

# Three Forks MS/HS Student Handbook



## 2018-2019

In collaboration with our community, the core purpose of the Three Forks Public School District is to be the model of excellence in education by using best practices, meeting the needs of every student, and instilling a love of lifelong learning.

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### OFFICE

Mrs. Sieler, Secretary  
Mrs. McDonald, Secretary

### ADMINISTRATION

Mr. Jeff Elliott, Superintendent  
Mr. Justin Helvik, MS/HS Principal  
Mr. Steve Fanning, Elementary Principal  
Mr. Greg Heys, Vice Principal,  
Transportation Director  
Mr. Mike Sauvageau, Athletic Director  
Mrs. Kristy Thompson, Counselor

### SCHOOL SONG

*OH, SAY, HURRAH FOR THREE FORKS,  
FIGHT, FELLOWS, FIGHT,  
STAND UP AND CHEER FOR THE GOOD OL' RED  
AND WHITE,  
WE ALWAYS FIGHT FOR VICTORY,  
WE ARE ALWAYS LOYAL  
TO THE RED AND WHITE  
WE'RE ALL FOR YOU FELLOWS,  
SO FIGHT, FIGHT, FIGHT!!!*

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Dear Students,

Welcome to the 2018-2019 school year! I hope you have all enjoyed a great summer. I am looking forward to returning to our school in my fourth year as your middle school/high school principal. I am honored to work with such an awesome learning community. This year our goal at Three Forks Middle/High School (TFMS/HS) will remain the same. We want your experience here to be a positive one. We encourage you to get involved in one of the many extra or co-curricular activities, groups, or clubs. Getting involved in our school will help you build a rapport with your fellow students and our staff here at TFMS/HS. Whether it's sports, speech & drama, FCCLA, FFA, or any other club/activity I strongly encourage you to get involved. Middle School and High School is a time for you to explore new options and begin honing in on your future career. Challenge yourself and take classes that you feel will benefit you in the future. I do believe grades are important in school but I also believe that your character and disposition towards others is just as important if not more important. One of my mentors once told me, "Ten years from now people may not remember everything you told them or taught them but they will remember how you treated them." I believe this statement to be absolutely true. As cliché as it may seem it does pay great dividends to treat people with respect. Respect is one of the pillars of our Montana Behavior Initiative (MBI) expectations: We are respectful. We are safe. We are responsible. We graduate!

My role as principal is very simple. My role is to help you succeed as a student and to help prepare you for your future. Whether that future includes a four year college, a two year vocational school, or entering the workforce immediately, my mission is to help you achieve your goal. I believe one does not have to be a straight "A" student to be successful. There is more to school and life than just academic intelligence. Work ethic and grit are qualities that I believe will take you further than a 4.0 grade point average (GPA). If you commit to a goal, have ambition and the resilience to persevere, than most anything is possible. I hope to get to know each and every one of you at Three Forks MS/HS and hear about your goals and aspirations.

Please take the time to read through this handbook with your parent(s)/guardian(s). If you have any questions, feel free to approach any staff member at Three Forks Middle/High School. I am looking forward to sharing a great year with all of you!

Carpe diem,



Justin P. Helvik  
Three Forks Middle/High School Principal



## 2018-2019 Regular Schedule (Monday - Thursday)

Passing time = 4 min.

<b>Period</b>	<b>Time</b>	<b>Duration</b>
Zero Hour	7:17 - 8:05 AM	48 min.
<i>Warning Bell</i>	<i>8:16 AM</i>	
Advisory	8:20 - 8:40	20 min.
1st Period	8:44 - 9:32	48 min.
2nd Period	9:36 - 10:24	48 min.
3rd Period	10:28 - 11:16	48 min.
4th Period	11:20 - 12:08	48 min.
LUNCH	<p><b>12:08 - 12:52</b></p> <p>Lunch Dismissal</p> <ul style="list-style-type: none"> <li>● 12th @ 12:03</li> <li>● 11th @ 12:05</li> <li>● 9th &amp; 10th @ 12:08 (bell)</li> </ul> <hr/> <ul style="list-style-type: none"> <li>● MS to recess @ 12:08 (bell)</li> <li>● 8th to lunch @ 12:23</li> <li>● 7th to lunch @ 12:25</li> <li>● 6th to lunch @ 12:28</li> </ul>	45 min.
<i>Warning Bell</i>	<i>12:48</i>	
5th Period	12:52 - 1:40	48 min.
6th Period	1:44 - 2:32	48 min.
7th Period	2:36 - 3:24	48 min.

## 2018-2019 Early-Out Schedule (Friday)

Passing time = 4 min.

<b>Period</b>	<b>Time</b>	<b>Duration</b>
Zero Hour	7:17 - 8:01 AM	44 min.
<i>Warning Bell</i>	<i>8:16 AM</i>	
1st Period	8:20 - 9:04	44 min.
2nd Period	9:08 - 9:52	44 min.
3rd Period	9:56 - 10:40	44 min.
4th Period	10:44 - 11:28	44 min.
5th Period	11:32 -12:16	44 min.
LUNCH	<p><b>12:16 - 12:58</b></p> <p>Lunch Dismissal:</p> <ul style="list-style-type: none"> <li>● 12th @ 12:11</li> <li>● 11th @ 12:13</li> <li>● 9th &amp; 10th @ 12:16 (bell)</li> </ul> <hr/> <ul style="list-style-type: none"> <li>● MS to recess @ 12:16 (bell)</li> <li>● 8th to lunch @ 12:31</li> <li>● 7th to lunch @ 12:33</li> <li>● 6th to lunch @ 12:35</li> </ul>	42 min.
<i>Warning Bell</i>	<i>12:54</i>	
6th Period	12:58 - 1:42	44 min.
7th Period	1:46 - 2:30	44 min.

## **Procedure for MS/HS Outside Duty (i.e. Middle School Recess)**

Students are dismissed to go to lunch at 12:08 (M-Th) and 12:16 (Friday)

Students will either go outside or to the Old Gym (when weather dictates). Students will be sent to lunch by the grade level following this timeline:

<b>(M-Th) 8th grade: 12:23</b>	<b>(Friday) 8th: 12:31</b>
<b>(M-Th) 7th grade: 12:25</b>	<b>(Friday) 7th: 12:33</b>
<b>(M-Th) 6th grade: 12:28</b>	<b>(Friday) 6th: 12:35</b>

Students should enter the building through the MS doors (by the science rooms). However, students should not line up at those doors; instead students should line up by the chain link fence by the track. Students should enter the building following the timeline above. Students should not enter through the HS doors.

When students finish eating, they will be allowed to leave the cafeteria and go back outside. Students will not be allowed to loiter in the commons or in the hallways before, during, or after lunch.

Students are allowed to go into the library after lunch (as long as they are not disruptive).

This procedure is subject to change.

THE SCHOOL POLICY IN ITS ENTIRETY IS AVAILABLE IN THE HIGH SCHOOL LIBRARY, THE HIGH SCHOOL OFFICE, OR THE SUPERINTENDENT'S OFFICE.

### THREE FORKS SCHOOL WEBSITE

The Three Forks School website is <http://tfschools.com/>

### OPEN CAMPUS PRIVILEGE

Three Forks High School will have an open campus lunch privilege for all students in grades 9-12. Those students that abuse their lunch privilege off campus may have it revoked and need to remain on campus during the lunch time. For example, open campus privileges may be revoked due to ineligibility and/or attendance issues (excessive tardies, unexcused absences). The administration will work with parents in the event that a student's open campus lunch privilege is revoked for a period of time.

### STUDENTS' RIGHTS AND RESPONSIBILITIES

The mission of the District is to assure learning experiences to help all students develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens. As a result of the process of education, each student should clarify his/her basic values and develop a commitment to act upon these values.

## GUIDELINES OF CONDUCT

Each student is expected to strive to take full advantage of his/her educational opportunities and to do his/her best in all areas of school life. Each student has the right to an education in an orderly, safe, and sanitary atmosphere and is expected to contribute to his/her environment by meeting the following responsibilities:

1. Respect and work cooperatively with his/her fellow students and school staff.
2. Be punctual and regular in school attendance.
3. Respond positively and promptly to direction by faculty or staff members.
4. Refrain from fighting or abusive behavior directed toward any student or staff.
5. Refrain from the use of profanity or vulgarity.
6. Avoid encouraging or assisting another student to take action, which would subject a student to suspension or expulsion.
7. Refrain from possession or use of explosives, dangerous chemicals, or weapons on school property or at a school function.
8. Refrain from damage to or theft of personal property.
9. Refrain from unauthorized entry into or misuse or damage of school property.
10. Be financially responsible for willful damage or destruction of school property.
11. Refrain from the use of tobacco on school premises and at school functions.
12. Refrain from possession, use, and/or distribution of illicit drugs and alcohol on school premises or as a part of any school sponsored activity.
13. Avoid disruption, on or off school property, of the educational process or other school functions.

Compliance with the guidelines of conduct is mandatory. Failure to comply with these regulations constitutes an infringement upon the rights of other students.

## Advisory

Advisory is based upon five foundations:

- Community
  - Teaching the importance of citizenship and community.
- Academic
  - Preparing students for academic success during and after high school.
- Mentoring
  - Building helpful, positive relationships.
- Career
  - Building knowledge of pathways for life after high school
- Personal
  - Providing opportunities to connect with self, family, and peers.

Advisory period will take place on Mondays through Thursdays. Below is an outline (subject to change) of what Advisory period will look like. This format may be changed to accommodate meetings, assemblies, or other special events.

- Monday: Silent Sustained Reading (SSR)\*
- Tuesday: Curriculum Day
- Wednesday: Club Day & Peer Mentor
- Thursday: Flex Day & Meeting Day

\*Students are encouraged to bring their own books to read on Mondays for SSR. Periodicals, unless containing legitimate literature, should not be used. Picture books are not considered legitimate texts. Students may use their Kindles (or eBooks) but only for the sole purpose of reading (no games, no internet).

## CELL PHONES AND OTHER ELECTRONIC DEVICES

**Cell phones and/or any personal electronic device(s) may only be used for educational purposes during instructional hours.** Classroom teachers may hold their own cell phone use expectations in their classroom.

Student possession and use of electronic devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege, which will be permitted only under the circumstances described herein.

At no time will any student operate a cell phone or other electronic device with video or photographic capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Students may use electronic devices in the classroom environment at the direction of their instructor, as defined in the instructor's classroom management plan. Students in grades 6-12 may use such devices during the lunch period, and during transition periods. These devices need to be turned off or silenced during the instructional class time without approval from a classroom teacher or the building principal.

Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers and supervisory aides. Confiscated devices will be immediately taken to the office and placed in the vault and returned to the parent/guardian. Repeated offenses will be subject to an assigned consequence from the office that is in accordance with the discipline matrix.

Students need to become digital citizens and use such educational technology appropriately. Students need to realize what they post on social networking sites, or via text-messaging may be regulated by the school district if it creates an environment at the school that is disruptive to the educational process. As a result, students need to be cautious about what they post online. Schools may regulate the use of cell phones by parents and other adults while they are on school property. The District is not responsible for lost or stolen devices.

## SUBSTITUTE TEACHERS AND SCHOOL PERSONNEL

Substitute teachers and school personnel will be afforded the same degree of respect and cooperation that is expected of the students toward the regular classroom teacher. Failure to do so will be dealt with in the same manner as if the action was directed toward a regular classroom teacher.

## STUDENT DISCIPLINE – INFRACTION GUIDELINES

Although discretion is left with the building principal, the following guidelines should be considered when choosing an appropriate alternative to handling a specific infraction. For infractions not included on this list, discipline should be appropriate.

The superintendent of schools or the building principal at any point may suspend a student out-of-school for behavior and/or refer the student for immediate expulsion to the Three Forks School Board.

An accumulation of various offenses may allow a recommendation for more serious discipline, including expulsion. Additionally, because certain behaviors are in violation of state law, school officials might notify police, depending on the nature and severity of the case.

The effectiveness of a school program depends on regular attendance and discipline. Regular attendance promotes learning while discipline measures are intended to correct misconduct, prevent its reoccurrence, and promote responsible behavior. Parents/ guardians are essential components in helping the school enforce policy and in helping resolve behavioral problems that interfere with classroom instruction, learning and school safety.



## DISCIPLINE POLICY- 3310

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The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, during intermission or recess, or at any school function whether home or away.

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

- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, meth, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of Weapons other than Firearms” section in policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in policy 3311. No personal knives or blades are allowed in school or on school grounds. This includes but is not limited to pocket knives and tools (such as a Leatherman). Knives of any size are prohibited.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing or bullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

These grounds stated above for disciplinary action apply whenever a student’s conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

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

## DISCIPLINARY MEASURES

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Disciplinary measures include, but are not limited to:

- Expulsion
- Out-of-School Suspension
- In-School Suspension
- Monday Evening Academy
- Detention
- Loss of bus privileges
- Loss of open campus privileges
- Loss of class trips and/or field trips.
- Ineligible to participate in extracurricular activities
- Notification to juvenile authorities
- Restitution for damages to school property
- Training Rules Violations

*An accumulation of various disciplinary offenses as well as the severity of an offense may allow the school officials to recommend more serious disciplinary action, including expulsion. In the case of actions that violate state law, school officials may notify local authorities, depending on the nature and severity of the case.*

No person who is employed or engaged by the District may inflict corporal punishment on a student. District personnel are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense.

### TEACHERS CLASSROOM MANAGEMENT PLANS

Individual classroom rules will be developed by the classroom teacher and submitted for approval by the administration on an annual basis. Students will be held accountable for all school rules in addition to individual classroom teachers management plans. **Student use of electronic devices will be left to each individual teacher to address within their classroom management plan, as there are academic benefits in certain instances for students to use such devices.**

### DETENTION

The Principal has the right to issue students detentions as needed. Students will be given a copy of the discipline form. Detention will be held Monday-Friday. **Detention and Study Table will begin at 12:32pm and end at 12:52pm Monday-Thursday for HS Students. MS Students will serve detention and study table from 12:08 to 12:28. On Fridays HS students will serve detention or Study Table from 12:43-1:03. MS students will serve detention or Study Table from 12:18 to 12:38.** Students will be given a one-day notice before serving their detention. If students arrive late they will be sent away and the detention will become 2 detentions following the matrix. Students will not be allowed to talk, listen to music, play electronic games, or sleep. Students will be asked to turn over their cell phones to the staff member on duty during detention. Failure to complete an assigned detention may result in the loss of campus privileges. Repeated offenses may result in the ineligibility of field trips and extracurricular activities. These activities are privileges. Repeated offenses will also be subject to the discipline matrix. Moreover, students need to understand that teachers simply fill out office discipline referrals and the principal is responsible for issuing the appropriate consequence.

## DANGEROUS OR DEADLY WEAPONS

Students are prohibited from possessing, using, carrying or bringing dangerous or deadly weapons on property owned or leased by the school, on school-owned or chartered buses, to school functions whether on or off school property, and to school extracurricular activities. These weapons include, but are not limited to an explosive device, pistol, revolver, rifle, shotgun, air gun, gas operated gun, spring gun, knife, slingshot, nunchucks, artificial knuckles of any substance, or any object used or threatened to be used as a dangerous or deadly weapon.

Students violating other sections of this policy applying to dangerous and deadly weapons, but excluding firearms, will be subject to corrective action and/or punishment, including possible detention, suspension or expulsion.

## DISCIPLINE MATRIX

	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Level 4</i>	<i>Level 5</i>	<i>Level 6</i>
<i>Detention</i>		<b>2 Detentions</b>	<b>1 Day ISS</b>	<b>3 Days OSS</b>	<b>5 Days OSS</b>	<b>1 Day OSS and Expulsion Hearing</b>
<b>Major infractions on the Discipline Referral Form</b>		<i>Major infractions on the Discipline Referral Form</i>	<i>Major infractions on the Discipline Referral Form</i>	<i>Major infractions on the Discipline Referral Form</i>	<i>Major infractions on the Discipline Referral Form</i>	<i>Major infractions on the Discipline Referral Form</i>
		<i>Repeated Level 1 Offenses</i>	<i>Repeated Level 2 or 3 Offenses</i>	<i>Repeated Level 2, 3 or 4 Offenses</i>	<i>Repeated Level 2, 3, 4, or 5 Offenses</i>	<i>Repeated Level 2, 3, 4, 5, or 6 Offenses</i>
<b>Refusal to complete classroom consequence</b>		<i>Skipping Detention</i>				

The discipline matrix will be implemented on a semester basis. All students will start at level I with the beginning of a new semester. Only MAJOR repeated infractions on the discipline referral form will be progressive in nature. **The administration reserves the right to evaluate student behaviors on a case-by-case basis and administer consequences accordingly.**

## SUSPENSIONS

Application of out-of-school suspensions will be at the discretion of the principal. The principal has the authority to impose suspension on students for failure to comply with school regulations. In the event the proposed punishment of a student includes denial of the right of school attendance, the following procedures will be used:

1. Before suspension, the student will be provided a conference during which the charges will be explained and the student will be given the opportunity to respond to the charges. The suspension date will be set at this time.
2. A student will be suspended immediately if the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the parent will be notified immediately.
3. Any suspension will be reported immediately to the student's parent or legal guardian. A written notice of suspension will state the reasons for the suspension.

- **Students who receive an in school suspension (ISS) or out of school suspension (OSS) have the right to make up any work missed. Before the scheduled in school suspension is to begin students may be asked to go around to all of their classes to get work for the day.**

In the case of an out-of school suspension, the student will not be allowed on school property during the time of the suspension. Suspension ends at **11:59pm** of the last assigned day.

## EXPULSION

Only the Board of Trustees may expel a student from school, and only after the following due process procedures have been followed:

1. The student and parent or legal guardian shall be provided written notice by registered or certified mail or hand-delivered of the board hearing to consider the recommendation for expulsion. The notice shall include the time and place of the hearing, information describing the process to be used to conduct the hearing, and notice of the board's intent to conduct the hearing in executive session unless the parent or legal guardian waives the student's right to privacy.
2. Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to the superintendent prior to the date of the hearing as originally scheduled. The superintendent shall determine if the request shows good cause.
3. At the hearing, the student may be represented by counsel, present witnesses and other evidence. Formal rules of evidence are not binding on the board.

If a student has been expelled, he/she may not be on campus at any time or attend any school activity during the expulsion period, without express written permission from the principal. If violated, additional disciplinary action may be assessed.

## BULLYING POLICY

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated.

### Definitions

- “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.
- “District” includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
- “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled

substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

- “Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, well-being, mental/physical health, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:
  - a. Physically harming a student or damaging a student’s property;
  - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
  - c. Creating a hostile educational environment.
- Cyber bullying will not be tolerated. Cyber bullying occurs when students use electronic means to harass other students causing a disruption in the school environment. Cyber bullying is defined but not limited to: the act of posting defaming information on the internet, using social networking in unethical/illegal manner, texting inappropriate messages, or pictures to other students. Violations of cyber bullying will be subject to the discipline matrix and may be referred to law enforcement.

#### Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, or employee, who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying, in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. Students may report anonymously using student form 3225F. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

#### Responsibilities

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

#### Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

### Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

### Complaints From Third Parties and Grievances Toward an Employee of the Three Forks School District

All complaints from third parties and grievances toward an employee of the Three Forks School District will be handled using the uniform grievance procedure as outlined in school board policy, 4310P.

Cross Reference:

- 3215 Student Grievance Process
- 3225F Harassment Reporting Form for Students
- 4310 Community Relations, Public Complaints
- 4310P Uniform Grievance Procedure

### TOBACCO, ALCOHOL AND DRUGS

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Three Forks School District has a responsibility to students and the community to ensure a safe school environment, which is free from the effects of tobacco, drugs and alcohol.

The unlawful possession and/or use of illicit drugs, alcohol or tobacco are not acceptable. Any student of Three Forks Middle/High School who possesses, attempts to possess, or is under the influence of tobacco, drugs, or alcohol on school premises during the school day or at a school function may be suspended from school for up to ten (10) days and may be required to appear, along with their parents, before the Board of Trustees for an expulsion hearing. Additionally students will be referred to a treatment program.

The school has the authority to refer violators to the proper authorities for legal action. Information about drug and alcohol counseling, rehabilitation and re-entry programs available to students can be obtained from the school counselor or school nurse.

### GUN-FREE SCHOOLS

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20-5-202. Suspension and expulsion. (2) The trustees of a district shall adopt a policy for the expulsion of a student who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school and for referring the matter to the appropriate local law enforcement agency. A student who is determined to have brought a firearm to school under this subsection must be expelled from school for a period of not less than 1 year, except that the trustees may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis. A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals With Disabilities Education Act.

(3) In accordance with 20-4-302, 20-4-402, 20-4-403, and subsection (1) of this section, a teacher, a superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to school.

(4) Nothing in this section prevents a school district from:

(a) offering instructional activities related to firearms or allowing a firearm to be brought to school for instructional activities sanctioned by the district; or

(b) providing educational services in an alternative setting to a student who has been expelled from the student's regular school setting.

History: En. 75-6311 by Sec. 124, Ch. 5, L. 1971; R.C.M. 1947, 75-6311; amd. Sec. 4, Ch. 135, L. 1981; amd. Sec. 1, Ch. 457, L. 1995.

18 U.S.C. 921 is defined as:

(25) The term "school zone" means -(A) in, or on the grounds of, a public, parochial or private school; or (B) within a distance of 1,000 feet from the grounds of a public, parochial or private school.

(26) The term "school" means a school which provides elementary or secondary education, as determined under State law.

In accordance with the provisions of the Gun-Free School Zones Act, 18 USC 922(q), students may bring unloaded firearms onto school property for use in an approved program with prior board approval. No student shall possess any firearm, without authorization, on the way to or from school, or during intermission or recess. Violation of this provision shall result in discipline up to and including expulsion.

## DUE PROCESS

It is the intent of the Board of Trustees to provide each student with those due process rights that are provided by law.

## DELEGATION OF AUTHORITY

Each teacher and any other school personnel when students are under his/her charge is authorized to impose any disciplinary measure, other than suspension, expulsion, or corporal punishment, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may temporarily remove students from a classroom for disruptive behavior.

## LOCKERS

Each student will have an assigned locker and will have the option of renting a lock. Students may get the combination for their lock for a \$2.00 annual fee in the high school office. The lock rental fee is designed to help with the maintenance and upkeep of the lockers. Students must return their locks to the high school office at the end of the school year or pay a \$6.00 fee for a lost lock. Three Forks Schools is not responsible for any items stolen. It is the student's responsibility to rent a lock and keep their locker locked.

## PROCEDURE FOR LEAVING DURING SCHOOL DAY

The student must report to the middle school office secretary for approval to leave school for any reason. Final permission to leave will be granted contingent upon the nature of the request as well as parent/ guardian consent by note or phone call to the attendance secretary prior to leaving. Failure to check out properly will result in a consequence according to discipline matrix.

## PROCEDURE FOR CHECKING IN/OUT OF SCHOOL

School Day: If a student must leave during the school day, he/she must check out at the attendance office. A student must check into the office when he/she returns to school. Checking in is also required when the student begins school later than their first period, or is late back to school from lunch.

End of School: If a student withdraws prior to the last day of school, he/she must fill out an end-of-year checkout sheet. To acquire a "checkout sheet" you must bring a note from home one week prior to leaving for the school year. Additionally, students must complete all required work prior to the proposed last day as indicated by each classroom teacher.

## ATTENDANCE

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Regular attendance is basic to meeting the educational needs of students. Optimal classroom instructional benefits are only possible when the student is in attendance. It follows that students, parents, and educators need a clear understanding of rights and responsibilities relating to attendance. Students have the right to an appropriate education. Parents have the right to expect competent instructors and a school climate conducive to learning. Educators have the right to expect reasonable cooperation from students and parents. Students are responsible for participating in the educational opportunities given them and are legally required to attend until they are 16 years old and have completed the eighth grade. Parents are responsible for supporting policies and programs of the school district including attendance laws. The school is responsible for providing a significant curriculum, competent teachers, and adequate facilities and programs. The school is also responsible for maintaining accurate records and practicing diligence in reporting these.

A 6 day letter will be sent out to inform parents about student absences. The content of the letter will include the specific class or classes the student has reached the 6 day threshold. This letter will serve as the establishment of an official attendance contract for the student for the identified class or classes listed.

### **8-Day Absence Procedure:**

- If a student accumulates 9 or more total absences (excused and/or unexcused) per class period during a semester, he/she is in violation of the absence limit. If the student is passing the class, he/she will receive credit; however, the letter grade will be reflected as a "P." Students who are failing will not receive credit. If a student accumulates 9 or more total absences (excused and/or unexcused) during a semester, a "Loss of Letter Grade" notice will be mailed home.

- Students in violation of the attendance policy will still earn credit for a class if they earn a passing grade by the end of the semester. However, if a student is passing the class with a 70% or better, the corresponding letter grade will be reflected as a "P" on their transcript, which will not count on their GPA. Students earning a 60-69% will still earn a D and students who are failing will not receive credit.

- A student may petition to regain their previous letter grade for individual classes if they do not violate the attendance policy in any class during the subsequent semester. Students will need to complete an attendance violation appeal within two weeks prior to the end of that semester. Appeal forms are located in the office.

- Seniors in violation of the absence limit during their final semester, who are seeking to regain a letter grade during that semester, will be required to complete an appeal form and serve an hour of "make-up time" and/or supervised community service for every missed class period exceeding 8 days. "Make-up time" must be completed within a week of graduation and prior to the end of school. Seniors in violation of this attendance policy will NOT be considered for an Honors Diploma unless the "make-up" time is completed within a week before graduation.

#### What counts up to the 8 days:

- Excused Absences (EA)
- Unexcused Absences (UA)
- Truant (TR)
- Illness (IL)
- Funeral (FN) for a non family member.

#### What doesn't count up to the 8 days:

- Curricular Absences (CA)
- Court (CT)
- Medical Waiver (MW)
- Administrative Waiver (AW)
- In-House Absence (IA)
- Snow Day (SN)
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Two (2) Prearranged Absences per semester (PA)\*



\*Students will be allowed two (2) Prearranged Absences per semester that will not count towards the 8 day attendance policy. **Students must have parent/guardian approval, fill out a Prearrange Form, make-up all assignments (or make arrangements with teacher to make up assignments), and turn in the Prearrange Form into the attendance office PRIOR to missing school in order to meet the criteria for a Prearranged Absence (PA).** These days (maximum of two per semester) will not count towards the 8 day attendance policy. Students are still encouraged to fill out a Prearrange Form for planned absences after fulfilling their two Prearranged Absences. These absences will be recorded as Excused Absences (EA).

Only those absences allowed by Montana State Code 20-5-103 will be allowed which states:

**20-5-103. Compulsory attendance and excuses.** (1) Except as provided in subsection (2), any parent, guardian, or other person who is responsible for the care of any child who is 7 years of age or older prior to the first day of school in any school fiscal year shall cause the child to attend the school in which he is enrolled for the school term and each school day therein prescribed by the trustees of the district until the later of the following dates:

- (a) the child's 16th birthday;
  - (b) the date of completion of the work of the 8th grade.
- (2) The provisions of subsection (1) do not apply in the following cases:
- (a) The child has been excused under one of the conditions specified in 20-5-102.
  - (b) The child is absent because of illness, bereavement, or other reason prescribed by the policies of the trustees.
  - (c) The child has been suspended or expelled under the provisions of 20-5-202.

#### EXCUSED ABSENCES

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Montana law states that a student is excused when absent due to:

1. Illness
2. Bereavement
3. Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies. Verification should be available prior to requesting an admit slip. Time allotted for make-up work is stated in each teacher's grading and discipline policy. Accommodations for Individual Education or 504 Plans will be made when appropriate.

#### TRUANCY/UNEXCUSED ABSENCES

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Unexcused and truancy absences are not acceptable at Three Forks Public Schools. An unexcused/truancy absence occurs when the student is absent without permission from the parent/guardian, and will not be excused by the school. This is a serious offense and will result in disciplinary action being taken. (Truancy=TR)  
(Unexcused=UA)

If a student is unexcused or truant, he/she is not entitled to make up work missed during this absence. A zero (0) will be given for any missed work.

Any student whose absence is determined to be truant shall be subject to the penalties established by the laws of Montana in addition to the penalties herein. Excessive absences may result in loss of credit, loss of educational opportunity, loss of open campus privileges, and students may be required to attend Study Table/Detention. Once a student is at school he/she cannot leave without parental permission verified by the attendance secretary or principal. If a student who is in attendance at school leaves without permission, this is defined as skipping school and will be considered truancy. Truant students may lose their open campus privileges and may also have to attend Study Table/Detention.

### SPECIAL CIRCUMSTANCE ABSENCE

Students who participate in sports or activities that are not sponsored by Three Forks High School will be allowed to miss school to participate in these activities under the following conditions:

- 1) Parent and student must receive prior approval from the principal to miss school days for the extra-curricular activity in question.
- 2) Students must remain eligible under the TFHS rules for eligibility.
- 3) Students shall obtain from the principal an activity absence form that they will take to their teachers. Teachers will list all assignments and students are required to complete all work.
- 4) Coaches/Sponsors will communicate with the principal prior to student attendance.
- 5) If a student is not academically eligible the absence will be coded as an excused absence.

TRUANCY- Student absences that are not cleared up within 48 hours will be considered as truancy. In the case of truancy students will receive a zero in classes truant and will be required to make up missed time. Students may lose open campus privileges and/or be assigned lunch detention(s) if truant. Chronic truanies will be reported to legal authorities as prescribed by law.

### MAKE-UP WORK

Teachers will provide make-up work for any student having an excused absence and will allow full credit for missed work. Students will be allowed to make-up work at the rate of one day for each day absent plus one additional day. (# of days absent + 1 day = # of make-up days) Students receiving an incomplete grade at the end of any grading period will have two weeks to complete all unfinished work. Teachers are responsible for monitoring the incomplete grade.

EXTRA-CURRICULAR PREARRANGE (Advanced Makeup) - Students will make prior arrangements for planned absences and all work missed must be made up within the time specified by the individual teacher. It is suggested that work be made up in advance or that the teacher allow the student one day makeup time for each day missed. Students are responsible for having their teacher complete the **Prearrange Form**. When students are absent participating in school-related activities, a Prearrange Form may be required by the school administration. The sponsor or coach of the activity will provide the office and each teacher with a list of students who will be attending the activity, including the following information: student name, student number, and the duration of the absence. This list should be distributed at least 48 hours in advance of the first day of absence. Teachers who have concerns regarding students on the list must communicate them to the sponsor or coach at the earliest time prior to the absence.

### TARDY POLICY

Students are expected to be in class on time. **If students arrive later than 10 minutes into the class period they will be counted absent. A “tardy” to class is defined as a student not being within the threshold of the doorway when the tardy bell starts ringing. Individual teachers will set up classroom consequences for tardies to class. All students must sign in at the office when they enter school after the school day has begun.** All tardies will be recorded on the report card. Excessive tardies, defined as three or more within a grading period (semester), may result in loss of open campus privilege. Student may also be required to attend noon detention/study table.

## DRESS CODE

The primary responsibility for appropriate student dress and grooming is placed upon the student and parent. Our concern with students' dress is with general social acceptance, cleanliness, safety, disease prevention, and grooming. Our goal is to model expectations students may find in the professional world and to encourage student dress that fosters both respectful behavior and a respectful attitude toward their school and education. Students may be sent home for repeat offenses. The administrator, in connection with the sponsor or coach, may regulate the dress and grooming of students who participate in an extracurricular activity. Such regulation must be reasonable and substantially related to an important objective of the extra-curricular activity or class. Students who continually violate the dress code policy will be subjected to progressive disciplinary action as set by the building administrator. In the event a student is to be sent home, parental contact must take place, or the student will remain on campus in the office.

### **Expectations for dress in school:**

1. Drug, alcohol, gang related clothing is not permitted (not exclusive of chains, and sexually suggestive items, including those with multiple interpretations) .
2. Bare skin from armpits to mid-thigh must be covered (including ripped jeans, crop shirts, shirts with cut-outs, t-shirts with ripped arm holes, etc.).
3. Undergarments must be covered at all times.
4. Hats or headdress (any items which cover most of the head) may be allowed according to teacher discretion in their classroom. However, if not allowed, violations will be grounds for confiscation by school officials, including classroom teachers. Hats still many not be worn in common areas (hallways, commons, assemblies, etc.) during school hours.
5. Bandanas are not allowed.
6. Students must wear shoes at all times while on campus.
7. Pants/Shirts that are see through will not be allowed, unless worn with an underlayer.

Violators will be asked to go to the office if the student is deemed to be in violation.

## INTERPERSONAL RELATIONSHIPS (PDA)

Students are reminded that the school is a formal setting, much like a place of business. Public display of affection has no place in the high school. Respect for others is demonstrated by respecting each individual's personal space. Frequent and/or prolonged contact with other students may be intrusive to the individual, disruptive of the school environment or offensive to others.

## DRUG DETECTION DOGS

The principal and superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

## LOCKER SEARCHES

School lockers and desks are and shall remain the property of the school district. The Board authorizes the principal to inspect a student's locker when the principal has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which pose a hazard to the safety and good order of the schools or for a periodic check of all lockers. No student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

### SEARCHES OF STUDENTS AND THEIR PROPERTY

A student shall be free from searches of his/her clothing and other personal property unless there is reasonable cause to believe that something is concealed that may be of immediate danger to the student or to other students. School officials shall request the student to remove all items from pockets or other personal effects. If the student refuses and there is no immediate danger, school officials shall refrain from a search until the parent or, in the case of possible criminal activity, law enforcement officers are available.

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the authorized administrator has any reasonable cause to believe that any locker, car or other container of any kind on school premises contains any item or substances, which constitutes an imminent danger to the health and safety of any person or to the property of any person or the school district, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
3. If the authorized administrator has any reasonable cause to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the school district, the administrator is authorized to conduct a search and to seize any such item or substance.
4. No student shall hinder, obstruct or prevent any search authorized by this procedure.
5. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one adult witness and a written record of the time, date and results shall be made by the administrator, a copy shall be forwarded to the superintendent as soon as possible.
6. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
7. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, he/she is authorized to report to and comply with the directions of any public law enforcement agency.

### MALICIOUS VANDALISM

Any student who intentionally damages, destroys or removes any school property or commits any other vandalism may be removed from the premises immediately and may be subject to suspension or expulsion. Board expulsion may result in a total loss of credit for the semester/school year in question. The cost involved in repairing the premises after malicious vandalism will be charged to the student and such cost must be paid prior to reentry. The police and probation authorities may take additional action.

### 18-YEAR OLDS

All school policies, rules, and regulations in TFHS apply to all students, including 18 year olds and older.

### MARRIED STUDENTS

Married students shall have the same rights and responsibilities as unmarried students. This includes the right to participate in any extracurricular activities on the same basis and subject to the same requirements as unmarried students.

### POSTERS

All posters must be approved and initialed by the principal prior to hanging in the school.

### FIELD TRIPS

Buses will be used whenever possible. Everyone who goes to a destination on the bus must also return on the bus unless excused in person or in writing by the parent. When students are on a school trip, all school regulations are in force. Students are responsible to get their homework from the teacher of the class/classes they will be missing

before they leave. Furthermore, the principal reserves the right to deny student attendance on a field trip if a student is not in good standing academically and behaviorally. This decision will be made in collaboration with the field trip supervisor or classroom teacher and the principal.

### ANIMALS IN THE SCHOOL

Persons bringing alive or dead animals into the school must receive prior permission from the supervising teacher and the building administrator. Animals, including all vertebrates and invertebrates may be brought into the classroom for educational purposes only. However, they must be appropriately housed, humanely cared for, properly handled and have proof of current vaccinations.

Neither students nor visitors to the schools shall bring pets of any kind on to school property or to any school function unless invited to do so by a teacher in the interests of an educational, instructional purpose. Any person bringing a pet, or attempting to conceal a pet in a school building or to a school sponsored function, shall be directed to leave the premises until they can return without the animal in their possession. The only exception to this policy will be guide dogs, helper animals, police dogs and drug dogs properly trained for those functions.

### EMERGENCY PROCEDURES AND DRILLS

Fire drills and lockdown drills are held at regular intervals during the school year. For fire drills the students will leave the building quickly and quietly on the signal. Directions for leaving the building in case of fire are posted in each classroom. No one is to remain in the building during a fire drill. For a lockdown drill, the students will follow the procedures as described by the teachers.

### IMMUNIZATION

Proof of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles is required for enrollment into the Three Forks School. In addition, an MMR (measles, mumps, rubella) booster is required for any student transferring into the high school.

### WITHDRAWING FROM SCHOOL

Parents wishing to withdraw students from school must notify the high school office. The student in person must obtain, complete and return a withdrawal form, his/her locker must be cleaned and inspected and all fines must be paid.

### LITTER

Because there are so many students in attendance, it is difficult at times to keep the grounds, parking lots, classrooms, halls, and classrooms free from litter. While we do have custodians, we cannot expect, nor should we expect that they alone should pick up what the rest of us thoughtlessly discard. Unless each one individually takes care of his/her own waste paper, apple cores, lunch bags, and candy and gum wrappers, the task of keeping the school grounds and buildings presentable is a hopeless one. Litter reflects a lack of pride in Three Forks Middle/High School.

### DISTRIBUTION OF PRINTED MATERIAL

Any material not produced under the supervision of a faculty member of Three Forks Middle/High School will not be distributed on or in the school building or on the grounds unless approved by the principal.

### HOME SCHOOL STUDENTS

Students who wish to attend Three Forks Middle/High School as home school students **MUST** enroll in a minimum of five classes each semester. Advisory does not count as a full time class.

## CREDIT/TRANSFER ASSESSMENT FOR PLACEMENT

### Grades 9-12

Requests for transfer of credit and/or grade placement from any non-accredited, non-public school shall be subject to examination and approval before being accepted by the District. This shall be done by the school counselor and/or principal or, in the case of home schools, by a credit evaluation committee consisting of a counselor, a staff member from each subject area in which credit is being requested, and the school principal.

The credit evaluation committee will:

- (1) Document that the student has spent approximately the same number of classroom hours in the home school as would have been spent in a regular class in the District;
- (2) Document that the student followed a curriculum which is essentially similar to that in the course for which they are requesting credit;
- (3) Document that in the event of a credit request in a lab, industrial arts or music course, the equipment and facilities were sufficient to meet the required learning activities of the course;
- (4) Require that the student has satisfactorily passed, in all courses in which a final exam is normally given, a final exam which is prepared and administered by a staff member in the District.

The District will give credit only for home schools which have met all requirements as specified in Montana law. Credit from home schools will only be accepted when a like course is offered in the District. Additionally, courses offered by the District via the internet, taught by District teachers will be accepted for credit, GPA and class rank.

The District will follow Montana Accreditation Rules and Standard, along with local alternate procedures for earning credit, in reviewing requests for transfer of credits. High school principals have authority for approving credit transfers, subject to review by the Superintendent or the Board.

For the purpose of calculation of class rank, only those courses taken in an accredited school will be used.

Legal Reference: 20-5-110, MCA

School district assessment for placement of a child who enrolls from a non-accredited, non-public school. Three Forks High School will honor only those credits granted through a state or regionally accredited institution. (i.e., State of Montana, Northwest Association of Schools and Colleges or their equivalent). Classes not required at previous schools but required at Three Forks High School may be waived if they are not a state requirement. Exception to these requirements may be made for transfer students or in special cases approved by the principal. Honors classes transferred from a prior school, which are not offered at Three Forks High School will be accepted as credits earned only and not calculated in the cumulative GPA as honors grade points.

All classes attempted at Three Forks High School and all acceptable transfer credits shall be recorded on the transcript. Transfer students must meet Three Forks High School graduation requirements for graduation. Students who are credit deficient due to different policies at their previous school, will be required to have the state minimum of 20 credits.

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## ADVANCED PLACEMENT CLASSES

Students enrolled in an advanced placement class have the ability to take the AP exam in May. Financial assistance for test fees is available for students who qualify. Students who are not enrolled in an AP class may opt to take the exam also. Students who drop an AP class at semester will forfeit their AP and Honors designation on transcripts and their GPA will be adjusted accordingly.

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## MONTANA DIGITAL ACADEMY (MTDA)

Three Forks Middle/High School works in partnership with the Montana Digital Academy to present classes that Three Forks Middle/High School does not offer, as well as for credit recovery and summer school. If you are interested please see the guidance counselor. Students may only take five (5) total classes through MTDA.

## FOREIGN EXCHANGE STUDENTS

**All students must have a completed application submitted to the high school principal by August 1 for attendance the following school year.**

Foreign exchange students will not earn a diploma from Three Forks High School but may receive a certificate of completion. They may participate in graduation ceremonies if they are listed as a senior at time of enrollment. Foreign exchange students **do not** have to complete TFHS graduation requirements.

## PARTICIPATION IN GRADUATION CEREMONIES

Participation in graduation ceremonies is a **privilege** extended to students. Students **must wear** the approved dress components as outlined by the administration to participate in the graduation ceremony; which include but are not limited to the following: school approved cap, and gown. Students may be denied the opportunity to participate in the ceremony by the administration. **Students who have not completed all requirements for graduation cannot participate in the graduation ceremony, and will not receive a diploma until all requirements are completed.**

## ELIGIBILITY

### Extracurricular Eligibility

1. Three Forks School will follow and comply with all Montana High School Association eligibility rules and regulations plus the following:
2. A weekly eligibility check will be conducted for all student activities, grades 6-12, based on the cumulative grade for the nine weeks.
3. Eligibility will be checked on Tuesday morning; teachers shall upgrade their computerized grade-books by each Monday evening. The principal shall inform students and coaches/advisors of failing grades. Academic ineligibility will run from Wednesday to Wednesday of each week.
4. A student with two or more failing grades in the same week is ineligible for the week regardless of his/her cumulative grade point average.
5. A student with one failing grade and a grade point average of "C" (2.00 GPA) or higher is eligible to participate fully in all activities that week. However the student must attend Study Table\* for an entire week (Wednesday to Wednesday). Failure or refusal to attend Study Table will result in ineligibility for that week (attendance policy applies).
6. A student must maintain a GPA of a 2.0 or higher to participate.
7. The following statements define seasons:
  - a. Eligibility for all sports shall be for duration of their sport's season.
  - b. Eligibility for all non-athletic, co-curricular activities shall be for the duration of the quarter.
8. A student will be able to practice, but not participate in any contest or travel with the team or activity group during the period of ineligibility.

9. A student who is ineligible must attend lunch Study Table\* for the entire week they are ineligible (Wednesday to Wednesday). This includes loss of open campus privileges for the week. The core purpose of lunch study table is to help the student regain their eligibility.

\*Study Table takes place for twenty minutes as determined by the administration and/or teacher on duty. Study Table will be facilitated by administration or the teacher on noon detention/Study Table duty. It is the responsibility of the student to check in with the teacher on duty.

#### EXTRA-CURRICULAR CHEMICAL USE POLICY - Policy Purpose

It is the position of the Three Forks Public Schools that participation in extracurricular activities is a privilege extended to the students who are willing to make the commitment to adhere to the rules that govern the program. It is the district's belief that participation in organized activities can contribute to the all-around development of young men and women and that implementation of these rules will serve the following purposes.

1. To emphasize concern for the health and wellbeing of students while participating in activities.
2. To provide a chemical-free environment that will encourage healthy development.
3. To diminish chemical use by providing an educational assistance program.
4. To promote a sense of self-discipline among students.
5. To support existing state laws which prohibit the use of mood-altering chemicals.
6. To emphasize standards of conduct for those student who through their participation are leaders and role models for their peers and the younger students.
7. To assist student who desire to resist peer pressure, which often directs them towards the use of chemicals.

#### PRIOR TO PARTICIPATION

**Students and at least one of their parents or guardians will attend the pre-season mandatory parent meeting where the rules are explained and discussed.**

#### POLICY COVERAGE

A student shall not use, possess, sell or distribute any prohibited substance.

The following definitions will be used to interpret this policy.

Prohibited substance means alcohol, tobacco, illegal drugs, and abuse of prescription or non-prescription drugs.

Possession means.

- (1) The use of a prohibited substance.
- (2) The knowing control of a prohibited substance for a sufficient time to be able to terminate control; or
- (3) The voluntary and knowing presence at a function or gathering at which a prohibited substance is illegally used, possessed, sold or distributed by any person.

\*Knowing means that which a reasonable prudent person would perceive and comprehend.

\*Knowing control means that a prohibited substance is located in a place accessible to the student and under the student's dominion and control. This term is not exclusive to a single person. More than one person may be in knowing control of a prohibited substance simultaneously. Policy is not drafted to tell parents what they can do in the privacy of their homes with "their children". Policy is designed to address concerns related to functions where alcohol and/or other illegal drugs are being utilized by a group of minors or where an adult is contributing to the illegal use of alcohol or other drugs by minors (not their own children). This policy does not apply to the use of



prescribed drugs, under a doctor's supervision, when those drugs are used in the prescribed manner. However, this policy does apply to students that are registered medicinal marijuana users.

This policy applies to middle and high school students who are involved in the extra-curricular activities program. Students found to be in violation of this policy while under school supervision will be subject to the provisions of this policy and the school's discipline policy governing the behavior of all students.

Extra-curricular Activities: Activities under the supervision of building principals or the activities director

Examples: Athletics, Cheerleading, and Speech.

District administrators have the responsibility to update and implement this policy for extra-curricular activities. The involved staff has the responsibility of student awareness and implementation of this policy. Students who elect to participate in extracurricular activities, and parents or guardians are responsible for understanding this policy and recognizing it in written form.

The School District will work in cooperation with the Adolescent Resource Center of Gallatin Valley for Chemical Assessments and Education.

### POLICY DURATION

This extra-curricular policy applies to all students participating in an extracurricular activity from the commencement of the activity on the date set by the MHSAA and shall continue to apply to the student until the extracurricular activity ceases fully. For students involved in more than one extra-curricular activity the "training rules contract" will be enforced for the duration of the MHSAA sponsored activity. Students do not need to fill out more than one contract per extra-curricular activity in any given year, as all contracts transfer to each activity during the MHSAA sponsored event season.

**\*\*Violations are cumulative through the student's period of attendance in middle and high school. Violations will carry over from the middle to high school. \*\***

Honesty Clause: Students who compete in extra-curricular activities are expected to follow all training rules, but when violations occur; students who are honest about their involvement and seek help will be given the opportunity to have their suspension time reduced. Students who disclose themselves to administrators and/or coaches after a violation of this policy or students who honestly answer questions about their involvement in violations the first time they are asked will see a reduction in their suspension according to the amount of infractions they have been involved in. Students who disclose or are honest about their involvement and accept the recommendation of the principal to work with The Adolescent Resource Center of the Alcohol and Drug Services of Gallatin Valley can have their suspensions reduced to 10 activity days. Students who do not disclose and do not present themselves in a truthful manner when questioned can only have their suspensions reduced to 25 activity days with a referral to The Adolescent Resource Center of the Alcohol and Drug Services of Gallatin Valley.

REFERRALS: A school staff member can be made aware of the violation of this alcohol/drugs/tobacco policy by any source (such as police, school personnel, counselors, coaches, advisors, community members, parents and other students, but not limited to these.)

### FIRST VIOLATION

1. A meeting with the student, parents, coach/sponsor and school administrator. Suspension from activities for 45 activity days.
- Or
2. The student and their parents will be given the option to work with our counselor completing a 10 hour program set forth by the school. An equitable program as determined by the principal may be substituted if the situation warrants itself. If the student successfully completes the principal's recommendation and agrees to follow the recommendations from the intervention, the suspension will be reduced to 10 activity days **(25 days for students who fail the honesty clause provisions)**. Students enrolled in the counseling program practice with their team; students not enrolled will not practice.

### SECOND VIOLATION

1. A meeting with the student, parents, coach/sponsor and school administrator:  
Student will be recommended to the superintendent for a suspension from activities for 45 activity days. . The student must obtain an Alcohol and Chemical Assessment from the Adolescent Resource Center (or similar program) and follow the recommendations in the assessment. Upon completion of the suspension and the drug and alcohol program, the student is then eligible to participate.

### THIRD AND SUBSEQUENT VIOLATIONS

1. A meeting with the student, parents, coach/sponsor, administrator. The purpose of the meeting will be to offer help to the student.
2. Student will be recommended to the superintendent for a suspension from participation in the school extra-curricular activities (as defined in this policy) for one calendar year.
3. Referral for professional help.

\*An activity day is defined as a day in which there are sports activities that the students would participate in. An activity day carries over from sport to sport and season to season.

\* Students and their parents are responsible for any monetary costs incurred while completing the training or enrolling into another program.

**\*\*\*Students or parents/guardians that wish to have the "training rules violation decision" of the building principal appealed, need to follow school board policy, for the filing of a complaint, and submit a written letter of appeal of the principal's decision to the superintendent. At that point, the superintendent will review the principal's decision and issue a written response to the parent/guardian. At that point, if the parent/guardian wants to appeal the decision of the superintendent the parent/guardian needs to submit a letter in writing to the superintendent, requesting that they be placed on the school board agenda, at the next regularly scheduled school board meeting.**

### CURFEW VIOLATIONS

Curfew will be set at 10 p.m. from Sunday until Thursday and 12 a.m. on Friday and Saturday. Coaches will have discretion to extend or shorten curfew. For students who violate the curfew the consequences will be as follows:

- 1<sup>st</sup> Violation – Will be dealt with at the coach's discretion.
- 2<sup>nd</sup> Violation – Student will be ineligible for games for 7 consecutive days.
- 3<sup>rd</sup> Violation – Student will be ineligible for the remainder of the season.

## QUALIFICATIONS FOR LETTERING

### FOOTBALL:

The minimum qualifications for lettering in the sport of football shall be (1) that the athlete play at least one of the quarters of the total number of season varsity games (8 quarters in an 8 game season). One quarter shall be determined by entering and playing of the game for any amount of time in a quarter; (2) that the athlete attend all practices unless excused by the coach. (3) Attend weight training sessions as outlined by the head coach.

### BASKETBALL:

The minimum qualifications for lettering in the sport of basketball shall be:

- (1) That the athlete must play one (1) more quarter than the number of games on the varsity season schedule for the year in question or:
- (2) The coaching staff can letter a player who contributes to the varsity program

### TRACK AND FIELD:

Athletes must meet one of the following to letter:

- 1) Place at the District Track and Field Meet in an individual event or be a member of the top 3 finishing teams in a relay team.
- 2) Break or tie an existing school record.
- 3) Accumulate 12 individual points in varsity meets
- 4) Attain one of the following times or distances in an FAT timed meet:

Event:	Girls:	Boys:
100M	13.8 or under	11.9 or under
200M	29.0 or under	24.9 or under
400M	68.0 or under	57.0 or under
800M	2:42 or under	2:15 or under
1600M	6:10 or under	5:00 or under
3200M	13:30 or under	11:15 or under
110/100H	17.8 or under	17.5 or under
300H	52.0 or under	45.5 or under
4x1 Relay	55.0 or under	47.0 or under
4x4 Relay	4:40 or under	3:45 or under
Long Jump	14'0" or over	18'6" or over
Triple Jump	30'0" or over	38'0" or over
High Jump	4'4" or over	5'4" or over
Pole Vault	7'6" or over	10'0" or over
Shot Put	29'0" or over	40'0" or over
Discus	90'0" or over	120'0" or over
Javelin	90'0" or over	135'0" or over

All athletes must complete the track season in good standing to letter. The coaching staff shall decide any discrepancies affecting lettering.

All athletes must attend all practices and meets unless excused by the coach, and he/she must obey all training rules as set down by the athletic contract.

#### GIRLS' VOLLEYBALL:

The minimum qualifications for lettering in the sport of volleyball shall be:

1. That the athlete must play one (1) more than  $\frac{1}{2}$  the number of matches on the varsity season schedule for the year in question **or** (2) The coaching staff can letter a player who contributes to the varsity program.

#### GOLF:

1. If there are eight (8) or more members on the team, girls or boys, they must qualify for at least three (3) tournaments, including the state tournament, or:
2. If there are less than eight (8) team members, qualify for at least one (1) tournament and shoot a minimum score: girls - 55 AND boys - 45
3. Attend all practices unless excused by the coach.

#### CROSS COUNTRY:

Athletes must participate in at least 2 Varsity Meets and the State Cross Country Meet.

**SPEECH AND DRAMA:** The Speech and Drama coaches will outline the expectations for lettering for their activity with all student competitors at the beginning of the season.

**CHEERLEADING:** The Cheerleading coach will outline the expectations for lettering for their activity with all student competitors at the beginning of the season.

**WRESTLING:** To be determined by the head coach and/or athletic director.

**TENNIS:** To be determined by the head coach and/or athletic director.

#### MANAGERS:

The minimum qualifications for lettering as a manager of any of the preceding sports are: (1) attend all practices and games unless excused by the coach of the sport he/she is managing; (2) he/she complete the season as a manager. Only two (2) managers may letter.

#### OTHER QUALIFICATIONS

**All athletes must obey all training rules as set forth in the athletic contract and all athletes must finish the season in good standing to letter. The definition of good standing is as follows: Athletes must not be under any current suspension due to academic ineligibility or from violations of the Extra-Curricular Chemical Use Policy. Athletes who have been suspended during the season may still finish the season in good standing.** An athlete may letter in the above sports even though they may have failed to meet the minimum requirements if they (1) are injured before the season is completed and it was evident that they would have qualified in that sport, (2) in the estimation of the head coach have contributed to the success of the team without having met the minimum requirements due to a late start or some other events beyond the control of the competitor. An athlete that does not finish the season because of academic eligibility will not letter.

EXTRA-CURRICULAR ATTENDANCE POLICY - Grades 9-12: The intent of the attendance policy is to provide a structure within which 9-12 students can gain maximum benefit from the instructional program. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activities under the tutelage of a competent teacher are vital. In order for a student involved in activity to practice they must be in attendance at least 5 class periods during the day of the activity. The student/athlete must be in attendance the entire day to compete in a game. For a student to practice, travel or compete in a Saturday event they must be in attendance for at least 5 class periods on the Friday before. If a student misses a Friday with a medical waiver before a Saturday event, they may participate on Saturday if they provide a signed hard copy of the medical note.

PARENT/GUARDIAN RESPONSIBILITIES-When a student must be absent from class for illness, or other foreseeable emergencies, parents must inform the school office of the absence. If the school is not notified within 48 hours of the last absent day, the excuse will not be accepted and the absence will be considered truancy. The principal may make exceptions to this general policy and excuse the absence, after consultation with the teacher(s) who are involved, and after giving consideration to the circumstances related to the failure to notify and to the frequency of the student's absences. In cases where the validity of an excuse is in question, the administration may require verification from other sources.

#### ABSENCES - DAY OF ACTIVITY

Student must be present in school the entire day of an athletic event in order to participate in the event that afternoon or evening.

1. This applies to all participants and cheerleaders.
2. Student may dress out for the event, but may not participate.
3. This applies to illness and unexcused absences.
4. Principal may waive the above rule in unusual situations and for medical & dental appointments.

#### DRIVERS EDUCATION

Three Forks High School may provide a Driver's Education class at least once each calendar year. Students should recognize that participation in Driver's Ed is a privilege and there are certain requirements and rules that need to be followed. The State of Montana requires 60 hours of instruction, of that 60, 42 hours will be in the classroom, 6 hours will be spent driving and 12 hours will be driving observation. Students must be 14 ½ years old to participate, however class participation will be based on age; older students will have preference. Driver's Ed is also available to Home Schooled students who live in the Three Forks Public Schools District. Driver's Education is offered for .25 (1/4) credit that will be added to a students' transcript on a pass/fail basis. There is a fee requirement for this class. This amount will be explained in the parent meeting prior to class. At Three Forks High School, we believe that Driver's Education is a very important part of your child's education, and communication is absolutely necessary to keep the driver's education program running efficiently and effectively. Please read the following guidelines and discuss them between you and your child.

- Students who are issued a traffic education learner's permit while enrolled in traffic education and are observed driving illegally as set by traffic laws will be reported to the proper authorities.
- Poor attitude detrimental to the driver's education program will result in removal from the program with no refund of fees.
- Students will not be allowed to miss more than two days of class or they will be removed from the program with no refund of fees.
- Summer session is very short. So in order to abide by the state laws governing Driver's Ed your son/daughter will not be able to miss a class or a drive during summer session except for cases of extreme illness or family emergencies.
- We hope that students and parents alike will help us in implementing and enforcing these guidelines, to help ensure that our program will be an enjoyable experience for all involved.

## GRADES/PERCENTAGES

Grading systems are the responsibility and jurisdiction of each faculty member. The office cannot alter the grades turned in by teachers on quarter or semester reports. Each teacher is responsible for the development of a fair plan for the make-up of work for absent students. Time permitted for make-up is equal to the number of days absent plus one day, unless extenuating circumstances exist. Unless made up, an incomplete grade (I) turns into an "F" after two weeks or the time allowed.

The following grading system is to be utilized by faculty for the reporting of daily, weekly, quarterly and semester grades.

A+ 98-100	B+ 88-89	C+ 78-79	D+ 68-69	F 59-0
A 93-97	B 83-87	C 73-77	D 63-67	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

## GRADE POINT AVERAGES/GRADE OF LEGAL REFERENCE

As a general policy, grades of record for the determination of a student's Grade Point Average (GPA), honor roll status, grades of final record (transcript), and legal reference shall be letter grades, A, A-, B+, B etc. Letter grades are assigned a specific number of grade points that are used to calculate the student's GPA. The following numerical system will be utilized (letter grade and grade points):

A-/A/A+: 4.00 pts	B+ : 3.33 pts	C+ : 2.33 pts	D+ : 1.33 pts	F 0.0 pts
	B : 3.00 pts	C : 2.00 pts	D : 1.00 pts	
	B- : 2.67 pts	C- : 1.67 pts	D- : 0.67 pts	

Three Forks High School will award the following grade points for AP/Dual Credit English, AP/Dual Credit Spanish III, AP/Dual Credit Spanish IV, AP Biology, AP Environmental Science, and AP Calculus.

A-/A/A+: 5.00 pts	B+: 4.33 pts	C+: 3.33 pts	D+ : 1.33 pts	F 0.0 pts
	B : 4.00 pts	C : 3.00 pts	D : 1.00 pts	
	B- : 3.67 pts	C- : 2.67 pts	D- : 0.67 pts	

## HONOR ROLL

A student must maintain a 3.0 average to be on the honor roll. A GPA of 3.50 to 4.00 must be maintained to make the "A" honor roll. Students are listed on the "B" honor roll if their GPA is between 3.00 and 3.49. All courses will count toward honor roll except for special education, teacher's aide, and driver's education. A student must be enrolled in three courses excluding the above to be on the honor roll. No student may have an "F" or an "I" and be on the honor roll. GPA will be calculated using the student's letter grade and corresponding grade points.

## GRADUATION REQUIREMENTS

The following requirements for graduation have been established by the State Board of Education and the Three Forks Board of Trustees:

English	4 credits	Vocational/Practical Arts	1 credit
U.S. History	1 credit	Health	0.5 credit
Govt/ Economics	1 credit	World History	1 credit
Lab Science	2 credit		
Math	2 credits		
P.E.	1.5 credits		
Fine Arts	1 credit		

Four years of Advisory with a passing grade. Students who qualify for early graduation will only be required to complete Advisory for the semesters they are present in school.

## COURSES REQUIRED by the MONTANA UNIVERSITY SYSTEM

English	4 credits
U.S. History	1 credit
Government/Econ.	½ credit, ½ credit (1 total)
World History	1 credit
Alg-I, Alg-II, Geometry	3 credits
Lab Science (Earth Science, Biology, Physics, Chemistry)	3.0 credits
Fine Arts	1 credit

Additional credits in any of the above.

Graduation from Three Forks High School will be granted upon earning the following minimum requirements.

### 24 Credits for graduation

## HONORS

To graduate with Honors students must obtain a minimum of 27 credits. In addition to the minimum Three Forks graduation requirements, students must take a least one (1) credit of foreign language, an additional credit of lab science (for a total of 3 science lab credits), and an additional math credit (for a total of 3 math credits). Math credits must include Alg-1, Alg-II, and Geometry (or higher). Furthermore, students must have a cumulative GPA of 3.3 or higher. Finally, Seniors in violation of the attendance policy will NOT be considered for an Honors Diploma unless the "make-up" time is completed within a week before graduation.

Freshman-Juniors must sign up for a minimum of 7 classes per day, while Seniors may elect to take only 6 classes with an early dismissal.

Seniors who have not completed the requirements for graduation will not be allowed to go on the senior trip, if there is one, or be allowed to go through the ceremonies of graduation.

## ***HIGH SCHOOL POST-SECONDARY CHECKLIST***

### As A Freshman

Develop a four-year educational plan that meets career goals

What are my career goals?

What type of education is required?

What classes must I complete in high school to meet my future educational plans?

Consider Learning Styles and Interests

How do I learn best, i.e. hands-on, listening, watching, etc.?

What subjects do I enjoy or dislike?

What extracurricular activities do I enjoy or dislike?

Talk with parents and other adults about education and career direction.

Can parents explain more about my chosen field?

Is there someone parents or teachers know who is employed in this career who I can talk with or visit on the job?

Are employment opportunities in my chosen career available in this geographic area?

Explore the amount of educational training required for career choices

Do the education requirements for this career fit with my learning style?

Am I interested in furthering my education?

### As a Sophomore

Discuss future plans and interests with the school counselor.

Meet with counselor to make sure high school activities are aligned with long-term goals and career interests.

Am I on track to graduate?

Pursue community referenced experiences in chosen career field

Visit potential occupations in career area.

Review Post-Secondary Institution catalogs or visit the Internet.

What are the costs, living options, curriculum, and entrance requirements?

Take courses that lead to career goals

### As a Junior

Take courses that lead to your career goals.

Am I fulfilling academic requirements?

Prepare to take ACT/SAT Test

Obtain practice test questions from counselor or online sites.

Prepare to take the ASVAB Test (Armed Services Vocational Aptitude Battery) for the military.

Obtain practice tests from counselor or online sites.

Prepare to take the PSAT Test (Pre-SAT Test)

Obtain practice tests from counselor or online sites.

Plan the courses you will take as a Senior that will enhance your success at the Post-Secondary Institution of your choice.

What classes can help me with areas that might be difficult in the next phase of my education?

Begin looking at Post-Secondary Institutions.

Request information from post-secondary institutions.

Begin Scholarship Search.

Visit with counselor for help in researching scholarships.

Have parents attend Financial Aid Night.

This will provide parents added insight about what to expect the senior year.

Take Scholastic Achievement Tests.

Help students to determine strengths and weaknesses.

Are you on track to graduate from High School?

Visit with counselor.

### As A Senior

Attend all classes and be engaged in your courses each day.

Prepare to take the ACT/SAT Test for Admission, Placement, or Scholarships

Check with counselor for test dates and practice tests. Have scores sent to proper institutions.

Attend College Fair

Seniors at Three Forks attend the college fair at Montana State University.

Visit Post-Secondary Institutions

Seniors at Three Forks are granted one college day (excused absence) to attend an institution.

Complete Scholarship Applications

Check with counselor concerning scholarships.

Attend Financial Aid Night

Parents can learn the process of filling out financial aid forms. Follow deadline procedures.

Fill out applications

Meet deadlines for admission, residence hall forms, etc.

Have High School Transcript and Forms sent to institution

Inform counselor where to send forms.

Are you on track to graduate from High School?

Visit with counselor.



### THREE YEAR GRADUATION

Juniors desiring to graduate at the end of their junior year may do so in special situations by adhering to the following:

1. A conference between the principal and parent/guardian will be arranged in the spring of their sophomore year. In this conference, the following will be agreed upon in writing and signed by all parties concerned:
  - a. Formal request by parent/guardian for three-year graduation.
  - b. Senior pictures, announcements, going through graduation ceremony, name on graduation program, caps and gowns, senior trip, valedictorian or salutatorian status, and whether student will be considered junior or senior for record purposes.

### EARLY GRADUATION

Seniors who finish their required courses for graduation at the end of their first semester of their senior year and do not attend school the second semester of their senior year will be given the right to go on the senior trip. Seniors graduating early may also use their activity tickets during the second semester of their senior year. Seniors who graduate early may go through commencement exercises with their class.

### CLASS DROPS AND ADDS

Class drops and adds are permitted up to five (5) school days after the semester starts with parental permission. In some cases, classes may be added or dropped after five (5) days by adhering to the following:

1. Letter from parent requesting drop or add.
2. Approval of principal and teachers involved.
3. Credit will not be given and transcript will reflect a grade of F for classes dropped after the 5-day deadline.

### Montana University Scholarship System MUS

Three Forks High School will calculate class rank based on a weighted or un-weighted grade point average (GPA) whichever provides the most students to be recognized.

### MONTANA UNIVERSITY SYSTEM, VALEDICTORIAN, SALUTATORIAN and TOP 10%

Class ranks will be determined using a weighted grading system, where most classes will receive traditional grade points (A=4.0, B=3.0, C=3.0 etc.) but Advanced Placement and dual credit classes will receive a weighted grade (A=5.0, B=4.0, C=3.0 etc.). For a student at Three Forks High School to be ranked number one, it will be advantageous for them to take advantage of AP and dual credit classes. Students at TFHS may also qualify for the Montana University System Honor Scholarship, Governor's Best and Brightest Scholarship and the High School Merit Scholarship. A student's class rank and their ACT/SAT score are key aspects of the scholarships. In addition, students must complete a rigorous high school curriculum. Student eligibility requirements and rigorous core courses can be found at [mus.edu](http://mus.edu) (policy and procedures), [mgslp.org](http://mgslp.org) or by visiting the high school guidance counselor. These tuition waivers are good for all public universities, colleges and colleges of technology in the state of Montana.

Students must be enrolled in Three Forks High School before the beginning of their last semester of their senior year to qualify for Top 10% recognition and/or the Montana University System High School Honor Scholarship.

Three Forks High School will recognize the Top 10% of each graduating class at the graduation ceremony. Each individual in the Top 10% will be recognized at the graduation ceremony.

Seniors with cumulative grade point averages of 4.0 or higher calculated after their 7<sup>th</sup> semester will be recognized as valedictorians during graduation exercises, the student with the next highest rank in class with a GPA less than 4.0 will be awarded the title of salutatorian. The valedictorian(s) and salutatorian will give a speech at the graduation ceremony.

## NATIONAL HONOR SOCIETY

National Honor Society (NHS) is a national organization whose main purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the students of Three Forks High School. Membership is based on four separate criteria: (1) a cumulative GPA of 3.33 (2) demonstration of leadership qualities (3) service to the school and community (4) character. The member is also expected to be a leader in the school, displaying outstanding leadership, service and character. He or she must also sign and abide by the Code of Conduct and Bylaws of the NHS.

Junior and Senior students with a minimum GPA of 3.3 or higher are eligible to apply. Once a student is eligible, he or she has one semester to apply for membership (i.e. a student who is eligible after Fall Semester of his or her junior year could not wait until Spring Semester of his or her senior year to apply). Members must maintain a 3.0 cumulative GPA. Selection for membership is by a Faculty Council who judge a student's demonstration of the following: **Scholarship, Leadership, Character, and Service.**

Each quality will receive a score from 1-5; a score of 20 is the highest possible. Students must score at least 14 points to be selected. In addition, any student with a score lower than 3 in any one category will not be eligible for membership. A student's school disciplinary records and any criminal offences (i.e. MIP, DUI) will affect the character score. Any student who does not score high enough on the rubric will be allowed to reapply the following semester as long as he or she still maintains an eligible GPA. He or she will also receive feedback on necessary areas of improvement.

## PROGRESS REPORTS/REPORT CARDS

Progress reports will be issued during the middle of each 9-week period for those students doing unsatisfactory work. Report cards will be issued during the week following the end of each 9 week marking period.

## INTERNET AND COMPUTER USE

Students at TFHS have access to computers for assistance with classroom assignments, specifically Internet research and word-processing, database and spreadsheets. School computers are not to be used for games or communication. Students who use school computers must agree to the following conditions:

- 1) Students will not use computers to access email. E-mail is the biggest carrier of computer viruses.
- 2) Students will not access inappropriate Internet sites. Examples are game, gambling, shopping or pornographic sites, chat rooms, or sites where students share personal information..
- 3) Students will not send or display offensive or anonymous messages or pictures.
- 4) Students will not use obscene language.
- 5) Students will not alter, damage or destroy computers or networking systems.
- 6) Students will not violate copyright laws nor will they access another student's files, folders or work.
- 7) Students will not knowingly import viruses.
- 8) Students will not use school computers for personal advertising or solicitations.
- 9) Students will take efforts to limit paper usage. Students may print a maximum of 10 pages per period. After 10 pages the cost is \$.10 per page.
- 10) Students may not bring in any inappropriate material on a disk drive or memory stick.

Consequences for violating Internet and computer use policy.

Failure to comply with the above terms will result in an office referral. The principal has the authority to bypass the first and second offense consequences when serious offenses occur.

First Offense – may result in loss of computer privileges for five school days.

Second Offense – may result in loss of computer privileges for twenty school days.

Third Offense – may result in loss of computer privileges for the school year.

## TFHS INTERNSHIP PROGRAM

Realizing numerous students have the ability to work or seek education opportunities not offered by Three Forks High School's regular school day curriculum, we have adopted the following Internship Program. The Internship Program is an opportunity for individuals to gain work experience, college credit, internships or independent studies. This program will be administered through the principal's office or by his/her designee. For complete policy please see the principal.

### Student's Criteria for enrollment in Internship Program

1. Cumulative Grade Point Average of 2.0 or approval before and throughout the Internship experience.
2. Work for the employer in order to receive training and experience.
3. Demonstrate an interest in the job and cooperate with all persons involved in the training. (Employer and High School Administration.)
4. Adhere to all rules and regulations of both the business and the school, acting in an ethical and professional manner in both environments.
5. Attend classes each school day prior to going to work. (Students who miss school may not attend work that day.)
6. Stay off campus during scheduled work hours.
7. Work each day of the week.
8. Students must be on track to graduate with their current classes.
9. Enrolled in at least 5 academic subjects. If student is on track to graduate and has senior status the principal may allow the student to only be enrolled in 4 academic subjects.
10. If the student's job is terminated, he/she must report to the principal to be reassigned to academic classes.
11. Weekly time sheets need to be turned into Principal and/or guidance counselor. Failure to do so may result in loss of Work/Study privilege.
12. Contract must be completed by student, parent, employer, and administration prior to the semester of Work/Study.
13. Three Forks High School will make periodic contacts with student's employer to ensure that the student is employed during the hours of the Work/Study Program.
14. Work release will not be granted under any of the following conditions:
  - Babysitting Siblings
  - Caring for pets (at home)
  - Running errands for parent/guardian
  - Other situations the administration deems not applicable to the Work/Study Program.

## CORRESPONDENCE COURSES

Correspondence course will be accepted by TFHS under the following conditions:

1. That the correspondence course being taken is not offered by TFHS at that time.
2. A student must receive approval from the school administration prior to taking a course.
3. The ONLY correspondence school recognized by TFHS is the Montana Digital Academy.
4. No more than five (5) original credit courses will apply toward graduation through the MTDA. Students enrolled in the credit recovery side of the MTDA (Connect Courses) will have this limitation waived as long as they are making progress toward getting a high school diploma.

## STUDENT AIDES

1. All student aides must be juniors or seniors, or have permission of the principal or counselor.
2. The student aide must have a GPA of 2.0 or better.
3. The student aide will be under the control of the supervising teacher. This means that the supervising teacher will turn in an absent report to the high school office.
4. The student aide will be expected to spend the entire period with the supervising teacher.
5. If the student is an aide for the first period of the day, he/she will report directly to the supervising teacher's room in time for the bell. If the aide is tardy, the tardy will count toward the regular tardy policy.
6. If student is absent for his/her duties as an aide, the absence will count on the attendance policy.
7. The supervising teacher has the right to accept or reject any student aide.
8. If the student aide is expected to go on a field trip with the class, all regular work must be made up in advance, and the student must have permission from all his/her teachers to be absent from regular classes.
9. Grade will be "P" or "NP" and one-half credit can be earned for a full year, or one-fourth credit for a semester.

## SIDEKICK PROGRAM

The Sidekick Program is a mentor program where junior and senior students volunteer their time to work with elementary students. Mentors will be asked to meet with their mentees at least twice a week for a minimum of 20 minutes (each visit). Additional time may be arranged if agreed upon by the classroom teachers and the mentoring student. High school students will receive  $\frac{1}{4}$  credit for the year for volunteering their time or community service hours. If you have a spare period and would like to volunteer your time, contact Mr. Helvik or Mrs. Thompson.

## LIBRARY

The library is a place to learn, work and teach. The library is to be used by students doing research, typing, browsing or leisure reading. A quiet study atmosphere will be maintained. Small groups may work together at the discretion of the librarian. A student coming to the library must have a pass that notes the time and their purpose. Students will not transfer to the bathroom, locker or office from the library, they will return to their classroom and leave from there.

## ACADEMIC DISHONESTY POLICY

Individual knowledge is best achieved if it is arrived at through one's own effort or through a collaborative effort in which two or more individuals share equally in the acquisition and understanding of the educational material being studied. Work completed through dishonest means or improper access to answers constitutes cheating. Examples of improper access include, but are not limited to copying off another person's work, looking off another person's work, plagiarism, or providing another person with answers.

Ultimately, it is the responsibility of the student to clearly understand the expectations of this policy and corresponding consequences. Further, students must clearly understand the expectations held in each classroom setting related to testing, daily work, individual and group projects. Instructors should clarify expectations for students in writing. Students are responsible for asking the instructor for clarification when in doubt.

**For the 1<sup>st</sup> offense:** Work completed through dishonest means will be taken, and the student may be assigned a grade of zero. Alternatively, the teacher may use it as a teaching experience and give the student an alternative assignment to make-up the points. Parents will be notified of the incident as soon as possible following the infraction by the classroom teacher. A discipline referral may be submitted to the office.

**For the 2<sup>nd</sup> offense:** The student will receive a zero on the assignment and/or test, the parents will be notified by the classroom teacher, and upon the filing of a discipline referral the student will be assigned to one day of in-school suspension.

**For the 3<sup>rd</sup> offense:** The student will be removed from class (if in the same class) with loss of credit and assigned to the principal's office. Parents will be contacted by the principal and notified of the removal.

### RULES FOR ACTIVITY BUSES

1. High school members will be given first choice to sign up for the bus. If there is any room left, the junior high can sign up.
2. If you come on the bus, you must return on the bus, unless you have written permission from parents/guardians handed personally to the sponsor or chaperone. Chaperone's may only release responsibility of students to parents.
3. Chaperones should sit strategically on the bus, and know what is going on.
4. Obscene language or songs will not be tolerated.
5. No smoking, no alcoholic beverages, no chewing of tobacco, no drugs.
6. Determine whether the bus will stop and eat at a meeting before the game.
7. Remain seated while the bus is in motion.
8. Each bus must have two chaperones.
9. The principal will have the ultimate discretion on student attendance on activity buses.

All students on the bus are representatives of Three Forks High School and are expected to conduct themselves in a manner, which is not degrading to our school.

### SENIOR CLASS TRIP & DC Group (Close-up) Trip

The senior class of Three Forks High School may plan a senior trip. The request should be detailed; including complete plans, expenses, and chaperones for the trip. Permission will be granted by the high school principal as a reward to the class for the citizenship and responsibility exhibited by the class. No overnight trips permitted without board permission. Senior class trip is a privilege. Students must be in good academic standing (follow eligibility criteria for extracurricular activities), work adequate concessions hours (as outlined by senior advisors), have completed their senior project hours, and be in compliance with the Three Forks attendance policy (8 day attendee policy). In addition the principal may revoke the privilege of senior trip to any student who receives a major office discipline referrals.

For DC group students must be in good academic standing (follow eligibility criteria for extracurricular activities), meet payment deadlines (as outlined by DC Advisor), and be in compliance with the Three Forks attendance policy (8 day attendee policy). In addition the principal may revoke the privilege of DC trip to any student who receives a major office discipline referral(s). When students are on a school trip (including DC Group), all school regulations are in force. Students are responsible to get their homework from the teacher of the class/classes they will be missing before they leave. Furthermore, the principal reserves the right to deny student attendance on a field trip if a student is not in good standing academically and behaviorally. This decision will be made in collaboration with the DC Group supervisor or classroom teacher and the principal.

### FREEDOM OF EXPRESSION

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged so long, as it does not substantially disrupt the operation of the school.

### FREEDOM OF ASSEMBLY

Individual students and student organizations may meet in school rooms or auditoriums, or at outdoor locations on school grounds before or after school, to discuss, pass resolutions and take other lawful action regarding any matter which concerns or affects them, whether or not it relates to school. Such activities shall not be permitted to interfere with the normal operation of the school and must be conducted when the building is open to the public.

## ACTIVITY TICKETS

The Board of Trustees will set the activity ticket fee for Three Forks High School. This fee will be the only fee charged of students and will include admission to all athletic and other activities except for tournaments and special money raising projects by organizations.

## ASSEMBLIES

School assemblies are for the benefit of the student body and all students must attend. At all times students will be courteous to those individuals performing for their benefit.

## HOMECOMING

### Homecoming Candidates

Any student who is a positive role model and actively involved in our school may be nominated as a Homecoming candidate. Students do not necessarily have to be enrolled in a fall sport/activity in order to be nominated.

Each high school class will nominate the following:

- Seniors: One king and one queen candidate.
- Juniors: Two king and two queen candidates.
- Sophomores: Three king and three queen candidates.
- Freshman: Four king and four queen candidates.

Nominees will be turned into the administration and/or student council advisor. Nominations will be narrowed down to two candidates per class so that each class has one king candidate and one queen candidate nominees.

## DANCES

The Three Forks classes and organizations may plan and sponsor dances only after submitting plans to the student council and high school principal for approval. High School dances will normally last from 8:00-11:00 pm and Middle School Dances will last from 7:00-9:00 pm unless otherwise approved by the principal. Once a student leaves the dance, they will not be allowed back into the dance. The Three Forks High School students, in order to maintain goodwill with the community, board and faculty, will refrain from the use of alcoholic beverages or other drugs at or near a school-sponsored activity. School board policy requires that each organization require a \$25 dollar fee to hire a law enforcement officer to help supervise in or near the school-sponsored dance. The law enforcement officer must be certified by the city, state, or county. Organizations and classes sponsoring dances will provide the necessary arrangements and clean up following the dance or at a time approved by the principal. If problems occur at the dances, the principal may invoke a closed-door policy at dances.

Each year the junior class of Three Forks High School sponsors a prom in honor of the senior class of that year. It is the responsibility of the junior class to carry out all the plans in conjunction with the TFHS prom. King and queen candidates are picked by the junior class. It is expected that the candidates hold positions in student organizations and classes, and have been actively involved in activities throughout their four years of high school. It is considered to be an honor and indicates that the student has been a top-notch citizen of the Three Forks Schools. The king and queen are elected by popular vote of the entire high school and faculty at an election conducted by the junior class prior to the prom.

To attend a Three Forks school sponsored dance; individuals who do not attend Three Forks High School must attend with a Three Forks student. The TFHS student must fill out a Dance Guest Request form at least three days prior to the dance. He or she must be approved by the principal prior to the dance.

Chaperones at school dances reserve the right to refuse students admittance based on dress. As school sponsored dances are a student elective event and the approved dress code will be suspended for the duration of the dance. Chaperones in cooperation with the principal may use their discretion in monitoring student dress, however, generally accepted attire for prom is knee-length or lower dresses for the girls and jackets, dress shirts,

tie and slacks for the boys. Less formal dances, such as homecoming, will require acceptable attire that does not make others feel uncomfortable.

- Adequate lighting is an important element in ensuring student safety, as a result for dances that are held in the gym some lights will remain on so that the DJ can see and more importantly to ensure that all students feel safe.
- All music that is played at school dances must be edited, and approved by the administration 1 week prior to the scheduled dance. Failure to submit music for approval 1 week prior will result in the cancellation of the specific dance.
- All school rules, procedures, and policies apply as would be enforced at any extracurricular event (eg, Football, Basketball, or Volleyball games).
- Students must turn in their cell phones prior to entering the dance. All cell phones will be held at the admission table. Students may use them in the lobby of the gym and may pick them up at the end of the event.
- The following guidelines for dancing at a school sponsored dance apply both on and off of the dance floor.
  - a. NO GRINDING (front to back dancing)
  - b. NO STRADDLING LEGS OR TORSO
  - c. NO “MAKING OUT” (overt and/or prolonged public displays of affection)
  - d. NO “MOSHING” (physically dangerous and destructive group dancing)

Decisions regarding appropriate dancing are up to the discretion of the administration or chaperones and will not be debated! Students who fail to follow the guidelines for proper dancing will be denied entry or removed from the dance without refund. The administration will attempt to contact parents of students who have been removed from the dance for not following stated guidelines.

Additionally if students leave early from the dance, within an hour of the conclusion of the dance the principal or designee must talk on the phone with a parent/guardian of each student that leaves to ensure that all students are safe.

### DECORATIONS AND POSTERS

All decorations and posters must have approval of the high school principal. These must be removed when requested. Only masking tape is to be used for putting up signs, posters, etc.

### STUDENT COUNCIL OFFICERS

In order to run for or retain a student council position, i.e. Class President, Vice-President or Secretary/Treasurer or Student Council President, Vice-President or Secretary Treasurer, the following guidelines must be met in grades 9-12:

#### For Class Officer:

1. Grade point average of at least 2.5
2. Turn in a petition that includes:
  - a. 30% of eligible class/student signatures.
  - b. 3 faculty signatures
3. Students who run for office or are in office must not have been disciplined for any Level 2 or Level 3 offenses (listed near beginning of student handbook).
4. Student must not have committed any violations of the Extra-Curricular Chemical Use Policy outlined on pages 10-13 of the student handbook.
5. Students must not have any citations from the police other than minor traffic violations.

### For Student Body Office:

In addition to the 5 items listed above students running for Student Body office must complete guidelines 5 & 6:

5. Speech must be turned into principal at least 1 week before election.
6. Junior or Senior status for the office of President.

Any or all of the above may be waived by a majority vote of the faculty or by the principal. The student council of TFHS is an organization of student representatives that harmoniously schedule and coordinate extra-curricular activities, homecoming activities, money raising activities for organizations, and other functions, with the approval of the high school principal. All TFHS clubs and extracurricular organizations may have one representative on the student council. Each high school class may have two (2) representatives on the student council.

### PARKING

Students driving cars or motorbikes to school will park in the parking lot south (front) of the school. A select number of parking spots in the north (back) parking lot will be allotted for students as determined by administration. **If students elect to drive to school they must fill out the student driving form and parking passes will be issued from the high school office.** It is important to note that the sidewalk in front of the south parking lot must remain clear so that the citizens of Three Forks may use the sidewalk. Students are urged to be cooperative and respect the need to park in the designated areas. Students must also comply with any and all city regulations or ordinances that deal with on street parking.

### BREAKFAST AND HOT LUNCH

Three Forks School furnishes breakfast and lunch to all students interested. All students eating will be required to pay for their own lunch. Lunch money can be dropped off in the high school and middle school offices. The Board of Trustees will determine prices for the school year. Free and reduced lunch forms are available at the high school or elementary office. There will be no charging. Anyone owing over \$5.00 will have their lunch and breakfast privileges revoked until such time as their bill is made current. Students are expected to conduct themselves as ladies and gentlemen when in the lunchroom. The only exception to this rule is if a student has a meeting in a classroom during lunch. Breakfast meals and "Grab and Go" meals must be eaten outside of the classroom in the commons areas not in the hallways. Failure to conduct yourself in an orderly manner or failure to clean up eating area may result in loss of eating privileges or lunch detention for a length of time decided by the principal.

### OLD GYM POLICY (AFTER SCHOOL HOURS)

The old gym will be opened to unorganized activities, under adult supervision. The administration will approve of the "adult".

### BICYCLES/SKATEBOARDS ON SCHOOL GROUNDS

The riding of bicycles and skateboards (or any other similar wheeled device, e.g. longboard, rollerblades, etc.) are not permitted on school grounds (e.g. parking lot). This also includes during non-school hours, especially during the time of an event (e.g. football game). This policy is in place to ensure the safety of our students. We do encourage students to be active and ride their bikes/skateboards to school however we ask they do not use them on school grounds upon their arrival.



## ***SEXUAL HARASSMENT/SEXUAL DISCRIMINATION***

The district encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectation in this area with a teacher, counselor or principal Justin Helvik who serves as the District Title IX coordinator for students. Jeff Elliott (superintendent) also helps serve as the District Title IX coordinator.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. A person of the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible. The Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent.

Prior to this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office.

1. **Definition:** A "grievance" will mean a complaint that has been filed by a student or by a student's parent, on his/her behalf, dealing specifically with Title IX. This grievance procedure is not applicable to situations for which other appeal procedures are provided in state laws or in policies. Normal channels of communication, from student to teacher to an administrator to Board of Trustees, will be used whenever feasible in seeking clarification of questions of concern to the student, before the grievance procedure is utilized.
2. **Purpose:** The primary purpose of the procedure is to secure equitable solutions to a complaint at the lowest level possible if the claim is justifiable. The proceedings will be kept confidential at each level of this procedure.
3. **Level One:** A student with a complaint shall first meet with the person involved to try to resolve the issue or administrative designee.

4. **Level Two:** If the complainant deems it desirable to carry the complaint beyond the decision reached in Level One, he/she may, within (15) days, file the complaint in writing with the principal. The principal will evaluate the evidence and render his decision within ten school days after receiving the appeal.
5. **Level Three:** If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Two, he/she may within 30 days, file his/her complaint with the superintendent.
6. **Level Four:** If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Three, he/she may within 30 days, file his/her complaint with the board of trustees.
7. **Withdrawal:** A complaint may be withdrawn by the complainant at any level without prejudice or record.
8. **Hearings and Decisions:** At each of the above three levels, the complainant will be given the opportunity to be present and to be heard. All decisions at each level will be in writing and will include supporting reasons.
9. **Reprisals:** No reprisal of any kind will be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reasons of such participation.