
- Furry Movement – no clothing items (tails, hats, etc) can be worn during the academic school day at FHS. Definition: furry fandom is a subculture interested in anthropomorphic animal characters with human personalities and characteristics.
- Personal Protective Equipment --- Face masks can be worn during the academic day. School staff have the right to ask students to change face masks that don't meet the social norms of FHS as a whole.
- In general if the clothing or lack of is causing a substantial disruption to the learning environment you will be asked to change.

Students found in violation of the dress code policy will be asked to change. If the student does not have other clothes at school a shirt or sweats will be provided. Violation of the policy will be a tier I consequence and may carry other administration consequences other than just changing the shirt, shorts, dress, etc.

DRIVING ON CAMPUS: Driving on school property is a privilege. Be courteous and respectful of other drivers, buses and most importantly, pedestrians. Failure to arrive and leave campus in an orderly fashion will result in loss of driving privileges on school property. Failure to drive or park on campus in an appropriate and orderly fashion could

also result in the loss of driving privileges. Vehicles parked on campus are subject to be searched.

Drug, Alcohol and Tobacco Use or Possession

(Reference Board Policies 3310, 3231, 3231P)

Frenchtown School District strictly prohibits the possession, use, or being under the influence of drugs, alcohol or tobacco in accordance with state and federal laws and school policies. This behavior is prohibited on Frenchtown School District property at all times. This includes, but is not limited to, drug paraphernalia such as e-cigarettes, vape pens, Juuls, and similar devices. Possession or use of prescription drugs must comply with school policies and regulations. Unauthorized possession of these substances is prohibited.

Violations will result in administrative consequences and will include referral to law enforcement. In addition, any student found in violation of the Drug, Alcohol and Tobacco policy will be required to participate in substance prevention education.

1st Offense: students will be required to complete a free, one-hour training related to the substance involved and attend three follow up sessions with a substance counselor on campus when available.

2nd Offense: students will be required to complete a free, two- hour training related to the substance involved and attend six follow up sessions with a substance counselor on campus when available.

3rd Offense: students will be required to complete four hours of free training related to the substance involved and will have weekly check-ins with a substance counselor on campus when available.

Disciplinary measures for violations related to the drug, alcohol and tobacco policy will be progressive in nature, ranging from suspension to potential expulsion, depending on the severity of the offense. The sale of any chemical substances on school property will result in immediate suspension pending a recommendation for expulsion.

Drug Dogs and Campus Searches

To ensure a safe and drug-free environment, drug detection dogs may be used to inspect the campus, including the parking lot and student vehicles.

DUE PROCESS FOR STUDENTS: this handbook lists rules and regulations and can be referred to at any time. Students have a right to appeal disciplinary action decisions either in person or in writing. Essentially, once appealed, we will follow the complaint procedure as outlined by school board policy. (Reference Board Policy 1700)

EARLY GRADUATION: (Reference Board Policy 2410P) students seeking to graduate at the end of their seventh semester must first contact a school counselor to determine whether or not it is possible to complete all graduation requirements by the conclusion of the seventh semester. **Additionally, a letter of application must be submitted to the principal by May 15th of the student's junior year.** The Board authorizes the high school principal to grant permission to students who have completed the minimum requirements for graduation after completion of the seventh (7th) semester. Reasons considered for early graduation shall include a planned post-secondary educational program, medical, religious, or family emergency considerations. Working to earn money for further education is not considered a substantial hardship and will not make a student eligible for early graduation. If an applicant is denied by the principal, the student may appeal the decision to the school board.

ELECTRONIC DEVICES
Reference board policy 3630

The District supports the use of computers, the internet, and other electronic and network devices in the instructional program to facilitate learning through interpersonal communications and access to information, research and collaboration. Student possession and use of personal electronic devices designed to communicate, create or store information is subject to the following guidelines:

- Schools may regulate the use of electronic devices by students, parents, staff, and other adults while they are on school property.
- Frenchtown School District recommends that students do not bring cell phones or electronic devices to school. The district takes no responsibility for lost, damaged, or stolen devices, even if placed in a district-provided storage system during the school day.
- Student possession and use of personal electronic devices on school grounds, at school- sponsored activities, and while under the supervision and control of school district employees is a privilege.
- A building administrator can revoke a student's cell phone privileges and require the device to be surrendered upon arrival, returning it only at dismissal, if the student fails to use the phone appropriately on campus.
- At no time will any student operate a personal electronic device with recording capability in a locker room, bathroom, or other location where such operation may violate the privacy right of another person as per MCA 41-8-213 Privacy in Communication and Board Policy 3225 Bullying, Harassment, and Intimidation Prevention.

High Schools:

- Students in grades 9-12 may use electronic signaling and listening devices before school, after school, passing periods, and during lunch periods.
- Students in grades 9-12 are prohibited from using electronic signaling and listening devices on campus during class time.

- During class time these devices must remain turned off and out of sight, except:
  - Students with medical reasons with prior approval from a building administrator.
  - Staff may request approval from a building administrator to use devices as an instructional tool during the class period. For example digital photography class.
- Unauthorized use will result in device confiscation.

Consequences for Violations:

1. First Violation: Phone confiscated by the teacher and returned at the end of class.
2. Second Violation: Phone sent to administration; returned to the student at the end of the day.
3. Third Violation: Phone must be picked up by a parent or guardian.
4. Further Violations: May result in loss of phone privileges during the school day.

ELEVATOR USE: student use of the elevator is limited to those who cannot use the stairs or for moving equipment. The elevator should only be used when necessary and approved by the principal.

EMERGENCY CLOSURE OF SCHOOL: rarely is school closed due to weather (perhaps a late-start is warranted sometimes), but if the weather is bad enough, or if we have a problem with electricity and/or heating, then school may close. Public information about school closures can be obtained from the media AND from our website. You can even apply for a text alert from our website!

EMERGENCY DRILLS: we will conduct safety drills according to Board Policy 8301 and the school Districts safety plan.

ENTERING AND EXITING THE HIGH SCHOOL: please use either the front doors or the gym doors to enter the school in the morning. Use those same doors to exit. The gym is not to be used as an exit. HS students are NOT allowed to enter or exit through the middle school. For safety purposes the doors of the high school will be locked after the first bell. You will need to be "buzzed" in by the front office.

EQUAL OPPORTUNITY AND EMPLOYMENT

The Frenchtown School District #40 will not discriminate against any student in education or employment including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extracurricular and other school-related activities because of sex, sexual orientation, race, color, creed, religion, national origin, age, physical or mental disability, political belief, marital or parental status, unless based upon reasonable grounds as provided by law.

The Frenchtown School District #40 will not discriminate against any employee because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status, unless based upon reasonable grounds as provided by law.

FIELD TRIPS: (Reference: Board Policy **2320**): field trips of various types are a part of the curriculum and serve a valuable service in that students actually get to experience firsthand the things they have been studying in the classroom. They also can serve as a motivator for student learning. Parents may be asked to help monitor field trips. Students are expected to be on their best behavior on field trips because of the added supervision responsibilities that accompany this type of event. Should problems occur, disciplinary measures may include denial of this privilege to participate in similar events. If students are denied the privilege of participating in a field trip, they are expected to be in school and working on appropriate studies during the day(s) of the event. Students will be required to ride the field trip bus unless their own parent is driving or has made arrangements to pick them up. **Students will not be allowed to ride TO OR FROM with another parent, adult, or relative**. You may NOT drive your own vehicle on a field trip. During the trip the males and females will sit separately for supervision purposes.

FIRE ALARM BEING PULLED: false activation of a fire alarm is a federal offense. There will be law enforcement and school consequences for deliberately pulling an alarm.

FOOD AND DRINK: food and beverages are permitted in the classroom at the discretion of the teacher. It is a student's responsibility to know what each educator allows or does not allow.

FREE OR REDUCED LUNCH: contact the school office to get a form, or to see if your family qualifies for the free or reduced breakfast or lunch program. Students receiving free or reduced lunch will receive a regular school breakfast and lunch but will be charged for any extra items.

FRENCHTOWN ACADEMY FOR CAREER EDUCATION: (reference Board Policy 2170, 2170P) "FACE" is our alternative school at Frenchtown. This school is located outside the main building and will be considered a separate school from the high school, other than by rules and policies. FACE is the alternative to the regular high school plan/program for education. A student must go through an application process and may or may not be selected for the school based on a team recommendation. FACE students may take classes from Montana Digital Academy and other online platforms. Other coursework will be taught by the director of the academy based on his or her educational qualifications. FACE students will have their own handbook to follow. There are no last minute additions to FACE. Applications for FACE are due in April of sophomore or junior year. Applications will not be taken at other times unless there are extenuating circumstances. (the extenuating circumstances do not include failing a required course at the end of a semester). FACE should not be considered a stop gap to allow you to graduate. You cannot be transferred to FACE at the end of your senior year for the purposes of participating in graduation because you failed a class.

FUNDRAISING: all fundraising activities must be approved by the activities director. Approved fundraisers must be for the benefit of Frenchtown students, activities, or the

community. Other fundraisers that can be allowed might be those in which a club wants to raise money for cancer, heart disease, diabetes, etc. These funds would benefit society in general and are thus okay; however, advisors and students may wish to research how much of the raised money actually goes to help people.

GANG SYMBOLISM/ACTIVITY: (Reference: Board Policy **3611**) gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. The wearing of bandanas is not permitted because of the possible gang-related symbolism that can be associated with this.

GRADING SYSTEMS and Honors Designations: each classroom teacher will provide students with information about their "grading system." Students should share the information with parents/guardians. Keep in mind that the way to look at letter grades is as follows:
A – Superior
B – Above Average
C – Average
D – Below Average
F – Failing

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	P
4.0	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0.00	0.00

Semester grades are the only grades posted to the transcripts.

GRADUATION ATTIRE: Wearing caps and gowns is mandatory. Because this is a formal event, we do not allow students to put messages on caps or to alter them. Unless it is for cultural significance. (in accordance with Senate Bill 319) We understand you are all unique individuals, but this event is meant to be classy and respectful.

GRADUATION REQUIREMENTS: a student must earn 24 credits in order to graduate. Credit is earned at the rate of .5 credits per semester. In addition, the following credits are REQUIRED for graduation:

4 English Credits
3 Math Credits
3 Science Credits
2 Health Enhancement Credits
1 American History Credit
1 American Government Credit
1 Additional History Credit
.5 Financial Literacy
7.5 (minimum) elective credits in addition to the courses above
1 of the elective credits must be in Fine Arts (music or art)
1 of the elective credits must be in Practical Arts (industrial education, family and consumer science, or business education)

Students and parents should work closely with a school counselor to develop a 4-year course plan to ensure that the student will meet the requirements for graduation.

*Credits from other accredited programs may be accepted at the administrator's discretion but they do not replace required classes taught and offered at FHS.

High Honors/Honors Valedictorian and Salutatorian Important Note

The standards for selection of valedictorian and salutatorian recognize the top students who earn the first and second highest grade point averages, respectively, from the total membership of the senior class that are graduating with high honors. Students must have taken a minimum of 12 honors classes and at least 3 AP classes to be considered for valedictorian and salutatorian. If students have identical GPAs then more than one student can be valedictorian and or salutatorian. For example three students have a 4.0 then all three are valedictorians and the next highest GPA with high honors becomes salutatorian.

Students who plan to graduate with HIGH HONORS must maintain a 3.67 + G.P.A. (grade point average) and earn 12 or more credits from the HONORS LEVEL COURSES LISTED BELOW (including at least 3 AP classes). Students are not required to take the AP tests at the end of the year; however, they must successfully pass the courses to earn honors credit. GPA is calculated at the end of the 7th semester-after 1st semester of senior year.

Students who plan to graduate with HONORS must maintain a 3.5 + G.P.A. (grade point average) and earn 8 or more credits from the HONORS LEVEL COURSES LISTED BELOW. (GPA is calculated at the end of the 7th semester-after 1st semester of senior year). You may take an honors course more than once but the credit will only count one time towards your total needed for honors or high honors. Ex. You took Chamber Chorale three times but it will only count towards one honors credit.

The official recording time for whether a senior has attained honors or high honors will be the end of the 7th semester. We will round the GPA up to the 100th placement. For example, if a senior has a 3.243 then the student has a 3.24. If a senior has a 3.247 then the student has a 3.25. A .005 is rounded up.

For questions about honors or high honors status, and before an appeal for status can go before the superintendent or school board, the following litmus test will be used to make a determination at the high school level:

Q1: Did the student transfer into Frenchtown High School, and because of this, it limited honors courses available (i.e. prerequisites, Spanish, etc.)?

If "yes," then…

Q2: Did the student take as many honors courses as possible?

If "yes," then…

Q3: Did the student show diligence in meeting high honors criteria (meet with counselor, express concern, keep track of progress AND take an honors course even though he or she wanted an "easier" class)?

***If any of the three questions is a "no" answer, then there will be no avenue for appeal to the principal.**

***If all three answers are "yes" then the student has a right to appeal to the principal. If denied, then the appeal goes to the superintendent, and then to the school board should the superintendent also deny the appeal. The school board has the final "say" for placement.**

HONORS CURRICULUM COURSE LIST

NOTE: PREREQUISITE FOR ALL HONORS COURSES.

Enrollment in all honors classes is limited to students who have earned an "A" or "B" in classes offered by that specific academic department during the previous school term. Students who plan to graduate with HIGH HONORS must maintain a 3.67 + G.P.A. (grade point average) and earn 12 or more credits from the honors level courses listed below (including at least 3 AP classes). Students are not required to take the AP tests at the end of the year; however, they must successfully pass the courses to earn honors credit. GPA is calculated at the end of the 7th semester-after 1st semester of senior year. Students must be graduating with high honors to be considered for Valedictorian or Salutatorian.

Students who plan to graduate with HONORS must maintain a 3.5 + G.P.A. (grade point average) and earn 8 or more credits from the HONORS LEVEL COURSES LISTED BELOW. (GPA is calculated at the end of the 7th semester-after 1st semester of senior year).

DEPT	COURSE TITLE	CREDIT	LEVEL	GRADES	STATUS	TERM
ENG	English 1 Honors	1	**HONORS**	09	ELECTIVE	YEARLONG
ENG	English 2 Honors	1	**HONORS**	10	ELECTIVE	YEARLONG
ENG	English 3 Honors	1	**HONORS**	11	ELECTIVE	YEARLONG
ENG	Writing 101 Honors	.5	**HONORS**	12	ELECTIVE	SEMESTER
ENG	Lit 110	.5	**HONORS**	11/12	ELECTIVE	SEMESTER
MATH	Geometry- Honors	1	**HONORS**	09	ELECTIVE	YEARLONG
MATH	Algebra 2 Honors	1	**HONORS**	10	ELECTIVE	YEARLONG
MATH	AP Pre-Calculus	1	**HONORS**	11 12	ELECTIVE	YEARLONG
MATH	Advanced Placement Calculus	1	**HONORS**	12	ELECTIVE	YEARLONG
MATH	Dual Enrollment College Algebra	1	**HONORS**	12 12	ELECTIVE	YEARLONG
SCI	Science 1 – Honors	1	**HONORS**	9	ELECTIVE	YEARLONG
SCI	Biology- Honors	1	**HONORS**	10	ELECTIVE	YEARLONG
SCI	Anatomy/Physiology	1	**HONORS**	11 12	ELECTIVE	SEMESTER
SCI	Discover Bio	.5	**HONORS**	10	ELECTIVE	SEMESTER
SCI	Dual Enrollment Chemistry	1	**HONORS**	11 12	ELECTIVE	YEARLONG
SCI	Advanced Placement Physics	1	**HONORS**	11 12	ELECTIVE	YEARLONG
SS	Advanced Placement World History	1	**HONORS**	10 11 12	ELECTIVE	YEARLONG
SS	Dual Enrollment U.S. History	1	**HONORS**	11	ELECTIVE	YEARLONG

SS	Dual Enrollment Government	1	**HONORS**	12	ELECTIVE	YEARLONG
WL	Spanish 3 Honors	1	**HONORS**	11 12	ELECTIVE	YEARLONG
WL	Advanced Placement Spanish 4	1	**HONORS**	12	ELECTIVE	YEARLONG
MU	Chamber Chorale –Honors	1	**HONORS**	AUDITION	ELECTIVE	YEARLONG
BU	Dual Enrollment Business	.5	**HONORS**	10	ELECTIVE	SEMESTER
BU	Dual Enrollment Business Ethics	.5	**HONORS**	11/12	ELECTIVE	SEMESTER

***** Course offerings are dependent upon student requests, teacher assignments and other scheduling concerns. We cannot guarantee that these courses will be offered, please plan accordingly in order to meet your goals.**

*Students taking the AP exam for college credit must pay the test fee

GRADUATION TIMELINE: students are expected to complete the necessary credits required to graduate within 4 years.

GYM LOCKERS (and theft in locker rooms): remember to keep the gym lockers locked! Most of the theft we get at school is because of gym lockers not being locked or students leaving gym clothes or shoes out of the lockers. Do not share the combination with anyone; even your friends! Cell phones and cameras are not to be used in the locker rooms!

HALL PASSES: all students shall have an authorized pass before leaving a classroom for another destination.

HALLWAY DECORATIONS AND ADVERTISEMENTS: Students must get administrative approval prior to hanging anything in the halls or on the bulletin boards.

HATS AND/OR HEADWEAR: hats may be worn during academic time with teacher permission. If you fail to follow this simple rule, the hat will be confiscated and given back at a later time. If a student frequently abuses the hat rule, it will be considered insubordination and there will be a consequence. Decorative headbands are fine to wear, but we will not allow bandanas that denote gang representation (color) or symbolism. Hats, headbands and or headwear are to be worn for the purpose intended. They are not to be used as a distraction or disruption to the classroom.

INCOMPLETE GRADES: if a student gets an Incomplete as a grade, he or she has two weeks after the end of the quarter to complete the work. Exceptions to this must be approved by the principal. Note: at the end of the school year it is imperative to get all incompletes turned in by the last day of school so teachers can check the work prior to leaving for the summer.

INFINITE CAMPUS: Infinite Campus is a web based student information management system. The Parent Portal is a confidential and secure web site that allows parents/guardians to log in and view their child's progress in school. The goal of the Parent Portal is to create a better partnership between parents and teachers. Every parent

and student has been assigned a personal GUID number that is needed during the initial setup of a portal account. While every parent is assigned a number, you may share with your spouse if you choose to do so. Once the account is set up, one login name and password will give you access to all of your children who are enrolled in our district. Students will also be assigned a GUID number. However, unlike the parent login, students will only have access to their own grade information and not information about their siblings. Through the portal you will find instant, accurate, confidential information about your child (ren)'s school attendance, health information, grades, report cards, class assignments, schedules, and more. It is the responsibility of the student to take charge of his or her classes and organization, NOT the school through the portal. The portal is meant to assist parents, but not meant to be the end-all to student responsibility solutions.

INTERNET USE: (Reference: Board Policy 3612 – 3612P): ***by signing for this handbook, students understand the internet policy that stipulates computer use for educational purposes only.*** Even though the school has purchased a filter that restricts access to inappropriate websites, sometimes the filter might be "fooled" by web designs, or there may be students who can figure out how to circumvent the system. The signed policy is a student's promise to view only educational websites or to do research for assignments. Students found violating this policy will be banned from ALL computer use for a specified amount of time at the discretion of the principal.

JEWELRY IN GYM CLASSES: for safety and health reasons, students are not allowed to wear jewelry during PE classes.

KEYS: the possession or use of any school key, by students, is prohibited!

LASER LIGHTS: do not bring one to school for any reason. It will be confiscated and a parent or guardian will have to pick it up from the office.

LIBRARY CONDUCT: the library is a highly important, and highly used, facility. Your conduct in the library must be in accordance with library rules and, of course, due respect for all people in the library.

- The library is an area where high school and junior high students will spend time in the same room/area. High school students may not interact with junior high students and vice-versa, unless tutoring sessions have been set up in advance by the junior high and high school teachers (and the sessions will only occur if the librarian has prior information about the tutoring sessions).

LOCKERS/LOCKS: students are responsible for the security of their lockers. Students should not give out any locker combination numbers. Keep in mind the following: ***the school is not responsible for the theft, loss, and or damage to personal property stored in school lockers. Other points of emphasis:***

- Students are to use ONLY the lockers that are assigned to them!

- Student lockers (in the hallways or gym) MUST have a school assigned lock. We reserve the right to remove (cut off) non-school locks.

LOCKER, VEHICLE AND PERSONAL SEARCH (Reference: Board Policy 3231-3231P): school officials have broad powers to search student lockers, vehicles, backpacks and desks by reason of their duty to protect other students and maintain discipline and control. Principals and other school officials may search lockers, backpacks and desks if they have some reason to suspect that the locker contents include anything that poses a danger to others or is a violation of school rules or law. School administrators do not need "probable cause" to search, as required by law for law enforcement officers. No student is allowed to use a locker which has not been assigned to her/him.

LOCKER ROOM USE: cell phones, cell phone cameras, cameras, and video cameras are NOT allowed to be used in the locker rooms.

LOST AND FOUND: located in the commons area below the stairs. Please check there, first, if you are missing something.

LUNCH TIME INFORMATION: Freshmen, sophomores, juniors and seniors are allowed the privilege of leaving campus for lunch.

- Loitering is not permitted in ANY area that is NOT designated as a high school lunch-time student area.
- Food deliveries from DoorDash, Uber Eats, Grubhub, or any other food delivery service are not permitted for students during lunch or at any other time during the school day. To maintain campus security, minimize disruptions to the educational environment, and ensure equitable expectations for all students, the school will not accept or facilitate food deliveries from outside vendors.
- For students wishing to go outside during lunch, your area is in front of the high school. You may not go to any area in front of the middle school, behind the school, east of the school or again "hang out" in the parking lot.

LUNCH TIME VISITOR RULE: you may NOT have visitors on campus during lunch time to meet up with or to drive you off campus unless the person is a family member. If you have a "friend" from another school that you would like to see at lunch, meet him/her somewhere off campus.

MAKING UP COURSES YOU HAVE FAILED: students may enroll in approved digital courses or other approved courses by contacting a counselor and getting signed up.

<u>McKinney-Vento Students</u>

Students eligible for support are those who lack a fixed, regular, and adequate nighttime residence and includes.

- Those living on the street, in a car, in an abandoned building, etc.
- Those living in shelters and in transitional housing programs

- Those living in campgrounds, motels and hotels
- Those doubled up with family and friends due to the loss of housing or economic hardships
- Those recently placed in a foster home (within the past six months)
- Those who have run away or otherwise are not accompanied by a legal parent or guardian

MEDICATIONS AT SCHOOL: (Reference Board Policy 3416-3416F) at the high school level students are expected to self-medicate with **over-the-counter** medicines. We do not give out ibuprofen, cold medicine, allergy medicine, etc. If you have other medications (prescription) to take, your PARENT must deliver them to the school and, if needed, set up a plan with the school nurse for how they will be administered. Keep in mind that the prescription medication brought to school by parents must be in an original container with the student's name on the container (along with full instructions about proper dosage). Prescribed medical marijuana and CBD oil are not permitted anywhere on campus.

MILITARY VISITS/RECRUITERS ON CAMPUS: Military recruiters may visit the campus but they are not to actively recruit or solicit students. Students may approach them and meet with them as needed.

MONTANA DIGITAL ACADEMY COURSES: (MTDA)

- In order to graduate from Frenchtown High School, students must take our required courses. MTDA classes will not supplant our required course work.
- Students must register for MTDA classes through the Frenchtown School District. Currently, there is a charge for MTDA classes. Please visit with a counselor for current fees and information on signing up for classes.
- Per board policy (2168), if we offer the same class as digital academy, students MUST take the course from our educator, UNLESS the course is a credit recovery attempt. For example, since we offer US History, a student cannot opt out of our class and take it through the digital academy. He or she must take US History from us. An exception to this exists for our Bronc Fast Track students. They may take a Dual Enrollment course online or through the University of MT to meet Frenchtown requirements for graduation.
- Students may not take an MTDA course due to scheduling conflicts. Students must take required courses from FHS and make choices about their electives when it comes to conflicts.
- We will offer one class period for MTDA students, but it is limited to a certain number of students based on scheduling decisions. However, students can also use library computers during the day or, of course, computers at home. Remember, too, that we have a public library on campus that is accessible to all. Please check their schedule for hours of service.

- Home schooled students taking MTDA courses assigned through our school district CANNOT garner a Frenchtown High School diploma because they would not be following board policy regarding taking required courses from our educators.
- If there are questions about MTDA that are not addressed here or within board policy, the principal will make the final decision.
- Students may follow the appeal process as outlined in board policy 1700.

<u>Questions and Answers about the Digital Academy</u>:

- ***Will an AP course taken through MTDA count as an honors course for Frenchtown High School?*** **<u>Answer</u>**: Yes, as long as it is not the same AP course we offer at our school (we currently offer four AP courses). Keep in mind that the final test for AP courses costs about $86.00. The student/parents are responsible for paying that fee.
- ***What is the withdrawal date once I start an online course?*** **<u>Answer</u>**: It will be the same as our school's withdrawal date.
- ***What if an online teacher awards me a B+ for 94%, but in Frenchtown's scale, 94% is an A-?*** **<u>Answer</u>**: We will convert the grade to match Frenchtown's scale; either up or down.
- ***We don't offer "Physics" (only AP Physics). Can I take Physics through MTDA and count that as one of my sciences?*** **<u>Answer</u>**: No. Even though we call it "AP Physics," it is still the only physics we offer and as such, you must take it through us.
- ***What are the deadlines to finish courses?*** **<u>Answer</u>**: At the end of our semesters.
- ***May I have two study halls if I am unable to get into the digital academy class set aside by the high school?*** **<u>Answer</u>**: No. We have computers available in the library and you can also do the classes at home.
- ***How many classes can I sign up for?*** **<u>Answer</u>**: unlimited, but we suggest one to begin with so you can find out what it's like to do a digital class.
- ***May I retake, through MTDA, an FHS class in which I received a D in order to improve my skills?*** **<u>Answer</u>**: Yes, but the regular class grade you received from us is the official grade. We will not supplant our grade with a higher one or a lower one. We cannot offer you credit for the class either because you already took the course from us for credit.
- ***Can freshmen take MTDA classes*****?** **<u>Answer</u>**: We strongly recommend that freshmen refrain from taking digital courses until after the first semester. It is our belief that a freshman should be well adjusted to high school prior to adding "extra" to the workload.

MONTANA YOUTH CHALLENGE: Montana Youth Challenge Academy is a residential academic intervention program on the campus of the University of Montana

Western for 16-18-year-old students. The Academy offers military-style structure and discipline along with academic, professional, and life-coping skills students need to become productive citizens. Cadets will earn 3.5 credits including Math, English, Science, History, Physical Fitness/Health, Jobs for Graduates, and Service to Community (40+hours). Cadets also have classes for employability skills, anger management, healthy relationship, substance prevention, suicide prevention, conflict resolution, and extensive goals and future planning activities.

SB197: Collaborative effort between Montana Youth Challenge Academy and OPI allow resident districts to award MYCA Cadets a diploma based on the district's standards for proficiency, which may take into consideration the completion of MYCA (includes 3.5 credits and 40 hours of service to the community) and passing of the Hi-Set. The opportunity to receive a diploma from the student's resident district is at the discretion of the district trustees. Under SB197, students/cadets do not need to meet the state minimum credit requirements; it is focused on proficiency in conjunction with successful completion of MYCA. The Frenchtown School District's standards for proficiency are passing the Hi-Set and completion of MYCA.

HB556: Provides a path to a state-issued high school diploma for students who have no other option, but who can demonstrate competence through alternative means. The following criteria need to be met:

● Written notification from the student's most recent or current high school confirming that a traditional path to a diploma does not exist.
● The age of the student is at least seventeen (17) years old at the time that they graduate from the residential phase of the Montana Youth Challenge Academy.
● The student achieves HiSET scores of approximately 20% above the minimum requirements of the tests.
● The student graduates from the residential phase of the Challenge Academy. Students must complete the program to be considered.

Transcripts for students graduating from MYC will be stamped to indicate the student graduated from MYC. Students graduating from MYC will not participate in graduation or other end of year senior activities. If a student does not pass the HiSet, they will be able to join FACE to work towards a state-standard diploma.

NON-DISCRIMINATION POLICY: no student shall be excluded from participating in or be denied the benefits of instructional programs or activities based on race, color, religion, national origin, sex, disability, and sexual orientation, marital or parental status.

NURSE: health services are provided at FHS by a school nurse who must cover each school K-12. The nurse is here to provide maintenance of good standards for health, not to diagnose an injury or illness. If the school nurse calls and suggests that you take your student in for whatever reason, it is because she is looking after the health and well being of your child. If you do take your student to a health care professional or doctor, please follow up with a phone call to the nurse if the diagnosis is something she needs to monitor or check on at the school.

OFFICE HOURS: regular office hours at the high school are from 8:00 a.m. to 4:00 p.m. daily. Parents are invited to call or visit during those times. The high school number is 626-2670.

Parent/Guardian Conduct: Parents and guardians will treat all staff with dignity and respect. This is the expectation when communicating face to face, in writing and throughout interpersonal interactions. This includes communication through social media and any form of electronic communication. This also applies to interaction with Frenchtown staff during all extra-curricular activities. Parents/guardians can follow our universal complaint procedure which is outlined in Frenchtown School Board Policy 1700.

PARENT-TEACHER CONFERENCES: (PTC) we will have two conferences each school year. At the high school we circle the lunch tables and have teachers meet with parents on a first-come, first-served basis. Educators that also work at the middle school and/or elementary school will put up a sign notifying parents which schools they will be in and at what times. Keep in mind that coaches, who are teachers, will come to PTCs later due to scheduled practices or extra-curricular events.

PARENT VISITATION: parents are welcome to come to school for visits or to confer with teachers as needed. We also welcome parent volunteers if something has been set up for you to assist with at the high school. All visitors must present a driver's license at the main office. Once you receive authorization you will be issued a visitors badge that you must wear at all times.

PARKING:

- Students' parking is limited to the west-half of the district office/middle school parking lot or in the far west lot. The first two rows are reserved for parents and staff.
- Failure to park in an appropriate space in an appropriate parking lot will result in a warning. A second violation will result in a disciplinary consequence. A third violation will result in loss of driving privileges on campus for no less than a week. Further violations will result in loss of driving privileges for an extended amount of time and may include the towing of your vehicle.

PERSONAL/DANGEROUS ITEMS such as knives, throwing stars, spiked jewelry, weapons, items that are used as a weapon, *etc.*, are <u>not</u> allowed at school.

PETS IN SCHOOL: ***pets are NOT allowed in the school except for two reasons:*** (1) pets that are service animals (properly marked), have insurance, are allowed in the school at any time; (2) pets that are needed for projects or presentations are allowed ONLY if approved by the administrator AND only if the pet is brought in for the duration of the project or presentation and then taken out of the school.

PICKING UP STUDENTS AT THE HIGH SCHOOL: at the end of the school day, please pick up students in the east parking lot by the library drop box (or park in a space while waiting). DO NOT enter the bus zone in front of the school at the end of the day even if buses are not there yet. When buses are in the bus zone picking up students in the area is not allowed. This is for the safety of our students! (In the morning when you **drop students off**, please do not enter the bus zone while buses are unloading. Drop students off in the east parking lot.)

PLEDGE OF ALLEGIANCE: the salute to the flag of the United States of America, otherwise known as the "Pledge of Allegiance" is recited aloud, in a large group, during the first hour of each school week. The wording is as follows *"I pledge allegiance, to the flag, of the United States of America, and to the republic, for which it stands, one nation, under God, indivisible, with liberty and justice for all"*

- Parents who do **not** want their children to participate in the "Pledge of Allegiance" are asked to please notify the school administrator.

POCKET KNIVES: (Reference Board Policy 3311) not allowed in school! They will be confiscated and if determined to be a "weapon," the student will be suspended immediately and may be recommended for expulsion.

PUBLIC DISPLAYS OF AFFECTION (PDA): *your primary responsibility at school is to get an academic education*. We want you to enjoy the school atmosphere as well, but that DOES NOT INCLUDE PDA! Public displays of affection will not be allowed in school. **No groping, kissing, hugging, and/or hanging all over each other on school grounds (or off school grounds as noted below*).** This is a form of distraction to students and staff. Further, the rule is in place for activities. *While on trips, playing in the band, singing, etc., you are under the school's care. Because of this, you must follow the school rules – and the PDA rule is one of them! Coaches and advisors will be informed that this policy needs to be enforced.

RELIGIOUS ACTIVITIES AT SCHOOL: (Reference Board Policy 2332) the first amendment forbids religious activity to be sponsored by government entities (like public schools), but it protects religious activity that is initiated by private individuals such as students. As such, students may read Bibles or scriptures, say grace before lunch, and pray or study religious materials with fellow students at noon or before or after school. Any religious activity must be student-run, but also supervised. If a teacher is asked to supervise, he or she cannot participate or lead the group; he or she can only supervise.

ROOF: You are never permitted to climb on the roof. Climbing on the roof of the school is considered trespassing and is not allowed.

SCHOLARSHIPS: scholarship information is compiled and provided to students by the school counselors. This information includes national testing program information, financial aid information, known scholarship sources, and techniques available for students and their families to research scholarship information.

Parents/guardians are encouraged to contact the guidance counselors and begin communicating about college or postsecondary concerns or requirements.

Although our counselors are there to facilitate students for their future schooling and endeavors, it is the responsibility of each student to procure information about scholarships and to follow-through with applying for financial assistance of all kinds. Seniors must contact and meet, one-on-one, with the counselor in charge of scholarships in order to gather information about particular scholarships. Do not expect our counselors to seek you out individually – they do not have the time to do that! It is a senior's responsibility to seek-out scholarship information and follow the deadlines for applying.

SECURITY: safe and secure surroundings provide an environment where students, parents, teachers and staff can enjoy the comforts and blessings for a successful school climate. All outside doors will be locked **from the <u>outside</u>** during the school day to increase security in the buildings. Parents and authorized visitors must enter through the main entrance and be "buzzed " into the building. All visitors must present a driver's license at the main office. Your driver's license will be scanned into our Raptor visitor management system. The Raptor system will check visitors against criminal databases to keep all students and staff safe. Once you receive authorization you will be issued a visitors badge that you must wear at all times. When you leave the building you must sign out at the main office as well.

SEX-BASED HARASSMENT: The District encourages parental and student support in its efforts to address and prevent sex-based harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the District's Title IX coordinator.
Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:
(1) Quid pro quo harassment. An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
(2) Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the

recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
(i) The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
(ii) The type, frequency, and duration of the conduct;
(iii) The parties' age, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
(iv) The location of the conduct and the context in which the conduct occurred; and
(v) Other sex-based harassment in the recipient's education program or activity; or
(3) Specific offenses.
(i) Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
(ii) Dating violence meaning violence committed by a person:
(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
(B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
(1) The length of the relationship;
(2) The type of relationship; and
(3) The frequency of interaction between the persons involved in the relationship;
(iii) Domestic violence meaning felony misdemeanor crimes committed by a person who:
(A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situation to a spouse of the victim;
(B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
(C) Shares a child in common with the victim; or
(D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
(iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
(A) Fear for the person's safety or the safety of others; or
(B) Suffer substantial emotional distress.

A determination of responsibility resulting from a formal complaint against a student for engaging in sex-based harassment will result in appropriate disciplinary action, according to the nature of the offense.
Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policies 3210 and 3225 or additional information regarding the District's prohibition against discrimination and harassment.

SHOP CLASS SAFETY: students MUST follow all safety rules while working in the shop areas! Safety glasses (or eye protection) must be worn every time you are

"hands-on" with a project, equipment, etc. Students may be removed from class if they fail to follow safety rules and guidelines. It is the teacher's responsibility to make sure students are thoroughly informed about rules and guidelines.

SKIPPING SCHOOL: *parents*, there is no such thing as a school sponsored event that allows students to skip school. For example, there is no such thing as "**SENIOR SKIP DAY**," AND THERE IS NO SUCH THING AS "**JUNIOR TAKE-OVER DAY**." No matter what a student tries to call it, there is no such thing as a school-sponsored event for being out of school, off campus, and unsupervised during the school day (unless it is lunchtime).

SIGNING IN AND OUT OF SCHOOL: all students must sign out in the office before leaving campus prior to the end of school, students who are leaving campus during lunch and then returning. If you are not returning after lunch, please sign out in the office as you leave. If you are late to school, you must sign in at the office and get a pass to class.

SKATEBOARDS, ROLLERBLADES, ROLLER SKATES, and WHEEL-HEEL SHOES: for safety reasons and health concerns, the use of these wheeled items is not allowed at school or on school property at any time.

SPECIAL EDUCATION / 504 SERVICES: all students who have special needs caused by medical, physical, emotional, learning, or other difficulties may be entitled to special accommodations. Parents, if you feel your child may qualify for services, make an appointment with a school counselor and/or request policy and procedure forms from the school office or school psychologist/special education director.

SPORTING EVENT BEHAVIOR: students and adults must behave appropriately at sporting events. Cheering and shouting must be "aimed at" our own teams and be positive in spirit. Do not use "put downs" against anyone – including the referees. The idea is to cheer Frenchtown on, not jeer the other team or individual players from the other team. We reserve the right to ask students and adults to leave the game/match should they become unruly. Further, we can ban students and adults from ever attending should the incident merit a strict response.

STUDENT AIDES: Student aides do not receive credit. We currently offer the following aide positions: elementary, library and high school teacher aides. The principal may create other aide positions as deemed necessary.

STUDENT GOVERNMENT: Frenchtown High School Student Council represents the "voice" of the students in an advisory capacity. Student concerns can be shared with your student council.

STUDENT SCHEDULES:. Freshmen must take 8 credit bearing classes per semester. Sophomores must take 7 credit bearing courses per semester. Juniors must take 6 credit bearing courses per semester and Seniors must take 5 credit bearing courses per semester.

Work release and all aide positions are not figured into your required credit bearing classes. The final determination rests with the administration.

STUDENT TELEPHONE: students may use the student telephone (in the commons area) as needed. The office has a student phone for use when calling home because of illness.

SURVEILLANCE CAMERAS: (Reference Board Policy 3235) Frenchtown High School's security system includes the use of surveillance cameras. Please be aware that ***some video cameras may have sound recording capabilities.*** All video information is utilized strictly by authorized personnel for safety and security purposes.

TARDIES: a student is considered tardy if he or she is not physically present in the classroom when the class-start bell ends. Students who are 20 or more minutes late to class will be counted absent.

TEXTBOOKS and LIBRARY BOOKS: both types of books are purchased for student use. The expectation is that they are returned in the same condition (or nearly the same; we understand there will be some use involved). If books are lost or damaged students will have to pay for them.

THREAT OF ASSAULT ON AN EMPLOYEE: students may not threaten to attack, harm, or kill an employee. Such threats will be taken seriously and dealt with through school policy and by contacting local law enforcement agencies.

TOBACCO USE/POSSESSION: (Reference Board Policy 3310, 8225) the use of tobacco or tobacco related products on Frenchtown Campus' are prohibited at ALL TIMES. Students who are caught smoking or possessing tobacco may be ticketed by law enforcement and will receive disciplinary consequences. This includes e-cigarettes, vapes, juuls and hookah pipes or any other form of tobacco products. Law enforcement will be contacted when appropriate.

TOURNAMENTS/MEETS/GAMES AT FRENCHTOWN: *if Frenchtown High School hosts a tournament or track meet that is scheduled during school hours,* ***students are NOT allowed to attend the events UNLESS they are part of the events (participating, managing, or working).*** *To show school spirit, a TEACHER may take his or her class to the tournament /meet /game only during the time* ***our varsity team*** *is participating. The teacher WILL take the class, sit and remain with the class, and then take the class back (prior to the bell ringing for the next class). Students are not allowed to leave the teacher /class. Class attendance at the event is purely up to the teacher and will only occur when the teacher is assured his or her curriculum /scope and sequence will not be interrupted.*

TRAFFIC EDUCATION: Students will be placed in traffic education according to their birthdate, with upperclassmen receiving preference.

TRANSCRIPTS AND STUDENT RECORDS: requests for transcripts and records are to be directed to the school counselors. Whenever possible, please contact the school three to four working days ahead of time in order to obtain transcripts and/or records.

Note: Upon turning 18 years of age, students acquire total control of access rights to their transcripts and records if they **self-enroll**. Parents/guardians should be aware of this fact.

Credits from other accredited programs may be accepted at the administrators discretion but they do not replace required classes taught and offered at FHS.

TRANSFERS/WITHDRAWALS FROM SCHOOL: parents are asked to contact the high school secretary - as soon as possible - if their son/daughter is being transferred or withdrawing from school.

VANDALISM/THEFT/MALICIOUS MISCHIEF: what some students may simply call having fun, we consider it malicious mischief when it comes to school or personal property damage or abuse. When caught doing something within these categories, consequences will be given.

VIDEO/DVD MOVIES IN THE CLASSROOM: Video presentations that are rated **"R"** (restricted) are not to be shown to students in the classroom, on school busses, or at student activities. Teachers are encouraged to discuss with the principal any such materials about which there may be questions as to its appropriateness.

VISITOR PASSES: all visitors MUST sign in at the office and wear a visitor pass.

WEAPON-FREE CAMPUS: (Reference Board Policy 3311) all Frenchtown School campuses are gun and weapon free areas. If you have a gun or other weapon on campus you can be expelled from school. **During hunting season PLEASE remember to remove your pistol, rifle, and/or archery weapons! Make sure you check the vehicle each morning before school. Some students have driven other family members' vehicles to school not realizing there were weapons in the car/truck.**

WEIGHT LIFTING AREA AND GYMNASIUM: due to safety concerns, students are NOT allowed in these areas without supervision.

DISCIPLINE: POLICY

(References: **Board Policies 3225, 3225F, 3226, 3231, 3231P, 3300, 3300P, 3310, 3310P, 3312, 3440, 3440P, 3611, 8425, and 8340) … copies available in school offices and library and on the school district website… www.ftsd.org**

DISCIPLINE POLICY: in a school setting, students must learn how to work through the day in harmony with others and in accord with the behavioral requirements of the learning environment. School provides a preview of the social world into which students will enter and in which they must function. To prepare for this, students need to learn proper regard for themselves, their fellow students, their teachers, and all others in the school environment.

The Frenchtown School District has established a discipline policy to ensure the maintenance of those behaviors reflecting respect for self, for fellow students, for teachers, and for school property and the property of others. With these guidelines, a safe, cooperative, positive learning environment can be established and secured.

Parents and students should read the following Discipline Policy. Any questions regarding the policy should be directed to the Frenchtown High School administration. **ANY VIOLATIONS OF STATE OR FEDERAL LAW MAY BE REFERRED TO A LAW ENFORCEMENT AGENCY.**

Teachers will attempt to resolve problems directly with the students whenever possible. When necessary, parents will be contacted and consulted by the teacher. The teacher and the parent will participate in a conversation that will inform the parent about the nature of the specific concern(s) with the intention of seeking a mutually developed resolution to the problem. Problems that continue subsequent to the teacher's efforts (e.g., contact with the student and the parent(s), assignment of teacher-level disciplinary consequences, etc.) will be referred to administration. Serious violations will be directly referred to administration.

Legal Statement about School's Right to Discipline Students for Off-Campus Behaviors:
"State courts have routinely held that schools may discipline students for conduct that has a direct effect on the discipline and order of the school – regardless of whether it took place on or off campus **(section 20-5-201, MCA)…** ***The fact that misconduct by a student occurs off-campus does NOT render a district powerless to act… Moreover, Montana law does NOT restrict the ability of school officials to discipline a student who 'harms or threatens to harm another person or person's property' off school property… Courts have generally upheld the discipline of a student for off-campus fighting, bullying, harassment, or other acts of violence."***

In other words… schools have the responsibility to work with off-campus student acts of misconduct with respect to the adverse impact that can result from such acts within the school setting

Tiered Violation Examples

Tier 1	**Tier 2**
Considered to be minor violations including, but not limited to the following: • Tardiness • Cafeteria rules violations • Dress code • Class disturbance • Driving/Parking violation • Profanity • Snow-related misconduct • Inappropriate display of affection Consequences:/school service; federal and state laws may dictate additional consequences.	Violations including but not limited to the following: • Repeated Tier 1 offenses *Insubordination • Harassment/bullying Consequences: in-school and/or out-of-school suspension; federal and state law may dictate additional consequences.
Tier III	**Tier IV**
Serious violations including but not limited to the following: • Repeated Tier II offenses • Alcohol/Drug use or possession • Drug paraphernalia possession • Possession/viewing of pornography • Tobacco Use/Possession • Harassment/Threat/Intimidation • Vandalism/Theft/Malicious mischief • Fighting (mutual)/Assault *Computer misuse/abuse Consequences: in-school and/or out-of-school suspension; federal and state laws may dictate additional consequences.	Severe violations including but not limited to the following: • Repeated tier III offenses • Assault • Felony violations of any kind • Weapon (non-gun) violations (knife, etc.) Weapon (gun)* Weaponized Devices (pipe bomb, etc.)* Consequences: out-of-school suspension and/or recommendation for expulsion; federal and state laws may dictate additional consequences.
***THE POSSESSION OF DRUGS, GUNS OR WEAPONS MAY LEAD TO STUDENT EXPULSION! DO NOT KEEP HUNTING RIFLES/GUNS IN YOUR VEHICLE DURING HUNTING SEASON. IF YOU DRIVE A PARENT'S OR SIBLING'S VEHICLE TO SCHOOL, MAKE SURE YOU CHECK TO SEE THAT GUNS OR WEAPONS ARE OUT OF THE VEHICLE!**	

*__Conduct eligibility__: a student whose behavior has led to suspension from school is NOT allowed to participate in activities during the time of the suspension. Further, the student is NOT allowed to be on campus for the duration of the suspension. That means no practice sessions as well.

ADMINISTRATIVE ASSIGNABLE CONSEQUENCES

Administrators may assign the disciplinary consequences below, or others they deem necessary.

Referral to counselor
Required conferences with parent/guardian
Required conferences with teachers
ISS (in school suspension)
OSS (out of school suspension)
Direct referral to law enforcement
Loss of privileges (for a specified length of time)
Behavior contract (probation)
Loss of academic credit
Removal from class
Work assignments

Students serving time at lunch or in-school suspension students may not use cell phones, iPods, iPads or other electronic devices.

Note: board policy (backed by law) allows the administration to suspend a student up to 20 days if the administrator needs more time to thoroughly investigate a disciplinary situation.

Frenchtown High School Dance

Guest Registration Request and Contract

I agree to supply completely and truthfully the information below. I understand that Frenchtown High School administration will verify this information, and that Frenchtown High School administration has the right to refuse admittance of my guest to Frenchtown School Dances. **Middle school students and guests from other schools who have graduated from high school will not be allowed to attend the dance. Invited guests who graduated from Frenchtown the previous year may attend.**

The following rules apply:

1. I must bring this completed contract no later than 12:00 p.m. on the Wednesday prior to the dance. This form must be delivered to the office at Frenchtown High School.
2. All students and their guests, regardless of age, will be held accountable to all Frenchtown High School rules (i.e. alcohol, drugs, tobacco, weapons, etc.) and to the Frenchtown High School code of conduct, including dress code.
3. I fully understand that I will be responsible for all actions of my guest. If my guest is asked to leave, I will also be asked to leave.
4. I also understand that any offense committed by my guest will be my responsibility and I am willing to accept any punishment as indicated by school policy for such offenses.
5. My parent's signature below indicates their knowledge of my dance guest and the expectations outlined in this contract.

_____ _____

FHS Student Name (printed) & phone number — FHS Student Signature

_____ _____

FHS Parent Name (printed) & phone number — FHS Parent Signature

_____ _____

Guest's Name (First and Last printed) — Guests Parents & phone number

_____ _____

Guest's School — Guest's Birth Date, Grade or year of Graduation

The above named student has been invited to a dance at Frenchtown High School. Would you recommend that this student be admitted to attend? _____ YES _____ NO
Comments? Are they in good standing in regards to behavior and academics?

_____ _____

Guest's School Administrator (printed) — Guest's School Administrator Signature

Your signature endorses this student

_____ **Approved _____ Denied _____**

FHS Administration Signature

Frenchtown High School
2026-2027 Student-Parent Handbook

Receipt of Handbook

I have accessed the Frenchtown High School Parent-Student Handbook for 2024-2025 via the Frenchtown School District website www.ftsd.org. (Select Public Documents on left side and then select High School Parent Student Handbook) I understand the handbook contains information my child and I may need during the school year. I understand all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook. *A paper copy of the handbook may be requested from the office.

Print name of student:_____

Signature of student:_____

Signature of parent:_____ Date:_____

Frenchtown School District Acceptable Use Policy for the Internet
Please read this document carefully before signing.

Access to the Internet is now available to the students, staff and community members of Frenchtown School District. Frenchtown School District will be connected with thousands of computers all over the world, offering a wide variety of diverse and unique educational resources, which promote communication, innovation and excellence in education. Examples of the kinds of information available on the Internet include (but are not limited to): email communication with people all over the world, news and correspondence with NASA scientists (as well as other research institutions), access to the Library of Congress and many University Library Catalogs, discussion groups on a diverse range of educational topics, access to Public domain software and graphics for school use, as well as graphical access to the internet via the World Wide Web.

Because the Internet provides access to computers and people all over the world, some materials available on the Internet may not be considered of educational value in a school setting. Frenchtown School District will take precautions to ensure that users will be restricted from access to questionable materials on the Internet. However, with such a large amount of information available, it is impossible to guarantee restriction of access to all controversial materials; Frenchtown School District believes that the Internet provides a valuable educational source of global information and interaction, which far outweigh the risks of users encountering materials which are not consistent with the educational goals of the District.

Use of the computers at Frenchtown School District is a privilege, not a right. The smooth operation and maintenance of the computer system(s) relies on users adhering to the guidelines established in this document. Therefore, by signing the binding agreement, users (and guardians) acknowledge that they have read the terms and conditions of acceptable use and understand the inherent responsibilities.

Rules and Code of Ethics for Computer Users in Frenchtown School District:

1. Use of school computers is limited to educational purposes
2. Be polite. Discriminatory or obscene language is prohibited.
3. Personal privacy must be protected. Therefore personal information (such as address or phone), or that of others, must not be revealed.
4. Attempts to use other people's passwords or access other people's files are prohibited.
5. Copyrighted material(s) must not be placed on Frenchtown School District computer systems without the author's permission. Only authorized personnel will be allowed to download or install programs onto any computer system.
6. Electronic mail (email) is not guaranteed to be private. Frenchtown School District's computer system administrator(s) may need to access others' files for the maintenance of computer facilities. When performing maintenance every effort will be made to ensure the privacy of users' files.
7. Vandalism will result in termination of computer privileges. Vandalism is defined as any attempts to harm or destroy property or infiltrate another computer system. This includes, but is not limited to creating or uploading computer viruses.
8. Any user who chooses not to comply with the rules and code of ethics for Frenchtown School District computer use will lose computer privileges for a period of time to be determined by school personnel. Repeated infractions may result in permanent termination of computer and/or Internet privileges. Standard disciplinary policies of the school also apply.
9. The District may modify the acceptable use policy as the need arises.

I have read and understand the terms of the Rules and Code of Ethics and the Board Policy for Frenchtown School District.

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date

Authorization to Participate and Record

The District offers student clubs and extracurricular activities, events, and programs to the Student, including, but not limited to, curricular and co-curricular programs and clubs, sporting events, athletics, band, cheerleading as identified in the Student Handbook, and transportation and lodging to, from, and associated with these activities (collectively "Clubs and Activities").

Parental permission is required for the Student to participate in a Club or Activity. By signing this form, you give permission for your child to participate in the Club(s) and Activity(ies) identified by you and:

1. Represent the Student is fully capable of participating in the Club/Activity or Clubs/Activities and agree to disclose all known limitations to the District, including, but not limited to; medical conditions, physical limitations, and any other limitation known to the Student or the Parents.
2. Understand and acknowledge that the Student may not be skilled in one or all of the Clubs and Activities;
3. Understand and acknowledge that the Student is subject to all eligibility requirements adopted by the District for participation as well as any governing agency, including but not limited to the Montana High School Association;
4. Understand and acknowledge that engaging in any Activity may require a degree of skill and knowledge which the Student may not possess;
5. Understand and acknowledge that the Club or Activity in which the Student seeks to participate may require an audition or try-out to determine if the Student has the required skills/abilities to participate and that the Student may be "cut" from the Club or Activity through the audition/try-out process;
6. Understand and acknowledge that the District has informed us that certain risks are inherent in some Clubs and Activities and cannot be eliminated without destroying the unique character of the Club and/or Activity. These risks may include, but are not limited to; the inherent dangers related to sports, athletic events, hazards of traveling in and to areas without medical services or care, dangers due to the forces of nature (including, but not limited to, avalanches, lightning, fire, inclement weather, exposure, flooding), dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, and others;
7. Understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death;
8. Understand and acknowledge that engaging in any Activity may require a participant to listen to any instructions, warnings, or risk assessments of the District, to ask for instruction or clarification whenever needed, and to follow instructions; and
9. Understand and acknowledge that the District may remove the Student from Activities for any breach of safety policies, or any conduct that the District deems unsafe.

You further acknowledge and consent to the Student being recorded by audio or video means by a school employee/representative/coach/advisor during participation in a Club or Activity for purposes of coaching or instruction.

The Student and Parents hereby consent to the Student participating in the Club(s) and Activit(ies) identified in spite of, and with full knowledge of, risks which may be associated with that Activity.
By signing this Agreement, the Student and Parents acknowledge they have carefully read and understand its contents.

Club(s) and/or Activity(ies) for which permission is given for the Student to participate:
[Either provide list of clubs and activities and have parent circle/check option or have parent/student list them:]

_____

_____

_____	_____	_____
STUDENT NAME	STUDENT SIGNATURE	DATE
_____	_____	_____
NAME OF PARENT OR GUARDIAN	PARENT OR GUARDIAN SIGNATURE	DATE

Title IX Grievance Procedures

Title IX

Frenchtown School District does not discriminate on the basis of sex in programs or activities as required by Title IX of the Education Amendments of 1972 and the related federal regulations. Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, by electronic mail, or by utilizing the online web form and the contact information listed below for Frenchtown's Title IX Coordinator. Such a report may be submitted anytime, including non-business hours, to the Title IX Coordinator. Inquiries about the application of Title IX and the related federal regulations may be referred to Frenchtown's Title IX Coordinator, the Assistant Secretary of the U.S. Department of Education, or both.

In compliance with new Title IX regulations, Frenchtown has designated a Title IX Coordinator, Investigators, and Decision Makers.

Title IX Coordinator: Josh Criner, joshcriner@ftbroncs.org, 406-626-2719

Title IX Investigators: All District Administration have been trained as Title IX Investigators.

Title IX Decision Makers: All District Administration have been trained as Title IX Decision Makers.

All district staff will receive yearly Title IX training, and Title IX policies and procedures are available on ftsd.org. To view them, select the menu and go to departments, expand Federal Programs, then scroll down to Title IX. Please reach out to the Title IX Coordinator if you have any questions.

Sexual Harassment Grievance Procedure - Students

The Board requires the following grievance process to be followed for the prompt and equitable resolution of student complaints alleging any action that would be prohibited as sexual harassment by Title IX. The Board directs the process to be published in accordance with all statutory and regulatory requirements.

Definitions

The following definitions apply for Title IX policies and procedures:

"Actual knowledge:" notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any official of the District who has authority to institute corrective measures on behalf of the District, or to any employee of an elementary or secondary school.

"Education program or activity:" includes locations, events or circumstances over which the District exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, and the context in which the sexual harassment occurs.

"Complainant:" an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Respondent:" an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Formal complaint:" a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation of sexual harassment.

"Supportive measures:" non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

District Requirements

When the District has actual knowledge of sexual harassment in an education program or activity of the District, the District will respond promptly in a manner that is not deliberately indifferent. When the harassment or discrimination on the basis of sex does not meet the definition of sexual

harassment, the Title IX Coordinator will direct the individual to the applicable sex discrimination process for investigation.

The District treats individuals who are alleged to be the victim (Complainant) and perpetrator (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive measures. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the District's property, campus escort services, changes in work locations and other similar measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. If the District does not provide the Complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Timelines

The District has established reasonably prompt time frames for the conclusion of the grievance process, including time frames for filing and resolving appeals and informal resolution processes. The grievance process may be temporarily delayed or extended for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. In the event the grievance process is temporarily delayed for good cause, the District will provide written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

Response to a Formal Complaint

At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, or other means designated by the District.

The District must follow the formal complaint process before the imposition of any disciplinary sanctions or other actions that are not supportive measures. However, nothing in this policy precludes the District from removing a Respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. A period of removal may include the opportunity for the student to continue instruction in an offsite capacity. The District may also place a non-student employee Respondent on administrative leave during the pendency of the grievance process. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Upon receipt of a formal complaint, the District must provide written notice to the known parties including:

1. Notice of the allegations of sexual harassment, including information about the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, and any sufficient details known at the time. Such notice must be provided with sufficient time to prepare a response before any initial interview;

2. An explanation of the District's investigation procedures, including any informal resolution process;

3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;

4. Notice to the parties that they may have an advisor of their choice who may be, but is not required to be, an attorney, and may inspect and review any evidence; and

5. Notice to the parties of any provision in the District's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice initially provided, notice of the additional allegations must be provided to known parties.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents,

or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Investigation of a Formal Complaint

When investigating a formal complaint and throughout the grievance process, the District must:

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not the parties';
2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. Allow the parties to be accompanied with an advisor of the party's choice who may be, but is not required to be, an attorney. The District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
5. Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;
6. Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;
7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process, do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;
9. Not make credibility determinations based on the individual's status as Complainant, Respondent or witness;
10. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

Dismissal of Formal Complaints

If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy.

The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any time during the investigation or hearing, if applicable, when any of the following apply:

1. a Complainant provides written notification to the Title IX Coordinator that the Complainant would like to withdraw the formal complaint or any allegations therein;

2. the Respondent is no longer enrolled or employed by the District or;

3. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the reasons for dismissal simultaneously to both parties.

Evidence Review

The District provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence provided by the District must include evidence that is directly related to the allegations in the formal complaint, evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to completion of the investigative report, the Title IX Coordinator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties have 10 calendar days to submit a written response to the Title IX Coordinator, which the investigator will consider prior to completion of the investigative report.

Investigative Report

The investigator must prepare an investigative report that fairly summarizes relevant evidence and send the report to the Title IX Coordinator. The Title IX Coordinator must send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. The parties have 10 calendar days to submit a written response to the Title IX Coordinator.

Decision-Maker's Determination

The investigative report is submitted to the decision-maker. The decision-maker cannot be the same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a hearing or make a determination regarding responsibility until 10 calendar days from the date the Complainant and Respondent receive the investigator's report.

Prior to reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Questions must be submitted to the Title IX Coordinator within three calendar days from the date the Complainant and Respondent receive the investigator's report.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence standard. The decision-maker's written determination must:

1. Identify the allegations potentially constituting sexual harassment;

2. Describe the procedural steps taken, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;

3. Include the findings of fact supporting the determination;

4. Draw conclusions regarding the application of any District policies and/or code of conduct rules to the facts;

5. Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any recommended disciplinary sanction(s) imposed on the Respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the District to the Complainant;t and

6. The procedures and permissible bases for the Complainant and/or Respondent to appeal the determination.

A copy of the written determination must be provided to both parties simultaneously, and generally will be provided within 60 calendar days from the District's receipt of a formal complaint.

The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Where a determination of responsibility for sexual harassment has been made against the Respondent, the District will provide remedies to the Complainant that are designed to restore or preserve equal access to the District's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective implementation of any remedies. Following any determination of responsibility, the District may implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated agreement. For students, the sanctions may include disciplinary action, up to and including permanent exclusion.

Appeals

Either the Complainant or Respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;

2. New evidence that was not reasonably available at the time that could affect the outcome and

3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent that affected the outcome.

The request to appeal must be made in writing to the Title IX Coordinator within seven calendar days after the date of the written determination. The appeal decision-maker must not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the decision-maker from the original determination.

The appeal decision-maker must notify the other party in writing when an appeal is filed and give both parties a reasonable equal opportunity to submit a written statement in support of, or

challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a written decision describing the result of the appeal and the rationale for the result. The decision

must be provided to both parties simultaneously, and generally will be provided within 10 calendar days from the date the appeal is filed.

Informal Resolution Process

Except when concerning allegations that an employee sexually harassed a student, at any time during the formal complaint process and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility, provided that the District:

1. Provides to the parties a written notice disclosing:

   A. The allegations;

   B. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Title IX formal complaint process with respect to the formal complaint; and

   C. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

2. Obtains the parties' voluntary, written consent to the informal resolution process.

The informal resolution process generally will be completed within 30 calendar days, unless the parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process. The formal grievance process timelines are stayed during the parties' participation in the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the formal complaint grievance process, including timelines for resolution, at the point they left off.

Recordkeeping

The District must maintain for a period of seven years records of:

1. Each sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies

provided to the Complainant designed to restore or preserve equal access to the District's education program or activity;