

# *Frenchtown Academy for Career Education*



## 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).*

### ***WE ARE FRENCHTOWN***

**Principal:** Mr. Jake Haynes  
**Assistant Principal/Athletic Director:** TBD  
**Administrative Assistant:** Ms. Billie Warner  
**Activities Assistant:** Ms. Jaque McMaster

**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.

**CORE VALUES (guiding principles)****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.

**Frenchtown High School**

P.O. Box 117  
Frenchtown, MT 59834-0117  
406-626-2670  
[www.ftsd.org](http://www.ftsd.org)

**Board of Trustees**

Jami Romney FitzGerald, Chairperson  
Shiloh Lucier, Vice-Chairperson  
Rainier Batt, Member  
Amanda Hanson, Member  
Noah Peters, Member  
Bryce Simpson, Member  
Jami Wright, Member

School Board Policies referenced in this handbook can be found on the [ftsd.org](http://ftsd.org) website.

## **Frenchtown Academy for Career Education**

**F.A.C.E.**  
**2022-2023**

***Important Note: this handbook is not the be-all and end-all for student information and F.A.C.E. “policy and rules.” All F.A.C.E. students must abide by Frenchtown High School rules and school board policies. The Frenchtown High School handbook and school board policies are located online at [ftsd.org](http://ftsd.org). F.A.C.E. students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbooks.***

In order to make our alternative school successful it will take dedicated students and teamwork. You have been accepted into F.A.C.E. because we believe you have the desire to succeed; we challenge you to prove we accepted the right students to succeed!

### **Activities:**

#### **○ Sports and Clubs**

You may participate in sports and clubs that take place at Frenchtown High School. You must follow the same eligibility rules that Frenchtown High School students follow and you must make up all work/school hours if you miss F.A.C.E. time.

#### **○ Field Trips and “Outings”**

You will take various field trips and outings throughout the school year. In order to attend the trips, each student must have a parent release form and student health card on file. All school rules apply for trips and outings. Keep in mind “integrity” while representing F.A.C.E..

#### **○ Community Service**

Part of the F.A.C.E. curriculum will include each student participating in self-directed community service. You will be taught how to set up your own service opportunities each semester or school year.

### **Job Shadows**

Part of the F.A.C.E. curriculum is to participate in job shadowing within areas of interest you hope to pursue once you graduate. If you have a job already, you will still be expected to do job shadowing experiences.

### **Jobs**

F.A.C.E. students may get jobs or continue with the jobs they currently have. However, those jobs must not compete – in any way – with actual school hours (10:00 a.m. to 2:00 p.m. and other time variances during Early Outs and Early Release). You may schedule work before school or after school as needed. You have been accepted into F.A.C.E. so you need to make arrangements with your supervisor based on this information. You can earn work study credit for working.

### **Attendance:**

#### **Attendance Matters!**

You are required to commit yourself to attending school each day and to be punctual. Since your schooling begins at 10:00 a.m. you will be there on time. Much of FACE work is independent study through digital academy. However, in order to receive credit for independent work a student must attend 80% of FACE classroom hours in person.

Students enrolled in the F.A.C.E. program may not arrive prior to 10:00 a.m. unless they have arranged an earlier arrival with the director and or principal. F.A.C.E. students must depart the campus by 2:15 p.m. unless they have arranged a late stay with the director/principal.

Your Attendance Responsibilities are as follows:

1. Attend school each day it is in session.
2. Follow the correct procedure if you are absent.
3. You must request missed assignments the next day you are in attendance.
4. Complete missing assignments/work within the timeframe the director gives you.
5. **You must have at least an 80% attendance rate to complete the FACE program. (unless you are excused for medical or legal reasons)**

Parents' Responsibilities are as follows:

1. Ensure the student is attending school daily.
2. Inform the school in the event of an unscheduled absence.
3. Work cooperatively with the director to keep absences at a minimum.

### **Attendance Notes:**

If you have frequent absences due to chronic medical issues, you must have a doctor's note in order for the absences to be excused. If you are, or will be absent, a parent or guardian needs to call the main high school office (626-2670) as soon as possible to report the absence. If you begin to show excessive absences, you may lose your spot in our alternative school. We have other students waiting to commit to being here!

**BULLYING/HARRASSMENT/INTIMIDATION/HAZING/SEXUAL HARRASSMENT:**  
(Reference Board Policies 3225, 3226, 3310)

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

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

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

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

Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussion of sexual experiences, pressure for sexual activities, intimidation by words (such as insults and name-calling) and actions that

are sexual in nature. Teasing related to sexual characteristics and spreading rumors related to a person's sexual activities are also prohibited. Students who believe they have been sexually harassed or intimidated should contact an administrator, counselor, or teacher who will arrange for assistance in both the complaint process and bringing an immediate halt to such behaviors. Students are encouraged to communicate with parents about such matters. (Board Policy 3225)  
Please utilize the sexual harassment complaint form.

### **Cell Phones**

The use of cell phones are not permitted to be used during FACE time. Since the day is shortened students are expected to utilize the classroom time to complete school work.

The director of F.A.C.E. **can** have students use their smartphones for classroom research or assignments. As directed you may use your phone to set up a job shadow or to contact someone for community service.

As with all other rules, students must listen to what the teacher deems appropriate for his or her class. Arguing with a teacher about media use is insubordination. If a teacher says "no" then "no" is the answer.

### **Checking Out**

If you have to leave during academic time, you must check out at the main office.

### **Closed Campus**

**F.A.C.E. is a "closed campus" school.** This means you are not allowed to leave campus during lunch. Since you begin and 10:00 and exit at 2:00, you must remain on campus and will eat lunch in the F.A.C.E. building. There are no exceptions to this closed campus rule.

Lunch: you can either bring a sack lunch or get a school lunch. If you choose to get school lunch, you will go into FHS, get a lunch and then bring it back to F.A.C.E..

### **Credits and Grading**

You will give 100% effort every day. Through that effort, you will garner the state minimum of 20 credits in order to graduate. Grading scales will be based on the ones employed by the online instructors or the one employed by the director when he teaches classes.

Minimum number of units needed to graduate: 20

Minimum number of offerings needed to graduate:

English (4 credits)  
Math (2 credits)  
Science (2 credits)  
Social Studies (2 credits)  
Art (1 credits)  
Health/PE (1 credit)  
Vocational/Technical (1 credit)  
\*Electives (7 credits)

*\*A student may be given credit for a course satisfactorily completed in a period of time shorter or longer than normally required. Examples of possible acceptable course work include correspondence and extension courses, distance learning courses, adult education, summer school, work study, specially designed courses and challenge to current courses. Any acceptable program must be consistent with local board policy.*

### **Montana Digital Academy and other online courses Pacing**

In order to stay on track with online classes students must maintain a 60% average or higher in each of their online classes. Failure to do so will result in computer time in the high school office.

### **Discipline**

The discipline policy for F.A.C.E. will remain consistent with the policy at Frenchtown High School.

### **DISCIPLINE: POLICY**

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

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

The Frenchtown School District has established a discipline policy to ensure the maintenance of those behaviors reflecting respect for self, for fellow students, for teachers,

and for school property and the property of others. With these guidelines, a safe, cooperative, positive learning environment can be established and secured

**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
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**Dress Code**

The dress code for F.A.C.E. will remain consistent with the same Frenchtown High School dress code.

**Due Process**

If you have a problem or complaint you must write a complaint within ten calendar days of the event. Once the complaint is filed, you (and parent or guardian) will meet with the principal or designee to seek an informal resolution. If the informal resolution does not work, then you can file a formal complaint.

**Due Process for Non-voluntary Withdrawal from F.A.C.E.**

If you are exited from F.A.C.E. involuntarily, you may appeal the decision in writing within ten days from being exited. The F.A.C.E. team (principal, counselor, Director, student, and parent/guardian) will meet to discuss the reasons for the forced exit. After the meeting, the principal will re-determine the withdrawal. If the principal rules against you and you and/or parent/guardian wish to appeal, you will need to do so, in writing (within ten days), to the superintendent. If the superintendent rules against you, your final appeal must be made in writing (within ten days) to the board of trustees. The board of trustees will make the final decision for the appeal. While the process is evolving, you will remain in the alternative school (and be in good standing) until the complaint decision is made.

**Early Graduation**



If you garner 20 credits by the end of the first semester of your senior year you do not have to attend F.A.C.E. during the final months. You may still walk across the stage with your peers during the commencement exercise. If you have 20 or more credits and wish to remain in F.A.C.E. until the end of the school year, you may do so, but you will be required to continue taking exploratory classes and following your ILP.

### **Enrollment**

Enrollment in F.A.C.E. is based on a team decision. The team will look at the applications and each individual applicant to determine if you will be a successful F.A.C.E. candidate. There is limited space in our alternative school. The decision of the team to accept you is not based on a first-come, first-served basis or on an age appropriate decision. The team retains the right to refuse any candidate. There are no last minute additions to F.A.C.E.. After the start of 2<sup>nd</sup> semester, students will not be admitted unless there are extenuating circumstances.

### **Independent Learning Plan (ILP)**

You will be on an ILP. The ILP is established by the F.A.C.E. team once you are accepted. The ILP will include an academic plan, a work or job shadow plan, a community service plan, and a behavior plan (if needed). The school Director will make sure each ILP is being followed.

### **Language: Swearing, Cursing, Vulgarity**

Simple: not allowed at F.A.C.E. or within FHS. Consider F.A.C.E. to be a “workplace” that follows “workplace” standards one might encounter on the job.

### **Parking**

It is a privilege to park in the east parking lot. Coming and going at high rates of speed or revving your engines to disrupt building classes will not be tolerated. Students who violate this rule will park in the far west student parking lot.

### **Transportation**

It is the student’s responsibility to get to and from the F.A.C.E. program. Students enrolled in the F.A.C.E. program may not arrive prior to 10:00 a.m. unless they have arranged other plans with the F.A.C.E. director and or principal. F.A.C.E. students must depart the campus by 2:15 unless they have made arrangements with the F.A.C.E. director and or principal. You are not permitted to enter the high school building to wander or interrupt classes!

If you need school provided transportation, the F.A.C.E. director and or principal will meet with you to discuss bussing options. You will be responsible to abide by all bus policies and procedures as bus riding is a privilege.

**F.A.C.E.**  
**2022-2023 Student-Parent Handbook**

Receipt of Handbook – Please return this signed document to the F.A.C.E. director by Friday, September 9<sup>th</sup> 2022.

I understand the handbook contains information my child and I may need during the school year. I understand all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Frenchtown High School handbook as well as the F.A.C.E. Handbook.

Print name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

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

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