

# **Fergus High School**

## *Golden Eagles*



### **Student/Parent Handbook**

**2022-2023**

## **Fergus High Vision Statement**

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

## **Fergus High Mission Statement**

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

### ***Be A Graduate***

- Get involved
- Attend school
- Be a positive role model
- Represent FHS with pride
- Plan for your future - set goals

## **SOAR Expectations**

### **Safe**

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

### **Organized**

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

### **Accepting**

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

### **Responsible**

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

## **Release of “Directory Information”**

Regarding student records, federal law requires that ‘directory information’ on my child may be released by the District to those who request it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. For further details on our Directory information policies please look at Student Records in the Codebook



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## Lewistown School District Policy

Throughout the student handbook Lewistown School District policy is referenced. Occasionally there may be changes of policy as outlined in this handbook. These changes will be posted on the hallway bulletin boards and school website with an effective date included. Thereafter, it will be the responsibility of the student to abide by the new policy. Policies can be found on the district website: <https://www.lewistown.k12.mt.us>

### Section 1 - Academic and Admission Policies

#### **ADMISSION OF OVER-AGE & NON-RESIDENT STUDENTS**

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

#### **CREDIT TRANSFER/ASSESSMENT FOR PLACEMENT**

Requests for transfer of credit and/or grade placement from any non-accredited, non-public school shall be subject to examination and approval before being accepted by the Lewistown Public Schools in accordance with **Board Policies 2413 & 3110**. This shall be done by the school counselor and principal; or, in the case of home schools, by a credit evaluation committee. The committee will consist of a counselor, a staff member from each subject area in which credit is being requested, and the school principal. An official transcript or documentation must be submitted.

#### **WITHDRAWAL PROCEDURES**

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

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

#### **GRADE LEVEL REQUIREMENTS**

Students are placed into grade levels according to the number of high school credits they have earned. In order to move from one grade level to the next a student must have the following number of credits at the beginning of the school year:

- **Freshman** - entering with no credits
- **Sophomores** - must have earned a minimum of three credits
- **Juniors** - must have earned a minimum of nine credits
- **Seniors** - must have earned fifteen or more credits

#### **ENROLLMENT REQUIREMENTS**

**Freshman - Must be enrolled in 7 classes for credit per semester (6 if you qualify for study hall)**

1. Science
2. Math
3. English
4. PE/ Health
5. 2 electives and 1 study hall or 3 electives

**Total: 7 credit classes per semester (6 if you qualify for study hall)**

**Sophomores - Must be enrolled in 7 classes for credit per semester (6 if you qualify for study hall)**

1. Science
2. Math
3. English
4. World History
5. PE/Health
6. 1 elective and 1 study hall or 2 electives

**Total: 7 credit classes per semester (6 if you qualify for study hall)**

**Juniors - Must Have a Minimum of 6 Classes for credit per semester**

1. Science
2. Math
3. English
4. American History
5. Three elective classes - may have only one of the following:
  - a. Teacher Assistant
  - b. Vocational Work Experience (limited to one period)
  - c. Study Hall (not for credit)
6. Credit recovery classes do not count towards the minimum of 6 credits classes per semester

**Total 6 -7 credits**

**Seniors - Must Have a Minimum of 5 Classes for credit per semester**

1. English
2. US Government
3. At least three elective classes for credit.
  - a. Teachers' Assistant, Vocational Work Experience, Internship or Apprenticeship - Only one credit can count towards the 5 credit minimum
4. The 5 credit minimum per semester guidelines
  - a. Only applies to seniors who have earned 18 credits before the beginning of their senior year
  - b. Credit recovery classes do not count towards the minimum of 5 credits classes per semester

**Total 5 -7 credits**

**GRADUATION REQUIREMENTS**

Fergus High School students shall be expected to earn a total of twenty-two (22) units in order to complete graduation requirements (**LPS Policy 2410P**). Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

Students must also meet the credit requirements of the Montana State Board of Education.

In order to participate in the Fergus High School Graduation Ceremony, graduating seniors must complete the following requirements:

1. **Mathematics - 3 credits** One (1) credit may be a crossover credit (accounting or business math taken during junior or senior year)
2. **Science - 3 credits** One (1) credit may be a crossover credit (1 year of Anatomy & Physiology/Veterinary Science taken during junior or senior year = 1 crossover credit).
3. **Social Science - 3 credits** World History or AP World History - sophomores, American History - juniors, and US Government or AP Government - seniors
4. **English - 4 credits**
5. **Health Enhancement - 2 credits** ( Required for Freshmen and Sophomores)
6. **Fine Arts - 1 credit** Band, Choir, Art or Drama
7. **Career and Technical Education - 1 credit** Agriculture, Business, Computers, or Family and Consumer Sciences.

## Additional Graduation Requirements

1. Each student must build their schedule around the 17 required courses at Fergus High School.
2. Each student shall have been in attendance in grades nine through twelve in an accredited junior and/or senior high school for no fewer than eight full semesters.

## HONORS CURRICULUM

A student desiring to graduate with honors must meet all FHS graduation requirements as well as the following requirements:

1. Meet all College Prep requirements of the Montana University System
2. Complete four science classes (no crossover classes)
3. Complete four math classes (no crossover classes)
4. Complete two years of a foreign language
5. Complete two AP or two dual credit courses
  - a. An AP class (one) may be substituted by a major from the area of Career and Technical Education (CTE) or Performing Arts. In order for substitution of an AP class to take place a student must complete four years in one of the following areas: agriculture education, band, business, choir, family and consumer sciences, or Spanish.
  - b. Substitution of an AP class is only allowed in academic areas that do not offer an AP option.
  - c. No crossover credits will be allowed. For example: a student must take four years of band; the substitution would not be allowed if he/she took two years of band and two years of choir.
  - d. Students may use independent courses as approved by the Academic Committee and Principal. Independent courses do not include credit recovery situations for failing grades.
  - e. To uphold the integrity of the Honor's Curriculum, a student must keep his/her grades in good standing and maintain a cumulative GPA of no less than 3.0.

## GRADING SCALE

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

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

## VALEDICTORIAN AND SALUTATORIAN SELECTION

1. Consideration Criteria for Selection:
  - a. Students considered must be in attendance the second semester of their junior year and both semesters of their senior year. (Special circumstances will be reviewed by the administration.)
  - b. Students to be considered must complete the Honor's Curriculum.
2. Valedictorian or Salutatorian selections will be based on student grade point averages through the second semester of their senior year.
3. Should a tie between students occur with grade point averages, the following system will be used in making Valedictorian and Salutatorian selections:
  - a. Meet the Honor's Curriculum requirements
  - b. A combination of four AP/Dual credit classes, offered by Fergus High School Staff. Substitution will be allowed as listed in the Honor's Curriculum.
  - c. Received at least 26 credits
  - d. If each potential candidate meets the above criteria, a tie will be declared.
4. **If none of the Valedictorian and Salutatorian candidates meet the above criteria, an academic committee will be formed and the following criteria will be used to determine the selections.**
  - a. The number of credits earned from Advanced Placement/Dual Credit Courses
  - b. Total number of credits earned in core classes selected by the NCAA for eligibility purposes, or as



approved by the committee

- c. Quarter grade point averages earned in core classes selected by the NCAA for eligibility purposes, or as approved by the committee
5. Online/Correspondence Coursework – Maintain current level of correspondence course-work as specified in graduation requirements (1.5 credits are allowed starting with the Junior year)
6. Appeals of individual portions of these policies are to be addressed to the academic committee as a whole
7. If two or more students tie for Valedictorian, no Salutatorian will be recognized.

### **NCAA CLEARINGHOUSE ELIGIBILITY**

Contact a counselor for a list of NCAA course requirements.

### **DUAL ENROLLMENT**

Dual Credit--Dual credit allows high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a post-secondary degree or certificate, or toward transfer to another college. The primary purpose of offering dual credit courses is to deliver high-quality, introductory, college level courses to high school students. Lewistown Public Schools have a dual credit partnership with the Montana University System. Students interested in dual credit opportunities must meet with their building administration to determine available options. Students should be aware of Montana High School Association's on-campus attendance eligibility requirements for activity participation. A request must be completed through the counseling center or with the specific dual credit teacher.

### **ONLINE COURSES**

Online courses taken through Montana Digital Academy or an approved program can be used for credit recovery or original credit under the approval of the administration. Online original credit opportunities will not be accepted if the course is offered in the Fergus High schedule. The district will cover the cost of each course, but students who fail the course will be charged. A parent/student contract will be required before starting a course.

### **DROP/ADD PROCEDURES**

Student requests to drop and/or add classes will be considered at the beginning of each semester for five (5) days. Students in grades 9-10-11 must still be scheduled into 6 credited classes; students in grade 12 must be scheduled in at least 5 credited classes. Courses dropped within the first five weeks of the semester will not be reflected on a transcript. However, if a course is dropped after the fifth week, the transcript will reflect a "W/F" (withdrawal fail) and will impact the student's GPA. Counselors are not permitted to add a class to a student's schedule after the first full day of instruction without administrator's approval.

### **HiSET OPTION PROGRAM**

The Montana Office of Public Instruction has provided the HiSET Option Program as an additional means of meeting their requirements for a high school diploma. Fergus High School offered the HiSET Option Program to seniors starting in the spring of 2019. The following criteria must be met in order to qualify for this program:

1. No less than 11.5 credits and no more than 18.5 credits at the beginning of the second semester of senior year
2. Has not had a break in enrollment at Fergus High School
3. Has maintained a minimum of an 80% attendance rate this year
4. Has not had a behavior issue this school year
5. Is passing English 12 and Government
6. Is maintaining a good academic standing throughout the senior year
7. Is demonstrating a commitment to graduate
8. Pass all five HiSET exams with an accumulated score of 45 and having no single test score lower than 8.

Successful completion of the HiSET Option Program would allow students to graduate with their class and earn a regular Fergus High School diploma. The HiSET Option Program takes commitment and is for those students who have a desire to put past mistakes behind them and work hard to make the best of a second chance. An outline of the program requirements can be obtained from a counselor or administrator.

## **ZERO HOUR / AM COURSES**

Because of the popularity of morning classes, students must have a history of successful attendance to their first period class and maintain 90% attendance throughout the semester. Zero hour courses count toward the minimum required number of courses.

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

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

## **MAKEUP WORK**

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

## **INCOMPLETES**

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

## **ACADEMIC INTEGRITY**

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

In cases of cheating, appropriate disciplinary action will be taken. These guidelines will be followed.

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

## **DRIVER EDUCATION INFORMATION**

### **Semester Sessions:**

The program offerings include two separate sessions: one during first semester and one during second semester. Each of these sessions will accommodate eighteen students. To qualify for the semester sessions, a student must be fully enrolled at Fergus High School, and must be 14 and one half years of age or older when the session begins. Students, who are enrolled in one of the semester sessions, will have 44 classroom meetings during the zero period (6:45-7:45 a.m.). Their six behind-the-wheel driving times will be scheduled after school from 3:45-6:45 p.m. This schedule will be in place over the entire semester.

### **Summer Session:**

There will also be a summer session of Driver Education offered in May, June, or July that will serve a larger number of students, pending available staff. To qualify for the summer session, a student must be 14 and one half years of age or older by the time the session begins. Any age-eligible student in the Lewistown School District's

geographical jurisdiction will have an opportunity to enroll in the summer program.

### **Fees and Registration:**

Regardless of the session they participate in, all students will pay a \$320 fee. Registration cards will be filled out and signed by a parent or legal guardian at a mandatory meeting prior to the beginning of class.

Attendance and behavior policies for all Driver Education activities will be strictly adhered to by students enrolled in any of the three sessions. All sessions will be contingent upon an adequate number of students enrolling to cover District costs to operate the program. Contact the Fergus High School Office at 535-2321 to register.

### **EAGLE RENAISSANCE PROGRAM**

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

The Eagle Renaissance Program includes:

1. Setting an expectation for achievement while stressing a good attitude.
2. Providing incentives and rewards that build self-esteem and satisfaction with self and school.
3. Spotlighting scholastic achievement and improvement while emphasizing appropriate student behavior and responsibility.
4. Recognizing and rewarding students, teachers and community members for positive performance and promoting school pride.

## **Section 2 - Attendance**

### **ATTENDANCE PHILOSOPHY**

Fergus High School is committed to the philosophy that every student should attend every class, every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to absence can never be adequately replaced. Our goal at Fergus High School is to help every student maintain a minimum of 90% attendance.

### **PROCEDURE FOR REPORTING AN ABSENCE**

When a student is absent from school, the parent/guardian is required to contact the school (535-2321) to notify of the absence by 10:00 AM. If the school attendant cannot be reached, a voicemail message or electronic message is appropriate. If the parent/guardian does not call, an automatic dialer will notify parents of the absence. The student will have two (2) days to bring a note or have a parent/ guardian call to excuse the absence. Failure to confirm the absence within the two days will result in an unexcused absence.

### **CHECKOUT PROCEDURE**

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

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

## **ADVANCED ASSIGNMENT AND PRIOR NOTIFICATION OF AN ABSENCE**

In the case that a parent/guardian is aware of an upcoming absence, they are asked to contact the school in advance of the absence. Students will then contact their teachers to make arrangements for completing their assignments.

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

## **ATTENDANCE AND ACTIVITY PARTICIPATION**

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

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

Example: 2:00 AM = start of third period, 3:00 AM = start of fourth period.

## **10-DAY ABSENCE POLICY**

Ten (10) **non-school** related absences (excused and/or unexcused) per class period during a semester is considered excessive and will require a parent conference and possible attendance contract. Parents should notify the high school office to excuse a student's absence. If verification is not received within two days of the absence, the absence will be recorded as unexcused for the remainder of the semester. Automated calls to parents/guardians are sent out in the morning and afternoon when a student has been recorded as absent in two consecutive class periods. Parents/Guardians will be notified by letter when their student reaches seven (7) absences and again when they reach ten (10). Students will receive a zero for the daily assignment on days with an unexcused absence.

### **Possible Interventions to Address Excessive Absences:**

1. Classroom teachers may contact the student's parents/guardian to express concern.
2. The classroom teacher and/or administration will conference with the student and may assign mandatory "make-up time" or detention.
3. Administration may initiate a conference with parents/guardians and students to discuss the issue, then other interventions as assigned (e.g. My Attendance Plan completed with counselor, Advisory teacher Check and Administration may assign "make-up-time," detention).
4. An attendance meeting initiated by administration that may include parents, students, counselors, teachers, case managers, parent liaison, coach/activity sponsor, probation, administration, and other staff as needed.
5. Students may be referred to the Student Assistance Team to identify further intervention options.
6. Student grades in the class with ten or more absences may be changed to "pass/fail". Having a grade changed to "pass/fail" due to an attendance policy violation may impact NHS membership and the ability to graduate with honors.
7. Students under 16 may be referred to the County Attorney for violation of compulsory attendance.

## **TARDIES**

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

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

## Section 3 - Student Guidelines

### **DRESS CODE**

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

### Leg Coverings

- *Leggings/tights*: The use of fashion leggings, i.e. those that are sheer or see-through (fish netted stockings, pantyhose, and tights are also included in this) must be worn with some kind of long shirt, dress, or shorts over the top of it. This shirt, dress, or shorts must apply to the related section of the dress code policy. However, athletic or opaque leggings may be worn on their own without the use of something longer to cover them.

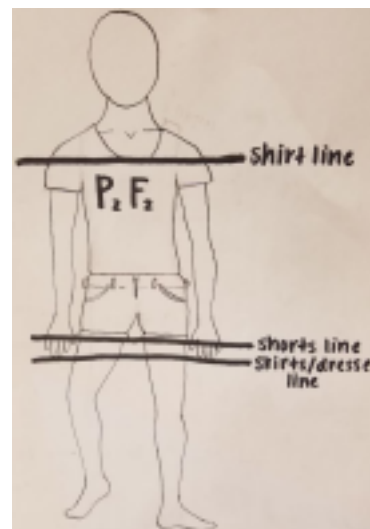
- *Shorts*: Shorts may be worn, but the bottom of the shorts must come to no higher than the base of the fingers/top of the palm as worn when the student places their arms straight down in a relaxed position, near the side of their body. If the shorts are shorter than this, the student will be asked to change into something more appropriate.

- *Dresses/Skirts*: The hem of the dress or skirt shall come to no higher than the tips of the student's fingers when their arms are extended along their sides, relaxed. If the dress or skirt is higher than this, it will be deemed inappropriate and the student will be asked to change.

### Tops:

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

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



### Accessories:

- *Head Coverings*: Hats, stocking caps, bandanas, or any other non-religious type of head covering may be worn during passing periods. Students may wear hats in the classroom with permission from that classroom teacher. A student must comply without complaint or delay when asked to remove a hat in a classroom.

- *Bags*: Students will not be allowed to bring any sort of bag into the classroom. This includes backpacks, satchels, drawstring bags, and purses of any kind. However, if a student has a container of some sort to carry pens, pencils, and other school supplies, they are permitted to use that. Exceptions may apply in cases of injury or requirements of a student's IEP or 504 Plan.

## **CELL PHONES/ELECTRONIC DEVICES**

At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Personal electronic devices may only be used in the classroom at the discretion of the teacher. Use of an electronic device is defined as having the device in hand or within sight. Unauthorized electronic devices may be confiscated by staff. Students are expected to give their device to school staff as requested without complaint or delay. Unacceptable use of any electronic device may lead to disciplinary action and may also be referred for additional consequences.

## **EMERGENCY DRILLS**

Fergus High School conducts regularly scheduled emergency drills. Students are to move quietly, quickly and calmly, leaving all books behind. Students are to meet in the area designated for their Advisory class and should keep a safe distance away from the building until instructed by their classroom teacher or school administrator to return to the building or relocate. Students must not stand in the street. Students are to remain with their advisory teacher after exiting the building for roll call during the drill. In addition to fire drills, shelter-in-place (lock-down), evacuation and earthquake drills may also be practiced.

## **FINES, FEES, AND CHARGES**

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

## **HALL PASSES**

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

## **DRIVING AND PARKING LOT REGULATIONS**

Fergus High School accommodates a number of student drivers, visitors, and staff members every day of the school year. It is our goal to make sure that all drivers are aware of their surroundings and exercise responsible driving while on our campus. Students may park on campus in approved student lots only.

Parking and driving regulations include but are not limited to the following:

1. Student lots are first come, first served.
2. State law stipulates that maximum driving speed on or adjacent to school property is 15 mph.
3. Parking in fire zones, handicap spaces, traffic lanes, or other designated “no parking” spaces is prohibited and will result in a ticket.
4. Students are not to be in their automobiles or in the parking lots during class time.
5. Students involved in a hit and run will have parking privileges revoked, disciplinary action taken, and referred to law enforcement.
6. Habitual offenders will lose the privilege of parking on our campus.
7. Gold Card parking will be assigned to students on a quarterly basis.

## **SCHOOL FOOD SERVICE**

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

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

**LUNCH** is served at the end of 4<sup>th</sup> period each school day other than on days with a modified schedule.

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

### **INSURANCE**

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

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

### **SCHOOL DANCES**

School organizations may hold dances with the consent of the advisors, the student council and the principal.

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

### **LOCKERS**

Hall lockers are provided to each student. Built in combination locks can be activated upon request. Lockers are to be kept clean, neat, and in good repair. Students will be held financially responsible for damage to lockers. Students should be aware that their assigned locker and any personal items they choose to store therein will be jointly accessible to themselves and school officials and may be subject to inspection by school officials at any time, without notice and without student consent.

### **MESSAGES AND PACKAGES DELIVERY**

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

### **PLEDGE OF ALLEGIANCE**

The pledge of allegiance will be recited each day at the beginning of the student announcements. (Montana Code Annotated 20-7-133)

### **EMANCIPATED AND MAJORITY AGE STUDENTS**

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

### **VISITORS**

Parents and others are welcome to visit Fergus High School. All visitors must first report to the office, sign-in and obtain visitor passes. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the

delivery of instruction or disrupt the normal school environment. Fergus High does limit day or half day student visitors to only those students who are potential new students to FHS.

### **WEATHER DISMISSALS**

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

## **Section 4 - Discipline Policies**

Students who violate District policies, rules, and directives are subject to discipline at the discretion of District administration. Discipline may include referrals, detention, in-school suspension, out-of school suspension, and expulsion. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct.

### **BEHAVIORAL EXPECTATIONS**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco or vapor products
- Using, possessing, distributing, purchasing or selling alcoholic beverages
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including medical marijuana , look-alike drugs, and drug paraphernalia
- Using, possessing, controlling, or transferring any object that could be considered or used as a weapon
- Disobeying directives from staff or disobeying rules governing student conduct
- Using, violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity
- Unexcused absenteeism
- Misconduct of any sort on any means of District transportation.
- Bullying, hazing, harassment, or intimidation, including cyberbullying
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

Grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

### **DISCIPLINARY MEASURES:**

For violations of school policy or procedure, disciplinary measures may include, but not limited to:

Expulsion	Alternative Education Plan	Closed Campus
Deferred Expulsion	Loss of Student Privileges	Conference
Change of Placement	Loss of Bus Privileges	Cleanup Duty
Suspension Out-of-School	Notification to Police	Loss of Credit



Suspension In-School  
Detention

Restitution for Damages  
Community Service

Advisement/Warning  
Saturday School

## **SEVERE CLAUSE**

Generally a student moves toward a severe consequence through a series of rule violations. However, the seriousness of an individual act by a student can dictate the severity of the disciplinary measure taken. In extreme cases of disruptive behavior and concern for school safety the principal may consider suspension or an immediate request for expulsion regardless of a student's discipline record to date.

## **SUSPENSION AND EXPULSION POLICIES**

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

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

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

## **WEAPONS**

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

## **PROCEDURAL DUE PROCESS:**

### *The Student Has the Right:*

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

### *The Student Has a Responsibility:*

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

## Section 5 - Golden Eagle Activities and Athletics Guidelines

### **ACTIVITY/FIELD TRIPS**

Fergus High School offers a comprehensive co-curricular and extracurricular activities program designed to provide opportunities for academic and social growth. Through participation in co-curricular activities, students develop an appreciation for teamwork, sportsmanship, competition, self-discipline and citizenship. Co-curricular activities increase a student's personal development and self-esteem. Students should examine the available organizations, clubs, teams and select activities which are of interest to them. Students are also encouraged to support the co-curricular activities, scholastic competitions, dramatic and musical performances and other scheduled events. Extra-curricular, co-curricular, field trips, and school endorsed activities are a privilege, not a given. Students must earn the right to participate by:

1. Demonstrating acceptable behavior and attitudes in representing Fergus High School.
2. Remaining in good standing with Fergus High School attendance policy.
3. Currently in academic good standing.
4. Having good academic habits: All work is due the day the student leaves unless otherwise arranged by the teacher. It is the student's responsibility to obtain future assignments and schedule make-up exams before he/she leaves.
5. Being a "team participant".
6. Accepting the responsibility of being a role model for youth in the community.
7. Displaying good sportsmanship at all times.
8. Final decisions are up to the administration.

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

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

### **ACTIVITY PARTICIPATION**

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

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

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

### **ACTIVITY TRANSPORTATION**

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

Upon approval, student-athletes will then only be released to their custodial parent(s) or legal guardian(s) when

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

### **ACTIVITY BUS PASSENGER GUIDELINES**

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

1. Students are to remain in their seats and preferably facing the front of the bus.
2. Keep the aisle clear of obstruction. Do not hang over or on the arm rests or the back of the seat. Feet should be on the floor with shoes on.
3. Each seat is to have members of the same sex. Students are to be segregated by gender into different portions of the bus; i.e. boys in front, girls in back, preferably with advisors in the middle. 4. Refrain from being excessively noisy, keeping the noise level below that which disturbs the driver. Headphones must be used with electronic devices.
4. Remain QUIET in all City Limits and absolutely silent at all railroad crossings.
5. Carry-on items are to be kept to a minimum, (handbags and a blanket are allowed.)
6. All large bags must be stored in the baggage compartment. All water containers and hard objects, i.e. team supply boxes, should be stored on the floor or in the baggage compartment. If unsure, check with the driver.
7. All waste materials are to be properly disposed of in a receptacle supplied on the bus.
8. Cold sandwiches, fresh fruit, juice or canned pop, milk in cartons, candy bars, and chips can be consumed on the bus. Food items not allowed include: hamburgers, pizza, tacos, sunflower seeds, drinks in paper cups, milk shakes, malts or ice cream.
9. There are to be no students on the bus while it is parked, without being accompanied by a Coach or an Advisor.

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

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

### **ACTIVITY BUS ALTERNATE PICK-UP & DROP-OFF**

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

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

When making this request parents or guardians understand:

1. That they are responsible for transportation to and from the assigned pick-up and drop-off parking areas and that they assume all liability prior to the student being picked up and all liability after the student has been dropped off. Non family members must be listed below to ride with the student should they drive themselves. A copy of the current vehicle insurance card(s) will be included with this request.
2. That the activity bus will not wait at the assigned pick-up and drop-off points for any student or any student's parent. On a drop-off, if the parent is not there for the student or the student does not have his/her own

transportation, the bus will take that student to the high school or junior high with the remaining students and the parent will have to pick them up there.

3. Pick-up and drop-off parking areas will be used by students only after the student's parents have signed and approved this waiver form through Fergus High School or Lewistown Junior High School two-days prior to the activity or event.

4. That students not riding approved or school sponsored transportation to and from activity or school related events will not be allowed to compete, or in any way represent the school or their team.

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

### **ATTENDANCE & ACTIVITY PARTICIPATION**

Participants of school activities must be in school a **minimum of one-half day** preceding a contest or practice.

Any exceptions to this policy must be cleared by the administration.

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

Exceptions:

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

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

3. If the activity bus returns **AFTER 2:00 A.M.** students may return to school **AFTER** second period starts but must be in school before the start of the third period.

4. If the activity bus returns **AFTER 3:00 A.M.** the students may return to school **AFTER** third period starts but must be in school before the start of fourth period..... AND SO ON.

### **AWARDS & HONORS – ACTIVITIES**

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

### **BEHAVIOR & ACTIVITY PARTICIPATION**

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

### **DRESS - ACTIVITY PARTICIPANTS**

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

### **EQUIPMENT & SUPPLIES EXPECTATIONS**

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

## **EXTRA-CURRICULAR ELIGIBILITY**

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

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

**INSURANCE – see pg. 14**

## **PARTICIPATION FEES**

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

The fees will be assessed for participation at any level of the program and are non-refundable. All participants, excluding managers, must pay the required participation fee, or obtain a temporary fee-waiver from the office, prior to practice or competition.

For activities that require selection of teams that limit 33 participant numbers from that activity, fees will be held in the office until the school day after the team selection process is over. Individuals cut from these activities can pick up unused fees in the office. No other refunds will be allowed, including participation limited by: injuries, quitting, or disciplinary action on the part of the activity directors or the school.

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

## **PHYSICAL EXAMS**

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

## **PRACTICE**

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

## **SPORT SPECIALIZATION**

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

## **SPORTSMANSHIP EXPECTATIONS**

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

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

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

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

## **ACTIVITIES AND CLUBS OFFERED AT FERGUS HIGH SCHOOL**

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

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

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

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

## **TRAINING RULES**

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

## **Section 6 - Activities Chemical & Tobacco Policy/Guidelines**

### **PHILOSOPHY**

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

### **ACTIVITIES & ATHLETICS CHEMICAL VIOLATIONS**

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

1. Student activity participants, who admit, whose parent report, who have been found by the administration to have violated the chemical policy, or who have been found guilty of possession or being under the influence, are subject to the chemical policy consequences.
2. Student activity participants charged by the legal system with a chemical offense may be suspended from participation in their activity (following due process procedures in school policy) until the situation is resolved by the court. If suspended from activities, the student will fulfill all obligations as set forth by this policy. A student awaiting remediation of a charge will not serve more suspension from participation days than the step and offense called for in each situation.
3. Violations by student activity participants are cumulative in nature. Starting with the first and subsequent offenses, violations within a two year period will accumulate to determine the actual level of consequence.
4. **First Offense:** Suspension from participation in all extra-curricular activities for a period of one semester **OR** suspension from participation in all extracurricular activities, in town or away, for a period of 2 weeks of competition or events from the date of the disciplinary action.
5. **Second Offense:** Suspension from participation in all extra-curricular activities for a period of one year **OR** suspension from participation in all extracurricular activities, in town or away, for a period of 4 weeks of competition or events from the date of the disciplinary action.
6. **Further Offenses:** Suspension from participation in all extra-curricular activities for a period of one year **OR** suspension from participation in all extracurricular activities, in town or away, for a period of 8 weeks of competition or events from the date of the disciplinary action.

### **OTHER INFORMATION:**

1. Participants who have violated the chemical policy will not receive a postseason letter, trophy or individual team award from that sport in which they violated the chemical policy.
2. The appropriate activity sponsor(s), athletic director and school administration will consider each incident individually according to the policy.
3. Student activity suspensions that run past the end of a season or semester will carry forward to the next season of participation or semester; even if that means going into the next school year.
4. Participants under suspension for chemical use must follow all extra-curricular rules and are subject to consequences at the next step if a violation occurs.
5. Student participants who violate the chemical policy at school or at school activities are subject to the

district-wide chemical rules as they relate to all students.

### **ACTIVITIES & ATHLETICS TOBACCO/VAPING VIOLATIONS**

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

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

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

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

### **CHEMICAL POLICY ENDNOTES**

1. Students suspected of chemical use, or who are believed to be under the influence, are expected to fully cooperate with reasonable requests by an administrator. Such requests may include submission to commonly used tests designed to determine chemical use. Students who choose to not cooperate with a request of this type will be treated the same as any other student in a comparable situation who has been found under the influence or found to have violated the expectations of this policy.
2. In school as defined by School Laws of Montana, Section 20-5-201 (d). "... in school or on the premises, on his way to and from school, or during his intermission or recess." A student is considered to be in school whenever he/she is attending or participating in a school activity. During their school career refers to an individual student's career in a given level of schooling. For example, a student's career at the middle school level would be typically two years long; a high school student's is traditionally four years long.
3. Suspension will be for the maximum of the days recommended throughout the Policy and may include in or out of school suspension. After four (4) days of in-school suspension at the school for tobacco or alcohol/drug use, all additional suspensions will be served out of school.
4. Students suspended from participation in extracurricular activities will not be allowed to perform or compete, or in some way represent School District No. 1, in an extracurricular activity (in town or away) for the duration of suspension. The student is, however, required to continue with scheduled practices and rehearsals. For the purposes of this policy, the extra-curricular activities included shall be those activities that include some form of performance, contest, competition or representation of School District No. 1. It is useful to note that this definition includes but is not limited to all MHSA sanctioned activities. Some specific activity events are part of credit-bearing courses that involve activities both inside and outside the classroom setting. These activities, for the purposes of this policy shall be defined as those activities beyond the classroom and the immediate scope of graded requirements. Students will not be excluded from the graduation day ceremony as a result of an activity suspension. Example #1 - A student in choir may participate in classroom activities but not perform in concerts as a member of the choir. If part of their grade is determined by the performance, they will be allowed to do other work in lieu of the performance. Example #2 - If a student in FFA is suspended after violation of the activity side of the Chemical and Tobacco Policy, can attend the Blue-Gold Breakfast which is a function of the Student Council, and what about the Junior/Senior Prom? The answer for the first question is no, while the answer for the second question is yes. While the Student Council does not apply as an extracurricular activity for the purposes of this policy, its event is considered an event which requires school representation. Dances or meetings are not considered activity performances, events of competition or representation, therefore suspensions from them, due to this policy, would not be appropriate.
5. A semester is the equivalent of ninety (90) pupil instruction days and a year is the equivalent of one hundred eighty (180) pupil instruction days. A suspended student will serve ninety (90) or one hundred eighty (180) suspension days from activity participation for each semester or year of suspension even if the time carries



over to a new school year. Appeals of chemical policy decisions are to be made to the Superintendent prior to completion of the activity suspension.

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

## [Section 7 - Legal Notices and Agreements](#)

### **SEARCH AND SEIZURE OF PROPERTY**

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

### **TECHNOLOGY ACCEPTABLE USE & COMPUTER RESOURCES**

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

All students using the school's network and/or the Internet must have an approved Technology Acceptable Use Agreement on file at school. Students are expected to use the resources in a manner consistent with their agreement and will be held responsible for their use. Students and parents should be aware that email using District computers are not private and may be monitored by District staff.

#### Activities which are permitted and encouraged:

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

#### Activities that are not permitted:

1. Cheating on school assignments, projects or tests;
2. Sharing of the student's home address, phone number or other personal information;
3. Searching, viewing, or retrieving materials that are not related to school work, community service, employment, or further education;
4. Copying, saving, or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted);
5. Subscribing to any services or ordering of any goods or services;
6. Playing games or using other interactive sites unless specifically assigned by a teacher;

7. Using the network in such a way that you would disrupt the use of the network by other users;
8. Participation in any activity that violates a school rule, or a local, state, or federal law.

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

## **VIDEO SURVEILLANCE**

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

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

## **SEXUAL HARASSMENT & INTIMIDATION ( Board Policy [3225](#))**

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

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

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

### WHAT IS SEXUAL HARASSMENT?

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

### EXAMPLES OF SEXUAL HARASSMENT

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

### EXAMPLES OF SEXUAL INTIMIDATION

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

### REPORTING

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

1. Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. DO NOT assume or hope that the problem will go away.
2. Notify a counselor, the Title IX Coordinator or an administrator right away. Early reporting assists any

investigation.

3. Request a copy of the District's Sexual Harassment Policy and reporting form so that reporting processes are clear.
4. Finally, keep in mind that you do not have to tolerate this kind of behavior. If your complaint is reasonable and valid, and you come forward, we will support your right to lodge a formal complaint.

### **STUDENT EDUCATIONAL RECORDS (FERPA)**

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

1. Eligible students shall mean all rights and protections given parents or legal guardians under the Family Education Rights and Privacy Act. This policy transfers to the student when he or she reaches age 18 or enrolls in a post-secondary school.
2. Student record or education record shall mean records, documents and other materials which contain information directly related to a student and are maintained by the school district or a person acting for the school district. Education record or student record does not include records of instructional, supervisory and administrative personnel and other education personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute teacher.

*Parents and eligible students have the following rights:*

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

Parents of students and eligible students may inspect and review the student education records upon request by submitting to the school building principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The principal or other school authority shall make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to seek to correct the student educational record.

Parents of students and eligible students have a right to seek to change any part of the student record they believe is inaccurate, misleading or in violation of students rights. Procedures for correction of a student's educational record are available in the building principal's office.
3. The right to exercise control over disclosures of information contained in educational records.

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

Generally, an enrolled student's education record is located in the administration office of the school building where the student attends. Upon request by a parent, legal guardian or eligible student, education records will be gathered for the purpose of review. Records of students who have graduated from high school remain in their school. Records of students who have transferred out of the district are typically kept at the district they transferred into.

## STUDENT RIGHTS AND RESPONSIBILITIES (Board Policy 3200)

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

## HEARING SCREENING

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

## TITLE I: SCHOOL - PARENT - STUDENT COMPACT

### As a School :

#### We promise to . . . .

- show that we care for all students
- have high expectations for ourselves, our students, and other staff
- communicate and work with families to support students learning
- provide a safe environment which is conducive to learning
- respect the cultural differences of students and their families
- believe that all students can learn
- enforce school/classroom rules fairly & consistently

#### We need . . . .

- students who are ready and willing to learn
- respect and support from students, families, other staff, and administration
- assistance from staff and administration in removing barriers which prevent us from doing our best for students
- respect and support from the community

### As a Student:

#### I promise to . . . .

- attend school regularly
- work hard to do my best in class schoolwork
- ask for help when I need it
- respect & cooperate with other students and adults
- believe that I can learn and will learn

#### I need . . . .

- teachers & school staff who care about me
- people who believe I can learn
- schools that are safe
- respect for my culture & me as an individual
- time with caring adults



### As a Parent or Guardian:

#### I promise to . . . .

- have high expectations for my child as an individual
- help my child attend school and be on time
- help my child learn to resolve conflicts in positive ways
- communicate and work with teachers and school staff to support and challenge my child
- respect school staff and cultural differences of others
- provide home environment that encourages my child to learn

#### I need . . . .

- teachers and support staff who respect my role as a parent/caring adult
- clear and frequent communication with the school
- respect for my culture, and me and my children as individuals
- a community that supports families