

❖ Receipt of LJHS Handbook

“I have received a copy of the Lewistown Junior High School Handbook for the 2024-2025 school year. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook.”

Print Name of Student: _____

Signature of Student: _____

Signature of Parent: _____

Date: _____

❖ Release of “Directory Information”

“Regarding student records, federal law requires that ‘directory information’ on my child may be released by the School District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, programs/rosters, the most recent previous school attended.”

For further details on our Directory information policies, please look at Family Education Rights & Privacy Act (FERPA) in the handbook starting on page 33.

I also acknowledge the consent for the Hearing Screening referenced on page 21.

**PLEASE SIGN & RETURN THIS FORM TO THE
SCHOOL OFFICE AS SOON AS POSSIBLE.**

LEWISTOWN JUNIOR HIGH SCHOOL



2024-2025
STUDENT HANDBOOK

Welcome to LJHS!

The contents of the Student Handbook are to be your guide in understanding the expectations and procedures we follow to ensure a consistent learning environment.

We encourage you visit the School District website and the LJHS homepage to access the following information online:

- Student handbook
- Infinite Campus Portal
 - Student grades
 - Lunch account information
- Calendar events
- Staff web pages
- Lunch menus
- Course information

A direct link to our homepage on the web can be found here: <https://ljhs.lewistown.k12.mt.us/>. Please include us as one of your “favorites.”

ENTRANCE TO THE LJHS BUILDING

The Junior High front doors will be open each school day from 7:30 a.m. to 4:30 p.m.

Breakfast will be available from 7:40 to 8:05 a.m.

By 8:05 a.m. of each school day students should be getting ready to attend class.

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Meeting Dates & Activity Fees:

School District Board of Trustees Meetings - Second Monday of each month.

Leadership Team meetings - First and third Tuesday of each month @ 1:00 p.m.

* Please remember there is a charge to get into all LJHS ball games:

 \$3 for students \$4 for adults

Activity tickets get you into games:

Student (PACT fee): \$40 Adult: \$55 Family: \$125

INTRODUCTION

Welcome Junior High students!

On behalf of the faculty and staff of the Junior High, I would like to welcome you to the 2024-25 school year! Our goal is to provide a nurturing and educational environment that will enable you to develop academically, emotionally, and physically into a responsible student and citizen. Making good decisions will make your time spent at the Junior High successful and memorable.

The primary purpose of this handbook is to acquaint you, your parents and our staff with the specific guidelines and expectations for students attending LJHS. Ultimately, we want to teach students how to be self-sufficient and able to define what is acceptable and reasonable in a democratic society. Accordingly, we will remain committed as a staff to setting that example. Please take time to read this handbook to better understand our policies and procedures.

We are looking forward to a great year and are glad you are with us to be part of the LJHS experience!

Jeff Friesen, Principal
Lewistown Junior High School

ATTITUDE

by

Charles Swindoll

"The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think, say or do. It is more important than appearance, giftedness or skill. It will make or break a company... a church... a home. The remarkable thing is we have a choice every day regarding the attitude we embrace for that day. We cannot change our past... we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play the one string we have, and that is our attitude... *I am convinced that life is 10% what happens to me and 90% how I react to it.*

And so it is with you... we are in charge of our attitudes."

LEWISTOWN JUNIOR HIGH SCHOOL

2024-2025 DIRECTORY

Board of Trustees

Kris Birdwell - Chairman Whitney Brady – Vice Chair
Erik Vanderbeek Lisa Koch
Jeff Southworth Kevin Hodge
One seat vacant (as of 8/7/2024)

Administration

Brad Moore, Superintendent
Jeff Friesen, Principal
Katie Forsythe, Administrative Assistant

Faculty

Jake Rhoades	Social Studies	Brett Thackeray	Spanish
Chase Auger	Band Director	Brett Shelagowski	Science
Matt Donaldson	Mathematics	Tia Murphy	Mathematics
Jenifer Blazievich	Resource	Brooke Zeiler	Social Studies
Dylan Buehler	Science	Emily Standley	English
Bridget Sparks	Health Enhancement	Nicole Wichman	English/PE
Jocelyn Krogstad	Family & Consumer Sci.	Katie Wirtzberger	Art
TBD	Counselor	Rachael Grensten	Choir Director
Lora Poser-Brown	Library Media Spec./Title	Karin Webb	Resource
Joel King	Life Skills/Ag Education		

Support Staff & Paraprofessionals

Lisa Robinson	School Nurse	Alyssa Aamold	Life Skills Para
Cody Chacon	Life Skills Para	Kyrstin Duggins	Resource Para
Misti Birdwell	Library & Title Para	Bob Agostinelli	Resource Para
Steve Kelly	Head Custodian	Zach Hould	Resource Para
James Wright	Custodian	Donna Strouf	Food Service
Beth Davis	Food Service		

Activities Advisors & Coaches

Brooke Zeiler – Athletic Director

ATTENDANCE

LJHS ATTENDANCE POLICY

School District No. 1 is requesting the cooperation of parents and students in developing consistent school attendance for all pupils. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits from schooling.

The goal of our policy is to emphasize the importance of attendance. Students who are excessively absent are missing valuable instruction and are developing habits that will make it difficult to be successful in school. Absences are considered excessive when a student's absence total extends beyond ten (10) per semester. Refer to the section on Types of Absences for which absences count toward the 10 day accumulation.

The following procedures will be taken in accordance with the policy:

1. Accumulation of seven (7) absences in a class per semester- The parents/guardians and student will be notified regarding the accumulation of absences and reminded of our 10 day policy.
2. Accumulation of ten (10) absences in a class per semester- The parent/guardian, student, counselor, and principal will meet to discuss attendance and an Attendance Contract.

ABSENTEEISM

Parents are encouraged to contact the school as soon as possible when they know their child will be absent from school. The school secretary will contact families when an absence is not verified. Parental contact of the school saves the secretary valuable time.

An absence at LJHS is defined in the following manner:

- Not being present in class,
- Having been present at the beginning of a period, but leaving a class without the teacher's permission, or
- Entering the class after the five-minute tardy grace period.

When a student has been absent he/she should, upon returning to school, report to the office in order to verify that the absence has been properly approved. In all cases of absence, the parent should phone or send a written note to the school explaining the absence.

Students participating in a school activity must abide to the following attendance guidelines:

- When the event is scheduled during the school day; student must be in attendance during the half day just prior to leaving for the event.
- When the event happens after school or in the evening: students must be in attendance the last half of the day of the event.
- When the event is scheduled for an entire school day or on a Saturday: the student must be in attendance the last half of the day before the event.

** Please try and avoid extended absences during our schoolwide state testing windows as we are only allowed to give state mandated tests during these dates. If extended leaves are unavoidable during this time please let the school know so we can modify your child's testing schedule.

PASS TO LEAVE THE BUILDING

When a student needs to leave the building during school hours for medical appointments or other arrangements that fall under the excused absences category they will be given a pass from the office. The pass will be completed when parents inform the school of the impending absence and will indicate time in which the student is to leave school. If the scheduled time to leave is during class the student is to present the pass to the teacher when they enter the classroom. When the time comes to leave the student gains the teacher's permission and then stops at the office to check out prior to leaving. If a student should return to the school before the day is finished they are to stop at the office and will be given a pass to re-enter class.

TYPES OF ABSENCES

Student absences will most commonly be classified in one of the following categories:

- | | |
|----------------------------------|----------------------------|
| 1. Excused (EA) | 7. School Related (SR)* |
| 2. Excused Tardy (ET) | 8. Truancy (TR) |
| 3. In School Suspension (IS)* | 9. Tardy (TY) |
| 4. Medically Verified (MV)* | 10. Unexcused Absence (UA) |
| 5. Office Conference (OC)* | 11. Unverified (UV) |
| 6. Out of School Suspension (OS) | |

*Absences that don't count toward the 10 Day Policy.

TARDINESS

The teaching staff will handle tardiness in the classroom for the first three tardies of a semester. They may accept the student's own excuse or enforce any of the following:

- Detention in the classroom before or after school.
- Extra work assignments.
- Lower grade for this particular period on basis of work missed.

Every 5 tardies in a semester's time will result in a discipline referral. The principal will assign detentions in accordance with the discipline policy. Persistent tardiness will result in a Behavior Contract.

EXCUSED ABSENCES

Excused absences are absences that are related to illness, bereavement, or family emergencies, medical appointments or absences related to requirements to satisfy the law.

Other excused absences will be allowed for events which involve family participation, situations where the student is needed at home, special travel or educational opportunities. These types of excused absences are the parent's responsibility and parents need to keep in mind the requirements and consequences of the policies and guidelines set forth in this student handbook.

In order to be considered excused, absences should be verified by a note or a phone call to the school office. In special cases where advance knowledge of the absence is not possible or notification is not possible on the day of the absence, the absence must be verified within two school days after the absence to be excused. Students should complete the "Advanced Assignment Request Form" before the absence. If in school, the student must properly check out.

UNEXCUSED ABSENCES

Unexcused absences are typically absences of the student for a reason other than those reasons covered in the "Excused Absences" portion of these guidelines. Examples include absences for such things as haircuts, shopping, skipping school with parental knowledge and other avoidable absences. Also included are absences where students improperly check out of school, intentionally miss portions of class, when students sleep late, miss the bus, or student absences that remain unverified past two school days. In all situations the possibility of truancy is investigated. An unexcused absence is marked as a "zero" or "no credit" in the teacher's grade book.

TRUANCY (Skipping or cutting assigned classes)

Truancy is defined as purposefully defying attendance requirements by either leaving the building after arrival, or not showing up at the school either when parents/guardians are, at the time, unaware of the situation. Truancy also includes incidents where the student has refused to follow parental requests to attend school. Any truancy is an unexcused absence. Repeated truanies will be reported to the School Resource Officer (SRO).

MAKE-UP-WORK

Make-up work for an excused absence is counted at full value at a rate of two school days for each day missed up to five days total. Students wishing extensions on the time limit may request directly to the teacher. The principal will hear

appeals if they are requested. Work not completed on time will be considered late work and left up to the discretion of the individual teacher. Work missed during unexcused absences is not allowed to be made up.

However, depending on the assignment and time allocated, the final determination of the makeup work is at the discretion of the teacher and depends on arrangements made between a student and teacher.

It is the student's responsibility to inform the office when they have prior knowledge of a scheduled absence, i.e. - pre-scheduled medical appointment or family trip. The day before the absence, students will be provided with a homework form in order to collect the work they will miss in their absence.

EXCUSES FROM PARTICIPATION IN HEALTH ENHANCEMENT

If a student does not feel well enough to participate and does not have a medical excuse, zero credit will be given for the day. Non-participation in PE implies non-participation from all physical activity that day. Should the excuse be long enough to prevent a student from meeting the attendance policy requirements for credit, the student will be withdrawn from the physical education class.

ATTENDANCE MATTERS

In an effort to teach the importance of regular attendance LJHS will provide a weekly positive incentive for students maintaining perfect attendance. (excluding medically-verified or school-related absences) We understand some absences are unavoidable due to health problems or other circumstances. Yet here is what research shows can happen when kids miss too much school:

- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
- By 6th grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9th grade, good attendance can predict graduation rates even better than 8th grade test scores.

Absences can add up quickly. A child is chronically absent if he or she misses just two days every month!

Our goal is to ensure that every student attends school regularly. Let's work together to ensure your child's success.

Please make sure that your child attends school every day and arrives on time. Here are a few practical tips to help support regular attendance:

- Make sure your children keep a regular bedtime and establish a morning routine.
- Ensure your children go to school every day unless they are truly sick
- Talk to teachers and counselors for advice if your children feel anxious about going to school.
- Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.

STUDENT BEHAVIOR EXPECTATIONS

Watch Us “SOAR”

Student expectations for all areas of LJHS are clearly stated using the acronym “SOAR”. Through SOAR we stress that students be Safe, Organized, Accepting, and Responsible. Posters are placed throughout the school reminding students of schoolwide expectations as follows:

Safe

- Keep hands, feet and other objects to yourself
- Know and follow emergency procedures
- Use materials and equipment appropriately

Organized

- Arrive on time
- Be ready to learn
- Have necessary supplies
- Use time wisely

Accepting

- Accept unique differences of others
- Use kind words
- Respect personal space

Responsible

- Dress appropriately
- Follow directions the first time
- Be responsible for your own actions
- Be truthful
- Set goals

The following are the expectations for all students at LJHS:

A. Learning Center (LC) and Detention - Goal: To create a positive work environment where students are able to gain additional assistance and become more responsible for their learning.

As a student of LJHS, I will:

Learning Center

1. Come prepared to work bringing all materials, assignments and tool kit.
2. Bring a printed copy of the assignment(s) that need to be completed.
3. Be respectful and courteous to both students and staff.
4. Work independently or with a staff member without distracting others.
5. Ask permission to leave the room.
6. Turn off phones and non-educational devices before entering the room.
7. Earn a detention if I do not attend ASLC when assigned.
8. Earn a detention if I do not follow the expectations of ASLC staff.

Detention

1. Arrive no later than 3:30 p.m.
2. Sign in and record time of arrival.
3. Place cell phone in holder.
4. Sit one person at a table.
5. Work quietly on assignments without distracting others.
6. Understand that you are not allowed to leave (for any reason) until 45 minutes after sign-in.
7. Not be allowed to eat or drink while serving detention.

B. Assemblies - Goal: Demonstrate respect and courtesy toward our guests and establish a sense of pride in our school.

As a student of LJHS I will:

1. Sit with my homeroom in the designated area.
2. During formal assemblies:
 - a. Sit quietly and refrain from talking/whispering during the presentation
 - b. Listen to the presentation and/or the presenter.
 - c. Clap only when it is appropriate.
 - d. Refrain from whistling or making any other distracting noises.
 - e. Follow directions of the homeroom teacher or other supervising adult.

C. Bus Loading Area - Goal: To help students understand that a positive and safe school environment begins with the trip to school.

Students who ride a School District bus for the purpose of being transported to and from school should consider this service a privilege. As a result, students are expected to act in a manner that is safe and orderly and which follows the bus guidelines as established by the School District Transportation Department, and by the staff of the Lewistown Junior High School. The number one priority of our students as they are transported by bus, as they disembark from the bus, as they wait in the bus loading area and as they load the bus, is SAFETY.

In addition to the rules posted within each bus, the following expectations have been established for LJHS students as they wait in and or depart from the bus loading area.

When a school bus is approaching the loading area, students must remain on the sidewalk until:

1. All students have unloaded from the bus.
2. The bus has come to a complete stop.

As a student of LJHS I will:

1. Remain out of the grassy area between the sidewalk and the curb.
2. Keep my hands, backpacks, and other objects away from the bus loading area and other students.
3. Respect other students and their property.

When departing the campus from the bus loading area by foot or by bicycle, students must:

- A. Use the crosswalks or the railroad tracks.
- B. Watch for traffic, making sure that vehicles have stopped before attempting to cross the street.
- C. Walk their bicycle from the bike rack to the nearest crosswalk before mounting.
- D. Never leave the bus loading area by walking between the buses.

D. Cell Phones and Electronic Devices - Goal: Help alleviate distractions for the educational environment and prevent unnecessary conflicts.

As a student of LJHS I will:

1. Keep my cell phone and other electronic devices out of sight and turned off during the instructional day, which includes the time between classes.
2. Only take my cell phone or electronic device out when given permission by a school authority or after leaving the classroom when the last class period is dismissed for the day.
3. Smartwatches may be worn, but can only be used with the permission of their assigned teacher. Students may be asked to turn their smartwatches face down or brought to the front of the room.
4. Understand that unauthorized use of such devices disrupts the instructional program and is grounds for confiscation.
5. Hand over my cell phone and other electronic device(s) without complaint or delay when I have violated the policy and any school official must confiscate the device.
6. Understand that confiscated devices will be returned to the student after school on the first incident, returned with a detention after the second incident and put on a plan after further incidents.

E. Dress Code and Appearance - Goal: Create a learning environment that shows pride in our school and respect for ourselves.

Clothing ALLOWED at Lewistown Junior High School

- Clothing that is clean and appropriate for school.
- Shorts and skirts that are hemmed and finger-tip in length.
- Leggings, tights, or yoga pants when worn with a top that naturally falls to the length equal to where the fingers and palm meet.
- Pants with less than 5 small holes in the legs (smaller than the student's fist) and no holes above fingertip length. Any pants that do not comply must have tights underneath.
- Girls – Tops with straps the width of 2 fingers.
- Footwear with rubberized soles.

Clothing NOT ALLOWED at Lewistown Junior High School

- Hats are to be removed upon entering the building, and not place it back on the head until the final bell.
- Pajama pants. (bottom of pants must be cuffed or hemmed around leg)
- Tops that are cut too low or expose a bare midriff.
- Clothing with alcohol, drug or tobacco advertising.
- Slogans that have “double meanings,” display insults or “putdowns”, or include demeaning statements toward self or toward others, or clothing that displays violence and/or gore.
- Boys – Sleeveless shirts.
- Clothing that has been written on with markers or paint.
- Spiked accessories or chains that hang outside clothing.
- Fishnet stockings or any unbecoming clothing (example - sheer or “see through” material)
- Clothing in which undergarments are visible.

DRESS CODE VIOLATIONS

Students will be sent to the office if their attire is in violation of school policy. At the office there will be three steps to solving the issue; first will be to see if the student is able to change into appropriate clothing they have at school, the second step is to have the student contact their parent to see if they can bring a change of clothing, the final step is to have the student look in the School Closet to see if there is any clothing they could wear. The first two offenses of the dress code will be recorded as warnings. Further offenses will result in the leveled consequences listed below.

Clothing and/or accessories judged to be disruptive to the education process or a safety issue will be dealt with in the office. This may include attire that is too short, too tight, or too bare, etc. If students are found in violation of the policy they will be required to get a change in clothing either through contact with parents or with clothing from the LJHS closet. Repeated violations will be considered insubordination.

F. Hallways - Goal: Create an environment in the hallways that is safe, efficient, and welcoming.

As a student of LJHS I will:

1. Walk on the right hand side of the hallways and stairways.
2. Talk at a conversational level and refrain from yelling or being loud.
3. Keep all opened drink containers out of my locker and out of the hallway.
4. Walk at a casual pace.
5. Keep my hands, feet and other objects to myself.
6. When visiting with my friends, stand to the side of the hallway so that others may pass freely.
7. Treat my locker with care. I will shut my locker door quietly, and I will use only my locker.
8. Take my hat off upon entering the building and leave it off until I have left the building.
9. Always be courteous to and respectful of my fellow students.

10. Follow directions that are given to me by any staff member.
11. Refrain from bringing backpacks, satchels and drawstring bags to class. These items should be left in the locker during instructional time unless otherwise specified in a student's IEP or 504 plan.

G. Integrity of School Work - Goal: To assure accurate assessment of student progress and promote honesty.

As a student of LJHS I will:

1. Refrain from copying another student's schoolwork.
2. Refrain from allowing other students to copy my work.
3. Use my time to do school work in a classroom or in the library (when not attending class).
4. Refrain from doing schoolwork in the hallways, auditorium, or breakfast area.
5. Seek support from staff whenever possible.
6. Accept the consequences for my behavior if I am caught cheating.

H. Interactions with Others - Goals: Create a positive learning environment where each and every student feels a sense of belonging. Promote skills in resolving peer conflict

As a student of LJHS I will:

1. Treat others as I want to be treated, always observe the Golden Rule.
2. Show common courtesy toward others. (i.e., thank you, please, you're welcome, opening doors for others, etc.)
3. Help others.
4. Be polite and fair.
5. Listen to others with an open mind.
6. Speak positively to others.
7. Only pay attention to matters that are of concern to me.
8. Keep my feet, hands, and other objects to myself.

BULLYING/HARASSMENT

The District will strive to provide a positive and productive learning and working environment. Bullying, harassment, hazing, intimidation, or menacing by students, staff or third parties, is strictly prohibited and shall not be tolerated. The District defines these actions as any act that substantially interferes with a student's educational benefits, opportunities, or performance and has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm or damage to their property;
- Creating a hostile educational environment.

Cyber bullying, though most often occurs outside school hours and originates from a non-school computer, can have a substantial disruption to the educational activities of the school. Any disciplinary action shall be based upon the severity of the statements and their impact on the educational environment.

I. Lunch Period - Goal: Demonstrate respect to our fellow students and our school.

As a student of LJHS I will:

1. Place my books in my own locker and not on top of the lockers before I go to the lunch line or lunchroom.
2. Walk to the lunch line, or to the area where I will be having lunch.
3. Talk at a conversational level when passing in the hallway, so as to be courteous to those students and staff within the classrooms.
4. Limit the use of my locker, so as to be courteous to those students and staff who are assigned to a classroom.
5. Keep all drink containers that have been opened in the lunchroom, or outside, and refrain from putting any opened drink container(s) in my locker. Milk is not to leave the lunch area.
6. Understand that water bottles stored in lockers must have a lid that will not drip when laid on its side.
7. Sit at the designated tables if I bring a lunch from home.

J. Lunchroom Line and Eating Area - Goal: Create a positive environment of respect and order.

As a student of LJHS I will:

1. Sit down while I am eating.
2. Use appropriate table manners.
3. Leave my table and floor area clean.
4. Be respectful of all lunch supervisors.
5. Use appropriate voice level and language.
6. Will eat my lunch in the lunchroom or classroom of designated teacher.
7. Eat my lunches from home or grab 'n go lunches with red labels at designated tables.

K. Student Store and Hallways During Lunch - Goal: Create a positive environment of respect and order.

As a student of LJHS I will:

1. Understand that any purchase made in the Lunch serving area, other than a water bottle, must be consumed in the lunchroom.
2. Avoid keeping popcorn or drinks in locker to be consumed later.
3. Wash my hands after lunch, especially if my lunch consisted of peanuts or peanut by-products.
4. Be respectful and orderly when ordering at the school store.

L. Social Events - Goal: Help make every social event safe and friendly where all students are able to enjoy the evening without distraction.

LJHS may hold social events with the consent of Advisors, Student Council and the Principal.

1. All persons attending Lewistown Junior High School sponsored social events must be properly identified as currently enrolled in Lewistown Junior High School before being admitted.
2. Guest passes will not be allowed for social events.
3. Students will not be admitted after one-half hour from the beginning of the social event.
4. Students leaving the building during a social event will not be readmitted.

As a student of LJHS I will:

***[Safety issues]**

1. Avoid running and horseplay.

***[Etiquette Issues]**

2. Refrain from wearing my hat.
3. Wear clothing that is appropriate for school unless otherwise specified for a particular dance.
4. Practice common courtesy at all times. (i.e., see expectations for the positive interaction with others, etc.)
5. Use appropriate manners when food is involved.

DISCIPLINE POLICY

“Self-discipline is one of the most important lessons gained through education. It’s the key to academic success, good conduct, and proper consideration for others. Keeping this in mind, students can better understand the importance of why there must be a policy in place that monitors student behavior. Understanding the “why” of a discipline policy will help students form a correct attitude toward it, give them guidance in doing their part in making the school an effective learning environment and help them to develop positive habits.”. It is hoped that students, parents, and the school will work together to develop good self-discipline, as well as provide a comfortable learning environment.

“Do it nice or do it twice” will be the expectation for students serving a consequence for their behavior. Failure to attend an assigned consequence or meet the behavioral expectations while serving the consequence will result in the consequence being doubled.

RANGE OF DISCIPLINARY BEHAVIORS/CONSEQUENCES

Levels are based upon the frequency and severity of an incident.

A. Attendance

- a. Tardiness – arriving late to class.
- b. Truancy – absences where the parent/legal guardian does not know the whereabouts of the student and/or the student has not been excused from school
- c. Unexcused - absences which are not authorized by a parent/guardian, communicated to the school within 24 hours after return to school, or leaving class without permission.
- d. Unverified – absences where a reason has not been given. Will be changed to an unexcused after 24 hours after returning to school.
- e. Violation of the 10-day attendance policy

Consequences

See the attendance policy for the specific consequences of each attendance violation.

B. Bus Infraction

- a. Violation of the established rules for appropriate bus conduct. Duration of consequence is dependent upon severity of infraction.

Consequences

Level 1 - Assigned Seat

Level 2 - Loss of bus riding privileges

C. Cheating

- a. Students, who share their work with others, as well as those who misrepresent the work of others as their own, may be considered to be cheating.

Consequences

Level 1 - Zero for assignment

Level 2 - Zero for assignment plus an after school detention

D. Disruptive Behavior

- a. Bullying/Harassment (minor) – Considered disruptive behavior if it’s a first time offense and is not threatening or sexual in nature.
- b. Classroom Disruption – Any behavior which interferes with the classroom environment.
- c. Disrespect Toward Staff – Talking back and/or refusal to comply. Also any type of communication that conveys a negative attitude toward any school personnel.

- d. Electronic Device/Cell Phone – First two offenses result in confiscation of the device, to be returned to the student at the end of the school day. Further violations will result in the confiscated device being returned to a parent and additional consequences, as listed below.
- e. Dress Code Violation – Students will be sent to the office if their attire is in violation of school policy. At the office there will be three steps to solving the issue; first will be to see if the student is able to change into appropriate clothing they have at school, the second step is to have the student contact their parent to see if they can bring a change of clothing, the final step is to have the student look in the School Closet to see if there is any clothing they could wear. The first two offenses of the dress code will be recorded as warnings. Further offenses will result in the leveled consequences listed below.
- f. Inappropriate Language – Language which is demeaning or offensive.
- g. Lunch Time Behavior – Violation of lunchroom and lunch period expectations.
- h. Theft – (minor) taking other's property with a value of \$25 or less. Will also be responsible for the return or restitution of property.
- i. Vandalism (minor) – Defacing or destroying property causing damage valued at \$25 or less. Will also be responsible for the restitution of property damage or removing results of vandalism.
- j. Violation of any Student Behavior Expectation – Violation of any of the expectations outlined in section 1 of Student Behavior.

Consequences

Level 1 - After School Detention

Level 2 - In-School Suspension

Level 3 - Combination of Out-of-School Suspension and In-School Suspension

E. Harassment/Altercations

- a. Bullying/Harassment (ongoing or severe) – intimidation of another individual including comments demeaning or sexual in nature.
- b. Disorderly Conduct – includes profanity and verbal abuse, conduct and/or behavior which are disruptive to the orderly educational procedures at LJHS.
- c. Fighting – engaging in physical contact with the purpose of inflicting harm on another person.
- d. Physical Assault – physical attack of another, who does not wish to engage in the conflict and who had not provoked it.
- e. Physical/Verbal Altercation - pushing another student and/or engaging in an angry dispute.

Consequences

Level 1 - In-School Suspension

Level 2 - Combination of Out-of-School Suspension and In-School Suspension

Level 3 - Combination of Out-of-School Suspension and In-School Suspension, longer in duration.

Level 4 - Recommendation for Expulsion

F. Insubordination

- a. Defiance of School Authority- refusal to comply with reasonable requests of school personnel.
- b. Inappropriate Language Directed at School Personnel – confrontational language and/or attitude directed toward any school personnel.
- c. Skippping Detention/ASLC- not showing up when assigned.

Consequences

Level 1 - After School Detention

Level 2 - In-School Suspension

Level 3 - Combination of Out-of-School Suspension and In-School Suspension

G. Illegal Substances/Actions

- a. Alcohol – Use, sale or possession of alcohol during a school activity or school day.
- b. Arson – Attempting to burn property.

- c. Destruction of property – Destroying or mutilating materials belonging to the school, school personnel or students.
- d. Drugs – Use, possession and sale of narcotics or noxious substances during a school day or school activity
- e. Explosive Devices – Use, possession of exploding devices in school.
- f. Tobacco – The use of any type of tobacco product.
- g. Theft (major) - taking other's property with a value of more than \$25. Will also be responsible for the return or restitution of property.
- h. Vandalism (major) - defacing or destroying property causing damage valued at more than \$25. Will also be responsible for the restitution of property damage or removing results of vandalism.
- i. Weapons - includes but is not limited to a firearm or knife, sword, a straight razor, a throwing star, nun-chucks, firecrackers, brass or other metal knuckles, or any instrument, article, or substance that, regardless of its primary function, is used to harm, threaten to harm, or cause injury to another.

Consequences

Level 1 - Combination of Out-of-School Suspension and In-School Suspension

Level 2 - Combination of Out-of-School Suspension and In-School Suspension- longer in duration.

Level 3 - Recommendation for Expulsion

DEVIATION OF CONSEQUENCES

In some cases it's necessary to deviate from the listed consequences. Below is a list of situations in which a consequence may vary:

1. Severity Clause- a severe consequence will be considered by the administration when a student demonstrates a behavior that shows unusual and/or violent conduct or indicating a documented pattern of handbook or district rule violations.
2. Specific to Behavior –There are times when a certain consequence fits a unique situation. For example; if a student is guilty of littering on school grounds, a logical consequence is to pick up garbage.
3. Restitution – In cases where property has been destroyed or stolen, a student will be responsible for paying the cost of repair or replacement.
4. Plan of Improvement- In the case that a student demonstrates repeated offenses of the same behavior or a series of different offenses, it may be necessary to place a student on a Plan of Improvement. (See Plan of Improvement)
5. School Resource Officer (SRO) – In cases where students have committed a criminal act or behaviors appear to be leading to illegal activity, the school resource officer will be contacted. If deemed necessary, a ticket may be issued by the officer.

DESCRIPTION OF STUDENT CONSEQUENCES

DETENTION

Detention will be handled by teachers and the Principal at their discretion. Generally, detentions will be served after school from 3:30 to 4:15.

IN-SCHOOL SUSPENSION (ISS)

Students assigned to ISS will be assigned an adult to work with them in a room away from the general student population. Students are not considered absent and are expected to complete all class work assigned during time in ISS. Students will eat their lunch in the office but may attend after-school activities once the ISS has been served without disruption. Failure to work or be respectful will result in the assignment of further ISS. Severe behaviors will be treated as insubordination.

OUT-OF-SCHOOL SUSPENSION (OSS)

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

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES

Students suspended from participation at extracurricular activities will not be allowed to perform or compete at an extracurricular activity in town or away for the duration of suspension. However, the student is required to continue with scheduled practices. (See extracurricular Policy for more details)

LOSS OF PRIVILEGES TO ATTEND SCHOOL FUNCTION

Students can lose their right to attend or participate in a school function by violating rules of conduct. A typical example of this would be to violate a rule or skip a consequence prior to traveling with a sporting team. Another example would be having ongoing or severe behaviors and losing the privilege to attend a dance.

PLAN FOR IMPROVEMENT

Continuous infractions or a combination of infractions of school policy by a student are a sign that something is distracting from the student's ability to focus on academic or personal progress. When initial consequences have failed to motivate a student to correct their behavior, it becomes evident that more structure in the student's school day is necessary. This structure will come in the form of a Plan of Improvement. A Plan of Improvement will be administered as a means to focus attention on the specific acts, and as a guide toward cooperative remediation and academic improvement.

Plans of Improvement will focus on the following areas:

- Identifying the areas of concern
- Expected behaviors
- Benchmarks for improvement
- Consequences for further infractions

Consequences will be progressive in design such that each infraction beyond the implementation of the Plan of Improvement will result in a more stringent requirement. The progressive consequences will be designed on an individual basis to focus on remediating that individual's specific behaviors and as a result may not be consistent with the handbook's range for specific actions. Once placed on a Plan of Improvement, a student will remain under its guidance throughout the year or until removed by the administration.

In very extreme cases, it may be necessary to recommend expulsion rather than to allow a student to continuously commit acts that disrupt the daily routine and cooperative atmosphere within the school. In such circumstances individual improvement as set forth in the student's plan will also be weighed by the principal.

EXPULSION

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

CHEMICAL & TOBACCO POLICY

In School or at School Activities

Philosophy

The goal of our chemical and tobacco policies is to keep our schools and our students' chemical and tobacco free. These policies should provide for learning experiences in the areas of physical, mental, emotional, social, and moral development so that our students may become better citizens.

School Chemical Violations

In school, or at school activities, students who are under the influence, possess, or who give away drug paraphernalia, alcohol, marijuana, or other substance defined by law as a "controlled substance" or "dangerous drug" will be subject to immediate disciplinary action at their school of attendance.

*A first violation in school, or at school activities, in any one school year will result in:*¹

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to three (3) days.²
3. Suspension from participation³ in all extracurricular activities for a period of one semester⁴ **OR** the principal shall extend the option to the student of suspension from participation in all extracurricular activities for a period of 3 weeks of competition or events⁵ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁶
4. Signed diplomas may be withheld until requirements of this policy are met.
5. Students who are in violation of this policy at graduation practice or at graduation will be excluded from the graduation ceremony.

*A second violation in school, or at school activities, in any one school year will result in:*¹

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to five (5) days.²
3. Suspension from participation³ in all extracurricular activities for a period of one year⁴ **OR** the principal shall extend the option to the student of suspension from participation in all extracurricular activities for a period of 6 weeks of competition or events⁵ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁶
4. Signed diplomas may be withheld until requirements of this policy are met.
5. Students who are in violation of this policy at graduation practice or at graduation will be excluded from the graduation ceremony.

Further violations in school or at school activities in any one school year will result in:

1. Notification of law enforcement and parents of that student.
2. Suspension from school for up to ten (10) days.²
3. An expulsion review by the school administration and possible expulsion recommendation to the school board.
4. Administrative review of the incident may result in a refusal to enter school property pending a school board hearing.

CHEMICAL SALE OR DISTRIBUTION VIOLATIONS

Students who sell or receive compensation for the distribution of drug paraphernalia, alcohol, marijuana, or any other substance defined by law as a "controlled substance" or "dangerous drug" in school or at school activities:

1. Will be turned over to the appropriate law enforcement authorities. Parents of the student will be contacted.

2. Will receive up to ten (10) days out of school suspension.²
3. Will have an expulsion review by the school administration and possible expulsion recommendation to the school board.
4. Additionally, administrative review of the incident may result in a refusal to enter school property pending a school board hearing.

SCHOOL TOBACCO/VAPING VIOLATIONS¹

Student use or possession of vaping, tobacco or tobacco products in school or at school activities will result in disciplinary action as follows:

First Offense: Suspension² from school for up to one (1) day, notification of parents and law enforcement, and an explanation of the consequences for subsequent violations. The student will also receive educational material concerning the dangers of tobacco use and the addiction process. The tobacco will be disposed of in the presence of the student.

Second Offense: Suspension² from school for up to two (2) days, notification of parents and law enforcement, suspension from participation³ in all extracurricular activities for 3 weeks of competition or events⁵ from the date of disciplinary action. The tobacco will be disposed of in the presence of the student.

Further Offense(s): Suspension² from school for up to three (3) days, notification of parents and law enforcement, suspension from participation³ in all extracurricular activities for 6 weeks of competition or events⁵ from the date of the disciplinary action. The tobacco will be disposed of in the presence of the student.

ENDNOTES

1. In school as defined by School Laws of Montana, Section 20-5-201(d). "...in school or on the premises, on his way to and from school, or during the intermission or recess". A student is considered to be in school whenever he/she is attending or participating in a school activity.
2. Suspension at the high school will be for the maximum number of days recommended throughout the Policy. After four (4) days of in-school suspension at the high school for tobacco or alcohol/drug use, all additional suspension will be served out of school.
3. Students suspended from participation in extracurricular activities will not be allowed to perform or compete in an extracurricular activity in town or away for the duration of suspension. (extracurricular refers to existing school sponsored activities.) The student is, however, required to continue with scheduled practices and rehearsals. Some activities are part of credit-bearing courses that involve activities both inside and outside the classroom setting. These activities, for the purposes of this policy shall be defined as those activities beyond the classroom and the immediate scope of graded requirements. For example, a student in choir may participate in classroom activities but not perform in concerts as a member of the choir. If part of their grade is determined by the performance, they will be allowed to do other work in lieu of the performance. Students will not be excluded from the graduation day ceremony as a result of an activity suspension.
4. A semester is the equivalent of ninety (90) pupil instruction days and a year is the equivalent of one hundred eighty (180) pupil instruction days. A suspended student will serve ninety (90) or one hundred eighty (180) suspension days from activity participation for each semester or year of suspension even if the time carries over to a new school year. Appeals of chemical policy decisions are to be made to the Superintendent prior to completion of the activity suspension.
5. Competition or event weeks are weeks when the sport or activity is competing or performing. Weeks during which only practices, or rehearsals take place are not considered competition or event weeks. Appeals of chemical policy decisions are to be made to the Superintendent prior to the completion of the activity suspension.
6. Appropriate chemical awareness experiences are activities which are designed to help students become aware of drug/alcohol concerns and other issues. These activities will vary depending on the frequency of violations and the age of the student. Potential examples are as follows:

First Offense: Chemical education class or other appropriate educational setting as determined by Central Montana Drug and Alcohol Services. The student may not participate in the same chemical education

class more than once every two years, as per Endnote number 5. Expenses incurred will not be the responsibility of School District No. One.

Second Offense: Referred to the Central Montana Drug and Alcohol Services for a possible evaluation or additional chemical educational class work. Expenses incurred will not be the responsibility of School District No. One.

Further Offense(s): Referred to the Central Montana Drug and Alcohol Services for a possible evaluation or additional chemical educational class work. Expenses incurred will not be the responsibility of School District No. One.

At school, support groups and counseling are available to all students either assigned or on a volunteer basis. Interested students are to contact the school guidance office.

7. The cumulative nature of the Activities Chemical Policy relates to consecutive offenses within a two year window of violations. Included in possible offenses is an In School or at School Activities offense generated within the mandatory two year aspect of these policies. For example, a participant who violates the Activities Chemical Policy during football season, later has another chemical violation while in school (but out of season) and finally violates the Activities Chemical Policy again in football the next season would receive an eight week activities suspension. The eight week suspension represents the third offense as per the cumulative nature of the activities policy, again assuming all three violations occurred within two years of the first violation.

ATHLETICS/ACTIVITIES

PARTICIPATION

In order to participate in sports a student must have the following items on file at the Junior High Office:

1. A current physical exam
2. Parent Permission Form
3. Completed ImPACT Concussion Test
4. Participation (PAC) fee covers all sports a student participates in during the school year.

ACADEMIC ELIGIBILITY

It is the belief of the faculty and staff of Lewistown Junior High School that:

- Participation in athletics is a **privilege**.
- **Academic excellence** is the **number one priority** for our school. All students are encouraged to put forth their absolute best effort within the classroom every day.
- Participation in athletics can be an **integral part** of a child's educational experience. Such programs can teach skills beneficial to students beyond their years at LJHS.

In order to be eligible for participation in athletics at LJHS the following minimum guidelines have been established.

1. Students must maintain a 1.67 grade point average and must be passing the equivalent of seven (7) classes in order to participate.
2. The grades of all students will be reviewed at the end of each grading period and at the mid-term of each quarter in order to determine eligibility.
3. Students who by this policy become ineligible at the quarter will not be allowed to participate in any sport for the next nine-week grading period.
4. Students who by this policy become ineligible at the mid-term will be placed on a 2-week probationary period. Grades will be checked again after 14 calendar days.
5. Students who are still ineligible, after the 14 calendar days, will not be allowed to compete for the remainder of the season and they would forfeit their letter for that activity.
6. During the 14 days, students will be required to practice, that is to remain a part of the team, but they will not be allowed to travel to, or play in, any interscholastic competition(s).
7. Students who participate in fall sports will be subject to the midterm grade check in order to determine eligibility.
8. Transfer students will be eligible based on the next available grade check after their enrollment. A two-week minimum is required.
9. Students must be in attendance the last half of the day in order to participate in a week night athletic activity or on Friday afternoon in order to participate in a weekend athletic activity. Extenuating circumstances will be reviewed by the school administration at the request of the student and/or parents.
10. The school principal or the head coach will notify the parent of every student who becomes ineligible.
11. Student athletes who earn detention(s) as a result of misbehavior in school are required to fulfill their disciplinary obligation before participating in practices and/or interscholastic competition.

Students are strongly encouraged to participate in those activities, which are of interest to them. It is the hope of the Junior High Staff that their involvement will be a positive experience. The staff of LHJS is confident that each student will represent LJHS to the best of their ability and that the entire school community will be proud of his/her team's accomplishments.

LJHS THREE STRIKES, YOU'RE OUT POLICY

Students at the Lewistown Junior High School are reminded that participation in extracurricular activities is a privilege and that good sportsmanship, positive participation and having fun are the key elements to being a member of any team and/or squad. This policy is intended to protect the integrity of the individual student, the activity in which they are engaged and the overall integrity of LJHS.

A Student athlete will be removed from their team/squad if he/she accumulates a total of three strikes. A strike is earned when a student:

1. Receives a detention from any adult for inappropriate behavior in any classroom.
2. Is absent from practice or late to any practice without an excuse for the absence or tardiness.
3. Is removed from a practice for inappropriate behavior.
4. Receives an unsportsmanlike technical or penalty during a contest.

Note:

If a student receives an unsportsmanlike technical or penalty during a contest, he/she will not play in that game, and he/she will not participate in the next game.

If a student receives 2 strikes in one week, he/she will not be allowed to participate in any contest that is scheduled during that week.

ATHLETICS TOBACCO & VAPING VIOLATIONS

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

First Offense: Suspension from participation³ in all extracurricular activities, in town or away, for a period of 2 weeks of competition or events⁵ from the date of the disciplinary action.

Further Offense(s): Suspension from participation³ in all extracurricular activities, in town or away, for a period of 4 weeks of competition or events⁵ from the date of the disciplinary action.

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

GENERAL INFORMATION

LJHS Daily Bell Schedule

The Junior High runs a class schedule where the electives are offered on a rotational basis. Electives schedule is based on whether the day is designated as an “A” or “B” day. Each Monday and Tuesday will be designated as an “A” day, while every Wednesday and Thursday will be designated as a “B” day. Fridays will rotate on a weekly basis between being an “A” or “B” day.

Period	8th Grade	Time		Period	7th Grade	time
Advisory	8:10 - 8:40	30		Advisory	8:10 - 8:40	30
1	8:43 - 9:30	47		1	8:43 - 9:30	47
2	9:33 - 10:20	47		2	9:33 - 10:20	47
3	10:23 - 11:10	47		3	10:23 - 11:10	47
Lunch	11:13 - 12:00	47		4	11:13 - 12:00	47
4	12:03 - 12:50	47		Lunch	12:03 - 12:50	47
5	12:53 - 1:40	47		5	12:53 - 1:40	47
6	1:43 - 2:30	47		6	1:43 - 2:30	47
7	2:33 - 3:20	47		7	2:33 - 3:20	47

The Junior High building will be open each school day from 7:30 a.m. to 4:30 p.m.

Breakfast will be available from 7:40 to 8:05 a.m.

By 8:05 a.m. of each school day students should be getting ready to attend their Advisory class.

CAMERAS

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

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

EAGLE RENAISSANCE PROGRAM

The LJHS Renaissance program is used to recognize students for their high GPAs or improvement in their GPA over the last quarter. Renaissance cards are awarded at the end of each quarter. First quarter renaissance cards for the 8th graders will be based on their 7th grade 4th quarter GPA.

Gold Card

4.00
or increase in GPA
of 1.0 with no “Fs”

Blue Card

3.5 to 3.99
or increase in GPA
of 0.75, with no “Fs”

Silver Card

3.00 to 3.49
or increase in GPA
of 0.50, with no “Fs”

FIRST AID, ILLNESS AND INSURANCE

The school makes available to the students an optional insurance program which will cover accidents at school. In case of injury, report immediately to your instructor or to the Principal. In order for the insurance to be effective, the accident must be reported at the time it happens. Claim forms are available in the office.

First aid supplies are located in the Principal's office. If a student becomes ill during the school day, the Principal will either furnish transportation or make the necessary arrangements to send the student home.

FIRE DRILLS

Fire drills are a serious matter and may mean saving many lives in the event of a real fire. In order to know what to do in case of a real fire, we must practice our drills and follow instructions. Instructions concerning leaving the building during a fire drill will be given to the students by individual classroom teachers. When the fire bell rings, the persons first reaching the outside exits shall act as monitors by opening and holding the doors while the others continue outside to the playground area east of the street. There should be no talking, move quickly, but no running. Move down the stairways three abreast, being careful at all times. In event of a blocked stairway, or other emergency students are to follow instructions quickly, shut off lights, and close doors to prevent drafts.

Any student noticing anything which leads him/her to believe there might be a fire, should immediately notify the nearest teacher. Homeroom teachers are responsible to help any student needing special help out of the building.

GRADES

There are four nine-week marking periods during the school term, and report cards are issued the week following the end of each marking period. The marking system used for subject marks is: A, B, C, D, & F.

Weighted Marks for Determining GPA

A	4.000	C	2.000
A-	3.667	C-	1.667
B+	3.333	D+	1.333
B	3.000	D	1.000
B-	2.667	D-	0.667
C+	2.333	F	0.000

GRADING SCALE

A	93-100%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
C+	77-79%	F	59% & Below

GRADING POLICIES

Individual grade levels will create common policies regarding penalties for late work.

GRADING SCALE

Each nine-week period an Honor Roll will be published on the school bulletin boards and the Lewistown News-Argus. Any student receiving an overall grade of "B" average or higher for all subjects will achieve the Honor Roll.

HEARING SCREENING

Hearing screening is conducted at your child's school and is mandated for students in Grades K, 1, and 9 or 10. Students in other grades will also be screened if they are new to the school, on the annual hearing recheck list, or referred by the school or parent/guardian. The initial hearing screening consists of pure tones. It may also include immittance screening, which measures the movement of the eardrum by putting positive and negative pressure into the ear canal. Your child will be referred for a hearing rescreen if he or she is absent, unable to complete the initial screening, or does not pass the initial

screening. Hearing Conservation Program staff will conduct the hearing rescreen. In addition to the pure tone and immittance screening, they may also conduct otoacoustic emission screening. This is a measure of cochlear (inner ear) function that does not require the child to respond.

IMMUNIZATION REQUIREMENTS

The Board requires all students to present evidence of their having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, tetanus, and varicella (chickenpox). Haemophilus Influenzae Type "B" immunization is required for students under age five (5), before enrolling in preschool. Proof of immunization must be in compliance with the school rules for attendance through the Montana Department of Health and Human Services.

Upon initial enrollment, an immunization records form for each student will be provided. The certificate shall be made a part of the student's permanent record.

A pupil who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring pupil ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the pupil to the school district to which the pupil transfers. Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student's immunization record. The permanent file of students with exemptions shall be marked for easy identification should the Department of Health order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The Superintendent may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in 20-5-403, MCA, if that student has received one or more doses of polio, measles (rubeola), mumps, rubella, diphtheria, pertussis, Haemophilus Influenzae Type "B", and tetanus vaccine and a conditional waiver for attendance has been completed.

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student, or file an exemption for personal or medical reasons.

LOCKERS

Goal: To maintain the quality of our lockers and school supplies.

Lockers are provided for each student. If you bring your own combination lock the combination must be registered in the office. No money or valuables are to be kept in your locker. Please be reminded that the lockers are the possession of the Lewistown Public Schools and may be subject to search, as necessary.

As a student of LJHS I will:

1. Keep my locker orderly so the door is able to close unobstructed.
2. Gently close my locker door and avoid slamming or kicking the door shut.
3. Avoid storing opened liquid containers and food in my locker. Lunches brought from home may be stored in a student's locker but no open containers of liquid.
4. Avoid hanging items in my locker using tape that will damage the paint. Any tape that is placed on the locker must be fully removed.
5. Avoid writing on the lockers.
6. Understand that you are responsible for the repair or replacement if you are negligent for damages.
7. Avoid decorating the outside of lockers.
8. Make the choice on whether to secure items in my locker with a combination lock.
9. Provide the office with an extra key for keyed locks or the combination to my homeroom teacher.

LOST AND FOUND

Lost and Found articles are placed in the Lost and Found locker #288 on the main floor and #220 in the upstairs hall. Valuables found should be brought to the office immediately for safe-keeping. If you have lost any articles or books, check first in the Lost and Found Lockers, then check with the office.

NOTICE OF CANINE INSPECTION

Students should be aware that the School District may utilize canines in an effort to detect contraband (1) carried by students' (2) stored in lockers or other school property; and/or (3) stored in vehicles.

NOTICE OF INSPECTION

Students should be aware that their assigned locker and any personal items they choose to store therein will be jointly accessible to themselves and school officials and may be subject to inspection by school officials at any time, without notice and without student consent.

NOTICE OF SEARCH

Students should be aware that their persons and personal property not stored in lockers (e.g., purse, book bag, vehicle, etc.) may be subject to search when school officials have reason to believe that weapons, drugs, alcohol, or any objects/material evidencing a violation of school policy/rule or other laws and regulations are contained therein.

SCHOOL FOOD PROGRAM

Breakfast, lunch and a la carte items are available at Lewistown Junior High for all students and staff. The Infinite Campus program is used for meals and money management. Deposits for meal accounts are best made during the breakfast serving time before school begins, online through the Infinite Campus Portal and are also accepted through the lunch serving line. Seating is also available for those students who choose to bring their own lunch.

Applications for free and reduced meals are sent home with each student at the beginning of the school year. Applications are also available upon request at the school office during the school year.

Meal prices are as follows:

Student Breakfast (7-12)	2.25	Reduced Student Breakfast	.30
Reduced Student Lunch	.40	Adult Lunch	4.65
Adult Breakfast	2.25	Individual Milk	.45
Student Lunch (7-12)	3.60	A la Carte items are priced individually	

BREAKFAST is served from 7:40 a.m. until 8:05 a.m. each school day.

The **LUNCH Schedule** is as follows:

8th Grade.....11:13 – 12:00

7th Grade.....12:03 – 12:50

The pre-paid meal accounting system through Infinite Campus provides students and parents with purchase and balance information. Students receive verbal balance reminders and the automatic messaging system will alert parents/guardians with balance information. Students and parents/guardians are responsible for all charges to meal accounts and should practice proper account management with timely deposits. Students may charge meals on a limited basis and a la cart items cannot be charged.

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

STUDENT VISITATION POLICY

The staff and students of the Lewistown Junior High School would like to welcome students to visit our positive learning community. While keeping and maintaining a safe and orderly school site, the following expectations apply to student visitors.

Student Visitors:

1. Upon entering the building, must sign in at the office and collect an LJHS Visitor Pass, which they must wear throughout their visit.
2. Must adhere to all school policies and expectations as outlined in the student handbook, including, but not limited to the dress code and behavior expectations.
3. Must be age appropriate for the Junior High.
4. Will be expected to participate fully in each of the classrooms they visit.
5. Are expected to make visitation arrangements at least one day in advance, if at all possible.
6. Are allowed to request visiting the LJHS campus every school day, with the following exceptions:
 - During the first two weeks of school
 - During the last two weeks of school
 - During any week and/or dates/times of Standardized testing
 - During any day determined by the building principal to be inappropriate to the orderly operation of LJHS
7. May not be a previous LJHS student.
8. Are limited to a half day.

Any student who visits the LJHS campus and knowingly violates any of these expectations will be asked to leave.

TECHNOLOGY ACCEPTABLE USE & ONLINE RESOURCES

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

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

Activities that are permitted and encouraged:

- Investigation of topics being studied in school;
- Investigation of opportunities outside of school related to community service, employment or further education;

Activities that are not permitted:

- Cheating on school assignments, projects or tests;
- Sharing of the student's home address, phone number or other personal information;
- Searching, viewing, or retrieving materials that are not related to school work, community service, employment, or further education;
- Copying, saving, or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted);
- Subscribing to any services or ordering of any goods or services;
- Playing games or using other interactive sites unless specifically assigned by a teacher;
- Using the network in such a way that you would disrupt the use of the network by other users;
- Participation in any activity that violates a school rule, or a local, state, or federal law.

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

SAFETY PROCEDURES

The following procedures are in place in order to help ensure the safety of all students and staff of the Lewistown Junior High School.

Emergency School-Closing Information (Policy #2221)

The Superintendent may order the closure of schools in the event of extreme weather or other emergency, in compliance with established procedures for notifying parents, students, and staff. The Trustees may order the emergency closure of schools for one school day each year, without the need to reschedule the lost pupil instruction time when the closure is the result of an emergency.

The District may close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Emergency school closing information will be broadcast on: Radio stations KXLO 106.9FM, KXLO 1230AM, KQPZ 95.5FM, and information will be sent out through our student information system via email, text messages and/or a phone call.

Emergency Drills

Lewistown Junior High School regularly conducts emergency drills. During an emergency drill, students are to move quietly, quickly and calmly to a designated area as specified per the school emergency procedures. Students should keep a safe distance away from the building until instructed by their classroom teacher and/or school administrator to return to the building or relocate to a different place. Students should remain with their advisory teacher after exiting the building for roll call during the drill. Emergency drills may be conducted In addition to fire drills, shelter-in-place (lock-down), emergency evacuation and earthquake drills may also be practiced.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

“Get Inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.



SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

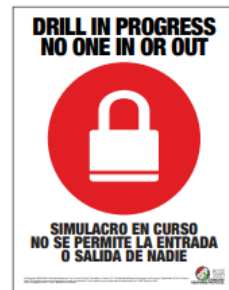
The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



STUDENT RECOGNITION

The following is a sampling of the awards which are made available to the students of LJHS.

A+ Award:

Each month students in each grade will be selected for recognition in Academics, Activities, and Electives. At the end of the month teachers nominate students who have demonstrated positive behaviors, then teachers vote on the nominees to come up with the three recipients for each grade. Students are then recognized and a schoolwide assembly.

D.A.R. Citizenship Medal:

This distinguished award is designated for 8th grade students and is voted on by LJHS staff members utilizing the following criteria.

Qualifications

1. Honor: Honesty, high principles, trust-worthiness, loyalty, truthfulness, punctuality, moral strength and stability, cleanliness in mind and body.
2. Service: Cooperation, meritorious behavior bringing honor to school or community, kindness, unselfishness, true Americanism – individual responsibility to home, to country, to God.
3. Courage: Mental and physical determination to overcome obstacles.
4. Leadership: Personality, originality, ability to lead and hold others, good sportsmanship, responsibility.
5. Patriotism: Fundamental Americanism.

Eagle Renaissance Awards:

Each quarter students are recognized with gold, blue or silver cards for their academic excellence and overall grade improvement through the Eagle Renaissance Program, as mentioned previously in the handbook.

LJHS Scholastic Award:

1. Candidates must maintain an honor roll standing of “A” or “A-” for any three quarters of the school year.
2. A certificate and pin would be awarded to the first year recipients and an appropriate plaque for the second year award. The certificate and pin would be a prerequisite to the plaque award.
3. The names of all other honor roll students would appear on an “Honorable Mention” list. These students would have to maintain honor roll standing for any three quarters.

Perfect and Outstanding Attendance Award:

1. Candidates for the Perfect Attendance Award must have been in attendance for every period of every day of the school year. School related absences are not counted.
2. Outstanding Attendance Awards will go to those who missed no more than the equivalent to 1.5 days of school not including school related absences.

Additional Individual Awards:

Students will be recognized for their contributions to clubs and activities, as well as when they have won a specific contest or academic award.

STUDENTS RIGHT AND RESPONSIBILITIES

Access to an Education:

The student has the right:

- To attend elementary school in the District in which his/her parent(s) or legal guardian resides. To attend high school in a district within the county in which the parent(s) or legal guardian resides.
- To a meaningful education without disruption, “Free quality public elementary and secondary schools” Montana Constitution, 1972, Article X, Section 1.
- To contribute information that will be considered when decisions that affect the quality and content of his/her education are made.
- To participate in school activities regardless of race, religion, ethnic origin, or economic status.
- To nondiscriminatory practices on the basis of sex in the educational program or activities in accordance with the requirements of Title IX of the Educational Amendments of 1972 as they relate to access to general courses, access to physical education courses, access to vocational courses, counseling, treatment of students, student marital and parental status, athletics, and financial assistance.

The student has a responsibility:

- To comply with the compulsory attendance laws of Montana
- To pursue the required courses of instruction.
- To be regular in attendance and to be on time to all classes unless excused because of illness, bereavement, or other reasons authorized by District Policy.
- To be subject to the authority and control of the administration, teachers, and supportive staff while in school, on the school premises, on the way to and from school, or while representing the school at an off-campus activity.
- To be knowledgeable of and comply with the policies of the district and the school of attendance.
- To recognize the overall educational enterprise to the degree that the welfare of the group has priority over individual rights when these come in conflict.
- To be knowledgeable of Title IX regulations as they relate to the Lewistown Public Schools.
- To follow the School District’s Student-Grievance Procedure available for an equitable solution to a Title IX discriminatory claim.

Association:

The student has the right:

- To associate with political, social, or various groups without fear of punitive measures being taken against him/her.
- To utilize school facilities for authorized school-sponsored activities.

The student has a responsibility:

- To be aware of and comply with all laws controlling secret societies.
- To avoid political or social demonstrations which interfere with the operation of the school or classroom.
- To cooperate with the school’s administration and faculty in scheduling authorized activities.

Inquiry and Expression:

The student has the right:

- To form and hold ideas.
- To present petitions for consideration.
- To produce student publications as authorized under the principles of the First Amendment Guarantee of Freedom of Press
- To express opinions verbally or in writing.
- To govern his/her appearance while attending school

The student has a responsibility:

- To appear in such a manner that it does not substantially and directly endanger health and safety, damage property, infringe upon the district's interest in personal cleanliness and decency, or seriously and immediately disrupt the orderly conduct of school business.
- To use freedom of expression so that it does not mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views.
- To avoid libelous or obscene forms of expression.
- To express opinions and beliefs in an appropriate time and place and in a manner that does not interrupt the educational process.
- To assume responsibility as distributor or author of publications and to obtain permission from the building administrator prior to distribution.

Procedural Due Process:

The student has a right:

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

The student has a responsibility:

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

GUN-FREE SCHOOLS

In accordance with the provisions of the Gun-Free Schools Act, 20 USC 3351, any student who brings a firearm onto the school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the district superintendent.

In accordance with the provision of the Gun-Free School Zones Act, 18 USC 992 (q), students may bring unloaded firearms onto school property for use in an approved program with the prior written permission of the district superintendent.

The term “firearm” shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

The district superintendent may allow authorized persons to display firearms or other dangerous objects for educational purposes. Advance written permission must be received before such objects may be brought onto school property. The firearm must be unloaded and in a condition which renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from school property.

If a student violating this policy is identified as a child with disabilities either under IDEA or Section 504, a determination must be made whether the child’s conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days.

Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with section 20-5-202 MCA. Nothing in this policy shall prevent the Board of Trustees from making an alternative placement for a student from the regular school program.

The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information will be provided to other governmental agencies as required by law.

ASBESTOS NOTIFICATION

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-contaminating materials (ACM) in their school buildings, and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate.

In compliance with the AHERA regulations, we recently had our school facilities inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and condition that does not pose an imminent health threat to students, faculty or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our school by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM.

A copy of the Asbestos Management Plan is available for your review in our administrative offices during regular office hours. Mr. Paul Stengel is our designated Asbestos Program Coordinator and all inquiries regarding the plan should be directed to him.

We have begun implementing the Asbestos Management Plan. It is our intent to not only comply with, but exceed applicable regulations in dealing with the asbestos issue. We will take whatever steps are necessary to ensure that our students, teachers, and employees have a healthy and safe environment in which to learn and work.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

(FERPA)

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

Eligible student shall mean all rights and protections given parents or legal guardians under the Family Education Rights and Privacy Act. This policy transfers to the student when he or she reaches age 18 or enrolls in a post-secondary school.

Student record or education record shall mean records, documents and other materials which contain information directly related to a student and are maintained by the school district or a person acting for the school district. Education record or student record does not include records of instructional, supervisory and administrative personnel and other education personnel which are in sole possession of the maker and which are not accessible or revealed to any other person except a substitute teacher.

Parents and eligible students have the following rights:

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

Parents of students and eligible students may inspect and review the student education records upon request submitting to the school building principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal or other school authority shall make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to seek to correct the student education record.

Parents of students and eligible students have a right to seek to change any part of the student record they believe is inaccurate, misleading or in violation of students rights.

Procedures for correction of a student's education record are available in the building principal's office.

3. The right to exercise control over disclosures of information not authorized under Family Education Rights and Privacy Act without consent of the parent, legal guardian, or eligible student.

However, the district does release directory information which is not generally considered an invasion of privacy. The information could include, but is not limited to, name, address, parent's name, phone number, age, field of study, height and weight of athlete, participation in officially recognized activities and sports, honor roll, dates of attendance, degrees and awards. If a parent, legal guardian, or eligible student does not want this directory information released, they must notify the building principal in writing within two weeks of the student's enrollment of each school year. Additionally, student records will be forwarded upon request to officials of another school district in which the student seeks or intends to enroll.

4. The right to know the location of student education record.

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

TITLE IX

Statement of Title IX Compliance:

In an effort to comply with Title IX of the Education Amendments of 1972, the Lewistown Public Schools affirm that no person shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. In a further effort to comply with the regulations, School District Number One has an appointed designee to coordinate its Title IX effort. Inquiries concerning Title IX can be referred to the Lincoln Building, 215 7th Ave. S., or by calling 535-8777, or by contacting the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

In further conformity with Title IX a grievance procedure has been formulated for use in reference to questions or complaints raised by students of the District, dealing specifically with Title IX.

For information purposes Title IX, is the portion of the education Amendments which prohibits sex discrimination in federally-assisted education programs.

Specifically, Title IX states:

“No person in the United States shall, on the basis of sex, be excluded to participate in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

The governing regulations, effective July 21, 1975, cover all aspects of sex discrimination in schools with regard to admissions, treatment of students and employment.

GRIEVANCE POLICY

Uniform Grievance Procedure (policy #3215 and 4310)

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first-line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principals' decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principals' decision. This request must be submitted to the Superintendent within fifteen (15) days of the principals' decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principals' report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

Level 5: County Superintendent

If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision of the Board, pursuant to the Rules of School Controversy.

DRIVER EDUCATION INFORMATION

There are three choices available for enrolling in Driver Education as provided by the Lewistown School District.

In-School Sessions:

The program offerings include two separate sessions that will meet during the last period of the school day: one during first semester and one during second semester at Fergus High School. Each of these in-school sessions will accommodate twenty-one students. To qualify for the in-school sessions, a student must be fully enrolled at Fergus High School, and must be 14 and one half years of age or older when the session begins. Interested students must visit with a counselor at Fergus High School first to be put on the list for Semester I or II so they can verify this class will work with their schedule.

Students, who are enrolled in one of the in-school sessions, will have Driver Education during the seventh period each day. They will have classroom activities during that period, and their behind-the-wheel driving time will be scheduled after school.

Summer Session:

There is also a summer session of Driver Education offered in June that will serve up to forty-two students, pending available staff. To qualify for the summer session, a student must be 14 and one half years of age or older by the time the session begins. Any age-eligible student in the Lewistown School District's geographical jurisdiction will have an opportunity to enroll in the summer program. A general Driver Education registration will be announced and held in February to accept enrollment for the June summer session.

Fees and Registration:

Regardless of the session they participate in, all students will pay a required fee as set by the Lewistown School District. Completing registration for enrollment in any of the Driver Education sessions will take place at the Central Montana Education Center on Airport Road, where the parent or legal guardian will fill out and sign a Driver Education registration card and pay the course fee.

Attendance and behavior policies for all Driver Education activities will be strictly adhered to by students enrolled in any of the three sessions. All sessions will be contingent upon an adequate number of students enrolling to cover District costs to operate the program.

Questions: Superintendent's Office, 215 7th Avenue South, or call (406) 535-8777 week days.