

# ***Frenchtown Middle School***



2022-2023

## **Student/Parent Handbook**

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

[www.ftsd.org](http://www.ftsd.org)

**“Education is the movement from darkness to light.”**

**~Allan Bloo**

# FRENCHTOWN MIDDLE SCHOOL

## BRONCS MIDDLE SCHOOL UNIVERSALS

Be Responsible

Be Respectful

Be Safe

### **STUDENT JOB DESCRIPTION**

- (1) Report to each class **ON TIME** with **REQUIRED MATERIALS** and **COMPLETED ASSIGNMENTS**.
- (2) Whenever **ABSENT**... upon returning to classes, check with each teacher to **REQUEST MAKE-UP WORK**.
- (3) Obey the instructions given by school teachers and staff members.
- (4) Respect the rights of others... be courteous, refrain from bullying behavior, and treat property/possessions with care.

### **PARENT SUPPORT FOR STUDENT SUCCESS**

- (1) Contact the school office in the morning whenever your daughter/son will be absent from school that day(s).
- (2) Interact with children concerning their life and activities at school. Review **ASSIGNMENTS/stay CONNECTED**.

The Infinite Campus Parent Portal provides, instant, accurate, confidential information about your child(ren)'s school attendance, grades, report cards, class assignments, schedules and more. This information is available at any time by accessing the school website: [www.ftsd.org](http://www.ftsd.org). Or directly at <https://mtstate.epm.infinitecampus.org/mtstate/portal/frenchtown.jsp>

## **FRENCHTOWN SCHOOL DISTRICT # 40 MISSION STATEMENT**

### **DISTRICT MISSION**

The core purpose of the Frenchtown Public Schools is to empower and educate students in a nurturing and safe environment, so they discover their strengths, develop a love and appreciation for learning, reach their full potential, and prepare for an ever-changing world.

### **COMMUNITY**

Frenchtown School District is the heart of the community. We value our strong sense of pride in our school community and our families. We value the relationships we have with one another and the broader role education plays in the community.

### **EXCELLENCE IN EDUCATION**

We value providing our students with an excellent education that focuses on their individual needs. We have dedicated staff that take pride in their work and strive to provide students with exceptional and

vast experiences. Our offerings give our students access to a broad range of opportunities and activities inside and outside of the classroom.

### **SAFE AND NURTURING ENVIRONMENT**

Students and staff have a right to a safe, nurturing environment where students and staff thrive. We celebrate diversity and are responsive to the needs of students, staff and community.

### **PERSONAL RESPONSIBILITY**

We believe that self-responsibility and good citizenship are vital 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.

### **VISION**

We promote excellence in everything we do, instill a love of learning in all students, and challenge our students to be greater than they thought they could ever be. We continue to strengthen our community values. As a result of our efforts, our students reach their highest potential, are prepared for their futures, and our community is strong, vibrant, fully engaged and integrated with us.

## **SCHOOL ENTRANCES FOR USE BY STUDENTS**

**FRONT DOOR (facing south):** Students who ride the school bus or west lot drop-offs.

**WEST DOOR:** Parents and visitors can enter from the west lot through west doors before and after school only. This set of doors will be locked during school hours for student safety.

**NORTH DOOR:** Students going to the playground or the parking lot after athletic practices.

**ACCIDENT INSURANCE:** The Frenchtown School District does **not** provide accident insurance to cover injuries that occur at school.

**ACADEMIC REPORTING:** Report cards are issued approximately one to two weeks after the end of each quarter.

## **ACTIVITIES ELIGIBILITY**

**Participation Fee:** All students participating in Middle School sports **must** have the following forms on file in the **Middle School office before participating in any sport in the Middle School:**

1. A current sports physical – must be conducted **AFTER** May 1, 2022.
2. A current Student-Athlete & Parent/Legal Guardian Concussion Statement (one per year).
3. A current Athletic Parent Permission Form (one per year – covers all sports).
4. **NEW THIS YEAR!** There is a \$25.00 participation fee for **each** sport a student participates in. This fee can be paid through the parent/guardian Infinite Campus Portal (Infinite Campus Pay).
5. **OPTIONAL THIS YEAR!** If a student would like to watch high school or middle school events, then a \$30.00 activity pass may be purchased through Infinite Campus Pay. Otherwise, the

student will have to pay the gate fee to get into all home high school or middle school events. If a parent/guardian purchases the high school "family pass" (\$120.00), the \$30.00 middle school activity pass is covered.

**PHYSICAL:** All student athletes must have a completed and valid physical exam form on file with the Middle School Principal prior to participation in an extracurricular activity. Physical exam forms are available in the Middle School office or on the Middle School website. Physicals must be administered after May 1<sup>st</sup> to be valid for the following school year.

**CONCUSSION STATEMENT:** State law, "The Dillon Steigers Act", now requires that both student and parents sign a "Concussion Statement" which informs them of the possible effects of concussions that may occur while participating in activities. The statement must be on file for EACH activity in which the student participates.

**PERMISSION AND EMERGENCY CONTACT FORM:** A completed and signed permission and emergency contact form (Athletic Parent Permission Form) must be on file with the Middle School prior to participation in practice or games.

**PRACTICE REQUIREMENTS:** Students must participate in a minimum of 5 practice days before competing in any games or matches. (Football, Cross Country, Soccer, Wrestling, Volleyball, Basketball, and Track). Only one practice per day counts toward the minimum.

**PARTICIPATION REQUIREMENTS:**

- ❖ Extra-curricular **grade** eligibility policies apply only to practices and games for athletic activities. These include, but not limited to, Football, Cross Country, Soccer, Basketball, Volleyball, Wrestling, and Track. Student conduct rules apply to **all activities** including, but not limited to, Sports, Student Council, Honor Band, Honor Choir, Math Counts, Quiz Bowl, dances ***and other special events***.
- ❖ Students who are absent the day of an activity (includes practices and competitive events, special events field trips) may **not** participate in after school events unless given permission by the principal. Time missed for family funerals, medical, or court-required matters are excluded from causing ineligibility.
- ❖ Students who do not participate in their regularly scheduled physical education class are ineligible to participate in "after school" athletic activities on the same day.
- ❖ The Middle School eligibility rules are different than those for the high school. A student who receives two (2) "F" grades on the weekly check list will be ineligible to participate in games but may practice at the discretion of the coach. The student will remain ineligible for competition until he or she is failing no more than one class at the time of the weekly check.
- ❖ Grades for calculating eligibility will be collected on Thursday and published on Friday afternoon. A student, in cooperation with their teacher, has through the following Monday at 12:00 p.m. to turn in work and raise their grade to a passing level. Teachers will be given up to

36 hours to grade and record the late work. The teacher is required to notify the office if a student's grade has changed affecting their eligibility to participate.

Students are ineligible for a **minimum of 7 calendar days** which runs from the following Monday through Sunday. Students who raise their grades to a passing level during that week will not become eligible until the Monday of the following week. If a student is placed on the ineligible list because of an error by a staff member, they may be removed at any time.

- ❖ A student may participate in a study program approved by the principal **AND remain eligible** to participate in practices and competitions during the ineligible period. The student may make a request verbally or in writing to participate in this alternative program.
- ❖ School rules for Middle School students are in effect at all times and in all places during school activities.
- ❖ Middle School eligibility DOES NOT carry over to the high school for their freshman year. All freshmen are eligible to participate at the beginning of the school year.
- ❖ Any Frenchtown Middle School student who uses, possesses or distributes alcohol, tobacco, nicotine substitutes, Hookah pipes, e-cigarettes or drugs anytime during the season of a Middle School extra-curricular activity shall be ineligible to participate **for 10 calendar days**.
- ❖ **Conduct Ineligibility:** A student, who, because of violations of school district rules and regulations or legal violations of federal or state law, is suspended from school will not be allowed to participate in extracurricular or co-curricular activities during the term of suspension. This ban on participation includes practice sessions, competitions, and attendance at school-sponsored activities like dances and non-educational field trips. Absences caused by violation of law may result in loss of participation altogether as determined by the Board of Trustees.

**ALLERGIES AND SENSITIVITIES CONSIDERATIONS:** Each student is asked for the best interests of their own health and safety, and the health and safety of others to refrain from the use of strong colognes, perfumes, and other body spray fluids at school and on school busses. Allergies and other respiratory discomforts can become serious matters and can threaten the wellbeing and rights of others. FRENCHTOWN MIDDLE SCHOOL WILL BE NUT FREE as possible for the 2021-22 school year.

**ASSEMBLIES:** Middle School students must behave courteously at school assemblies. Students should give full attention to the presenters on stage and show appreciation only by clapping hands. Whistling, shouting, and foot stomping are not appropriate. Visitors often form a lasting impression of our school and community by our behavior at assemblies. ***Poor behavior at an assembly can result in loss of the privilege to attend future assemblies.***

**WARNING: Do not climb on the bleachers when they are in an upright (stacked) position. Doing so can cause personal injury and significant damage to the bleachers. Please use the bleachers ONLY when they are "pulled out" and set up for seating.**

**ATTENDANCE** (reference: Board Policy **3120, 3121, 3122**)

Students are encouraged to attend school on a regular basis because any absence from the classroom deprives them of the opportunity to take advantage of the curriculum offerings. **Students absent from school during the school day (except for medical appointments, funerals, court-required appearances) may not participate in after-school or evening activities/practices during that same day without the Middle School Principal's approval.**

Whenever it is known that a student is going to be absent from school, parents are requested to contact the school to inform us of that fact. This will help us save time that would otherwise be spent contacting parents. State law requires that schools verify student absences whenever they are not in attendance. A quick phone call, or a note sent with a brother or a sister to inform us of the absence, will help satisfy this legal requirement. **If it is known ahead of time that a student will be absent for a period of days... please inform the school office. Arrangements can be made for completion of class assignments in an efficient manner.**

**ABSENCE AND MAKEUP WORK:** For absences that are not pre-arranged (for example, calling in sick), the student has one school day to make up the work for every school day missed UNLESS the teacher has already given an assignment in advance and the student has known about it ahead of time. The telephone number for contacting the Middle School office to report an absence is 626-2650.

In every case when students miss classes, they are expected to contact each of their teachers on the day they return about making up the missed assignments. If they do not contact their teacher that day, they do not get the extra time noted above because the non-contact will be taken to indicate they have already found out about the assignment.

**ATTENDANCE REPORTING:** Parents must promptly notify the school if their student will NOT be in attendance that day (or days). This saves the secretary a lot of time spent on the phone!

**BACKPACKS, BOOK BAGS, PURSES:** Students are allowed to bring backpacks to school. Backpacks will be allowed in Middle School Classrooms.

**BICYCLES:** Bicycles are to be parked at **and locked up to the Middle School bicycle rack** when students arrive at school. Bicycles are not to be ridden during the school day. **The school is NOT responsible for stolen or vandalized bicycles.**

**DRUGS, ALCOHOL, TOBACCO:** The use of tobacco, tobacco substitutes, Hookah pipes, e-cigarettes, alcohol or other illegal substances is **prohibited**. Students determined to be in violation of use, possession or distribution of these illicit substances on school property and/or at any school activities will be subject to the penalties defined in Board Policy **3340**.

**BOARD OF TRUSTEES OFFICIAL POLICIES:** Copies of the policies governing our school are available for public access in each school library and on the school's website (ftsd.org).

**BOOKS** (Reference: Board Policy **3520**): Library books are purchased for student use. Students are encouraged to take books home and read them there as well as in school. Students should handle books with special care by keeping them from being damaged. All books should be returned promptly so others may read them. Students will be responsible to pay replacement costs for any lost books. Damage fees may also be collected if a returned book has been noticeably abused.

Textbooks are checked out to students. The expectation is that the students will take good care of them so they will last several years, or until the School District is ready to replace them. Students will be assessed a charge at the end of the school year for unduly damaged or lost textbooks. **ALL STUDENTS ARE ENCOURAGED TO PLACE BOOK COVERS OVER THEIR TEXTBOOKS FOR ADDED PROTECTION.** *Failure to pay book fines or assessments will result in a billing statement being sent home, may result in withholding of a student's report card until the fee is paid and/or withholding of registration materials.*

**BREAKFAST PROGRAM:** Ala carte breakfast foods can be purchased between 7:45 a.m. to 8:10 a.m. Prices vary based on the items selected.

**BRONC COM** (Daily Announcements): The printed announcements will then be posted in a teacher-designated location in each classroom. Students who were absent when the announcements were read will consult the **BRONC COM** to read the bulletin from that day or previous days.

Every Middle School Student has the responsibility to **KEEP INFORMED!** If important information was included in the **BRONC COM**, the principal expects each student to be informed and responsible for the information publicized.

**BULLYING, HARASSMENT AND INTIMIDATION WILL NOT BE TOLERATED (Reference: Board Policy 3226).**

<p>BULLYING IS WHEN SOMEONE REPEATEDLY AND ON PURPOSE SAYS OR DOES MEAN OR HURTFUL THINGS TO ANOTHER PERSON WHO HAS A HARD TIME DEFENDING HERSELF OR HIMSELF. <b>BULLYING IS ILLEGAL AND WILL NOT BE TOLERATED</b></p>
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All students are encouraged to resist such behaviors by one or more of the following responses:

- ❖ Shout “stop” immediately. The nearest staff member within hearing range will intervene.
- ❖ Report this incident as soon as possible to a staff member (teacher, counselor, or admin.).
- ❖ Inform your parent... go to the school office and use the school telephone to place that call.
- ❖ Save text messaging of harassment and show it to the administrator.
- ❖ If you receive “sexting,” report it to the administrator or a counselor.

There are severe consequences for all acts of bullying, harassment, or intimidation. The consequences include meeting with connected students and/or parents; out-of-school suspension; or direct referral to the juvenile justice system (youth court).

**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 must obey the driver promptly and willingly. Students will treat the bus as if it were a classroom situation with “classroom” rules to be followed.

### **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**
- ❖ **IMPORTANT NOTICE:** Students are NOT ALLOWED to ride any bus except the bus that takes them to and from their homes. In addition, students are NOT ALLOWED to get off at any other stop except their own. The only exception to these rules is that the district will transport younger students (**i.e. grades K-4 ONLY**) to their daycare provider, if arrangements were made ahead of time in the office. Students will NOT be transported to a friend’s house to study, play, spend the evening or attend a party. Parents may contact the Principal for alternatives to this procedure PRIOR to the date requested; the final decision rests with the Principal.
- ❖ **THERE ARE TIMES WHEN THE BUSES DO NOT RUN**

Frenchtown District # 40 has decided to keep the schools open if at all possible. It is believed that this is in the best interests of School and individual family situations.

Students absent from school because of extreme weather conditions will also have the time missed classified as excused. **The safety of all students is of primary importance to our school. The right of the parent not to send children to school during extreme weather conditions is one that is fully recognized and respected by the School District.**

**CAFETERIA CONDUCT:** Appropriate conduct is not only the “right” way to behave in the cafeteria, it is also an expectation!

**CARE OF SCHOOL PROPERTY** (Reference: Board Policy **3520**): Students are expected to take reasonable care of school property and are accountable for what they lose or damage. Replacement costs will be collected from the individuals responsible for lost or damaged school property. Take extra care to secure locks and lockers ... failure to do this is the NUMBER-ONE cause of PROPERTY LOSS in our Middle School.

### **CELL PHONES and other portable electronic devices:**

- ❖ Students may listen to music on portable electronic devices (IPADS, Headphones) during lunch and recess times or as allowed by the classroom teacher.
- ❖ Student cell phones should be stored in the student’s locker unless a teacher requests or has specifically allowed that they be brought to class. Teachers may require that cell phones brought to class be stored in a designated area or container in the classroom. Cell phones will not be



allowed at the lunch tables/recess/or between classes. Student cell phones are to be placed in lockers between 8:30 a.m. and 3:30 p.m. on a daily basis.

- ❖ Students will always be allowed to use the school phone to call parents in the Middle School Office at appropriate times during the school day.
- ❖ Student cell phone or other video devices are not permitted at any time inside the Middle School locker rooms.
- ❖ At no time may students use an electronic device, (cell phone, iPad, etc.) to take pictures/record others on campus. The privacy of our students would be violated if these pictures were posted on social media.
- ❖ Teachers are authorized to confiscate cell phones or other electronic devices from students who violate their classroom or other school rules. The teacher will report all violations to the office.
- ❖ The first violation of the classroom or school policy will result in the teacher confiscating the device. The teacher will turn in the device to the Middle School office. The device will be returned to the student at the end of the school day.
- ❖ The second violation will result in the device being confiscated and sent to the office. A conference with the parent by phone or email will be made by the office.
- ❖ On the third or subsequent violation other disciplinary actions such as in-school or out-of-school suspension may be imposed. Note: Violations are cumulative regardless of where they occurred.

**CHEATING, PLAGIARISM, or COLLUSION:** An effort to improve grades by copying notes, papers, tests, looking at someone's work or test, using cheat notes, plagiarizing, and/or assisting others with these activities is not allowed. If caught, you will forfeit that grade and other disciplinary actions may occur.

**CHILD ABUSE AND NEGLECT:** State law and board policy require that school personnel report suspected child abuse and neglect. The abuse will be reported to the Department of Health and Human Services at (866) 820-5437. (Reference: Board Policy 5232 & 5232F)

**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 our students to respect themselves and the rights of others.

**CLASSROOM RULES:** Class rules and procedures are posted by each teacher in the classroom. In addition, the teacher will cover all of his or her rules with the students. Students may ask for a copy of the rules at any time. The rules vary in different classrooms. Every effort is made to provide students and parents with a clear understanding of the behavioral expectations and the logical classroom consequences which can be assigned if the rules are not followed. Students who have a clear understanding of the rules are in a much better position to behave appropriately.

**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.

- ❖ Attempts to resolve concerns with Middle 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 Middle School Principal. The next level of appeal would be directed to the superintendent, and if necessary, then to the Board of Trustees.

**COMPUTER EQUIPMENT (SCHOOL EQUIPMENT):** Unauthorized use, illegal entry, unauthorized program installations, alterations of hardware/software, and destruction of computer equipment is an expensive problem. Students caught abusing or misusing the equipment will not be allowed to use the computers.

**COMPUTERS, IPADS, TABLET DEVICES (PERSONALLY OWNED):** Our school broadcasts Wi-Fi for educational use only. Students may bring Wi-Fi connectivity media devices to school, but they must get permission from teachers to use them in the classroom. If permission is granted, use must be for educational purposes only. Do NOT use the devices unless permission is granted. The school is not responsible for stolen or damaged media devices! In addition, do not ask to store media devices in the office or in classrooms. We will not take responsibility for the items.

**CURRICULUM OFFERINGS:** All Middle School students are enrolled in social studies, mathematics, English, science, reading/literature, and physical education/health. Exploratory courses are offered to all students in various courses like: Art, Technical Education, Keyboarding, Computer Applications, and Spanish.

**DAILY SCHEDULE FOR STUDENTS:** The doors open daily at 7:45 a.m. for the students to enter the school building. *Students must remain in the lunch room until the 8:10 a.m. bell signals that the academic areas are open. If students abuse the privilege of coming in early (prior to the 8:10 a.m. bell) they will once again have to remain outside until the 8:10 a.m. bell.*

- ❖ **Buses Arrive:** Buses routinely arrive to school at about 8:00 a.m.
- ❖ **Classes:** Classes begin promptly at 8:20 a.m. This provides students time to go to their lockers, to get their books, to visit their friends, and to report to first period classes **on time.**
- ❖ **Class Schedule:** To be determined prior to school beginning in the fall.
- ❖ **Lunch Schedule:** To be determined prior to school beginning in the fall; however, Middle School students eat in shifts.
- ❖ **Advisory:** Each Middle School Student will have a daily advisory/homeroom period. During this time academic interventions may occur for students academic success.

**DANCES:** Dances are routinely held near the end of the first three academic quarters on Friday afternoons from 3:40 p.m. – 6:00 p.m.

- ❖ The Middle School Principal has the right to restrict students from attending dances for academic and/or behavioral reasons.
- ❖ Students/Relatives and/or visitors from other schools are not allowed to attend Middle School dances. Frenchtown High school students, (whether relatives or not), are not allowed to attend Middle School dances (dances are not considered extra-curricular events).
- ❖ Parents/Guardians are cordially invited to attend all dances!

**DIRECTORY INFORMATION:** The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the School District, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from their children’s education records. However, the School District may disclose appropriately designated “directory information” without parental written consent, unless the parent has advised the district to the contrary in accordance with the district procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production
- The annual or yearbook
- Honor roll or other recognition lists
- Promotion ceremony printed programs
- Sports activity sheets

Parents who do not want the School District to disclose directory information . The school district has designated the following as directory information:

- Student’s name
- Address
- Telephone listing
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level

A form for student directory information will be sent home at the beginning of each academic year for parent approval. This includes “New Student Registration Packets.” Upon receipt and parent approval FMS will be/not be allowed to share student directory information with third parties (Board Policy **3600F2**).

**DRESS CODE** (Board Policy **3224**): Students are not allowed to wear trench coats or long/bulky coats in which dangerous items can be concealed.

- ❖ Short ‘shorts’ are not appropriate at school. A reasonable guideline to follow is that shorts should not be shorter than mid-thigh which can be measured as follows. Put your arms down to your side; make a fist with your fingers. The hem on your shorts should not be above your knuckles. Shirts, blouses, or pants that leave the midriff exposed are not allowed. No clothing with alcohol logos, drug logos, profanity or other “inappropriate” messages can be worn at any

time. Any clothing with inappropriate “innuendo” will not be tolerated either. Undergarments cannot be worn as outerwear, nor can they be visible.

- ❖ Students may not wear “spaghetti strapped” shirts or muscle shirts that exposure breasts and/or show undergarments. Further, students who wear tank-tops or other forms of top-wear clothing must make certain they are NOT low-cut in the front, back or on the sides. Under garments MUST NOT be showing. Please also remember that wearing a flimsy white top with dark under garment beneath it constitutes underwear that is “showing.”
- ❖ Students must not attempt to by-pass the undergarment rule by not wearing undergarments!
- ❖ Low riding trousers are not permitted to be below the waistline even if overlapped by a shirt. Such trousers MUST be pulled up around the waist and remain there. If this means wearing a belt or suspenders, then please do so.
- ❖ Bandannas are NOT allowed to be worn at any time (boys or girls). A girl may wear a traditional headband to hold back her hair, but not a bandanna. Hooded sweatshirts may be worn during the school day but for safety considerations the hood may not be covering the head while indoors.
- ❖ Students must wear appropriate and safe footwear at all times while on school property.
- ❖ Dressing for cold weather: Students are encouraged to dress for cold weather. Students are outside during lunch recess and sometimes during their physical education classes.
- ❖ Hats/winter stocking caps/hoods maybe worn in class. However, individual classroom teachers may ask for no hats, winter stocking caps/hoods in class.
- ❖ Furry Movement – no clothing items (tails, hats, etc) can be worn during the academic school day at FMS. Definition: furry fandom is a subculture interested in anthropomorphic animal characters with human personalities and characteristics.
- ❖ Personal Protective Equipment --- Facemasks can be worn at FMS during the academic day for the 2022-2023 school year if a student chooses. School staff has the right to asks students to change facemasks that don’t meet the social norms of FMS as a whole.

**Drug (and drug paraphernalia)/alcohol use or possession:** (Reference Policy 3310 and 8225) Students are prohibited by state and federal law, and board policy, from possessing or being under the influence of drugs and alcohol. Possession or use of drug paraphernalia is also prohibited. Prescription Drugs (including medicinal marijuana) prescribed to the student, and e-cigarettes, vapor pens, and other inhalant devices are not permitted on school grounds and are a violation of policy.

Drug dogs may be employed to check campus for drugs; this includes the parking lot and the vehicles in the lot. Discipline involving alcohol, drugs, e-cigarettes, vapor pens, and tobacco will be progressive in manner involving suspension and up to expulsion for use or possession.

**DUE PROCESS FOR STUDENTS** (Reference: Board 1700): This handbook lists the rules and regulations of the Frenchtown Middle School for both students and parents. Students are instructed to ask questions about any contents of the **STUDENT/PARENT HANDBOOK** which is either unclear or requires further explanation. Students and parents should look at this together.

- ❖ Students and parents have the right to appeal disciplinary action decisions and are encouraged to communicate directly with the Middle School staff member responsible for that decision either in person or in writing. If this fails to produce a satisfactory resolution of the problem, it is then appropriate to communicate with the Middle School Principal. If necessary, the next level of appeal would be directed to the Superintendent. (Reference: School Complaint policy -- Board Policy **1700**).

**ELEVATOR USE:** **ONLY students** authorized by the Middle School Principal, the School Administrative Assistant, or a School Nurse, **may use the school elevator as needed on a shared basis with designated staff members and school guests.**

**EMERGENCY CLOSURE OF SCHOOL:** Rarely is school closed due to weather, but we may have “late starts.” If the weather is bad enough or if we have lost power or water to the building, the school may be closed. Public information about school “late starts” or closures will be posted on our website’s front page. If you cannot use a computer to check, listen to local radio stations because they will update school information that we report to them. (KGVO 1290 am, KYLT 1340 am, and KGRZ 1450 am, KYSS 94.9 FM, KZOQ 101.1 FM, KMSO 102.5 FM, and KBQQ 106.5 FM) Local television stations will also broadcast in the event of “late starts” or closure.

**EMERGENCY DRILLS:** Students will exit from the building (follow their teacher) whenever the fire alarm sounds (upon approval from building principal). It is essential that all evacuees go a minimum of one hundred feet from the building before waiting as a group to determine subsequent actions.

- ❖ **I Love You Guys safety drills** will result in students (per their teacher’s instructions) will seek safety in specific locations within the classroom intended to provide protection from injury resultant from debris or other hazards. Teachers will always be aware when a safety drill is going to occur.
- ❖ **In an emergency** students (per their teacher’s instructions) moving to specific locations within the classroom that hide them from view from intruders not in the classroom. All classroom doors will be locked from the outside and students must remain quiet while in this mode. All drills will be immediately identified as being a “drill” so that students are not potentially under the impression that there is the presence of a “real” danger.

**END OF THE SCHOOL YEAR PROCEDURES:** At the end of the school year students will be responsible for checking in all their books. Fees will be assessed for books that are lost or damaged. **THE STUDENT IS RESPONSIBLE FOR HIS OR HER OWN BOOKS – EVEN IF SOMEONE “HAS STOLEN” THE BOOK!! RESPONSIBILITY FOR MAKING SURE THE BOOKS ARE NOT STOLEN LIES WITH EACH BOOK BORROWER.**

- ❖ Once the students have checked in all their books, they will be provided time to clean their lockers. All lockers must be cleaned to remove pen and pencil marks and to make sure tape has been removed. If a locker is damaged... the student will be billed for locker repairs.

- ❖ Fees or fines for lunch (overdue balance), library (fines), band (instruments), PE (locks), or office (locks or locker fees) must be paid prior to report card issuance.

**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.**

**FOOD, CANDY, AND DRINK DURING CLASS PERIODS:** Food, candy and beverages are permitted in the classroom *at the discretion of the classroom teacher*. It is the student's responsibility to know each of their teacher's classroom rules. NOTE: Gum chewing in the library, the Band Room, or during Choir class is prohibited.

**Absolutely NO sunflowers seeds, peanuts or other raw nuts are permitted in the Middle School... anywhere, anytime!!**

**FREE OR REDUCED LUNCH:** Contact the school office to get a form, or to see if your family qualifies for the free or reduced lunch program. Applications for these programs can be found at [www.ftsd.org](http://www.ftsd.org), can be emailed to you from our office, or can be picked up in person.

**FUNDRAISING** (Reference: Board Policy **3530**): Fundraising projects are often necessary since school organizations need funds with which to operate. Middle School dances and the annual 8<sup>th</sup> grade JOG-A-THON are traditional fundraisers. All Middle School fundraising projects [both on and off campus] must be approved by the administrator who, in turn, will coordinate such operations with the superintendent and other district-wide approval processes.

**GANGS AND GANG-RELATED ACTIVITIES** (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.

**GRADES** (For student records refer to Board Policy 3600-3600F) **The Parent Portal:** Parents can access their child's grades through the school website and click on the "Parent/Student Portal." The portal provides immediate access to the latest grades, absences, report cards, schedule, and other student information.

**Grading Scale:**

A Superior . . .

Course work is excellent in nature; ideas are fully developed with evidence of superlative comprehension of the materials studied.

**B Above Average . . .**

Course work is above average and complete, higher than average comprehension of the course content studied are being demonstrated.

**C Average . . .**

Normal level course work, average in completion with some context errors submitted that demonstrate an incomplete comprehension or careless application of the concepts studied.

**D Below Average . . .**

Submitted course work is below average in completeness and suggests a problem or the failure to develop an understanding and application of the concepts taught.

**F Failing . . .**

Did not meet requirements for passing the course.

**GYM LOCKERS:** Remember to keep gym lockers locked! Theft can be an easy endeavor if students are not mindful of locking their things up. The 7<sup>th</sup> and 8<sup>th</sup> graders will receive gym lockers. The 6<sup>th</sup> graders will not receive gym lockers and will store their shoes in their academic lockers.

**HALL PASSES:** Hall passes are required when students are in the corridors while classes are in-session.

**HARASSMENT AND INTIMIDATION:** Federal law prohibits the “unwanted attention” students place on others. This includes, but is not limited to, name-calling, bullying, hazing, verbal abuse, mocking, initiations, and other behavior that can be construed as derogatory and offensive. The students are reminded to follow the guidelines of the Olweus Program as noted by school officials. It comes down to this: all students are to respect others and to treat others as equals.

**HOMEWORK:** Homework is an integral part of school and is encouraged because it does help students form consistent work habits, can improve learning, and develops a high sense of responsibility. Parents are encouraged to help the student complete assignments by providing a comfortable environment for their child to study in, and also to supervise the work. Establishing a set time each day for homework will help form a routine that quickly becomes a regular part of the day for the student. In the event of an extended planned absence, parents are requested to contact the school far enough in advance to enable the student to get all assignments and complete some or all of the work prior to the absence.

- ❖ Students may make up work missed for excused absences and will be allowed one day for each day of excused absence to do so. The option to make up work for unexcused absences is at the teacher’s discretion. Homework make-up policies are addressed in the copy of the attendance policy which appears in the appendix of this handbook.

**HONOR ROLL:** The Honor Roll is established *each academic quarter*. Students who earn a 3.66 (“A” average) grade point average qualify for the **HIGH HONOR ROLL**. Earning a 3.00 (“B” average) grade point average qualifies a student for the **HONOR ROLL**.

**INTERNET AND COMPUTER 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 web sites, 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 web sites 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. If a student is not willing to take jewelry off, it becomes a behavior issue.

**KEYS (SCHOOL):** The possession or use of any school key, by students, is prohibited!

**LASER LIGHTS:** Do not bring them to school for any reason. They will be confiscated and returned only when parent comes to get them.

**LAVATORY USE:** Students authorized by the administrator, or other staff members, are permitted to use the school special needs bathrooms or elevator as needed.

**LICE INFESTATION PROCEDURE:** (Reference: Board Policy 3420) Lice infestation is a communicable public health problem and no student who is afflicted by lice will be permitted to attend school. Any student afflicted by lice may not return to school until it has been determined they are nit free. Students not in compliance with this procedure will be sent home and may not return to school until the school nurse has determined that they are "nit free".

**LOCKER AND PERSONAL SEARCH (Reference: Board Policy 3231-3231P):** School officials have broad powers to search student lockers, 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.

**DOGS:** Dogs of any size are not permitted on campus at any time. This includes extra-curricular events. Exceptions will be made for law enforcement, school assemblies, and contraband searches.

**DRUG DOG:** Frenchtown School District has a contract with Montana Interquest Detection Canines. They conduct periodic inspections of our campus. Student lockers, classrooms, locker rooms, athletic facilities, commons area, vehicles, backpacks and any other articles on school property are subject to inspection.

**LOCKER RULES AND USE:** Students are required to use only the locker assigned to them. Replacement locks cost \$ 10.00. Only school assigned locks may be used.

- ❖ There are times when lockers and locker rooms cannot be monitored by staff to prevent theft. Even though theft rarely occurs, when it does, the person whose property is stolen becomes a victim. Every effort is made to prevent theft and to apprehend culprits when it does occur; however, determining the responsible party(ies) is/are not always possible, especially if someone has gained access to a locker left open by the occupant.
- ❖ **THE MOST FREQUENT CAUSE OF UNAUTHORIZED LOCKER ACCESS RESULTS FROM THE FAILURE OF THE STUDENT TO MAKE SURE THE LOCKER IS SECURED, AND BY LETTING OTHERS**



**LEARN THEIR LOCK COMBINATION! ALL LOCKER SECURITY PROBLEMS SHOULD BE REPORTED IMMEDIATELY TO THE SCHOOL ADMINISTRATIVE ASSISTANT.**

**LOST AND FOUND:** A Lost and Found Area is maintained by the school. A large number of items are misplaced by students each day during school and are deposited in the designated collection located across from the entrance to the school office. If your son or daughter has lost any items, please encourage him/her to check this area more than once.

- ❖ Numerous items such as coats, shirts, hats, shoes, lunch boxes and thermos containers are left in this area at the end of each school year. **After ample school-wide notification**, unclaimed articles are donated to charity.

**MAKE-UP WORK:** The responsibility for make-up work rests with the student. It is expected that a student will seek out the teachers to find out what he or she missed. If a student missed school for an excused reason/event, he or she gets ONE day to make-up for the day missed. For example, if a student misses classes on Monday, he or she has until Wednesday to make-up the assignments.

**McKinney-Vento Students**

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

Students in the above living situation may continue to attend school where they last enrolled (prior to losing their housing) or may immediately enroll in the district where they are temporarily staying (even if they lack enrollment documents such as birth certificates, immunizations, and proof of residency). Please contact building principals, school counselors, or Aaron Griffin (Middle School Principal/FTSD Homeless Liaison at 626-2650).

**Meals: School meals must be pre-paid in the office:** Meals may be purchased daily or paid for on a weekly or monthly basis. Parents may use credit cards or debit cards to pay for lunches via the School District's website, [www.ftsd.org](http://www.ftsd.org) (or FMS office) Students are not permitted to charge their lunches **except on an emergency basis or by arrangements made with the Middle School Principal.**

**MEDICAL PRACTICES AT SCHOOL** (Reference: Board Policy **3410 and 3416**): The School District has contracted for the services of a licensed public health nurse for the protection of student health, maintenance of records, administration of medications and health education. When it is necessary for students to receive medication during the school day, a nurse or lawful designee will give the medicine.

- ❖ Prescription medications properly labeled must be hand delivered to the school by the parent or legal guardian of the student. **Under no circumstances** shall the school administer medications that have been brought to school by the student. 9-1-1 will be called to dispatch an ambulance for emergency treatment (i.e. bee sting emergency instances).
- ❖ When medications are brought to school to be administered, they should be in the original container, with full instructions included as to the time and proper dosage displayed on the side. If students are on a cycle of medication where the doses can be administered at home rather than at school, it is recommended that schedules be established to accommodate this to prevent forgetting medicines at school and problems with transporting them to and from school. Parents are also required to sign permission statements before any medications may be administered to their children at school.
- ❖ The school health room is the designated emergency treatment area for students who become ill or are injured during the school day. Parents and/or other designated persons need to be available to transfer these students from the school environment to facilitate additional care for injured students and to prevent contagious infections from spreading to other students. **Parents are notified whenever students are treated in the nurse's office that requires follow-up attention.**
- ❖ Parents are reminded that the school health services are provided for the maintenance of good standards for health in the school, not diagnosis of injury or illness. Injuries that do not occur at school cannot be diagnosed or treated by the school nurse. If a student is injured at home to the extent that a diagnosis is required, parents are urged to take their children to their physician for treatment.

**OFFICE HOURS:** Regular office hours are from 8:00 a.m. until 4:00 p.m. Parents are invited to call or visit during those times. The Middle School office telephone number is **626-2650**.

**PARENT/STUDENT PORTAL GRADE REPORTING ON THE INTERNET:** The parent access system is for looking at student grades, behavior logs, absentee logs, and other information. Just click onto our website, [www.ftsd.org](http://www.ftsd.org), and click onto the PARENT/STUDENT PORTAL button. If you do NOT already have your GUID number, please contact the school secretary.

- ❖ New and updated information is posted daily. It is our goal to keep each parent informed.

**PARENT - TEACHER CONFERENCES:** Parent-Teacher Conferences are an important part of the school program for learning and other activities. Parents are encouraged to communicate with the school often and to set up conferences with teachers to review their children's academic and social participation in the Middle School. **Parent-teacher conferences run from 4:00 p.m. to 7:00 p.m. on the dates noted on the school calendar.**

**PARENT VISITATION:** Parents are welcome to come to our school to visit their children's classes, confer with the teachers, or volunteer their help. Please 'check-in' at the school office to make arrangements with the principal, sign in and receive a visitor's badge whenever visiting the school. This procedure assists with the school's commitment to provide increased building security.

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

**PETS (ANIMALS) AT SCHOOL:** Middle School students are **not** permitted to bring animals to school. Teachers may make arrangements with the principal if an animal is to be brought to school in connection with a class project. The principal will then make the arrangements directly with the parent to coordinate when the parent will deliver, accompany, and remove the animal from school.

**PHYSICAL EDUCATION CLASS PARTICIPATION:** The Middle School Physical Education program is dedicated to improving the health, fitness and physical skill level of our students. Each Middle School student in 7<sup>th</sup>/8<sup>th</sup> grade is scheduled to participate in a physical education class everyday unless medically excused in writing by a licensed medical professional. The 6<sup>th</sup> grade will have PE two/three times each week. Parents may write interim notes to excuse their child from class participation while engaged in the process of securing physician recommendations for extended exemption time periods.

In the event a parent deems their child cannot participate in PE for a health related reason, they may choose to have their child do an alternative PE assignment to make up points for that day. These exemptions for short term illnesses or injuries (3 to 5 days) that do not require a doctor visit. The parent may request an alternative written assignment for their child. The parent may also indicate, in writing, the physical activities their child CAN participate in such as walking. Students who complete the alternative assignment or alternate physical activity will receive full credit for participation. Parent notes are valid for a maximum of 5 school days. If the parent wants to extend the period of time, additional notes will be required.

Physical Education is a GRADED class. Students are required to dress out for PE in clothing suitable for rigorous class participation.

Grading in PE will use the following point break down:

- 5 Points Clothing/Proper Shoes
- 5 Points Class Participation
- 5 Points Behavior and Attitude

Suitable PE attire: Spandex shorts, tank tops and sleeveless t-shirts are not considered suitable clothing. Students are NOT allowed to wear jewelry (including earrings) during participation in physical education classes and activities because such items can result in causing personal injury to themselves and others. Jewelry articles should be locked in lockers that are provided. The school and teachers cannot assume responsibility for personal items which disappear as a result of theft. Students who do not participate in their regularly scheduled physical education class are ineligible to participate in "after school" athletic activities on the same day.

**PICKING UP AND DROPPING OFF MIDDLE SCHOOL STUDENTS AT THE SCHOOL:** This year we are asking for parents to pick up and drop off Middle School students in the **WEST PARKING LOT**. By using this area as the pick-up and drop off site, parents will avoid delaying busses (and themselves) by over-congesting the west roadway. Middle School students may then walk on the sidewalk to get to the middle school building.

- ❖ STUDENTS WHO NEED TO BE PICKED UP FOR APPOINTMENTS OR TO LEAVE SCHOOL EARLY CAN USE THE **WEST PARKING LOT**. PARENTS MUST COME IN AND SIGN THE STUDENT OUT AT THE MIDDLE SCHOOL OFFICE. STUDENTS ARE **NOT** ALLOWED TO SIGN THEMSELVES OUT.
- ❖ PARENTS WHO WISH TO PARK AT THE SCHOOL FOR A MEETING OR TO PICK UP A CHILD FOR AN APPOINTMENT... MAY PARK IN THE DESIGNATED VISITOR PARKING LOT DIRECTLY WEST OF THE MIDDLE SCHOOL. The north entrance on the west wall (across from the **QUICK STOP** parking spaces) is locked during the school day; please enter the school through the main Middle School doors.

**PICKING UP STUDENTS AFTER ATHLETIC EVENTS:** It is a parent responsibility to pick up their children as soon as an athletic activity has concluded or as soon as the bus arrives back at school. For “away” events, the coaches have given an approximate time of return, and in most cases the coach will have a cell phone your child can use in order to inform you if the bus will be early or late in arriving. Please be prompt in picking up your child because a coach must stay at the school until the last student is gone.

**PLAYGROUND RULES:** The Middle School playground is available to students enrolled in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades and is located on the north side of the Middle School building. A paved outdoor basketball court and a selection of outdoors playground equipment have been purchased for student recreational use.

- ❖ Students are expected to refrain from behaviors that contribute to causing harm to themselves, other persons, or property.

**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.

**POSTING OF MATERIALS:** (Reference Board Policy 3222) Organizations and individuals must have the approval of the administrator before materials may be posted or presented to students.

**PROMOTION CEREMONY:** Students who successfully complete the eighth grade may participate in the Middle School promotion ceremony conducted in their honor at the end of the school year. Ceremony participation is not mandatory.

**PUBLIC DISPLAYS OF AFFECTION:** A student’s primary responsibility at school is to get an academic education. We want students to enjoy school atmosphere as well, but that does not include “PDA.” The rule also extends to field trips, after school events in which students participate, and dances.

**RELIGIOUS ACTIVITIES:** (Reference: Board Policy 2332) “...the First Amendment forbids religious activity that is sponsored by the government; but protects religious activity that is initiated by private individuals” such as students. The religious rights of students and families are recognized in accordance with applicable laws. Students may read Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, lunch time, or other non-instructional time.

- ❖ At the same time, school officials may not compel students to participate in prayer or other religious activities. School officials may not, when acting in their official capacities as representatives of the school, encourage or discourage prayer, or participate in such activities with students.

**REPORT CARDS** (Reference: Board Policy 3600 – 3600F): Report cards are issued shortly after the end of each academic quarter [9 week period]. **Mid-Quarter reports** will be issued half-way through each quarter. **Progress Reports** are also directed to parents whenever student performance information updates are deemed necessary by the teachers. Grade reports can be found on-line through the Infinite Campus Parent/Student portal at any time.

**SAFETY DRILLS** (Reference: Board Policy 8301): Frenchtown Middle School will participate in regular fire, earthquake, tornado, dangerous intruders, and evacuation drills. Students are advised that these drills are to be taken very seriously! It is important that each student be well informed in terms of recognizing the types of drills undertaken; the requirements for efficient drill participation; and when necessary to evacuate ... the route to follow and the destination from any point in the building.

**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, except the **main front entrance**, will be locked **from the outside** during the school day to increase security in the buildings. Parents and authorized visitors must enter the Middle School by either of these two entrances. All visitors must **'sign in'** at the **main office and be issued a visitor's badge**.

**K-9 SEARCHES:** Our school district has a contract with a third party vendor to conduct periodic inspection of our campus. These inspections will be carried out by a nationally certified canine and handler. These units are specially trained to find contraband items that include illegal drugs, gun powder related items, alcoholic beverages, and over-the-counter and prescription medications. Student lockers, classroom, locker rooms, athletic facilities, commons, areas, vehicles, desks, backpacks, and any other articles on the school property are subject to inspection. All inspections will be conducted within the scope of law and with the knowledge of the student.

**SEXUAL HARASSMENT:** (Reference: Board Policy 3225 and 3225F) Sexual harassment is a form of gender discrimination and it is prohibited! 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 (insults or name-calling) and actions that are sexual in nature. Teasing related to sexual characteristics and spreading rumors related to a person's sexual orientation are also prohibited. Students who believe they have been sexually harassed or intimidated should contact an administrator, counselor, or teacher who will arrange help you with the complaint procedure and with bringing the harassment to an end. Students are encouraged to communicate with parents about such matters as well.

**SKATEBOARDS, ROLLERBLADES ROLLER SKATES, "WHEEL-HEEL" SHOES:** For reasons of health and safety for each student; the use and/or possession of skateboards, roller skates or in-line roller blades is not permitted anywhere on school property AT ANY TIME.

**SKIPPING SCHOOL:** State law requires Middle School students to attend school. Students skipping school can be turned over to local authorities for truant behaviors, and they can be ticketed.

**SPECIAL NEEDS** (Reference: Board Policy **2161, 2161P, 2162, 2162P**): Parents who desire special accommodations for their children in the middle school are to contact either the Middle School Principal or the middle school guidance counselor.

- ❖ Parents and/or students are encouraged to (1) request special services or (2) request consideration/evaluation for the need for special services. There is a wide range of special needs which can be served in the Middle School setting. Assistance and accommodations are available for students who may be experiencing some difficulties with learning; may be experiencing some physical difficulties which interfere with performance in school; may be experiencing some psychological difficulties which interfere with performance in school; may be in need of some facilities modifications to accommodate specific needs; or have other circumstances which significantly interfere with performance in school that can be addressed to benefit the student.

**SPECTATOR CONDUCT AND SPORTSMANSHIP**: Students are to behave in a positive and sportsmanship manner during athletic, co-curricular, and other school events (i.e. assemblies). The expectation is that students will act with courtesy and respect; both as hosts and guests at school activities and events.

**STUDENT COUNCIL**: Student representatives are elected from their homerooms to serve on the Student Council. The Student Council facilitates communication among students, teachers, administrators and the Board of Trustees. The Student Council provides leadership in organizing, staffing and conducting student school social events and serves as the “official student voice” concerning matters of organized student school business. Student council elections will be conducted within the first three weeks of the school year.

**STUDENT SIGN-IN AND SIGN-OUT**: Parents are to report to the Middle School office to request that their child(ren) be called out of class. At that time, if parents are taking their child(ren) with them, we ask that they **personally** sign the student out on the **STUDENT SIGN-OUT LOG SHEET** provided for that purpose. Students returning before the end of the school day are to report to the Middle School office to be signed-in **either accompanied by the parent OR with a note advising what time they are to “sign-in”**. The EXCEPTION to this occurs when a returning student is ***returning at the time specified*** on the **SIGN-OUT LOG SHEET** by the parent when the student departed. This procedure provides both the school and parents with important accountability concerning the supervision of their sons and daughters during the school day.

**SUMMER SCHOOL**: Summer school provides an opportunity for students to participate in a program designed to help students improve their performance and relationships with specific academic classes. Summer school typically operates four days a week for half-days during the first three/four weeks after the final day of the regular school term.

**SURVEILLANCE CAMERAS**: (Reference: Policy 3235) Video surveillance will occur on school property to safeguard the health, welfare, and safety of all staff, students, and visitors. Video cameras will be used in locations (selected corridors, entrances, and parking zones) as deemed appropriate by administration. **Some cameras may have sound recording capabilities.**

**SURVEY PARTICIPATION**: Prior written parental permission is a prerequisite for Middle School student

participation in surveys conducted during the school day. Whenever survey opportunities occur, a descriptive parent permission form will be sent home. The survey sponsor, purpose, information covered and the results-publication process will be fully described. Parents not wanting their child to participate in the survey will sign an “opt-out” form for each survey to be given

**TARDIES:** A student is considered tardy if he or she is not physically in the classroom when the bell rings.

**TELEPHONE (school’s phone) USE BY STUDENTS IN SCHOOL (626-2650):** Students may place and receive telephone calls to and from parents when necessary, and as allowed by the school administrative assistant. Students may not place telephone calls during class time unless it is for emergency purposes or to return a call from a parent.

- ❖ Telephone messages for students **from parents** will be delivered to students throughout the school day. Please refer to the cell phone use policy in this handbook for rules and guidelines pertaining to cell phone use of school property.

**TRANSCRIPTS AND STUDENT RECORDS:** Requests for student transcripts and/or records are to be directed to the school administrative assistant.

**VISITORS:** Student visitors from other schools are **not permitted** to visit the Middle School during school hours. Students who are accompanied by a parent/guardian who request an opportunity for **both** the parent and a student to visit, may do so with the approval of the administrator. **Parent visitors are welcome at school as long as they check in at the office and get the appropriate visitor pass.**

**VOLUNTEERING IN THE SCHOOL:** Volunteers must complete a **Volunteer Approval Form** to work in the classroom, chaperone a school activity, or accompany a class on a field trip. If you would like to volunteer for events all school year, simply make that known on the volunteer form. If you want to do specific events, you will need to do a new form for each event.

- ❖ **Parents! Thank you for your help in our school. You are welcome at all times and are an important part of “Middle School life”.**

**WEAPON-FREE CAMPUS:** ALL FRENCHTOWN SCHOOL CAMPUSES ARE GUN AND WEAPON FREE ZONES! IF YOU BRING A GUN OR WEAPON TO SCHOOL YOU CAN BE EXPELLED.

## **Student Behavior and Conduct Standards**

### **DISCIPLINE: STUDENT RESPECT 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](http://www.ftsd.org)

### **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

### Philosophical Considerations about the Role of Discipline and Self-Discipline

*Discipline should not be confused with punishment. The goal of discipline is to help students evolve into self-disciplined individuals with mature attitudes and socially acceptable behaviors. A self-disciplined student is one who makes the right decision when there is an event that asks for a right or wrong choice to be made! Parents and guardians are encouraged to look at their child's decision making process when these events occur.*

The following behavior statements are productive, positive guidelines:

❖ **Behavior towards other students**

- (1) Do not BULLY them ('on' or 'off' campus).
- (2) Do not physically harm them.
- (3) Do not steal from them.
- (4) Do not harass/endanger them.
- (5) Be courteous, considerate, and respectful.

❖ **Behavior towards yourself**

- (1) Request help when you need it – REPORT BULLYING (friend, nurse, counselor, teacher, principal, or parent).
- (2) Respect your own property rights (take good care of your belongings).
- (3) Strive to understand other peoples' points of view (especially if you are angry).
- (4) Develop positive goals (write them down, work to accomplish them).
- (5) Offer help to others (if you can make a positive difference, you will feel "great" doing this).
- (6) Respect your own body and mind (refrain from the use of alcohol, tobacco and other drugs).

### **RANGE OF CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

*The following listing of consequences does not indicate that the discipline will be meted out in that order. The principal has the discretion of advancing to any step deemed appropriate and lawful: advisement, warning, parent conferencing, contracting, clean-up duty, loss of student privileges, loss of bus privileges, administrative detention, referral for counseling, referral to outside agency, restitution for damages to school property, referral to law enforcement agency, out-of-school suspension, or referral to the Board of Trustees for expulsion (removal from school).*

At all times, if necessary, the principal will focus upon assigning disciplinary consequences that are appropriate to the student infraction(s). Such consequences shall be reasonable and can escalate with respect to whether or not the student's behavior has risen to higher levels of student misconduct.



The principal will make every effort, at all times, to work with students and their families to remedy problems with the least amount of negativity. Supporting students for success in schools includes making every effort to understand the reasons for sustained misconduct in the context of serving them within a “caring” context.

#### LUNCHROOM RULES

- ❖ Do not push or shove students in line
- ❖ Please do not cut in line nor save spaces in line for other students
- ❖ Throwing food, drink, or other objects is not permitted
- ❖ Saving spaces at the tables is not allowed
- ❖ Students are expected to work cooperatively to insure that the table and surrounding areas are litter-free
- ❖ Please dispose of litter in the trash containers
- ❖ Please refrain from sitting on the table tops
- ❖ The hallways, and the gym are off-limits during lunch time (exception: possession of a pass, or during times when the gym is open and available for student recess use).

#### PLAYGROUND RULES

**Footwear:** Students MUST wear shoes. This is a safety concern intended to avoid personal injury.

**Lining up to enter building from recess:** Line up orderly with no pushing or shoving.

**Parking Lot:** Students are NOT allowed in the parking lot unless permission is given from the office.

**Snowball Rule:** Students are NOT allowed to make or throw snowballs at recess or any other time *while on campus or at bus stops*. Throwing snowballs can lead to serious injuries, conflicts, and property damage.

**Throwing Items:** Throwing items (other than game balls) is dangerous and is prohibited.

**Rough Play:** Students must refrain from inappropriate conduct that causes physical injury or insult.

<b>DEFINITION OF INFRACTIONS {INAPPROPRIATE BEHAVIORS}</b>	
Absences (chronic)	Not in attendance (excessive amount of times)
Absences (unexcused)	Not in attendance (without valid/legal reason)
Academic Insubordination	The intentional failure to complete/submit coursework assigned by the teacher
Alcohol use/possession/distribution	Possession/use/distribution of alcohol
Arson/pyrotechnic devices	Possession and/or use of flammable materials or devices used in conjunction with starting fires
Assault	Violent physical attack
Bullying – cyber	Sending abusive messages electronically (computer, cell phone, etc.)
Bullying – non cyber	Abusive treatment
Bus rules violation	Failure to obey the rules for safe bus transportation
Cell phone violation	Violation of school cell phone use restrictions

Cheating	Copying other students' work and submitting as your own work product (includes plagiarizing, forgery)
Computer Use Violation	Failure to comply with school district's appropriate computer use policy
Defiance of Authority	The willful refusal to follow directions given by a staff member
Detention violation	Behavior that causes removal from detention (talking, non-compliance)
Disorderly Conduct	Intentional inappropriate behavior resulting in harm and/or disruption
Dress code violation	Wearing clothing inappropriate for the school setting
Drug use/possession/distribution	Possession/use/distribution of drugs
Extortion	Obtaining something by force and/or intimidation
Fighting	Engaged in mutual physical and/or verbal conflict
Fire Alarm Activation (no fire)	Activation of a fire alarm when there is no fire is a violation of state law
Guns/Weapons Use-Possession	Possession and/or use of guns, explosive materials, knives, or other articles considered to a weapon or its equivalent
Harassment – Physical	Unwanted physical attention
Harassment – Sexual	Unwanted sexual or sexually-related verbal and/or physical attention
Harassment – Verbal	Unwanted verbal attention
Hazing	Harassment – for purposes of initiation or imposed group compliance
Inappropriate articles	On-campus possession/use of items banned by school rules
Insubordination	Inappropriate/non-compliant behavior
Insubordination (supervised by substitute teacher)	Inappropriate/non-compliant behavior while under the supervision of a substitute teacher
Intimidation	Causing one to be fearful by threatening or humiliating behavior
Library violation	Failure to behave appropriately in the library
Locker violation	Causing locker damage or failure to comply with locker use rules
Lunchroom violation	Behavioral violation in the cafeteria (violation of lunchroom rules)
Non-compliance	Failure to behave appropriately with respect to established rules
Other	Not listed
PE dress-out violation	Failure to change into clothes intended for use while in PE class
Playground violation	Inappropriate behavior on the school playground
Pornographic violation	Possession, use, distribution of pornographic/illicit sexual content materials (includes computer access violation)
Profanity	Verbal or written use of inappropriate language
Public Display of Affection (P.D.A.)	Public displays of affection (i.e. hugging, inappropriate touching, kissing) on school property (includes school busses) and at any school activities elsewhere (as a participant or spectator).
Pushing/Shoving/Kicking	General physical misconduct
Snowball Throwing	Throwing snowballs (includes rubbing snow on another individual)
Tardiness (chronic)	Arriving late to class (excessive amount of times)
Theft	Stealing
Tobacco use/possession/distribution	Possession/use/distribution of tobacco products
Trespassing	Unauthorized presence on campus (non-criminal trespass)
Truancy	Unexcused time missed from school
Vandalism	Causing property/materials damage or destruction

### DISCIPLINARY ACTIONS

The following actions can be taken by the administrator depending on the severity of the behavior and the behavior record of the student. If a student is a "repeat offender" then the consequences will get progressively "tougher." The administrator cannot suspend a student

for more than 20 days (usually 10 is the maximum number, but if an investigation is on-going, the administrator can keep the student out-of-school for up to the 20 days maximum.

<b>Advisement</b>	Student meets with the administrator to resolve the problem
<b>Counselor Referral</b>	Student is referred to the guidance counselor to seek resolution of the problem
<b>Warning/Reprimand</b>	Student is warned or reprimanded and the problem must end now or...
<b>Behavior Contract</b>	Student is put under a behavior contract with consequences listed
<b>Detention or Work Assignment</b>	Student is assigned detention(s) during lunch/recess period OR the student can be given a work assignment with parent approval (cleaning campus, etc.)
<b>Parent Conference +</b>	Administrator meets with student & parent(s) + consequence is given
<b>In-School-Suspension</b>	Student is placed in ISS area and must do schoolwork while there
<b>Out-of- School Suspension (OSS)</b>	Student is removed from school for a specific number of days; does his or her schoolwork at home
<b>Expulsion</b>	Removal from school for more than 10 days

- ❖ The school administrator has the right to vary consequences based on the information he or she garners from an investigation or by what he or she knows about the student and the student's behaviors. As always, student privacy is upheld for each behavior incident and disciplinary consequence. We DO NOT tell other parents/community members what consequence a student received. That information remains private between the disciplined student, his or her parents, and the administrator.

## **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, to 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: Beth Terzo, [betterzo@ftbroncs.org](mailto:betterzo@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](http://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 Coordina

## 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  
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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.

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page 4 of 9 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

1. When investigating a formal complaint and throughout the grievance process, the District must:
2. 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';
3. Provide an equal opportunity for the parties to present witnesses and evidence;
4. Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
5. 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;
6. 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;
7. 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;
8. Objectively evaluate all relevant evidence without relying on sex stereotypes;
9. 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;
10. Not make credibility determinations based on the individual's status as Complainant, Respondent or witness;
11. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.



### Dismissal of Formal Complaint

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 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

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page 8 of 9challenging, 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;

Any appeal and the result therefrom;

2. Any informal resolution and the result therefrom; and
3. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District must make these training materials publicly available on its website.

The District must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity.

Cross Reference: Policy 3210 Equal Education, Nondiscrimination and Sex Equity  
Policy 3225 Sexual Harassment  
Policy 3310 Student Discipline

Legal References: Art. X, Sec. 1, Montana Constitution - Educational goals and duties  
Section 49-3-101, et seq., MCA, Montana Human Rights Act  
Civil Rights Act, Title VI; 42 USC 2000d et seq. Civil Rights Act, Title VII;  
42 USC 2000e et seq.  
Education Amendments of 1972, Title IX; 20 USC 1681 et seq. Section 20-5-201, MCA,  
Duties and Sanctions  
Section 20-5-202, MCA, Suspension and Expulsion  
34 CFR Part 106 Nondiscrimination on the basis of sex in  
education programs or activities receiving Federal financial assistance  
10.55.701(1)(f), ARM Board of Trustees  
10.55.719, ARM Student Protection Procedures  
10.55.801(1)(a), ARM School Climate

Policy History:

Adopted on: 12/15/2020  
Reviewed on: 12/15/2020 Revised  
on: 12/15/2020

Harassment Reporting Form for Students

School: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Who was responsible for the harassment or incident(s)?

\_\_\_\_\_

Describe the incident(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s), time(s), and place(s) the incident(s) occurred:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were other individuals involved in the incident(s)? Yes No

If so, name the individual(s) and explain their roles.

\_\_\_\_\_  
\_\_\_\_\_

Did anyone witness the incident(s)? Yes No

If so, name the witnesses:

\_\_\_\_\_  
\_\_\_\_\_

Did you take any action in response to the incident(s): Yes No

If yes, what action did you take?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there any prior incidents? Yes No

If so, please describe any prior incidents.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant : \_\_\_\_\_

