

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 7th Avenue South
Lewistown, Montana 59457

Monday, June 8, 2015

REGULAR BOARD MEETING

CALL TO ORDER (6:00 p.m.)

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Presentation—Leadership Central Montana, Youth Survey
4. Discussion—Board Goals and Strategic Objectives
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

7. Report—Investment
8. Other Items

PUBLIC PARTICIPATION

9. Recognition of Parents, Patrons, and Others Who Wish to Address the Board

ACTION ITEMS

MINUTES

10. Minutes of the May 11, 2015, Regular Board Meeting

APPROVAL OF CLAIMS

11. Claims

INDIVIDUAL ITEMS

12. Approve Agreement between Yellowstone Boys and Girls Ranch and the Lewistown Public Schools
13. Approve Changes for the 2015-2016 Student Handbooks
14. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)
15. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Interlocal Fund
16. Approve Request to Transfer Money from the Elementary and High School Transportation Fund(s) to the Interlocal Fund
17. Approve Individual Transportation Contract for the High School District
18. Approve Second Semester Claim for Individual Contract Bus Reimbursement
19. Approve Second Semester Elementary and High School Claims for Bus Reimbursement
20. Approve Adopting the Elementary Retirement Fund Budget Amendment
21. Approve Request to Apply for the Montana Adult Basic and Literacy Education Grant for 2015-2016
22. Approve Increase for School Food Student Lunch Prices for the 2015-2016 School Year
23. First Reading—Board Policy #3413 – Student Immunization
24. First Reading—Board Policy #3416F – Permission for Medication Form
25. Second Reading—Board Policy #5333 – Holidays
26. Approve Personnel Report

ADJOURNMENT

PUBLIC PARTICIPATION

The Board of Education encourages participation at public school board meetings. Under normal circumstances it is desirable to allow everyone to address the Board. However, when there are many persons who wish to address the Board, the following rules shall apply to protect the public's right to be heard:

- Each speaker shall be allowed a presentation not to exceed three (3) minutes at the appropriate time on the Agenda.
- There will be a limit of one presentation per person.
- The Board requests that organizations and groups be represented by a single spokesperson. The spokesperson for each group shall be limited to a presentation of three (3) minutes. To save repetition and time, the Board also requests that persons not speak if a previous speaker has expressed a similar position on the same issue.
- The Board will accept comments from the public on each agenda item as it is discussed.

By a majority vote of the Board, these rules may be suspended for special reasons at any particular meeting. Further, the Board may reserve the right to adjust the length of time.

CONSENT GROUP ITEMS

The action of adoption of the "Consent Group" as an official item on the agenda means that all items appearing under the title "Consent Group" shall be adopted by majority approval of a single motion, unless a member of the Board or the Superintendent requests that any particular item be removed from the "Consent Group" and voted on separately.

Generally "Consent Group" items are matters which members of the Board and Superintendent agree are routine in nature and should be acted upon in one motion to conserve time and permit focus on other than routine matters on the agenda.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

3

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action – Consent
☐ Action – Indiv.

ITEM TITLE: PRESENTATION—LEADERSHIP CENTRAL MONTANA, YOUTH SURVEY

Requested By: Board of Trustees Prepared By: _____ Date: 06/08/2015

SUMMARY:

Nick Bennett, Derek Manseau, and Jesika Frehse with Leadership Central Montana would like to give a presentation about the purpose of their organization and to share with the Board the results of a youth survey they conducted.

The objective of the youth survey was to assess the needs and aspirations of Central Montana youth, specifically in the areas of educational opportunities, practical life skills/training, and occupational preparation.

Approximately 500 youth were surveyed from the following schools: Fergus High School, Lewistown Junior High School, Roy, Moore, Judith Gap, Stanford, and Grass Range.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

4

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action – Consent
☐ Action – Indiv.

ITEM TITLE: DISCUSSION—BOARD GOALS AND STRATEGIC OBJECTIVES

Requested By: Board of Trustees Prepared By: Trustees Date: 06/08/2015

SUMMARY:

The Board of Trustees needs to review the 2010-2015 Goals and Strategic Objectives and discuss any changes and/or additions.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2010-2015 GOALS AND STRATEGIC OBJECTIVES

Lewistown Public Schools, as entrusted by the Lewistown Community, provides children with an accountable, high quality, rigorous education in a safe, nurturing environment; developing the full potential of each child and preparing them for lifelong success in their personal lives and careers, wherever they may be in the world.

Goal Area 1: Measurable Student Achievement

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has developed an outstanding educational program that ensures that every student achieves the highest academic performance possible and has multiple opportunities to actively participate in both co-curricular and extra-curricular activities offered by our District. We use a multitude of measures to gauge student performance based on district-created progress goals. We adequately prepare students for their career/job choices and life choices. Our staff is highly supporting and enthusiastic about our differentiated approach to instruction.*

Strategic Objectives:

1. Response to Intervention (RTI) is embraced and consistently implemented by staff in every building in the district and is used to monitor and improve student achievement.
2. The District is consistent in each building in developing and implementing both curricula as well as intervention programs to insure student achievement and success.
3. The District has evaluated the high school graduation requirements and its processes for allowing deviation from the requirements for both college bound and vocation bound students.
4. The District is consistent at all levels in developing and implementing differentiated instruction techniques.

Goal Area 2: Facilities

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools continues to strive for a state-of-the-art facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our facilities program. Our facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that in to our facilities plan.*

Strategic Objectives:

1. Develop a comprehensive plan to address the District's building and facilities needs to insure our physical plant can effectively and efficiently address the needs of our students, staff and community for the next 20 years.
2. Secure community support and funding necessary to implement the comprehensive facilities plan.
3. Use gifting and fund-raising via the Central Montana Foundation to assure long-term funding for critical needs in our buildings and grounds.

Goal Area 3: Community / Parental Engagement

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has created an environment of collaboration and transparency with families of students and with our community as a whole. Families of students are actively involved in their children's education. The community is highly engaged in helping provide the best education possible for our children. As a result of our community's and family's commitment to public education, we have established a collaborative approach to solving public education issues that includes our local legislators.*

Strategic Objectives:

1. Develop, implement and maintain a consistent, district-wide effort to involve parents and interested community members in our schools.
2. Implement an accepted and used communication system so that information can be shared quickly and effectively with parents and interested community members and to allow easy and effective communication from parents and interested community members with the Board, administration and district staff.
3. Implement a program whereby those parents and community members interested and willing to advocate for public schools with the legislature and state agencies are empowered to do so.

Goal Area 4: Technology

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has developed a technology plan that incorporates regular upgrades of both hardware and software and training of staff on existing and new programs. We have successfully incorporated technology into our facilities and all aspects of our educational program in a methodical and effective manner that prepares our students for the real world. We have systems in place to ensure the safety of our students and compliance with District standards.*

Strategic Objectives:

1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
2. Have implemented steps to leverage social networking and other technology to support better teaching and learning by expanding student-to-student and student-to-faculty connections for collaborating beyond the classroom.
3. Provide staff development to ensure that technology standards are implemented in classrooms district wide.
4. Develop and implement efforts to develop a consistent approach/philosophy by our staff to the use of technology in the classroom as an effective and proven learning tool.
5. Determine how the district should help educate parents about the ways their children use technology (in and out of school, for good and bad reasons).

Goal Area 5: Highly Qualified Staff

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has developed a recruitment and retention program to ensure that the District hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the District. Our teachers and other staff have embraced the use of technology into all aspects of our educational programs. The staff shares the vision of the Board in providing differentiated educational programs in order to meet the needs of our students and in achieving the District's high academic standards.*

Strategic Objectives:

1. Implement a consistent, rigorous and fair assessment and evaluation process for staff that is understood and supported by administrators and staff.
2. Professional development is tailored to meet the needs of teachers, administrators, and staff. They are part of the planning and assessment of these opportunities.

Goal Area 6: Fiscal Management/Responsibility

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has secured adequate, sustainable funding from the State and has developed a process to prioritize the financial resources that we have according to the educational goals set by the District. We have secured funding sources that are not earmarked for specific causes and have the discretion to determine where funds are needed in order to achieve our high standards and our goals. Through our community engagement initiative, our community understands our budgeting process, they support our schools and they understand our needs and the strategic direction of our District.*

Strategic Objectives:

1. Review all financial processes; streamline and consolidate these processes where possible; find ways to improve efficiencies and accountability in our financial processes while reducing, if possible, staff frustration with them.
2. Seek ways to better involve staff in budget development.
3. Carefully assess specific ways in which we can involve community, staff and the Board in better maintaining a strong and influential presence in the next Montana Legislature (2015).
4. The Lewistown Schools leadership team works with outlying communities to determine what cooperative efforts can be made to make the best use of limited resources.
5. Conclude, prior to June 30, 2015, a review of the Strategic Plan's 1-5 year goals and objectives and insure they still represent appropriate and realistic milestones on our way to our 20-year vision.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

5

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action – Consent
☐ Action – Indiv.

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee Date: 06/08/2015

SUMMARY:

The Board of Trustees has the opportunity to provide updates on their various committees.

Attached is the list for Standing Committees of the Board for the 2014-2015 School Year. The Trustees need to sign up for committees for the 2015-2016 School Year.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

STANDING COMMITTEES OF THE BOARD
2014-2015 School Year

Committee	Number on Comm.	CJ Bailey	Jeremy Bristol	Phil Koterba	Shelley Poss	Barb Thomas	Jennifer Thompson	Monte Weeden
Building & Grounds	3	X	X					X
Insurance Risk Committee	2				X		X	
Transportation	3		X			X		X

OTHER COMMITTEES WITH BOARD REPRESENTATION
2014-2015 School Year

Committee	Number on Comm.	CJ Bailey	Jeremy Bristol	Phil Koterba	Shelley Poss	Barb Thomas	Jennifer Thompson	Monte Weeden
Activities	2	X			X			
Curriculum Committees:								
Communication Arts	1			X				
Math	1					X		
Science	1						X	
World Languages	1				X			
Health Insurance Program	2			X			X	
School Calendar	0							
Vocational Advisory Council	1		X					

**STANDING COMMITTEES OF THE BOARD
2015-2016 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Shelley Poss	Barb Thomas	Jennifer Thompson	Monte Weeden
Building & Grounds	3							
Insurance Risk Committee	2							
Transportation	3							

**OTHER COMMITTEES WITH BOARD REPRESENTATION
2015-2016 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Shelley Poss	Barb Thomas	Jennifer Thompson	Monte Weeden
Activities	2							
Curriculum Committees:								
Communication Arts	1							
Science	1							
Health Insurance Program	2							
School Calendar	1							
Vocational Advisory Council	1							

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

6

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action – Consent
☐ Action – Indiv.

ITEM TITLE: CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

Requested By: Board of Trustees Prepared By: _____ Date: 06/08/2015

SUMMARY:

Time is provided on the agenda for the Board to discuss calendar items, concerns, correspondence, future agenda items, and comments for the good of the district.

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

7

☐ Minutes/Claims ☐ Board of Trustees ☒ Superintendent's Report ☐ Action - Consent
☐ Action - Indiv.

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades Date: 06/08/2015

SUMMARY:

Below is the interest earned and distributed for May 2015:

Elementary \$

High School \$

Interest amounts were not available at the time of this posting.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

8

☐ Minutes/Claims

☐ Board of Trustees

☒ Superintendent's Report

☐ Action - Consent

☐ Action - Indiv.

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 06/08/2015

SUMMARY:

Time is provided on the agenda for the Superintendent to discuss with the Board any calendar items, concerns, correspondence, future agenda items, and announcements.

- ❖ Bus Barn Updates
- ❖ Staffing Update
- ❖ Back-to-School Picnic—Monday, August 24, 2015, 5:00 p.m.—Frank Day Park

SUGGESTED ACTION: Informational

☐ Additional Information Attached

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

9

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☐ Action - Indiv.

ITEM TITLE: RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS
THE BOARD

Requested By: Board of Trustees Prepared By: _____ Date: 06/08/2015

SUMMARY:

Time is provided on the agenda for anyone who wishes to address the Board.

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

10

☒ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☐ Action - Indiv.

ITEM TITLE: MINUTES

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/08/2015

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the May 11, 2015, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

**Lincoln Board Room
215 7th Avenue South
Lewistown, Montana 59457**

Monday, May 11, 2015

OATH OF OFFICE (6:00 p.m.)

RHONDA LONG, FERGUS COUNTY SUPERINTENDENT OF SCHOOLS, ADMINISTERED THE
OATH OF OFFICE TO CJ BAILEY, KRIS A. BIRDWELL, AND MONTE WEEDEN

ORGANIZATION MEETING

1. **CALL TO ORDER**
 Superintendent Jason Butcher called the Organizational Meeting to order.
2. **ROLL CALL**
 TRUSTEES PRESENT:
 Shelley Poss, Barb Thomas, Jennifer Thompson, Monte Weeden, Phil
 Koterba, CJ Bailey, Kris Birdwell
 TRUSTEES ABSENT:
 None
3. **CALL FOR NOMINATIONS AND ELECTION OF CHAIR**
 Superintendent Jason Butcher, called for nominations for Board Chair.
 Trustee Thompson nominated Barb Thomas, seconded by Trustee Weeden.
 No other nominations were made. Motion carried unanimously.
4. **CALL FOR NOMINATIONS AND ELECTION OF VICE-CHAIR**
 Barb Thomas, newly elected Board Chair, called for nominations for Board
 Vice-Chair. Trustee Weeden nominated Phil Koterba for Vice Chair,
 seconded by Trustee Thompson. No other nominations were made. The
 motion carried unanimously.
5. **APPOINTMENT OF THE DISTRICT CLERK**
 Trustee Thompson moved to nominate Rebekah Rhoades as District Clerk,
 seconded by Trustee Weeden. The motion carried unanimously.

ADJOURNMENT (6:05pm)

REGULAR BOARD MEETING

CALL TO ORDER (FOLLOWING THE ORGANIZATIONAL MEETING)

1. ROLL CALL

TRUSTEES PRESENT:

Shelley Poss, Barb Thomas, Jennifer Thompson, Monte Weeden, Phil Koterba, CJ Bailey, Kris Birdwell

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain, Margee Smith—LEA President, Bobbie Atchison, Scott Dubbs, Paul Stengel, Cindy Gremaux, Krystal Ferguson, Steve Klippenes, Jill Murphy, Adrienna DeCock, Brett Shelagowski, Mike Mangold, Jim Daniels, Tim Majerus.

OTHERS PRESENT:

Joe Zahler—KXLO/KLCM Radio, Doreen Heintz-Lewistown News-Argus, Deena Wier, and other interested parties.

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. RECOGNITION—FERGUS HIGH SCHOOL BPA

FHS BPS was unable to attend the Board meeting but the Board of Trustees wanted to publicly recognize and congratulate Diane Lewis, BPA Advisor, and members of the Fergus High School BPA team for their successes at the BPA Montana Regional and State Leadership Conferences.

4. RECOGNITION—FERGUS HIGH SCHOOL CHEERLEADERS

FHS Cheerleaders was unable to attend the Board meeting but Board of Trustees wanted to recognize and congratulate the Fergus High School Cheerleaders and Coaches for their successes throughout the year and during the 2014 Cheerfest Competition. Barb Thomas reported that Ashley Wickens will be cheering at the Shrine game and for MSU-B.

5. RECOGNITION—FERGUS HIGH SCHOOL SKILLS USA

FHS Skills USA Team was unable to attend the Board meeting but the Board of Trustees wanted to publicly recognize and congratulate the Fergus High School Skills USA team and Advisor Loren Drivdahl for their successes at the Skills USA State Conference.

6. RECOGNITION—FERGUS HIGH SCHOOL SCIENCE OLYMPIAD/SCIENCE BOWL TEAMS

The Board of Trustees would like to recognize and congratulate the Fergus High School Science Olympiad/Science Bowl Teams along with Advisors Adrienna DeCock, Mike Mangold, and Brett Shelagowski for their successes at their competitions. Mr. Mangold introduced several members of the team that will be heading to their national competition in Nebraska in May. The Board also thanked Volunteer Dana Leininger for her help and support of the team.

7. REPORT—STUDENT REPRESENTATIVE

Student Representative Heather Wiegert was unable to attend the meeting. There was no report.

8. REPORT—COMMITTEES OF THE BOARD

There were no committee reports.

9. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

Phil Koterba voiced his concerns regarding the Building Reserve Levies failing in the recent election and suggested that the Board discuss what more they can do to encourage voting and get the word out to the community.

SUPERINTENDENT'S REPORT

10. REPORT—BUDGET UPDATE

Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the updated budgets for both the Elementary and High School General Funds.

11. REPORT—INVESTMENT

Interest earned and distributed for April 2015, was reported with \$1,940.72 in the elementary funds and \$1,522.66 in the high school funds for a total of \$3,463.38.

12. OTHER ITEMS

Superintendent Jason Butcher thanked the voters for passing the Elementary General Fund Levy. Superintendent Butcher reported on positions still vacant in the District – Kindergarten and Sixth Grade. The Elementary Music Teacher position was offered and accepted today. MT Quality Education Coalition has requested our membership. The Board of Trustees did not feel a need to be a member of this group and recommended that we continue to use our current lobbying groups. Goals and Strategic Objectives will be reviewed over the summer. Retirement dinner is scheduled for Tuesday, June 2, 2015, at Pine Meadows. The Blue/Gold Breakfast is Wednesday, May 13, 2015, at 6:45 a.m. Central Office staff will plan to work four 10-hour days during the summer months. Shelley Poss and Barb Thomas will be handing out diplomas at Graduation. Superintendent Butcher was invited to attend the Superintendent's Summit Conference in Boston in July 2015. His request for Out-of-State travel will be on the next Board Agenda for approval.

PUBLIC PARTICIPATION

13. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD

Ronnie Hayes, FHS parent, spoke on behalf of the FHS Girls Basketball program and showed his support of the current Girls Basketball Coaches. Mr. Hayes encouraged the rehiring of head Coach Deena Wier. Nicole Karhi, Senior basketball player, also came to show her support of Coach Deena Wier. Community member Matt Plagenz, who does not have a daughter playing basketball, wanted to speak of the unmeasurable traits that Coach Wier possesses that motivate and inspire her players. Donna Hayes, whose daughter plays basketball, stated that they are excited to see where the program will go under Coach Wier. Bill Jackson, grandparent of athlete, stated that Coach Wier is inspiring, but also a motivator.

ACTION ITEMS MINUTES

14. MINUTES OF THE APRIL 8, 2015, REGULAR BOARD MEETING – approved unanimously (Weeden/Bailey).

APPROVAL OF CLAIMS

15. CLAIMS – the claims referenced in the 2014-2015 Bill Schedule and submitted through April 6, 2015, were approved unanimously (Koterba/Poss). The Finance Committee for April-June 2015 are Board Chair Barb Thomas, Monte Weeden, Shelley Poss, and Jeremy Bristol. Phil Koterba will replace Jeremy Bristol on the committee for the months of May and June 2015.

INDIVIDUAL ITEMS

16. CANVASS OF ELECTION RESULTS—ELEMENTARY SCHOOL DISTRICT NUMBER ONE LEVY – See Exhibit A – approved unanimously (Bailey/Koterba).

17. CANVASS OF ELECTION RESULTS—ELEMENTARY BUILDING RESERVE LEVY – See Exhibit A – approved unanimously (Poss/Thompson).

18. CANVASS OF ELECTION RESULTS—HIGH SCHOOL BUILDING RESERVE LEVY – See Exhibit A – approved unanimously (Weeden/Bailey).

19. APPROVE CLASSIFIED STAFF SALARY MATRIX – approved unanimously (Poss/Weeden).
20. APPROVE MHSA MEMBERSHIP AND RELATED PAYMENTS – approved unanimously (Koterba/Thompson).
21. APPROVE FERGUS COUNTY INVESTMENT RESOLUTION – approved unanimously (Thompson/Bailey).
22. APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY – approved unanimously (Poss/Thompson).
23. APPROVE ISSUING CONTRACTS FOR THE CLASSIFIED STAFF – See Exhibit B – approved unanimously (Weeden/Poss).
24. APPROVE ISSUING CONTRACT FOR THE CONSTRUCTION ACADEMY INSTRUCTOR – approved unanimously (Thompson/Koterba).
25. APPROVE EXTENSION OF GRASS RANGE BUS ROUTE INTO THE LEWISTOWN SCHOOL DISTRICT – approved unanimously (Weeden/Koterba).
26. APPROVE EXTENSION OF LEWISTOWN BUS ROUTE INTO THE GRASS RANGE SCHOOL DISTRICT – approved unanimously (Thompson/Bailey).
27. APPROVE AWARDED BID FOR THE REMODEL/ADDITION PROJECT FOR THE BUS BARN LOCATED AT 1216 CROWLEY AVENUE TO GUY TOBACCO CONSTRUCTION – approved unanimously (Bailey/Koterba).
28. APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN LEWISTOWN PUBLIC SCHOOLS AND MONTANA JOB CORP CENTERS – approved unanimously (Koterba/Thompson).
29. APPROVE MULTIDISTRICT AGREEMENT FOR TECHNOLOGY SERVICES – approved unanimously (Thompson/Poss).
30. APPROVE BUDGET AMENDMENT PROCLAMATION FOR ELEMENTARY RETIREMENT FUND BUDGET – approved unanimously (Weeden/Thompson).
31. FIRST READING—BOARD POLICY #5333 – HOLIDAYS – approved unanimously (Poss/Thompson)
32. SECOND READING—BOARD POLICY #3413 – STUDENT IMMUNIZATION – approved unanimously (Bailey/Koterba).
33. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2014-2015 SCHOOL YEAR – Substitute Teacher/Aide List—Jessica Granger, Ginger Ingersoll, Mary Kynett; Substitute Custodian List—Jonathan Gies, Alyssa Yaeger – approved unanimously (Weeden/Thompson).
34. APPROVE PERSONNEL REPORT – See Exhibit C – approved unanimously (Koterba/Bailey).

ADJOURNMENT

The meeting was adjourned at 7:20 p.m. The next regular School Board meeting will be held at 6:00 p.m. on Monday, June 8, 2015, at the Lincoln Board Room (Weeden).

BARBARA THOMAS
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK



Canvass of Votes and Declaration of Results

TO BE FILED IN ELECTION OFFICE

CANVASS OF VOTES CAST AT THE LEWISTOWN SCHOOL DISTRICT #1 ELECTIONS
HELD IN FERGUS COUNTY
ON THE 5TH DAY OF MAY, 2015.

OFFICE	NAME of CANDIDATE/ISSUE	VOTE	NUMBER OF VOTES	TOTALS
Elementary	General Fund Levy	For	1157	
Elementary	General Fund Levy	Against	1146	
		TOTAL		2303
Elementary	Building Reserve Proposition	For	1126	
Elementary	Building Reserve Proposition	Against	1173	
		TOTAL		2299
High School	Building Reserve Proposition	For	1150	
High School	Building Reserve Proposition	Against	1256	
		TOTAL		2406

STATE OF MONTANA)
County of Fergus)

We hereby certify that this constitutes a full, true and complete canvass of the number of votes cast, and declaration of results in each district of said County for the issues enumerated.

Attest my hand and the seal of said County, hereto affixed this ____ day of _____, 2015.

Board of Canvassers:

Signature

Signature

Signature

Signature of Election Administrator

(SEAL)

5/5/2015 Unofficial Results

Elementary General Fund Levy

Totals

	Elementary Ballots				
For	345	337	252	223	1157
Against	307	364	247	228	1146
					<u>2303</u>

Elementary Building Reserve Proposition

	Elementary Ballots				
For	331	340	245	210	1126
Against	319	361	254	239	1173
					<u>2299</u>

High School Building Reserve Proposition

	Elementary Ballots				HS Ballots	
For	328	328	231	207	56	1150
Against	320	371	265	242	58	1256
						<u>2406</u>

County: Fergus	Ballot Statistics By Ballot Style	Date : 05/05/2015
User Name : Wichman, Rana		Report No. : BP-004
Election : 2015 - SCHOOL DISTRICT #1 - LEWISTOWN ELEMENTARY - 05/05/2015		

Ballot Style	Issued	Not Returned	Prepared	Not Verified	Accepted	Rejected	Voided	Undel	Reissued/ Replaced
1	5149	2308	2	1	2305	29	5	497	2
	5149	2308	2	1	2305	29	5	497	2

44.8%

County: Fergus User Name : Wichman, Rana	Ballot Statistics By Ballot Style	Date : 05/07/2015 Report No. : BP-004
Election : 2015 LEWISTOWN HIGH SCHOOL DISTRICT - 05/05/2015		

Ballot Style	Issued	Not Returned	Prepared	Not Verified	Accepted	Rejected	Voided	Undel	Reissued/ Replaced
1	242	120	0	0	114	1	0	7	0
	242	120	0	0	114	1	0	7	0

47.1%

"EXHIBIT B"

CLASSIFIED STAFF CONTRACT DATA 2015-2016 SCHOOL YEAR				
NAME		JOB TITLE	HOURS	DAYS
ADAMS	STEVEN	PARAPROFESSIONAL	7.00	186
ATCHISON	ROBERTA	PAYROLL SPECIALIST	8.00	260
BARBER	RANDALL	MAINTENANCE	8.00	260
BASZCZUK	REBECCA	BUS DRIVER	5.00	185
BENES	PATRICIA	PARAPROFESSIONAL	7.50	186
BENNETT III	JOEL	FHS HEAD CUSTODIAN	8.00	260
BLAZICEVICH	JENIFER	PARAPROFESSIONAL	7.50	186
BOWEN	CONNIE	PARAPROFESSIONAL	7.00	186
BRISTOL	JENNIFER	SCHOOL SECRETARY	8.00	226
BROWN	CLAUDIA	PARAPROFESSIONAL	7.50	186
BUEHLER	DANIELLE	COMMUNITY ED SECRETARY	7.00	260
BURNHAM	ENDREAH	PARAPROFESSIONAL	7.50	186
CARTER	AUSTIN	TECH SUPPORT SPECIALIST	8.00	260
CAUFFMAN	NANCY	PARAPROFESSIONAL	6.50	186
CHAMBERLAIN	SANDRA	ADMINISTRATIVE SECRETARY	8.00	260
CHARBONNEAU	LISA	PARAPROFESSIONAL	7.50	186
CONNER	TRACY	PARAPROFESSIONAL	7.50	186
CONRAD	GRETCHEN	PARAPROFESSIONAL	7.50	186
DARRINGTON	ANDREA	PARAPROFESSIONAL	7.50	186
D'AUTREMONT	JODY	SCHOOL SECRETARY	8.00	226
DEFFINBAUGH	GARY	CUSTODIAN	8.00	260
D'HOOGHE	JOAN	SPED BUS AIDE	6.00	185
DISTAD	GARY	MECHANIC	8.00	260
DOWNING	HEIDI	SECOND BAKER/FOOD SERVER	6.00	187
FENLEY	ALLISON	SCHOOL NURSE	7.00	200
FINUCANE	KRISTIN	FOOD SERVER/KITCHEN AIDE	6.50	187
FISK	DALE	GROUNDKEEPER/MAINTENANCE	8.00	260
FOSTER	GAYLE	PARAPROFESSIONAL	7.00	186
FOWLER	LAURIE	SECOND COOK	7.00	193
FRY	JUDY	PARAPROFESSIONAL	7.50	186
GAYLE	MEGHAN	PARAPROFESSIONAL	7.50	186
GOBBLE	CHRISTINE	PURCHASING/RECEIVING AGENT	4.00	260
GUETHS	HEATHER	PARAPROFESSIONAL	7.50	186
HANSON	KAREN	FOOD SERVER	3.75	187
HUTCHINS	MANDIE	PARAPROFESSIONAL	7.75	186
ITEN	SHELLEY	PARAPROFESSIONAL	7.50	186
JAYNES	ASHTON	FOOD SERVER	3.25	187
JENSEN	JOHN	TECH SUPPORT SPECIALIST	8.00	260
JOHNSON	JENNIFER	PARAPROFESSIONAL	7.50	186
KELLY	STEVEN	CUSTODIAN	8.00	260
KOLAR	DARLA	PARAPROFESSIONAL/SUB CALL-IN	7.75	186
KONERT	DANIEL	CUSTODIAN	8.00	260
KONERT	SHAWNA	PARAPROFESSIONAL	7.50	186
KROPF	LAURA	PARAPROFESSIONAL/OFFICE AIDE	7.50	186
LAFEVER	JAMES	CUSTODIAN	8.00	260
LAFEVER	ROSEMARY	FOOD SERVER	3.00	187
LANKUTIS	TERRY	TECH SUPPORT SPECIALIST	7.00	237
LANTZER	LEE	BUS DRIVER	4.00	185
LELEK	JONETTE	FOOD SERVER	3.00	187
LELEK	WAYNE	BUS DRIVER	5.00	185
MANE	JANINE	FOOD SERVER/KITCHEN AIDE	7.25	187

"EXHIBIT B"

CLASSIFIED STAFF CONTRACT DATA 2015-2016 SCHOOL YEAR				
NAME		JOB TITLE	HOURS	DAYS
MARCINIAK	RAYMOND	PARAPROFESSIONAL	7.50	186
MARTIN	KIM	FIRST BAKER	7.00	193
MATTHEIS	NANCY	IMC TECHNICIAN	8.00	215
MAXWELL	SHANNON	PLAYGROUND ASSISTANT	4.00	186
MCKINNEY	NORINE	PARAPROFESSIONAL	7.50	186
MCLENDON	DARCY	PARAPROFESSIONAL	7.50	186
MILLER	JEANETTE	SPED BUS AIDE/SWEEPER	8.00	185
MOLINE	ROBIN	PRINCIPAL'S SECRETARY	8.00	260
MONTGOMERY	PHILIP	BUS DRIVER	4.00	185
NEWMAN	EILEEN	KITCHEN AIDE	2.50	187
NOEL	CINDY	BUS DRIVER	5.50	185
O'DELL	FLEETA	FS/PARA/OFFICE/SUB CALL-IN	7.00	186
PAULSON	DONNA	SECOND COOK	7.00	193
PEARSON	JAMES	BUS DRIVER	4.50	185
PFAU	WENDY	ACTIVITIES SECRETARY	5.00	201
PRATHER	LLOYD	CUSTODIAN	8.00	260
PRINDLE	LYNNE	PARAPROFESSIONAL	7.50	186
RICKL	LINDSEY	FOOD SERVER/KITCHEN AIDE	7.50	187
ROGAN	JEAN	PARAPROFESSIONAL	7.50	186
ROGERS	CHRISTINE	SCHOOL SECRETARY	8.00	226
ROWE	STEVEN	CUSTODIAN	8.00	260
RUMMANS	DAVID	PARAPROFESSIONAL	7.50	186
RUTLEDGE	SUSAN	PARAPROFESSIONAL	7.00	186
SANDERS	BETTY	PARAPROFESSIONAL	7.50	186
SAUBY	BARBARA	PARAPROFESSIONAL	8.00	186
SCHAEFFER	KATHLEEN	BUS DRIVER	8.00	260
SCHOENFELDER	LANNA	SCHOOL SECRETARY	8.00	226
SCHRAUTH	AMANDA	PARAPROFESSIONAL	7.50	186
SCHRAUTH	LUANN	PURCHASING/ACCOUNTS PAYABLE	7.00	260
SCHUCHARD	SHAWN	CUSTODIAN	8.00	260
SEBEK	SHERRI	FOOD SERVER	3.50	187
STANDLEY	SUSAN	PARAPROFESSIONAL	7.50	186
THAYNE	MELINDA	FOOD SERVER/KITCHEN AIDE	7.50	187
TINDALL	SHARON	WORK EXPERIENCE DRIVER	5.00	186
TUCEK	PAUL	MECHANIC	8.00	260
WALKER	DEBORAH	SWEEPER	8.00	260
WHITE	ALBERT	BUS DRIVER	4.00	185
WIEGERT	KIM	PARAPROFESSIONAL	7.50	186
WILLIAMS	DEBRA	FIRST COOK	7.00	193
WILLIAMS	DENISE	FOOD SERVER	2.75	187
WILSON	RYAN	PARAPROFESSIONAL	7.00	186
WISE-KLIPPENES	LYNNE	TECH SUPPORT SPECIALIST	8.00	260
WOOD JR	FRED	DELIVERY VAN DRIVER	6.00	186
WOOLETT	ANGELA	ATTENDANCE SECRETARY	8.00	190

**“EXHIBIT C”
PAGE 1 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: May 11, 2015

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
FERGUSON, Krystal	Art Teacher	Lewistown Junior High School	Approve request to pursue a Master’s Degree in K-12 Counseling	May 11, 2015	See attached letter.
WIER, Deena	Head Girls Basketball Coach	Fergus High School	Approve appointment on schedule—(0.150)	May 11, 2015	See attached memo.
FLENTIE, Susan	Head Boys/Girls Cross Country Coach	Fergus High School	Approve appointment on schedule—(0.125)	May 11, 2015	See attached memo.
FELLER, Vic	Head Football Coach	Fergus High School	Approve appointment on schedule—(0.145)	May 11, 2015	See attached memo.
THACKERAY, Brett	Head Golf Coach	Fergus High School	Approve appointment on schedule—(0.090)	May 11, 2015	See attached memo.
MANGOLD, Mike	Head Softball Coach	Fergus High School	Approve appointment on schedule—(0.125)	May 11, 2015	See attached memo.
LEWIS, Diane	Head Tennis Coach	Fergus High School	Approve appointment on schedule—(0.145)	May 11, 2015	See attached memo.
OLSON, Steve	Head Track Coach	Fergus High School	Approve appointment on schedule—(0.145)	May 11, 2015	See attached memo.
TAYLOR, Tara	Head Volleyball Coach	Fergus High School	Approve appointment on schedule—(0.145)	May 11, 2015	See attached memo.
RECOMMENDATIONS FOR EXTENDED SCHOOL YEAR (ESY) STAFF	Special Education Summer School Teachers/Aides	School District #1	Approve appointment on schedule as per attached recommendation	May 11, 2015	See attached memo.

**“EXHIBIT C”
PAGE 2 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: May 11, 2015

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
MADDUX, John	Custodian	Fergus High School	Approve appointment on schedule— MAINT II Step 0 for 8.0 hours per day for up to 260 days for 2015-2016 FY (up to 37 days for the remainder of the 2014-2015 FY)	May 11, 2015	See attached hiring recommendation.
MAKIN, Rachel	Food Server	Highland Park Elementary	Accept letter of resignation	June 4, 2015	See attached letter.
KILBY, Mike	Custodian	Lewistown Junior High School/Lincoln	Accept letter of resignation	May 29, 2015	See attached letter.
WRIGHT, Tiffany	Paraprofessional	Fergus High School	Accept letter of resignation	June 4, 2015	See attached letter.
HENDERSON, Kelly	Paraprofessional	Lewistown Junior High School	Accept letter of resignation	April 10, 2015	See attached email.
BURNS, Frank	Route Bus Driver	School District #1	Accept letter of resignation	June 4, 2015	See attached letter.
LEAP, Leslie	Route Bus Driver	School District #1	Accept letter of resignation	June 1, 2015	See attached letter.
DECOCK, Brendon	Head Wrestling Coach	Fergus High School	Approve appointment on schedule— (0.145)	May 11, 2015	See attached hiring recommendation.
SPARKS, Scott	Head Boys Basketball Coach	Fergus High School	Approve appointment on schedule— (0.150)	May 11, 2015	See attached hiring recommendation.

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

215 7th Avenue South
Lewistown, MT 59457

Chris Rice, Director
(406) 535-9012

TO: Lewistown Board of Trustees

DATE: May 6, 2015

FR: Chris Rice

RE: Extended School Year

Please note the following recommendations for Special Education Extended School Year (ESY) staffing. ESY is required under the Individuals with Disabilities Education Act (IDEA) for those students with disabilities who show severe regression over non-instructional periods and require a prolonged period of time to recoup the skills. The need for ESY is an Individual Education Plan (IEP) Team decision, documented on the IEP.

These recommendations are for instructional staff for the school-age program, to be held August 10-21, 2015, at Fergus High School. There may be additional recommendations made at the June Board meeting, contingent on confirmed student enrollment.

A separate ESY program will be held for preschool-age children with disabilities, and staffing recommendations for that will be brought forth at the June Board meeting. Children requiring speech therapy will be served in June, with staffing provided by the Central Montana Learning Resource Center Cooperative.

Staffing Recommendations for School-Age ESY, August 10-21, 2015

Leslie Long	Special Education Teacher	\$17.50/hour, up to 100 hours
Chelsey Lund	Special Education Teacher	\$17.50/hour, up to 100 hours
Jenifer Blazicevich	Paraprofessional	\$15.00/hour, up to 70 hours
Gretchen Conrad	Paraprofessional	\$15.00/hour, up to 70 hours
Judy Fry	Paraprofessional	\$15.00/hour, up to 70 hours
Ryan Wilson	Paraprofessional	\$15.00/hour, up to 70 hours

Thank you.

SERVING SPECIAL STUDENTS IN

FERGUS, WHEATLAND, GOLDEN VALLEY, PETROLEUM, MUSSELSHELL AND
JUDITH BASIN COUNTIES

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

11

☒ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☐ Action - Indiv.

ITEM TITLE: CLAIMS

Requested By: Board of Trustees Prepared By: LuAnn Schrauth Date: 06/08/2015

SUMMARY:

Approve claims paid through June 4, 2015, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2015 include: Board Chair Barb Thomas, Phil Koterba, Shelley Poss, and Monte Weeden.

****Need to select new Finance Committee members for July-September 2015.**

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

12

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE AGREEMENT BETWEEN YELLOWSTONE BOYS AND GIRLS RANCH AND THE LEWISTOWN PUBLIC SCHOOLS

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 06/08/2015

SUMMARY:

The Board of Trustees needs to approve the agreement between the Yellowstone Boys and Girls Ranch (YBGR) and the Lewistown School District for Comprehensive School and Community Treatment Services (CSCT).

YBGR will be responsible for billing third party insurers, students and/or student families for all CSCT medical services provided to students. The School District agrees to provide YBGR with private office space which is soundproof enough that conversations cannot be heard outside the walls of the office, phone, Internet and e-mail access, and reasonable office supplies to support the provision of CSCT services in the School District.

SUGGESTED ACTION: Approve Agreement between Yellowstone Boys and Girls Ranch and the Lewistown School District for Comprehensive School and Community Treatment Services (CSCT)

☒ **Additional Information Attached** **Estimated cost/fund source** _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

AGREEMENT

YELLOWSTONE BOYS AND GIRLS RANCH
1732 So. 72nd Street West - Billings, MT 59106
Ph: (406) 655-2100 - Fax: (406) 656-0021
&

LEWISTOWN PUBLIC SCHOOLS

Administration Offices
215 7th Avenue South - Lewistown, MT 59457
Ph: (406) 535-8777 - Fax: (406) 535-7292

Comprehensive School and Community Treatment Services

This Comprehensive School and Community Treatment Services Agreement (Agreement) is made and entered into this **1st day of JULY 2015**, by and between **Yellowstone Boys and Girls Ranch (YBGR) and Lewistown Public Schools**.

RECITALS

WHEREAS, YBGR provides an array of mental health services to emotionally disturbed youth and has extensive experience providing Comprehensive School and Community Treatment Services (CSCT); and

WHEREAS, the School District wishes to retain YBGR to perform School Based Comprehensive School and Community Treatment Services (CSCT) to students enrolled in the School District who are authorized to receive CSCT services; and

WHEREAS, YBGR is willing and able to render said services to those students in the School District authorized to receive CSCT services, pursuant to the terms of this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual terms, conditions and covenants set forth herein, the parties agree as follows:

1. Terms

This Agreement shall be effective as of the 1st day of July 2015 and shall continue in effect through 30th day of June 2016, unless earlier terminated as provided in paragraph 7 below.

2. YBGR Services

- a. YBGR agrees to render CSCT services as provided herein and in accordance with the Statement of Work attached hereto as Exhibit I and incorporated by reference. For the purposes of this Agreement, Comprehensive School and Community Treatment Services or "CSCT" shall mean mental health center services as defined in the State of Montana administrative rule **37.87.702**. For the purpose of this agreement CSCT is the only Mental Health Center service provided that is billed through the School District. YBGR shall maintain clinical records including service documentation supporting the provision of CSCT services to the School District in sufficient amount to enable School District or the School District's contracted billing agent, to bill for third party insurer covered services provided to Medicaid eligible children. All CSCT records maintained by YBGR hereunder will be available for review by appropriate

School District personnel to verify billing activity upon request. Furthermore, YBGR agrees to bill third party insurers, students and/or student families for all CSCT mental health services provided to students as applicable to satisfy third party liability requirements and the requirements of any insurance coverage or other third party payment sources. For those children ineligible for Medicaid, YBGR will invoice the student and or the student's family for services rendered following the YBGR fee schedule.

- b. The CSCT mental health services to be provided to students by YBGR pursuant to this Agreement and the eligibility criteria and referral processes related to such services, are separate and distinct from eligibility criteria, referral processes, and special education services provided free of charge pursuant to and as part of the Free Appropriate Public Education requirements of the Individuals with Disabilities Act. School District agrees to cooperate with and assist YBGR in providing information and documentation as necessary for YBGR to demonstrate to third party insurers or other payers that the services provided under this Agreement are not services that a student is entitled to receive free of charge from the School District. In the event that any services provided by YBGR under this Agreement are determined to be special education services which a student is entitled to receive free of charge from the School District as part of the Free and Appropriate Public Education requirements of the Individuals with Disabilities Act, an Individual Education Plan will be developed by the School District and YBGR will be paid by the School District for such services pursuant to the usual and customary schedule for CSCT services.

3. School District Services.

1. School District agrees to provide YBGR with private office space which is soundproof enough that conversations can not be heard outside the walls of the office, phone, Internet and e-mail access provided the entire fiscal year and reasonable office supplies to support the provision of CSCT services in the School District. In addition, in accordance to ARM 37.87.1802, treatment space must be available and large enough to host a group during school and nonschool days.
2. The school must describe the implementation of a school wide positive behavior intervention and support program as described in ARM 37.87.1802.
3. The school district is responsible to know and adhere to all Administrative Rules of MT which apply to CSCT services as the school is considered the "provider" of services.
4. YBGR completes all documentation within an Electronic Medical Record (EMR) that is internet based. Adequate internet to perform the functions of the EMR is necessary and a required part of this agreement.

4. Compensation.

YBGR will submit claims and/or statements for reimbursement to all identified potential payers according to the Fee Schedule attached hereto as Exhibit 2 and by reference made a part of this Agreement.

5. Manner of Payment.

YBGR will submit Medicaid billings for CSCT reimbursement under the School District Medicaid provider number. YBGR will assume all responsibility for Medicaid reimbursement collection and request for payment denial appeals. YBGR shall be permitted to and shall be responsible to bill student, student's family, third party insurers and any other identified potential payers for services provided hereunder, as applicable. As a condition of providing services to a student, YBGR may require students, the parent or guardian of students, to execute such documents as YBGR deems appropriate, including but not limited to treatment consent, assignment of insurance benefits, payment agreements and authorizations for release of information.

6. Status as Independent Contractors.

This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement, and nothing contained herein shall be construed as providing for the sharing of profits or losses arising from the efforts of either or both of the parties to recover third party or Medicaid payments. Each party to this Agreement shall act as an independent contractor, and neither party shall have the power to act for or bind the other party except as expressly provided for herein.

- a. Ineligible for Employee Benefits. YBGR and its employees shall not be eligible for any benefit available to employees of the School District, including, but not limited to, workers compensation insurance, state disability insurance, unemployment insurance, group health and life insurance, vacation pay, sick pay, severance pay, bonus plans, pension plans, TRS, savings plans and the like.
- b. Payroll Taxes. No income, social security, state disability or other federal or state payroll tax will be deducted from payments made to YBGR under this Agreement. YBGR agrees to pay all state and federal taxes and other levies and charges for staff they employ. YBGR agrees to defend, indemnify and hold School District harmless from any and all liability resulting from any failure to do so.

7. Termination.

Either party may terminate this Agreement if the other party is in default of any obligation hereunder and such default is not cured within thirty (30) days of receipt of a notice from the non-defaulting party specifying such default. This Agreement may also be terminated by School District without prior notice if:

- (i) Montana DPHHS for any reason terminates Medicaid coverage of the CSCT program in the State of Montana
- (ii) Montana DPHHS no longer allows the School District to seek payment of Medicaid reimbursement for the provision of CSCT services to Medicaid eligible children, or
- (iii) YBGR does not meet federal and state CSCT licensure and service requirements.

8. Termination of Services and Return of Property.

Upon the expiration or earlier termination of this Agreement, YBGR shall immediately terminate the services hereunder, and shall deliver promptly to School District all property relating to the business and work of the School District. Such property shall include but not be limited to all student records, office space, phone, computer, printer, Internet, e-mail access and reasonable office supplies.

9. Changes

School District may, at any time by written order, make changes in YBGR's work within the general scope of the Statement of Work. If any change under this section causes an increase or decrease in YBGR's cost of, or time required for, the performance of any part of the work, the parties shall negotiate an equitable adjustment to the compensation payable hereunder, and this Agreement shall be modified in writing accordingly. In addition, the parties agree to negotiate in good faith to revise this Agreement in the event of (i) legislation or court action that affects this Agreement or State Medicaid Coverage; (ii) changes in the funds available that affect this Agreement; or (iii) other changes reasonably requested by School District necessary to make this Agreement consistent with federal and state Medicaid billing requirements. In the event the parties are not able to negotiate an equitable adjustment as a result of changes in the cost of YBGR's services, or are not able to negotiate a revision due to the other reasons set forth above, this Agreement shall immediately terminate.

10. Standard of Performance.

YBGR warrants and represents that it possesses the skill and professional competence, licensure, expertise and experience to undertake the obligations imposed by this Agreement. YBGR agrees to perform in a diligent, efficient, competent and skillful manner commensurate with the applicable standards of the profession, and to devote such time as is necessary to perform the services required under this Agreement.

11. Indemnification.

YBGR agrees to defend, indemnify and hold School District harmless from and against any and all claims, losses, liabilities or expenses (including without limitation attorneys' fees) which may arise, in whole or in part, out of (i) acts or omissions of the School District, its employees or agents, and/or (ii) a breach by the School District of its obligations under this Agreement.

The School District agrees to defend, indemnify and hold YBGR harmless from and against any and all claims, losses, liabilities or expenses (including without limitation attorneys' fees) which may arise, in whole or in part, out of (i) acts or omissions of the School District, its employees or agents, and/or (ii) a breach by the School District of its obligations under this Agreement.

12. Insurance.

YBGR agrees to carry, for the term of this Agreement, the following insurance in the amounts indicated with insurance carriers that are licensed in the state(s) where the services will be performed. **[Note: counsel for each district should judge the adequacy of the required coverage.]**

- a. COMMERCIAL GENERAL LIABILITY insurance for Bodily Injury and Property Damage for limits not less than \$1,000,000 per occurrence / \$2,000,000 aggregate including coverage for Subcontractor's obligations, operations, promises, independent contractors, products/completed operations, personal injury and advertising injury on a per-project basis.
- b. BUSINESS AUTOMOBILE LIABILITY insurance with a combined single limit of not less than \$1,000,000 for Bodily Injury and Property Damage for all owned, non-owned and hired vehicles.
- c. WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY insurance in the state(s) where the work will be performed whether or not required by law with statutory, limits for workman's compensation and limits not less than \$1,000,000 each accident; \$1,000,000 each employee; \$1,000,000 each disease including occupational disease.
- d. PROFESSIONAL LIABILITY in the amount of \$2,000,000.

A combination of primary and UMBRELLA/EXCESS liability' policies will be acceptable in order to meet the required limits. All of the above policies shall be written on an occurrence form. Claims made forms are not acceptable except for Professional Liability. Upon the request of School District, YBGR will submit a standard ACORD Certificate of Insurance signed by an authorized agent or representative of the insurance companies evidencing that the above required policies and limits are in effect. All policies shall provide that the insurance coverage provided will be primary and noncontributory with any other applicable insurance. No reduction in coverage or cancellation of policies shall be effected without first giving School District 30 days written notice. The policies (except for workers' compensation) shall name School District as additional insureds.

13. Compliance.

YBGR represents that it is not presently suspended or debarred or proposed for suspension or debarment by any government agency or regulatory agency. YBGR agrees to comply with all federal, state and local statutes, regulations, ordinances and rules as well as any and all School District policies and procedures relating, directly or indirectly, to YBGR's performance hereunder, including but not limited to all applicable laws pertaining to equal employment opportunity and procurement integrity.

14. Medicaid Repayment.

In the event that, after YBGR's receipt of payment from Medicaid through the School District, Medicaid determines for any reason through an audit or otherwise that the School District and YBGR were not entitled under applicable state and federal laws, regulations and rules to certain Medicaid payments for CSCT services, then YBGR is obligated to repay to Medicaid all such payments. YBGR and the School District may appeal this determination and request a hearing pursuant to applicable state and federal laws, rules and regulations. The decision to appeal such a determination shall be YBGR's alone, and the School District shall cooperate to the extent necessary.

15. Miscellaneous.

- a. **Survival.** The obligations assumed by YBGR pursuant to paragraph 5 hereof shall survive the expiration or early termination of this Agreement.
- b. **Attorneys' Fees.** In the event suit is brought to enforce or interpret any part of this Agreement, the prevailing party shall be entitled to recover as an element of the costs of suit, and not as damages, reasonable attorneys' fees to be fixed by the Court,
- c. **Waiver, Modification and Amendment.** No provision of this Agreement may be waived unless in writing, signed by all of the parties hereto. Waiver of any one provision of this Agreement shall not be deemed to be a continuing waiver or a waiver of any other provision. This Agreement may be modified or amended only by a written *agreement* executed by all of the parties hereto.
- d. **Governing Law; Venue.** This Agreement shall be governed and construed in accordance with the laws of the State of Montana, without regard to choice of law principles. The parties agree that the venue for legal actions related to this Agreement shall be the state and U.S. Federal courts for the State of Montana in or reasonably near the county in which the School District's central office is located.
- e. **Assignment; Subcontracting.** Neither this Agreement nor any duties or obligations hereunder shall be assigned, transferred, or subcontracted by YBGR without the prior written approval of School District. Approval may be withheld in the sole and absolute discretion of School District.
- f. **Notices.** All notices under this Agreement will be in writing and will be delivered by personal service, facsimile or certified mail, postage prepaid, or overnight courier to such address as may be designated from time to time by the relevant party, which initially shall be the address set forth on the signature page to this Agreement. All notices will include a designated receiver, also inclusive in the address. Any notice sent by certified mail will be deemed to have been given five (5) days after the date on which it is mailed. All other notices will be deemed given when received. No objection may be made to the manner of delivery of any notice actually received in writing by an authorized agent of a party.

- g. Records; Inspection. YBGR shall maintain books, records, and documents in accordance with federal and state medical documentation requirements, accounting procedures and practices which sufficiently and properly reflect the services rendered and funds expended in connection with this Agreement. All service/program notes, books, medical records, documents, or other materials associated with this Agreement shall be subject to reasonable inspection, review, or audit by School District and/or the Montana Department of Public Health and Human Services and/or Centers for Medicare and Medicaid Services and their designees, during YBGR's usual business hours and upon prior notice. YBGR shall retain all medical service progress notes, student case files/medical records, financial and other records pertaining to its work under this Agreement for seven (7) years after the termination or expiration of this Agreement or the conclusion of any audit pertaining to this Agreement, whichever is later.
- h. Partial invalidity, if any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining *provisions* shall nevertheless continue in full force without being impaired or invalidated in any manner.
- i. Entire Agreement. This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supercedes and replaces any and all prior discussions, representations and understandings, whether oral or written.

IN WITNESS THEREOF, YBGR has caused its name to be hereunto subscribed by its Representative and the said School District has caused its name to be hereunto subscribed by the Chairman of its Board and its Superintendent on the dates recorded below.

By: Shawn Byrne, MSW, COO, YBGR Date

By: Superintendent Date

By: School Board – Chairman Date

EXHIBIT 1

STATEMENT OF WORK

Yellowstone Boys and Girls Ranch will provide, in partnership with the School District the following services and documented processes:

1. Meet all program requirements as required by the State and Federal standards for CSCT.
2. Ensure all eligible children within the CSCT sites, as appropriate, who meet the described criteria for service, are considered for admission to the program;
3. Provide as directed in ARM 37.87.1802, a specific enrollment process that includes the CSCT licensed or in-training mental health professional and a school administrator or designee. Such referral process will ensure that a youth have access to services prioritized according to acuity and need. In addition, current case load considerations will be made in terms of a wait list and near-term discharges.
4. Ensure that all staff ratios and caseload requirements meet current State and Federal standards; In the case of unforeseen circumstance, YBGR may temporarily stop providing CSCT services when in Absence of qualified staff to meet program requirements. When possible, YBGR will provide unbundled services until qualified staff is retained.
5. Develop and implement a CSCT plan of treatment in cooperation with the District for child enrolled in CSCT services. In accordance with ARM 37.87.1802, the role of the school counselor and the school psychologist, as appropriate, will be identified in the provisions of mental health services and supports to youth including coordination with the CSCT program.
6. Provide treatment, crisis management and discharge planning services to enrolled children;
7. Provide 90-Day updates to the child's plan of treatment to the District and pertinent *agencies*;
8. Provide for family involvement in treatment and discharge planning and in the course of treatment;
9. Provide continuing contact and information exchange with persons and agencies significantly involved in each child's treatment in accordance with HIPAA;
10. Ensure that all available financial resources for support of services including third party insurance and parent payment are utilized;
11. Bill all third parties for services provided to non-Medicaid eligible children including family members; and
12. Ensure that service delivered is adequately documented to support the reimbursement received.

Shawn Byrne, MSW, COO, YBGR

Date

Superintendent

Date

EXHIBIT 2

FEE SCHEDULE & BILLING PROCESS

YBGR will provide the direct CSCT services and bill for those services following this procedure:

1. YBGR will provide CSCT services to enrolled (clients) students authorized to receive CSCT services.
2. The YBGR billing department will work with the designated School District staff to obtain a CSCT Medicaid provider number for the School District. For Medicaid eligible students, YBGR will bill Medicaid using the School District CSCT Medicaid provider number.

YBGR Community Based Services – Fiscal Dept.

1732 72nd St. West

Billings, MT 59106

Attention: Chrystal Sanders Email: chrystals@ybgr.org

Fax: (406)651-2783 Phone: (406) 655-2100

3. For those students who are Medicaid eligible, YBGR will bill Medicaid at YBGR'S usual and customary rate of \$33.00 per 15-minute unit of service. For those students who are not Medicaid eligible, YBGR shall bill the student, the student's parent or guardian, third party insurer, or any other payor source according to its sliding scale fee schedule for CSCT services.
4. Medicaid payments for services provided will be sent by Medicaid to the School District with an attached Explanation of Benefits (EOB). EOBs will be viewed and printed from the Montana Medicaid website by the YBGR accounts receivable manager for YBGR's purposes. Therefore, postal mailings of the EOBs are no longer required.
5. For those students who are Medicaid eligible, the School District will pay YBGR at the 1st A/P cycle following receipt of Medicaid payment and corresponding invoice from YBGR. If the School District needs an invoice for payment, this process can be arranged through the YBGR accounts receivable manager.
6. The School District will be responsible to certify the non-federal match for CSCT services provided to Medicaid students once per year. The School District will be responsible to maintain a record of the total Medicaid payments for Medicaid CSCT and disbursements to YBGR. YBGR will assist the School District in understanding how to fulfill its responsibility with regard to compliance with state requirements.
7. YBGR will be responsible for all billing and collection of payment for non-Medicaid CSCT clients.
8. If requested YBGR will provide the School District a list of students enrolled in and students discharged from the CSCT program.

Payments for services will be mailed to:

Yellowstone Boys and Girls Ranch

1732 South 72 Street West

Billings MT 59106

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

13

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE CHANGES FOR THE 2015-2016 STUDENT HANDBOOKS

Requested By: Board of Trustees **Prepared By:** Principals **Date:** 06/08/2015

SUMMARY:

The Board of Trustees needs to approve the changes to the 2015-2016 Student Handbooks as outlined on the attachments.

All Board Policies referenced in the Student Handbooks will be updated to include any changes adopted by the Board over the last year.

Lewistown Junior High School, other than Board Policies and hearing screenings, will not have any changes for the 2015-2016 Student Handbook.

Copies of the 2014-2015 Student Handbooks are attached for your review. Hard copies of the handbooks will be available at the Board meeting.

SUGGESTED ACTION: Approve Changes to the 2015-2016 Student Handbooks

☒ **Additional Information Attached** **Estimated cost/fund source** _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

215 7th Avenue South
Lewistown, MT 59457

Chris Rice, Director
(406) 535-9012

THIS NEEDS TO GO IN EACH HANDBOOK TO PROVIDE INFORMED CONSENT:

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.

THIS NEEDS TO GO ON YOUR MASTER CONSENT FORM, along with the technology sign-off, photography and field trip consents, etc:

Consent for Hearing Screening:

Parent/Guardian initials give consent for your child to have hearing screening, conducted during the 2015-16 school year. This consists of an initial screening and may include a rescreen. Please contact the school if an ear-related medical issue arises, and that information will be passed on to the audiologist. Initials indicate permission is granted.

Parent/Guardian Initials _____

Thank you!

Chris

SERVING SPECIAL STUDENTS IN

FERGUS, WHEATLAND, GOLDEN VALLEY, PETROLEUM, MUSSELSHELL AND
JUDITH BASIN COUNTIES

2015-2016 K-6 Handbook Changes

Vision Screening:

Vision screening is conducted at your child's school and is mandated for students in Grades K, 2, 4, 6, 8 and before entering into a driver's education class. Students in other grades will also be screened if they are new to the school, or referred by the school or parent/guardian. Your child will be referred for a vision rescreen if he or she is absent, unable to complete the initial screening, or does not pass the initial screening. The school nurse will conduct the vision screen and if a student does not pass their vision screening; they will be referred to an eye doctor for further evaluation.

Immunization Requirements – Board Policy #3413:

The Montana Legislature revised school immunization requirements for school attendance through the passage of House Bill (HB) 158. The law, signed by the Governor and effective October 1, 2015, requires students attending school be vaccinated against varicella disease (chickenpox). The recommendation from the Montana Department of Health and Human Services is for students to receive a booster of pertussis vaccine at 7th grade.

This policy change will need to be consider at the June and July Board meetings so we can include this as the immunization requirements in our handbooks.

New Refocus/Referral form – See attached

Head Lice Policy: Change from contacting County Health Nurse to contacting the School Nurse.

Medicine at School – Board Policy #3416F

We would like the Board to consider a change to this policy at the June and July Board meetings so we can include this new medication form in our handbook.

Grading Scale - changed from K-3 and 4th-6th to K-2 and 3-6

<u>Grades K – 2</u>	<u>Grades 3 – 6</u>
94% - 100% = Advanced	92% - 100% = A
80% - 93% = Proficient	83% - 91% = B
75% - 79% = Nearing Proficient	74% - 82% = C
0% - 74% = Novice	65% - 73% = D
	0% - 64% = F

**Highland Park Elementary
Daily Schedule 2015-16**

<u>Time</u>	<u>Kindergarten</u>	<u>First Grade</u>	<u>Second Grade</u>
8:25 a.m.	Class Begins	Class Begins	Class Begins
8:30-10:00	Reading Block	Reading Block	
9:40-10:00			Recess
9:55-10:15	Recess	Recess	
10:00-11:30	Math Block		Reading Block
11:05-12:00	Recess Before Lunch	Recess Before Lunch	Recess Before Lunch
11:35-12:30			
12:25-1:15		Math Block	
1:15-1:35			Recess
1:45-2:05	Recess	Recess	
1:35-2:30			Math Block
2:55	Class Dismissal		
3:05 p.m.		Class Dismissal	Class Dismissal

All K-2 student will do recess before lunch during the 2015-2016 school year. Lunch times were shortened by 10 minutes and recess extended by 5 minutes.

Garfield Elementary
(K, 3 & 4)
Daily Schedule 2015-2016

<u>Time</u>	<u>Kindergarten</u>	<u>Third Grade</u>	<u>Fourth Grade</u>
8:20	First Bell Rings	First Bell Rings	First Bell Rings
8:25	Tardy Bell	Tardy Bell	Tardy Bell
8:20-8:40	Arrive/Morning Work or Writing		
8:30-9:45		Math Block	
8:40-9:30	Math Block		
9:30-9:45	Recess		
9:45-10:00		Recess	
9:45-11:50	Reading Block		
10:00-10:15			Recess
10:15-11:35			Math Block
11:10-11:35		Recess	
11:35-12:00		Lunch	Recess
12:00-12:25			Lunch
11:50-12:15	Lunch		
12:15-12:40	Recess		
12:40-2:00	Enrichment & Special Activities		
12:05-1:15		Reading Block	
1:30-3:00			Reading Block
1:45-2:00		Recess	
2:05-2:20	Recess		
2:25-2:40			Recess
2:20-2:40	Clean Up		
2:50	Class Dismissal		
3:10		Class Dismissal	Class Dismissal

- 1 Extra Special Before Lunch, 1 Less After Lunch
- Kinder would be Lunch Before Recess or Recess Before Lunch
- 3rd, Kinder, and 4th Lunch Overlap
- Lunch Recesses Do Not Overlap
- More 3rd PM Block Instructional Time

Refocus/Referral Form

☐ Minor ☐ Major

Grade: ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Student: _____ Referring Staff: _____

Homeroom Teacher: _____ Date: _____ Time: _____

Problem Behavior

(Circle Main behavior and Check up to 2 others)

- | | | |
|---|---|--|
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Harassment | <input type="checkbox"/> Physical Contact |
| <input type="checkbox"/> Cheating | <input type="checkbox"/> Inappropriate Display of Affection | <input type="checkbox"/> Self Destructive Behavior |
| <input type="checkbox"/> Defiance/Disrespect/
Insubordination/Non-compliance | <input type="checkbox"/> Inappropriate Location/Out of
Bounds Area | <input type="checkbox"/> Tardy |
| <input type="checkbox"/> Disruption | <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Technology Violation |
| <input type="checkbox"/> Dress Code Violation | <input type="checkbox"/> Lying | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Physical Aggression/Assault | <input type="checkbox"/> Truancy |
| <input type="checkbox"/> Forgery/Theft | <input type="checkbox"/> Property Damage/Vandalism | <input type="checkbox"/> Other _____ |

Location (Check 1)

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Bathroom | <input type="checkbox"/> Hallway |
| <input type="checkbox"/> Bus | <input type="checkbox"/> Music Room |
| <input type="checkbox"/> Bus Loading | <input type="checkbox"/> Off Campus |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Playground _____ |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Other _____ |

Motivation (Check 1)

- | | |
|--|--|
| Obtain: | Avoid: |
| <input type="checkbox"/> Peer Attention | <input type="checkbox"/> Peer Attention |
| <input type="checkbox"/> Adult Attention | <input type="checkbox"/> Adult Attention |
| <input type="checkbox"/> Item/Activity | <input type="checkbox"/> Item/Activity |

Others Involved (Check 1)

- | | |
|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Peers | <input type="checkbox"/> Staff |
| <input type="checkbox"/> Teacher | <input type="checkbox"/> None |
| <input type="checkbox"/> Substitute | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Other _____ | |

Action Taken

(Circle Main behavior and Check up to 2 others)

- | | |
|--|---|
| <input type="checkbox"/> Conference with Student | <input type="checkbox"/> Individualized Instruction |
| <input type="checkbox"/> Loss of Privileges | <input type="checkbox"/> Action Pending |
| <input type="checkbox"/> Time Out/Detention _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> In-School Suspension - Hours _____ Days _____ | <input type="checkbox"/> Parent Contact - Date _____ Time _____ |
| <input type="checkbox"/> Out-of-School Suspension - Hours _____ Days _____ | Parent _____ |
| Suspension Date(s) _____ | Contacted by _____ |

Student Section

1. What SDAR guideline(s) do you need to work on?

☐ Safe ☐ Organized ☐ Accepting ☐ Responsible

2. I caused a problem/distraction today because....

3. How did your actions affect you and those around you?

4. What will you do differently next time?

Student Signature: _____

REPORT CARDS

Report cards will be handed out to students by Thursday after each marking period is finished. The fourth quarter report card at the end of the school year may be held pending payment of fines.

SCHOOL DANCES

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

STUDENT COURSE LOAD

A minimum course load for a student is six full-time courses or their equivalency, making a total of seven assignments.

STUDENT SEARCHES/INSPECTIONS

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

Students should also be aware that their persons and personal property not stored in lockers may be subject to search when school officials have reason to believe that weapons, drugs, alcohol, or any other objects/materials evidencing a violation of school policy/rule or other laws and regulations are contained therein.

Lewistown Public Schools has a contract with Interquest Detection Canines of Montana to conduct periodic inspection of our campus. These inspections will be carried out by a nationally certified canine and handler.

These units are specifically trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages, and over-the-counter and prescription medications.

Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks, and any other articles on school property are subject to inspection.

All inspections will be conducted within the scope of the law and with the knowledge of the student.



TECHNOLOGY ACCEPTABLE USE & COMPUTER RESOURCES

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

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

Activities which 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;

2014-2015 K-6 Elementary Handbook
TABLE OF CONTENTS

I.	FORWARD	4
II.	DIRECTORY	
	Superintendent's Office (Lincoln Building)	5
	Highland Park Elementary School	6
	Garfield Elementary School	8
	Lewis & Clark Elementary School	10
	Calendar Information	11
III.	ACADEMICS	
	Curriculum	12
	Homework	13
	Grading	13
	Report Cards	14
	Mid-terms	14
	Response to Intervention (RtI)	14
	Title I	14
	Special Education	15
IV.	STUDENT GUIDELINES & PARENT INFORMATION	
	Allergy Guidelines	15
	Attendance	15
	Make Up Work	17
	Communication with Families	18
	<ul style="list-style-type: none">• Parent Portal• Open House• Report Cards• Parent/Teacher Conferences• Email/Telephone• Newsletters• Parent Teacher Organization (PTO)• School Web-Site• Assessment Results	
	Change of Address	18
	Field Trips, Excursions and Outdoor Education	19
	Leaving School Grounds	19
	Lost and Found	19
	Permission to Stay Inside	19
	Publications, Video, Internet Photos	20

Student Lockers	20
Room Volunteers	20
Visitors	20
Use of School Phone	20
Other Things to Consider	20
What Can Parents Do?.....	21
 V. OTHER ACTIVITIES AND EVENTS	
School Board Meetings	21
Elementary Activities	22
Special Events	22
Gifts, Parties, Invitations	22
Church Night (Wednesday).....	22
 VI. SCHOOL-WIDE EXPECTATIONS.....	22
Voice Level System	23
SOAR Guidelines	23
Eagle Expectations Chart.....	24
Bus Loading Area.....	25
Cell Phones and Electronics	25
Dress Code and Appearance.....	25
Hallways.....	26
Integrity of School Work.....	26
Interactions with Others	27
Lunch Line and Eating Area	27
Assemblies	27
 VII. SCHOOL-WIDE DISCIPLINE.....	27
Refocus	28
Range of Disciplinary Actions	29
Severe Clause	29
Range of Disciplinary Consequences	29
Discipline Grid	30
Suspension/Expulsion	31
Plan of Improvement	32
Due Process	32
 VIII. EMERGENCIES	
Emergency Procedures for School District #1.....	33
Emergency Weather Conditions	33
Emergencies at School.....	33
Fire Drills.....	33
Lockdowns	34
Standard Response Protocol	35

IX.	HEALTH AND SAFETY	
	Preschool Physical.....	36
	Asbestos Management Plan.....	36
	Communicable Disease	36
	Head Lice Policy	36
	Hearing Screening	36
	Immunization Requirements.....	37
	Medicine at School	37
	Public Health Department Services	38
X.	CHEMICAL & TOBACCO POLICY	38
XI.	GUN-FREE SCHOOL	42
XII.	DIRECTORY INFORMATION POLICY	43
XIII.	BULLYING & HARASSMENT POLICY	44
XIV.	GRIEVENCE POLICY	47
XV.	LUNCH & BREAKFAST	
	School Meals	48
	Meal Accounts.....	49
XVI.	TECHNOLOGY ACCEPTABLE USE POLICY	49
	PERMISSION FOR MEDICATION	52
	2014-2015 LEWISTOWN PUBLIC SCHOOL PARENT PERMISSION	53

I. FORWARD

Dear Parents,

Welcome to Lewistown Public School. It is a school district in which the entire community takes pride. Our academic standards are high, student behavior is excellent, and staff members are highly competent in their profession and respected in the community.

Simply stated, the Lewistown Public Schools believe that:

- ✓ Students are expected to, and do, learn.
- ✓ Teachers are competent, efficient and caring.
- ✓ Administrators maintain a focus on achievement and ensure an orderly learning environment.
- ✓ Parents and community members are involved in, and supportive of, high learning expectations and experiences provided to achieve those expectations.

We are looking forward to working with you in the education of your child. If you have any questions or concerns, please feel free to contact the teacher, principal or secretary at your child's school. You are always welcome in the Lewistown Public Schools.

Jason Butcher
Superintendent
Lewistown Public Schools

II. DIRECTORY

Lewistown Public Schools

PERSONNEL

Board of Trustees

Mrs. Barb Thomas, Board Chair
 Mr. Jeremy Bristol, Vice Chair
 Mr. Phil Koterba
 Mrs. Shelley Poss
 Mr. Monte Weeden
 Mrs. Jennifer Thompson
 Mr. C.J. Bailey

PHONE NUMBER

Superintendent	Mr. Jason Butcher	535-8777, ext. 110
Business Manager	Mrs. Rebekah Rhoades	535-8777, ext. 116
Director of Special Services	Mrs. Chris Rice	535-7454, ext. 122
Director of Central MT Ed. Center	Mrs. Diane Oldenburg	535-9022
Director of Building & Grounds	Mr. Paul Stengel	535-8777, ext. 114
Director of Transportation	Mr. Steve Klippenes	535-3287
Director of Food Services	Mrs. Amie Friesen	535-5261, ext. 125



Highland Park - (K, 1st & 2nd)

1312 7th Avenue North
 Lewistown, MT 59457
 Matt Lewis, Principal
 Lanna Schoenfelder, Secretary
 535-2555

Garfield - (K, 3rd & 4th)

415 East Boulevard
 Lewistown, MT 59457
 Matt Ventresca, Principal
 Jenni Bristol, Secretary
 535-2366

Lewis & Clark - (5th & 6th)

212 Crystal Drive
 Lewistown, MT 59457
 Michelle Trafton, Principal
 Jody d'Autremont, Secretary
 535-2811

HIGHLAND PARK ELEMENTARY SCHOOL

(Grades K, 1 & 2)

Principal: Mr. Matt Lewis

Phone: (406) 535-2555

PERSONNEL

Full Time Teacher - 14		Title/Resource & Shared Teachers - 12	
<u>Grade</u>	<u>Name</u>	<u>Subject</u>	<u>Name</u>
Preschool	Mrs. Paula Drissell	Title One	Mrs. Darcy Zanto
Kindergarten	Mrs. Margaret Smith	Resource	Miss Krista Lee
Kindergarten	Miss Jean Muragin	Resource	Mrs. Tara Murnion
Kindergarten	Ms. Devney Welsh	Health Enhancement	Mr. Orin Johnson
First Grade	Mrs. Bridget Sparks	Librarian	Mrs. Brenda Gruener
First Grade	Ms. Gina Armstrong	Music	Mr. Nathan Poukish
First Grade	Mrs. Sue Lutke	Speech Clinician	Mrs. Kathy Oros
First Grade	Ms. Kristine Leo	Psychologist	Ms. Megan Blake
First Grade	Ms. Amanda Gee	Adaptive P.E.	Mrs. Gail Brevig
Second Grade	Mrs. Lee Anne Weinheimer	Counselor	Mrs. Ashley Jenness
Second Grade	Mr. Derek Lear	Occupational Therapist	Mrs. Erann Owen
Second Grade	Mrs. Sarah Cloud	Computer Applications	Mr. Matt Lewis
Second Grade	Mrs. Germaine Stivers		
Second Grade	Mrs. Kathy Irwin		

Support Personnel – 15	
<u>Position</u>	<u>Name</u>
Secretary	Mrs. Lanna Schoenfelder
Library Assistant	Mrs. Andrea Darrington
Office/Playground Assistant	Mrs. Fleeta O'Dell
Instructional Assistant	Mrs. Shawna Konert
Resource/Playground Assistant	Mrs. Judy Fry
Resource/Playground Assistant	Mrs. Darcy McLendon
Resource/Playground Assistant	Mrs. Jennifer Johnson
Title One/Playground Assistant	Mrs. Darla Quinlan
Title One/Playground Assistant	Mrs. Pat Benes
Title One/Playground Assistant	Mrs. Audrey Boling
School Nurse	Ms. Alli Fenley
Food Service	Mrs. Fleeta O'Dell
Food Service	Mrs. JoNette Lelek
Custodian	Mr. Lloyd Prather
School Resource Officer	Mr. Levi Talkington



**Highland Park Elementary
Daily Schedule 2014-15**

<u>Time</u>	<u>Kindergarten</u>	<u>First Grade</u>	<u>Second Grade</u>
8:25 a.m.	Class Begins	Class Begins	Class Begins
8:30-10:00	Reading Block	Reading Block	
9:45-10:00			Recess
10:00-10:15	Recess	Recess	
10:00-11:30			Reading block
11:30-12:20 <u>OR</u> 11:35-12:25	Lunch and Recess	Lunch and Recess	Lunch and Recess
12:30-1:15			Math Block
1:15-1:30			Recess
1:30-1:45	Recess	Recess	
1:45-2:30	Math Block	Math Block	
2:50	Class Dismissal		
3:05 p.m.		Class Dismissal	Class Dismissal

GARFIELD ELEMENTARY SCHOOL
(Grades K, 3 & 4)

Principal: Mr. Matt Ventresca

Phone: (406) 535-2366

PERSONNEL

Full Time Teacher - 10		Title/Resource & Shared Teachers - 11	
<u>Grade</u>	<u>Name</u>	<u>Subject</u>	<u>Name</u>
Kindergarten	Miss Sara Sullivan	Music	Mr. Nathan Poukish
Kindergarten	Mrs. Aaryn Bell	Librarian	Mrs. Brenda Gruener
Third Grade	Miss Lexi Lybeck	Counselor	Mrs. Ashley Jenness
Third Grade	Mrs. Lisa Shelagowski	Psychologist	Ms. Jacque Sherman
Third Grade	Mrs. Laura Gilskey	Adaptive P.E.	Mrs. Gail Brevig
Third Grade	Mrs. Beth Kirsch	Speech Clinician	Ms. Lisa Ferguson
Fourth Grade	Mr. Bruce Marsden	Physical Education	Mrs. DeeAnn Buehler
Fourth Grade	Mrs. Polly Weichel	Computer Applications	Mr. Matt Ventresca
Fourth Grade	Mrs. Kerry Vaughn	Title One	Mrs. Julie Comes
Fourth Grade	Mrs. Jennifer Jensen	Resource	Miss Jill Murphy
		Resource	Mrs. Susan Ashley

Support Personnel – 12	
<u>Position</u>	<u>Name</u>
Secretary	Mrs. Jenni Bristol
Kindergarten Assistant	Ms. Susan Standley
Title One Assistant	Mrs. Jody Henderson
Resource Assistant	Mrs. Lynn Prindle
Resource/Office Assistant	Ms. Laura Kropf
Resource Assistant	Mrs. Shannon Maxwell
Library Assistant	Mrs. Andrea Darrington
School Nurse	Ms. Alli Fenley
Food Service	Mrs. Lindsey Rickl
Food Service	
Custodian	Mr. James Bussey
School Resource Officer	Mr. Levi Talkington

Garfield Elementary
(K, 3 & 4)
Daily Schedule 2014-2015

<u>Time</u>	<u>Kindergarten</u>	<u>Third Grade</u>	<u>Fourth Grade</u>
8:20 a.m.	First Bell Rings	First Bell Rings	First Bell Rings
8:25	Tardy Bell	Tardy Bell	Tardy Bell
8:20 - 8:40	Arrive/Morning Work or Writing		
8:30-9:45		Reading Block	
8:40 - 9:30	Math Block		
9:30-9:45	Recess		
9:45-10:00		Recess	
9:45 - 11:00	Reading Block		
10:00-10:15			Recess
10:15-11:40			Reading block
11:10 - 12:00	Lunch and Recess		
11:20-12:10		Lunch and Recess	
11:40-12:30			Lunch and Recess
12:00 - 2:00	Enrichment & Special Activities		
12:15-1:15		Math Block	
1:15-2:30			Math Block
1:45-2:00		Recess	
2:05-2:20	Recess		
2:30-2:45			Recess
2:20 - 2:40	Clean Up		
2:50	Class Dismissal		
3:10 p.m.		Class Dismissal	Class Dismissal

LEWIS & CLARK ELEMENTARY SCHOOL
(Grades 5 & 6)

Principal: Mrs. Michelle Trafton

Phone: (406) 535-2811

PERSONNEL

Full Time Teacher - 8		Title/Resource & Shared Teachers - 14	
<u>Grade</u>	<u>Name</u>	<u>Subject</u>	<u>Name</u>
Fifth Grade	Mrs. Lynn Lensing	Title One	Mrs. Cindy Gremaux
Fifth Grade	Mrs. Jill Reed	Resource	Mrs. Jackie Rickl
Fifth Grade	Mrs. Sandy Fox	Resource (1/2 time)	Mrs. Nancy Barber
Fifth Grade	Mrs. Nancy Hudson	Resource (1/2 time)	Mrs. Cindy Rutherford
Sixth Grade	Mr. Charles Cloud	H.E.L.P.S.	Mrs. DeeAnn Buehler
Sixth Grade	Mrs. Amanda Jenni	Librarian	Mrs. Barb Fradley
Sixth Grade	Mr. Jeff Russell	Vocal Music	Mr. Chris Hildebrant
Sixth Grade	Mr. Jerry Plovanic	Instrumental Music	Mr. Karl Ortman
		Counselor	Mrs. Teresa Majerus
		Psychologist	Ms. Jacque Sherman
		Adaptive P.E.	Mrs. Gail Brevig
		Speech Clinician	Mrs. Jennifer Rindal
		Occupational Therapy	Mrs. Erann Owen
		Computer Applications	Mrs. Michelle Trafton

Support Personnel – 13	
<u>Position</u>	<u>Name</u>
Secretary	Mrs. Jody d'Autremont
Library Assistant	Mrs. Andrea Darrington
Resource/Playground Assistant	Mrs. Norine McKinney
Resource/Playground Assistant	Mrs. Gretchen Conrad
Title One/Playground Assistant	Mrs. Tracy Conner
Resource/Playground Assistant	Miss Amanda Schrauth
Resource/Playground Assistant	Mr. Dave Rummans
Resource/Playground/Breakfast Assistant	Mrs. Claudia Brown
School Nurse	Ms. Alli Fenley
Food Service	Mrs. Melinda Thayne
Food Service	Ms. Kristin Finucane
Custodian	Mr. Shawn Schuchard
School Resource Officer	Mr. Levi Talkington

LEWIS & CLARK, (5 & 6) – DAILY SCHEDULE

First Bell (A.M.).....	8:20
Tardy Bell (A.M.).....	8:25
Sixth Grade Recess (A.M.).....	9:45-10:00
Fifth Grade Recess (A.M.)	10:00-10:15
Lunch Period (Fifth Grade)	11:30-12:10
Lunch Period (Sixth Grade)	11:50-12:30
Fifth and Sixth Grade Recess (P.M.).....	2:15-2:30
Dismissal (P.M.).....	3:10

Recess times vary slightly at individual school.

Each school day students may enter the building after 7:50 a.m. We encourage students who are not involved in an 8:00 – 8:20 activity to arrive at about 8:15 a.m.

SCHOOL YEAR 2014-2015

August 27, 2014 - School Begins		June 4, 2015 - Last Day of School ~ Dismiss at 1:30 p.m.
<u>NO SCHOOL FOR STUDENTS</u>		
September 1, 2014	Monday	Labor Day
October 16-17, 2014	Thursday and Friday	Fall Vacation (PIR/Teachers' Convention)
November 6, 2014	Thursday	Parent/Teacher Conferences
November 7, 2014	Friday	Vacation Day
November 26-28, 2014	Wednesday - Friday	Thanksgiving Vacation
December 22, 2014 – January 2, 2015	Monday - Friday	Christmas Vacation
January 19, 2015	Monday	PIR Day/Martin Luther King Jr. Day
February 27, 2015	Friday	Vacation Day (BBB & GBB Tourney)
April 3-6, 2015	Friday & Monday	Spring Break
May 25, 2015	Monday	Memorial Day

III. ACADEMICS

CURRICULUM

The Lewistown Public Schools offer a core elementary curriculum consisting of Reading, Language, Writing, Mathematics, Science, Social Studies, Music, Art, Health and Physical Education. Physical Education and Music are taught by personnel specifically trained in those areas, while the remainder of the core curriculum is taught by the classroom teacher.

Your child will participate in one of the following reading and math programs in the Lewistown Elementary Schools:

- Scott Foresman
- Reading Mastery
- Corrective Reading
- Sidewalks, Read Well
- Corrective Math
- Connecting Math Concepts
- Harcourt Math

Placement in a reading or math programs will be based on the need to meet the student at their instructional level with the district-wide goal of continued academic progress through each year. Please note that as students grow in skill and ability the instructional program they use may change at some point during the academic year to continue challenging them at their academic level.

Below is a list of the other curricula materials used in these programs:

LANGUAGE	Scott Foresman, 2007 Edition
SPELLING	Scott Foresman, 2007 Edition
PENMANSHIP	Zaner-Bloser, 1993 Edition
SCIENCE	Kindergarten Harcourt (2008), 1 st -5 th Houghton Mifflin (2008), 6 th Glencoe (2008)
SOCIAL STUDIES	Scott Foresman, 2003 Edition (K-6)
HEALTH	Science & Social Studies materials, as well as selected Body Shop materials
MUSIC	Silver Burdett, 2005 Edition

In each building we have a Library-Media Center. This center is designed to centralize all our library and media materials so that students and teachers have a wider selection of materials available to them. It also eliminates duplication, thus allowing for better use of available monies.

Parents interested in reviewing any of these efforts in detail are invited and encouraged to contact their building principal.

HOMEWORK

If a student is to succeed in our changing complex world, he/she needs a comprehensive course of study. Independent study and self-discipline are also essential attributes that can be learned. One of the methods available to us to help accomplish these goals is the assignment of homework. Homework varies by grade level, but generally, students and parents can expect that homework assignments will be given. The following types of assignments can be expected:

1. Reading assignments:
 - ✓ Textual material in preparation for the next day's lesson
 - ✓ Literature
 - ✓ Newspapers in preparation for current event discussions
 - ✓ Recreational reading
2. Drill assignments:
 - ✓ Completing a math, spelling, science, social studies or grammar lesson begun in class
 - ✓ Music practice
3. Writing assignments:
 - ✓ Completing a creative writing assignment begun in class
 - ✓ Completing an essay or report begun in class
 - ✓ Answering textbook questions
 - ✓ Outlining
4. Project assignments:
 - ✓ Science experiments
 - ✓ Research papers
 - ✓ Independent study projects
5. Study assignments:
 - ✓ Study of class notes
 - ✓ Study of textual material
 - ✓ Outlines

Parents can help their children be successful in school by providing an appropriate study place, atmosphere, time and materials. Assistance can also be helpful, but the parent is cautioned not to do the student's work. Homework and good study habits are essential for the student to gain the greatest benefit from his/her educational experience. If the home and school work together, maximum success for the student will be realized.

GRADING

At the elementary level two different grading systems are used. In grades K-2, a standards based system is used, whereas in grades 3-6, the A, B, C & D system is used to determine academic success. When determining grades for report cards, teachers use a formula which includes tests, class work, homework and project grades. The following scale is used to determine grades.

<u>Grades K – 3</u>	<u>Grades 4th – 6th</u>
92% - 100% = Advanced	92% - 100% = A
83% - 91% = Proficient	83% - 91% = B
74% - 82% = Nearing Proficient	74% - 82% = C
0% - 73% = Novice	65% - 73% = D
	0% - 64% = F

REPORT CARDS

Report cards are sent home at the end of each quarterly grading period. The report cards are supplemented by a parent/teacher conference at the end of the first quarter in the fall. There is also a spring parent conference schedule to address mid-year concerns. In order to bring parents into the school more often, we will schedule an Open House early in the fall, and various student programs throughout the year.

End of Quarter Dates:

1 st Quarter – October 31 st	3 rd Quarter – March 27 th
2 nd Quarter – January 23 rd	4 th Quarter – June 4 th

MID-TERM PROGRESS REPORTS

We encourage all parents and students to communicate with the classroom teacher regarding student progress throughout the school year. The following dates have been set:

Mid-term reports Date:

September 26th
December 9th
February 24th
May 1st

Mid-term reports sent home:

October 1st
December 15th
March 2nd
May 6th

RESPONSE TO INTERVENTION (RtI)

Response to intervention (RtI) is a three tiered process in which high-quality instruction is provided to all students based on individual needs. RtI provides a process and structure for school teams to design, implement, and evaluate both daily instruction and specific interventions to assist in student success.

Tier 1 (Benchmark): Represents the core instructional program. If this instruction is adequately differentiated, 80-90% of the students will respond and achieve established benchmarks throughout the year.

Tier 2 (Strategic): If students do not make adequate progress in Tier I, more intensive services and targeted interventions, usually in a small group setting, are provided. Progress is typically monitored every two weeks.

Tier 3 (Intensive): For students who do not adequately respond to the targeted interventions in Tier II, more individualized instruction and interventions will be provided. The use of replacement curriculum may be used to meet student needs. Progress is typically monitored on a weekly basis.

Parental involvement is critical to the success for this intervention process. Parents maybe asked to assist in developing an intervention program to assist in their child.

TITLE I

Each of the schools within our District are considered to be a School-wide Title I schools. As a result of that school-wide process, our school is expected to develop goals and objectives to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on the state's academic achievement standards.

To address those needs we will regularly review the progress of our school and students, participate in a comprehensive needs assessment and focus efforts to increase parental involvement. Consistent with the purpose stated above, all parents in a school-wide program school are encouraged to participate in parent involvement activities.

For more information on our school-side programs please check out the district website at: <http://lewistown.k12.mt.us>

SPECIAL EDUCATION

Special Education services are available to assist students with identified disabilities. These services can provide both academic and behavioral support for students in a school setting.

IV. STUDENT GUIDELINES AND PARENT INFORMATION

ALLERGY GUIDELINES

The following are guidelines that the Lewistown School District will work to follow to address the needs of students with specific food allergies.

- Food zones: Due to the configuration of each cafeteria and how lunch is served in each building, food zones will be as follows:
 - Highland Park School will have students who bring cold lunch sit at a “cold lunch table”.
 - Garfield and Lewis and Clark schools will establish “safety zones” where nuts will not be consumed by children who have brought or choose to consume nut products as a part of their lunches. Each “safety zone” will consist of one half of the tables in the lunch room.
 - Fergus High School and Lewistown Junior High School will look to implement “Safety Zones” in the fall of 2011.
- Cleaning- Food Service staff will take appropriate measures to clean the tables with an approved cleaner that is proven to remove all residue.
- Students will be encouraged to wash their hands with soap and water after lunch if possible and when they return from recess.
- Training- The District plans provide training to each elementary building at a staff meeting to further educate all staff about the issues related to food allergies. The District then plans to provide time at the opening all staff meeting each Fall to reinforce the above mentioned training.
- The Food Service program will not serve foods containing nuts like peanut butter cookies, peanut butter bars, peanut butter sandwiches, etc. in grades K-6.
- Lewistown Public Schools will encourage treats to be healthy and/or pre-packaged so that labels can be seen and read to assure that they are safe for all students.

ATTENDANCE (policy #3122)

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 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 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 per semester- The parent/guardian, student, counselor, and principal will meet to discuss attendance and an Attendance Contract. Student will be assigned after school work time to compensate for missed school.
3. Absences beyond ten (10) days per semester- For each offense parent/guardian will be contacted and student will be assigned after school work time.

According to Montana School Law 20-9-311, Subsection 6: When a pupil has been absent, with or without excuse, for more than 10 consecutive school days, the pupil may not be included in the enrollment count used in the calculation of the ANB unless the pupil resumes attendance prior to the day of the enrollment count.

Types of Absences:

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

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

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

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.

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 an 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.

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.

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:

- a. Detention in the classroom before or after school or after school learning center time
- b. Work assignments

Four or more tardies within a semester's time will result in a discipline referral from their teacher. From this discipline referral the principal will assign detentions or after school learning center time in accordance to 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, 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 speak to their teacher and gather assignments before the absence. If, in school, the student must properly check out by being signed out from the office.

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.

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.

Make-Up Work:

Make up work for excused absences are counted full value. Students will have two school days for each missed day to complete work 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.

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.

COMMUNICATION WITH FAMILIES

Communication between the home and school is an essential part of the elementary program. You are encouraged to contact your child's teacher, principal or any specialist if you have questions, concerns, or compliments about your child's progress in school. There are a number of ways for parents to receive information about their child's progress and school.

- The **Parent Portal** is a confidential website that only registered parent/student/guardians can access on the Internet to view their child's grades, etc. Parents can access information about Parent Portal via the Lewistown Public Schools website at: www.lewistown.k12.mt.us and going to the Parent Portal Information link.
- **Open House** is a time set aside each fall for parents to visit their child's school and meet with teachers. Curriculum, grading practices, homework policies and general expectations are explained by each teacher. This is not a time for individual parent / teacher conferences.
- **Report Cards** are issued following each nine-week period. These reporting forms record academic progress and effort in each area of the curriculum.
- **Parent/Teacher Conferences** provide opportunities for teachers to share information with parents about their child's progress in school. The parent / teacher conference is an important means of reporting to parents and guardians. These conferences are scheduled in the fall and spring of the year. Additional conferences may be held at the request of the parent or teacher anytime during the year. Some teachers conduct Student-Led Parent / Teacher Conferences.
- **Email/Telephone** contact is encouraged. All teachers now have classrooms telephones. Messages can be left during the day. Parents are encouraged to utilize email as well. Please contact your child's teacher and/or principal for their email address and/or phone number.
- **Newsletters** from the principal or classroom teacher(s) are sent home with students on a regular basis to provide timely information about school, classroom and district activities. Some school principals email newsletters to parents wishing to receive email rather than paper copies.
- **Parent/Teacher Organizations** (PTO) is established in each school to provide valuable support and service to students and staff. Parents are encouraged to become active members.
- **School District Web Site** at www.lewistown.k12.mt.us provides general information about the District and its programs as well as current news items. Each individual school has a section on the district website that has information pertaining to that school.
- **Assessment Results** also give parents an indication of how their child is progressing in school. As part of their learning, students participate in a variety of classroom assessment activities throughout the school year. Students in grades three, four, five and six will participate in a state assessment each spring called the Measured Progress Criterion Referenced Test (CRT). Standardized test results assist teachers, principals, and District administration in determining the effectiveness of instructional programs.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

Because of the possibility of emergency, the school should be notified when a change of address and/or telephone number is made.

FIELD TRIPS, EXCURSIONS AND OUTDOOR EDUCATION (policy #2320)

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips when the educational objectives achieved by the trip clearly outweigh any lost in-class learning opportunities.

Building principals shall develop procedures for the operation of a field trip. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness.

It is also important to remember that field trips are extensions of our school and student behavior expectations will follow those that we have within the school building. Students who are not living up to our school wide expectations prior to the field trip may not be included or a parent may be asked to come along if student behavior is in question.

Please note that for all field trips and student activities if a student rides the bus to a school sponsored activity they will be riding the bus home with their class or team. The only exception to this policy is if the custodial parent or guardian is at the event and signs the student out, taking on full responsibility for transporting the child home from the school sponsored event.

LEAVING SCHOOL GROUNDS

During the school day, students may not leave the school grounds. Exceptions are as follows:

1. Parents/Guardians may pick students up at school by checking students out of school from the school office.
2. Students go home for lunch, and parents have notified the school that this happens regularly during the school year via a note at the beginning of the school year.
3. Students have written permission from parents to leave school for a specific purpose. Such permission should be given to the teacher and presented to the principal. This should be kept to a minimum, and is subject to approval by the principal.

LOST AND FOUND

All schools maintain a depository for lost and found articles. Parents and students are encouraged to check for lost items frequently. Information can be obtained at the building office. Please put your child's name on his/her possessions whenever possible!

PERMISSION TO STAY INSIDE (Recesses/Noon Hour)

As much as possible, students go outside for recesses. Properly dressed children enjoy their time outside and usually perform better when returning to the classroom.

On inclement weather days the principal will call for shortened outside recesses or (when severely cold or wet) an inside recess. During shortened outside recesses, students are outside for about 10 minutes. During an inside recess all students stay inside for the entire period.

On occasion, it may be important that your child stay inside for recesses due to health reasons. If this is the case, please send a note requesting that your child be kept inside.

PUBLICATIONS, VIDEO, INTERNET PHOTOS

Students in the Lewistown Public Schools are occasionally involved in school activities or events that are published in newsletters, on the district or school web sites or covered by our local media (TV, newspaper, etc.) If you do NOT want your child to be included in any publication and/or public relations activity please indicate by marking the appropriate answer and signing the "Parent Permission Master Form" included at the end of this handbook.

STUDENT LOCKERS

Students are not permitted to decorate any part of their assigned locker(s) in any way. Students will also not be permitted to hang mirrors, or other similar items, in their lockers. Students will be responsible for keeping their lockers clean and neat. *Note: Lewis & Clark School does not have student lockers.*

ROOM VOLUNTEERS

At various times during the year there are parties, programs and other activities where volunteer help is needed. Room volunteers are the people we call upon for this help. This group will be informed at the beginning of each school year through the classroom teacher or the PTO. We really appreciate volunteer assistance.

VISITORS

Parents are welcome in the Lewistown Public Schools. For the safety of our students, all visitors, including parents, **must sign in at the office and put on a visitor's pass if arrangements have been made to visit or volunteer in a classroom.** Thank you for your cooperation.

In an effort to reduce interruption of valuable class time, we ask that parents **report** to the office when entering the building, rather than going directly to classrooms. We will deliver messages and/or necessary items to students for you.

Only students who are enrolled may attend classes. On occasion, students may ask to bring an out-of-town friend to school to visit and attend classes. The building principal should be contacted, in advance, to arrange for the visitation. Visits should take place during the lunch hour, and the student visitor must be accompanied by an adult.

USE OF SCHOOL TELEPHONE

School telephones are primarily for school business needs. Students will be permitted to use the telephone in case of emergencies or if they have a pass from their teacher. Please make plans for after-school activities before coming to school.

OTHER THINGS TO CONSIDER

On occasion, students have chosen to bring rather undesirable items to school or play inappropriate games. As in any school situation, certain actions and items can be disruptive and/or dangerous to others, and (in many cases) easily lost, broken or stolen. With this in mind, we recommend that the following items not be brought to school:

1. Hard baseballs, softballs or bats
2. MP3 players, iPods, electronic games, or other electronic equipment
3. Frisbees or other hard-to-control throwing toys
4. Pets (unless accompanied by an adult for Show & Tell)

5. Any other expensive or potentially dangerous items
6. Toy weapons
7. Any type of game that would display threatening actions (play fighting, pretend shooting etc.) is not acceptable behavior at school.

If you are uncertain whether or not an item should be brought to school, please contact the principal.

The following items will not be brought to school under any circumstances:

1. Pocket knives or other sharp objects
2. Guns of any kind, bullets or matches
3. Weapons of any kind

Possession of these items could result in suspension or expulsion.

WHAT CAN PARENTS DO?

You, as a parent, can help your elementary schools be the best possible schools for your kids. Some things you can do are listed below:

- ❖ Join our PTO. (Parent Teacher Organization)
- ❖ Volunteer to help in classrooms and/or the library.
- ❖ Support school policies and discipline.
- ❖ Communicate with the school and faculty regularly.
- ❖ Model appropriate behaviors at home, and encourage your children to be responsible for their behaviors.
- ❖ Be careful not to park, drop off, or pick up children in the bus zones or crosswalks around the school. Use school side parking areas.
- ❖ Encourage children to cross streets at corners and in the crosswalks.
- ❖ Drive carefully around the school. Avoid making U-turns or other potentially dangerous vehicle maneuvers on streets around the school, especially during arrival or dismissal time.
- ❖ Call the office whenever your child will not be in school.
- ❖ Make sure we have a phone number at which you can be reached.
- ❖ Please mark your child/children's clothing with his/her name (tennis shoes, overshoes, coats, caps, gloves, etc.).
- ❖ Check our lost and found when you are in the building. We have an amazing amount of student possessions left at the end of the school year.

IV. OTHER ACTIVITIES OR EVENTS

SCHOOL BOARD MEETINGS

School Board meetings are held on the 2nd Monday of every month at 7:00 p.m., except for June, July and August when they meet at 5:30 p.m. The regular meetings are generally held at the Lincoln Building in the Board room. Special meeting are called throughout the school year through adopted procedures with legal action restricted to those items listed on the agenda. Executive Sessions are the only type of Board meeting not open to the public. These sessions are confined to consideration of matters generally involving or affecting personnel.

ELEMENTARY ACTIVITY PROGRAM

The Lewistown Public Schools provide an activity program for students at various grade levels including flag football, basketball, wrestling, and volleyball. Students may sign up for any one activity, or a combination. Times for practice may vary; generally, the boys and girls practice twice a week (3:45 p.m. - 5:00 p.m.) each on different afternoons.

SPECIAL EVENTS

The elementary schools have two special events each year for the children. The three elementary schools each have a fall and winter party. The parties generally last no more than 1 ½ hours at the beginning or the end of the school day.

GIFTS, PARTIES AND INVITATIONS

Gifts from children or parents to school employees are discouraged. In addition, students should not exchange gifts with each other at school nor distribute party invitations to classmates at school. These practices can cause hurt feelings and become disruptive to the learning process.

If parents wish to send birthday treats to be shared with classmates, treats should be delivered to the school office. The treats will be taken to the classroom at the appropriate time. We also ask that parents check with their child's teacher regarding potential food allergies that may be present in the classroom. While home made treats are wonderful, we would encourage some kind of packaged treat so ingredients can be easily identified and allergic reactions can be avoided. Parents' cooperation with this policy is appreciated.

CHURCH NIGHT – WEDNESDAY

To alleviate conflict between school and church activities in Lewistown, all elementary schools shall try to adhere to the following policy:

1. Wednesday nights shall be kept free of school activities if at all possible.
2. Reduced school homework and assignments shall be given on Wednesday.
3. Normally, detentions will not be given on Wednesday nights. Flagrant misbehavior, which in the judgment of the teacher or principal merits immediate detention may be an exception to the rule.

VI. SCHOOL-WIDE EXPECTATIONS

The Lewistown Elementary Schools are part of the Montana Behavioral Initiative. The purpose of the school wide expectations and discipline policy is to promote acceptable student behavior and self-control. School-wide expectations have been developed to encourage a positive learning environment, as well as an atmosphere free of fear, physical and emotional harm, and frustration due to inconsistent expectations. The expectations are meant to be clear concise and directed toward insuring a safe, orderly climate for students and staff. The following belief statements are at the core of our school-wide expectations:

- All students should be treated with dignity and respect.
- Students can and should be taught skills for success.
- Motivation and responsibility are encouraged through positive interactions.
- Misbehavior provides a teaching opportunity.
- Staff must work together to meet students' needs.
- Schools and communities must work together to meet the diverse needs of students.
- Safe schools create an environment where academics flourish.
- Positive, pro-active and preventative efforts of schools and communities can defeat violence.

VOICE LEVEL SYSTEM

Throughout our schools we ask students to use an appropriate voice level as they participate in various educational activities. As a way of creating consistency in our school all three elementary schools will use the following voice level system:

Voice Level System

- 0 – no talking
- 1 – Whisper voice
- 2 – 12” voice (indoor voice)
- 3 – Conversational voice
- 4 – Outside voice

SOAR GUIDELINES

The following chart was developed to create consistence in all of our elementary schools. We ask our students and staff to be Safe, Organized, Accepting and Responsible (SOAR) throughout the school day. The chart has been broken down into various school locations and we have identified expected behaviors that will help our staff and students SOAR. Following the chart we have also clearly defined behavior for bus area loading and unloading, cell phone usage, and student dress and appearance.

Eagle Expectations Watch Us “SOAR”									
		School Wide	Classroom	Hallways	Lunch	Playground	Bathroom	Assembly	Bus
S	Safe	<ul style="list-style-type: none">• Keep hands and feet to self• Follow expectations• Use materials and equipment appropriately	<ul style="list-style-type: none">• Move appropriately in classroom	<ul style="list-style-type: none">• Walk on right• Nose and toes forward	<ul style="list-style-type: none">• Wait to be dismissed• Carry your tray with both hands	<ul style="list-style-type: none">• Stay on campus• Enter and exit the building appropriately	<ul style="list-style-type: none">• Wash your hand with soap and water	<ul style="list-style-type: none">• Listen and follow directions	<ul style="list-style-type: none">• Seat to seat and back to back• Keep hands in bus
		<ul style="list-style-type: none">• Be ready to learn• Have supplies• Use time wisely	<ul style="list-style-type: none">• Desk is neat and organized• Complete work on time• Be prepared for class	<ul style="list-style-type: none">• Single file line and hands to yourself	<ul style="list-style-type: none">• Wait your turn and stay in line• Empty your tray in an orderly fashion	<ul style="list-style-type: none">• Agree on the rules of the game before you start	<ul style="list-style-type: none">• Wait your turn• Flush when finished	<ul style="list-style-type: none">• Sit in designated area	<ul style="list-style-type: none">• Load, ride and unload in an orderly fashion
A	Accepting	<ul style="list-style-type: none">• Recognize differences• Use kind words• Respect others• Include others	<ul style="list-style-type: none">• Speak and listen politely• Cooperate and work well with others	<ul style="list-style-type: none">• Individuals yield to other classrooms• Monitor your voice level	<ul style="list-style-type: none">• Practice good manners• Be inclusive at your table	<ul style="list-style-type: none">• Respect others abilities• Include others	<ul style="list-style-type: none">• Allow for the privacy of others	<ul style="list-style-type: none">• Treat speakers and performers with courtesy• Sit quietly during presentations and performances	<ul style="list-style-type: none">• Respect others space• Share seats with others
		<ul style="list-style-type: none">• Be on task• Follow directions• Make smart choices	<ul style="list-style-type: none">• Use time wisely• Stay on task• Be an active learner	<ul style="list-style-type: none">• Get where you need to be in a timely manner• Keep it clean• Remove your hat in the building	<ul style="list-style-type: none">• Clean up after yourself• Use appropriate voice - level #2	<ul style="list-style-type: none">• Manage your behavior• Use equipment appropriately	<ul style="list-style-type: none">• Keep the bathroom neat and clean• Return to class promptly• Quiet voices – level #2	<ul style="list-style-type: none">• Use appropriate applause• Keep your space clean	<ul style="list-style-type: none">• Use a quiet voice• Listen to bus driver
R	Responsible								

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 Public Schools. 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 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 I will:

1. Keep my hands, backpacks, and other objects away from the bus loading area and other students.
2. Respect other students and their property.

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

1. Use the crosswalks.
2. Watch for traffic, making sure that vehicles have stopped before attempting to cross the street.
3. Walk their bicycle from the bike rack to the nearest crosswalk before mounting.
4. Never leave the bus loading area by walking between the buses.

Cell Phones and Electronic Devices

Goal: Help alleviate distractions for the educational environment and prevent unnecessary conflicts.

As a student I will:

1. Turn off my cell phone and other electronic devices before entering the school building in the morning.
2. Keep my cell phone and other electronic devices in my backpack and turned off during the instructional day. (We recommend that electronic devices (ipods, mp3 players, etc.) be left at home where they are safe.)
3. Only take my cell phone or electronic device out when given permission by a school authority or when dismissed for the day.
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 without complaint or delay when I have violated the policy.
6. Understand that confiscated devices will be returned to the student after school on the first two incidents and to the parent or guardian after further incidents.

Dress Code and Appearance

Goal: Create a learning environment that shows pride in our school and respect for ourselves.

As a student I will:

1. Remove my hat upon entering the building, and not place it back on my head until I leave the building.
2. Only wear clothes that are clean and appropriate for school.
3. Refrain from wearing any pants with tattered holes and /or that sag low enough to expose underwear.
4. Girls must refrain from wearing tank tops that expose undergarments and boys are to refrain from wearing sleeveless shirts.
5. Refrain from wearing any tops that are cut too low or expose a bare midriff.
6. Refrain from wearing any clothing with alcohol or tobacco advertising.

7. Wear shorts and skirts that have a hemmed edge, and that are of a length that my fingertips can touch the bottom edge when my arms are at my side.
8. Refrain from wearing any clothing with slogans that have “double meanings” or that display insults, “put-downs”, or demeaning statements toward self or toward others.
9. Refrain from writing on myself.
10. Refrain from wearing any spiked accessories or chains that hang from the outside of my clothing.
11. Refrain from wearing slippers or flip flops, or open toed shoes.
12. Refrain from wearing pajama and flannel pants.

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.

Hallways

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

As a student 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. Walk at a casual pace.
4. Keep my hands, feet and other objects to myself.
5. Treat my locker with care. I will shut my locker door quietly, and I will use only my locker.
6. Take my hat off upon entering the building and leave it off until I have left the building.
7. Always be courteous to and respectful of my fellow students.
8. Follow directions that are given to me by any staff member.

Integrity of School Work

Goal: To assure accurate assessment of student progress and promote honesty.

As a student I will:

1. Refrain from copying another student’s school work.
2. Refrain from allowing other students to copy my work.
3. Use my time to do school work in a classroom.
4. Seek support from staff whenever possible.
5. Accept the consequences for my behavior if I am caught cheating.

Interactions with Others

Goal: Create a positive learning environment where each and every student feels a sense of belonging. Promote skills in resolving peer conflict.

As a student 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 only good of others.
7. Only pay attention to matters that are of concern to me.
8. Keep my feet, hands, and other objects to myself.

Lunchroom Line and Eating Area

Goal: Create a positive environment of respect and order.

As a student I will:

1. Walk to the lunch line, or to the area where I will be having lunch.
2. Talk at a conversational level when passing in the hallway, so as to be courteous to those students and staff within the classrooms.
3. Sit at the designated tables if I bring a lunch from home.
4. Sit down while I am eating.
5. Use appropriate table manners.
6. Leave my table and floor area clean.
7. Be respectful of all lunch supervisors.
8. Use appropriate voice level and language.

Assemblies

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

As a student I will:

1. Sit with my class 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.

VII. SCHOOL-WIDE DISCIPLINE

Student behavior that is not in agreement with our school-wide expectations will be addressed either by a staff member refocusing that behavior with direct communication with the student at the time of the incident or in the case of more severe behavior the student will be sent to the office to conference with the principal.

A Refocus form will be utilized by school personnel and students to address less severe behavior(s) that needs to be redirected.

During a refocus, students will:

- Reflect on the behavior they were exhibiting,
- Identify what they did,
- State how their actions affected others around them,
- Identify what they would do if the occasion arises again.

This may occur as a written or verbal refocus. Written refocus sheets may be sent home with the student and we ask that they are signed by a parent and returned to school. Students with serious infractions will have an office conference with the principal and parents will be contacted.

On the following page is a copy of the Refocus/Referral that will be kept on file with the principal and teacher.

Refocus/Referral Form

<input type="checkbox"/> Minor <input type="checkbox"/> Major Name: _____ Grade: 5 6 Referring Staff: _____ Homeroom Teacher: _____ Date: _____ Time: _____		<b style="text-align: center;">Location (1) <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Classroom <input type="checkbox"/> Playground Area _____ <input type="checkbox"/> Hallway 6th 5th Front </div> <div style="width: 48%;"> <input type="checkbox"/> Bathroom <input type="checkbox"/> Cafeteria <input type="checkbox"/> Library <input type="checkbox"/> Bus <input type="checkbox"/> Other _____ </div> </div>	
Minor Problem Behavior (Up to 3)	Major Problem Behavior (Up to 3)	Possible Motivation (1)	
<input type="checkbox"/> Defiance <input type="checkbox"/> Physical Contact <input type="checkbox"/> Disruption <input type="checkbox"/> Disrespect <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Harassment <input type="checkbox"/> Property Damage <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Other _____	<input type="checkbox"/> Defiance/Insubordination <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Major Disruption <input type="checkbox"/> Major Disrespect <input type="checkbox"/> Profanity/Abusive Language <input type="checkbox"/> Major Harassment <input type="checkbox"/> Bullying <input type="checkbox"/> Fighting <input type="checkbox"/> Theft <input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> Other _____	Get: <input type="checkbox"/> Peer Attention <input type="checkbox"/> Adult Attention <input type="checkbox"/> Item/Activity Avoid: <input type="checkbox"/> Peer Attention <input type="checkbox"/> Adult Attention <input type="checkbox"/> Item/Activity	
Others Involved in Incident (1): <input type="checkbox"/> None <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Unknown <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Other _____			
Action Taken (Up to 3)			
<input type="checkbox"/> Time Out/Detention <input type="checkbox"/> Conference with Student <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Parent Contact <input type="checkbox"/> Individualized Instruction		<input type="checkbox"/> In-School Suspension (_____hours/days) <input type="checkbox"/> Out-of-School Suspension (_____hours/days) <input type="checkbox"/> Action Pending <input type="checkbox"/> Other _____	

Student Section

1. What SOAR guideline(s) do you need to work on?
 ☐ Safe ☐ Organized ☐ Accepting ☐ Responsible

2. I caused a problem/distraction today because....

3. How did your actions affect you and those around you?

4. What will you do differently next time?

Student Signature: _____

RANGE OF DISCIPLINARY ACTION

Problem Areas:

1. Tardiness – arriving late to class
2. Unexcused Absence and 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
3. Defiance of School Personnel Authority – refusal to comply with reasonable requests of school personnel
4. Classroom Disruption- any behavior that continually disrupts the learning environment
5. Disorderly Conduct – includes profanity and verbal abuse, conduct and/or behavior which are disruptive to the orderly educational procedures in the Lewistown Public Schools
6. Dress Code – clothing that is disruptive to the school environment and guidelines of policy
7. Electronic Device – use of cell phone, MP3, or other device
8. Possession or use of tobacco – the possession or use of any type of tobacco product
9. Theft – taking property that does not belong to you
10. Destruction of property – destroying or mutilating materials belonging to the school, school personnel or students
11. Fighting – engaging in physical contact with the purpose of inflicting harm on another person
12. Alcohol – use, sale or possession of alcohol during a school activity or school day
13. Physical Assault – physical attack of another, who does not wish to engage in the conflict and who had not provoked it
14. Arson – attempting to burn property
15. Drugs – use, possession and sale of narcotics or noxious substances during a school day or school activity
16. Harassment – intimidation of another individual
17. Explosive Devices – use, possession of exploding devices in school
18. On-going acts that lead to progressive discipline plan

SEVERE CLAUSE

When a student demonstrates a behavior that defies authority, reflects an uncooperative attitude, threatens the safety of others or self, results in minor to extreme vandalism to school district property, results in theft of school district property, shows unusual or violent conduct, indicates a documented pattern of handbook or district rule violations, a severe consequence will be considered by the administration.

Generally a student moves toward a severe consequence through a series of rule violations. However, the seriousness of an individual act by a student can result in an immediate consideration by the principal to request suspension or expulsion, and/or Risk Assessment regardless of a student's discipline record to date.

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 following the discipline grid.

Range of Disciplinary Consequences:

1. Parent/Guardian contact
2. Office Conference
3. Parent Conference
4. After School Detention with teacher
5. After School Detention or Recess Detention assigned by the office (One thirty-minute session after school or 2 recesses)
6. After School Detention or Recess Detention assigned by office (Two thirty-minute sessions after school or 4 recesses)
7. After school work time
8. Loss of Privileges (ie. hall pass, lunchroom access, free time at lunch)
9. Temporary Removal from Class –duration of the class period

10. Temporary Removal from Class –3-5 days
11. Reimbursement of damaged or stolen property
12. Zero credit on assignment
13. Plan of Improvement
14. Counseling
15. Referral to Police Department
16. In-School Suspension (ISS)
17. Out-Of School Suspension
18. Recommendation for expulsion
19. Other- in unique situations logical consequences will be applied.

DISCIPLINE GRID

The administration reserves the right to select other options at their discretion. The precise action depends upon the severity and regularity of the offense.

Behavior	First Offense	Second Offense	Repeated Offenses
Cheating	1, 2, 12	1, 2, 12	1, 2, 3, 10, 12, 13
Classroom Disruption	1, 4, 9	1, 2, 5, 8, 9, 14	1, 2, 3, 6, 7, 8, 10, 13, 14, 16, 17
Defiance of School Authority	1, 2, 5, 8, 9	1, 2, 3, 6, 8, 9, 14	1, 2, 3, 6, 9, 10, 11, 13, 14, 17
Disrespect for School Property	1, 2, 5, 11	1, 2, 3, 6, 11	1, 2, 3, 13, 16
Disrespect for School Staff	1, 2, 6	1, 2, 3, 13, 14, 16	1, 2, 3, 13, 14, 16, 17, 19
Disorderly Conduct	1, 2, 6	1, 2, 3, 13, 14, 16	1, 2, 3, 13, 14, 17, 18
Dress Code	1, 2	1, 2, 5	2, 3, 6
---Student required to correct dress code violation-may include a trip home as an unexcused absence.---			
Electronic Device	1, 2	1, 2, 5	1, 2, 3, 6
---Each violation will result in confiscation of device.-Refusal to surrender is considered defiance.---			
Fighting	1, 2, 14, 16, 17	1, 2, 14, 16, 17	1, 2, 3, 13, 14, 15, 16, 17, 19
Forged Notes	1, 2, 5	1, 2, 6	1, 2, 3, 16
Inappropriate Display of Affection	2	1, 2	1, 2, 3, 5
Inciting other students	1, 2, 6	1, 2, 16	1, 2, 3, 13, 14, 17, 19
Lying	2, 5	1, 2, 6	1, 2, 3, 6, 14
Misuse of Food/Drink Privileges	2	1, 2, 5	1, 2, 3, 6, 8
Misuse of Pass Privileges	2	1, 2, 8	1, 2, 8
Profanity directed toward staff	1, 2, 14, 16, 17	1, 2, 14, 16, 17	1, 2, 3, 13, 14, 15, 16, 17, 19
Profanity-not directed toward staff	1, 2, 5	1, 2, 6	1, 2, 3, 13, 14, 16
Refusal to Accept/Complete	1, 2, 2x Initial	1, 2, 3, 14, 16, 2x Initial	1, 2, 3, 7, 13, 14, 16
Consequence			
Running/Rough Housing	1, 2, 9	1, 2, 5, 9	1, 2, 6, 10
Tardiness	Third tardy	4-5 Tardies	6-7 Tardies
Per Semester	7	1, 2, 7	1, 2, 3, 7, 13
Truant from Class	1, 2, 7, 12	1, 2, 3, 12, 13, 14	1, 2, 3, 12, 13, 14
Unexcused Absence	1, 2, 7	1, 2, 7, 15	1, 2, 3, 7, 13, 15

NOTE: The seriousness of an act may necessitate the administration providing a greater punishment than what is shown.

NOTE: The range of actions may not apply for a student who is on a Plan of Improvement.

The following are examples in which the student may be Responsible to both school policy and civil/criminal status:			
DISCIPLINARY CONCERN	RANGE	FIRST OFFENSE ACTION	REPEATED OFFENSE
Arson	Minimum Maximum	Parent Involvement Subject to Expulsion	Subject To Expulsion
Destruction of School Property	Minimum Maximum	Parent Involvement Suspension/Expulsion	Subject To Expulsion
Drugs & Alcohol	Minimum Maximum	Parent Involvement Suspension/Expulsion	Subject To Expulsion
Physical Assault	Minimum Maximum	Parent Involvement Subject to Expulsion	Subject To Expulsion
Pulling Fire Alarm	Minimum Maximum	Parent Involvement Turned over to Authorities	Suspension
Theft	Minimum Maximum	Parent Involvement Suspension	Suspension Subject to Expulsion
Weapons or Explosive Devices	Minimum Maximum	Parent Involvement Subject to Expulsion	Subject To Expulsion

SUSPENSION AND EXPULSION

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.

In the case of expulsion, the principal will make the recommendations 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.

Students suspended from participation at extra-curricular activities will not be allowed to perform or compete at an extra-curricular activity in town or away for the duration of suspension. 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 purpose 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 a part of their grade is determined by the performance, they will be allowed to do other work in lieu of the performance.

A semester is the equivalent of ninety (90) pupil instruction days. A suspended student will serve ninety (90) suspension days from activity participation for each semester of suspension even if the time carried over to a new school year.

Activity days are days when school is in session or there are previously scheduled school activities, in which the student is involved, including performance, practices, rehearsals, and travel.

Plan of 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.

A Plan 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.

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 Board of Trustees have the authority to suspend. Expulsion is reserved for the School Trustees.

VIII. EMERGENCIES

EMERGENCY PROCEDURES FOR SCHOOL DISTRICT NO. 1

School District No. 1 has just updated the Crisis Procedure Manual that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, bus, or by transportation provided by parents.

It is impossible to foresee all the possible emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the “normal” way of doing things. It will cause inconvenience to all of us. The responsibilities are shared by us, as school administrators, and you, as parents.

IN MOST EMERGENCIES, YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL HE/SHE ATTENDS. IN THE RARE EVENT OF AN EMERGENCY THAT PROHIBITS RE-ENTRY TO THE SCHOOL BUILDING YOUR CHILD ATTENDS, (SUCH AS A BROKEN GAS OR WATER MAIN, FIRE, OR A SUDDEN LOSS OF UTILITIES IN BAD WEATHER) STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO THAT SCHOOL’S ALTERNATE SITE.

We ask you to follow the following procedures if you hear rumors of any school emergency:

1. **TURN ON YOUR RADIO.** We will keep the media accurately informed of an emergency.
2. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **MUST** be used to respond to the emergency.
3. **PLEASE DO NOT COME TO THE SCHOOL.** Any emergency involving your child’s school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students parents will be notified through the local media. The school district will also inform parents of the alternate site location and reunification procedures at that time.

EMERGENCY WEATHER CONDITIONS

In the event that adverse weather creates hazardous driving conditions, before or during school hours, we will attempt to relay this information, pertaining to the closing of the schools, to parents through the school district automated calling system. Information will also be broadcast over KXLO RADIO STATION, 1230 KHz.

EMERGENCIES AT SCHOOL

If your child becomes ill, or is involved in an accident at school, you will be notified. If you, or another person designated by you, cannot be reached and informed, your child will be referred to your family doctor. It is important, therefore, that the school be kept informed as to your telephone number at home, or your place of employment, and the name of your family physician.

The school should also be informed about any allergies, reactions, chronic illnesses or serious physical problems (epilepsy or chronic diabetes), so that proper measures can be taken if something happens at school. If a child is taking any medication (prescription or over-the-counter), the school should be notified.

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 designated rallying points. There should be no talking, move quickly, but no, running. 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.

LOCK DOWN PROCEDURES

1. If a lock down is necessary, the following announcement will be made over the PA system: “Attention, Attention. Attention students and staff, our campus is now under lock down procedures. At this time all students and staff must proceed to the nearest available classroom.”
2. If the announcement for a lock down has occurred, and once staff and students are within a classroom/secure area, the following procedures will be followed.
 - a. The classroom doors will be locked.
 - b. Classroom windows will be covered/curtains or quilts drawn.
 - c. All persons within the classroom will move away from windows and doors.
 - d. No one will be allowed outside of the classroom, until the principal or counselor gives an all-clear signal.
 - e. Phone usage will be limited to use of the intercom within the school. In the event of an emergency contact with the proper authorities will be made by the principal, counselor or by the principal’s designee.
 - f. Attendance will be taken of all students/staff within the classroom.

During an emergency situation requiring the lock down of the school campus, it is vital that students follow promptly the directions given by any adult staff member. This will ensure that procedures are followed in a calm and concise manner, and that every person present at the school will have a greater opportunity to remain free from harm.



standard response protocol™

Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

Lockout - "Secure the Perimeter"

Lockdown - "Locks, Lights, Out of Sight"

Evacuate - "To the Announced Location"

Shelter - "Using Announced Type and Method"

Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveuguy.org>



Lockout

Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

Students:

- Return to inside of building
- Do business as usual

Teachers

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



Lockdown

Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

Students:

- Move away from sight
- Maintain silence

Teachers:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



Evacuate

To the Announced Location

Evacuate is called to move students and staff from one location to another.

Students:

- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response.

Teachers:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



Shelter

Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

Types:

- For Tornado
- For Bomb
- For Hazmat

Methods:

- Drop, Cover and Hold
- And Seal
- In Silence

Students:

- Use Appropriate Method

Teachers:

- Use Appropriate Method
- Take roll, account for students



IX. HEALTH & SAFETY

PRE-SCHOOL PHYSICALS

Lewistown Schools encourages (but does not require) a pre-school physical for all kindergarten students. Students may obtain a physical at anytime during their first quarter of school, and the doctor will provide the school with a health record for our cumulative files.

ASBESTOS MANAGEMENT PLAN

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-containing 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 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.

COMMUNICABLE (CONTAGIOUS) DISEASES

If a child has a communicable (contagious) disease, he/she should be kept home until it is non-contagious and he/she is well enough to prevent a relapse. If a child at school is suspected of having a contagious disease, he/she will be sent home.

Children having a disease that requires medication should remain at home for 24 hours after beginning the medication.

HEAD LICE POLICY

If a public school either suspects a child has head lice or has received a phone call from a parent or guardian confirming a case of head lice, the school will notify the Fergus County Nurses Office immediately. At that time, or as soon as possible, one of the public health nurses or a designated individual will go to the school and check the child thoroughly for head lice. If nit (eggs) or live lice are detected the child will be sent home with instructions given to parents or the guardian.

Effective March 1, 1997, no child with a confirmed case of head lice will be allowed in any public school until that child has been cleared as "nit free" by one of the local public health nurses or the school nurse.

After a child has been cleared as "nit free" by the public health nurse, the nurse will either call the school or send a written note with the parent or guardian to indicate it is acceptable for the child to return to school.

HEARING SCREENING

Hearing screenings are done periodically by the district Special Services Cooperative. If a child fails the screening test and a referral is made, a trained audiologist, who is under contract by the State of Montana, does the follow-up tests at no cost to the parents.

IMMUNIZATION REQUIREMENTS (policy #3413)

All students are required by Montana State Law to be immunized as a prerequisite for school attendance. **NO CHILD CAN ENTER SCHOOL WITHOUT PROOF OF COMPLETE IMMUNIZATION.** This includes transfer students. A photocopy of immunization records shall be made by the school of origin and provided to the student who is transferring.

The state's immunization requirements apply to all students from kindergarten through grade twelve. All students must be immunized against six childhood diseases before enrolling in the fall of each year. To meet the requirements of the laws, students must have at least the following immunizations.

- DPT (Diphtheria, Tetanus, Pertussis) – Four doses of vaccine, with one given after the fourth birthday.
- POLIO - Three doses of oral or injectable vaccine with at least one dose after the fourth birthday.
- MUMPS, MEASLES & RUBELLA (German Measles) – One dose after 12 months of age, a second dose required before entering Junior High.
- A MEDICAL EXEMPTION is allowed with the signature of a physician on the appropriate form.
- A RELIGIOUS EXEMPTION is still allowed but must be reasserted annually by an affidavit which has been signed by the student's parent or guardian and notarized.

MEDICINE AT SCHOOL (policy #3416)

The Lewistown Public Schools require all medications to be given at home whenever possible. However, under certain circumstances, it is necessary for medication to be administered to a student during the school day. These circumstances may include, but are not limited to, treatment of chronic disabilities and/or illness. When a student requires medication to be administered at school, a parent may make arrangements to come to school to give the medication or the following procedures must be complied with regarding the administration of medication during the regular school day.

1. School personnel may not accept or supervise the administration of medication unless it is accompanied by a completed Permission for Medication form. This form will specify:
 - a. demographic information on the student,
 - b. diagnosis,
 - c. type of medication,
 - d. dosage prescribed,
 - e. purpose of medication,
 - f. time of administration,
 - g. possible side effects,
 - h. anticipated number of days to be given at school (starting and ending date),
 - i. additional instructions for administering,
 - j. signature of physician/dentist, and
 - k. signature of parent/guardian
 - l. The form can be found at the back of this handbook and may be used.
2. Students taking medication prescribed by a physician/dentist must present the medication in its original container to the principal or school designee, with the required form signed by the physician/dentist and parent/guardian. This may require the issuance of duplicate bottles of medication authorized by the physician, one for home and one for school. Both bottles shall indicate the name and telephone number of the pharmacy, the student's name, the physician's name and the dosage to be given.
3. Students taking over-the-counter medication must present the medication in its original container to the principal or school designee with the required form signed by the parent/guardian. The school will not supply any medication such as aspirin, Ibuprofen or Tylenol.
4. The initial dosage must be administered at home, in the physician's office, or hospital to avoid adverse reactions from occurring at school.
5. School personnel delegated by the school nurse to administer medication must:
 - a. Be taught, supervised, and evaluated for the performance of the delegated nursing task
 - b. Routinely record:
 - i. Time and date student took medication
 - ii. Medication not given and reason

6. Parents are to be notified if:
 - a. Medication was not given and reason
 - b. Any side effects or unusual symptoms
7. At parent/guardian request, the student may carry an inhaler with them, but must comply with procedure Numbers 1-4.
8. School personnel reserve the right to review or deny all requests for medication administration during school hours based on completeness of compliance with these procedures or ability to provide the requested service.
9. All medication must be stored in a designated area that is to remain locked when not in use.

The Lewistown Public Schools assume no responsibility for the provision of any medication.

Permission to administer medication must be re-authorized at the start of a new school year by consent of parent/guardian and accompanying physician's order. Any medication order changes that may occur must be accompanied by a new Permission for Medication form with proper treatment.

The school nurse or other authorized personnel will provide training to staff regarding the administrations of medication and/or side effects of such pharmacological treatment.

PUBLIC HEALTH DEPARTMENT SERVICES

The Fergus County Nurses Office works closely with the Lewistown schools. They provide the following services free of charge: Vision Screening; Scoliosis Screening; Growth & Development films for the 4th, 5th & 6th grades. They also monitor the incidence of contagious disease in the schools. It is a good idea to call the County Nurses Office at 535-7433 before attending the clinics for an immunization.

Regular County Nurses' office hours are: Mon. – Fri., 8:00 a.m. - 12:00 noon & 1:00 p.m. - 5:00 p.m.

Immunizations are given at their office for a small fee. Please call the Fergus County Nurses Office at 535-7433 for a current immunization schedule.

X. CHEMICAL & TOBACCO POLICY (policy #3340)

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.

IN SCHOOL OR AT SCHOOL ACTIVITIES

Chemical Violations

In school, or at school activities, students who are under the influence¹ 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, during their school career will result in:²

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to three (3) days.³
3. Suspension from participation⁴ in all extra-curricular activities for a period of one semester⁵ **OR** the principal shall extend the option to the student of suspension from participation in all extra-curricular activities for a period of 3 weeks of competition or events⁶ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁷
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, during their school career will result in:²

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to five (5) days.³
3. Suspension from participation⁴ in all extra-curricular activities for a period of one year⁵ **OR** principal shall extend the option to the student of suspension from participation in all extra-curricular activities for a period of 6 weeks of competition or events⁶ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁷
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 during their school career will result in:²

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to ten (10) days.³
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 Violations²

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.³
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 Violations

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

First Offense: Suspension³ 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: Suspension³ from school for up to two (2) days, notification of parents and law enforcement, suspension from participation⁴ in all extra-curricular activities for 3 weeks of competition or events⁶ from the date of disciplinary action. The tobacco will be disposed of in the presence of the student.

Further Offense(s): Suspension³ from school for up to three (3) days, notification of parents and law enforcement, suspension from participation⁴ in all extra-curricular activities for 6 weeks of competition or events⁶ from the date of disciplinary action. The tobacco will be disposed of in the presence of the student.

ACTIVITIES CHEMICAL & TOBACCO POLICY & GUIDELINES

Philosophy

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

Activities Chemical Violations

Students who participate in activities will not be under the influence of¹, be in possession of, give away or sell drug paraphernalia, alcohol, marijuana, or another substance defined by law as a "controlled substance" or "dangerous drug." It is intended that students will not be in attendance at a function, or be riding in a vehicle where tobacco, alcohol or drugs are located or being used.

Student activity participants who admit, whose parent(s) report, who have been found by the administration to have violated the chemical policy, or who have been found guilty of possession or being under the influence, are subject to the chemical policy consequences.

Student activity participants charged by the legal system with a chemical offense may be suspended from participation in their activity (following due process procedures in school policy) until the situation is resolved by the court. If suspended from activities, the student will fulfill all obligations as set forth by this policy. A student awaiting remediation of a charge will not serve more suspension from participation days than the step and offense called for in each situation.

Violations by student activity participants are cumulative⁸ in nature. Starting with the first and subsequent offenses, violations within a two-year period will accumulate to determine the actual level of consequence.

First Offense: Suspension from participation⁴ in all extra-curricular activities for a period of one semester⁵
OR the principal shall extend the option to the student of suspension from participation in all extra-curricular activities, in town or away, for a period of 2 weeks of competition or events⁶ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁷

Second Offense: Suspension from participation⁴ in all extra-curricular activities for a period of one year⁵
OR the principal shall extend the option to the student of suspension from participation in all extra-curricular activities, in town or away, for a period of 4 weeks of competition or events⁶ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁶

Further Offense(s): Suspension from participation³ in all extra-curricular activities for a period of one year⁴
OR the principal shall extend the option to the student of suspension from participation in all extra-curricular activities, in town or away, for a period of 8 weeks of competition or events⁵ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁷

Other Information:

1. Participants who have violated the chemical policy may jeopardize receiving post-season letters, trophies, and individual team privileges.
2. The appropriate activity sponsor(s), athletic director and school administration will consider each incident individually according to the policy.
3. Student activity suspensions that run past the end of a season or semester will carry forward to the next season of participation or semester; even if that means going into the next school year.
4. Participants under suspension for chemical use must follow all extra-curricular rules and are subject to consequences at the next step if a violation occurs.
5. Student participants who violate the chemical policy at school or at school activities are subject to the district-wide chemical rules as they relate to all students.

Athletics Tobacco Violations

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

First Offense: Suspension from participation⁴ in extra-curricular activities, in town or away, for a period of 2 weeks of competition or events⁶ from the date of the disciplinary action.

Further Offense(s): Suspension from participation⁴ in extra-curricular activities, in town or away, for a period of 4 weeks of competition or events⁶ from the date of the disciplinary action.

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

Chemical Policy Endnotes

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

Second Offense: Referred to local qualified service/treatment providers for a possible evaluation or additional chemical education class work. Expenses incurred will not be the responsibility School District No. One.

Further Offense(s): Referred to local qualified service/treatment providers for a possible evaluation or additional chemical educational class work. Expenses incurred will not be the responsibility School District No. One.

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

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

XI. 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 of 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.

XII. DIRECTORY INFORMATION

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.

XIII. BULLYING AND HARASSMENT

Sexual Harassment/Intimidation of Students (policy #3225)

Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District is committed to a positive and productive working and learning environment free from discrimination. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a coworker, supervisor, subordinate, contractor, volunteer, or student. Such behavior is just cause for disciplinary action.

Sexual harassment substantially compromises the attainment of educational excellence, and the District will not tolerate such behavior between members of the same or opposite sex. Furthermore, the District prohibits retaliation against any employee or student making a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in investigation of a report. Retaliation includes but is not limited to any form of intimidation, reprisal, or adverse pressure. Retaliation is a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

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

Definitions

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

- Submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or of creating an intimidating, hostile, or offensive employment or educational environment.

An intimidating, hostile, or offensive employment or educational environment is an environment in which:

- Unwelcome sexually oriented jokes, innuendoes, obscenities, pictures/posters, or any action with sexual connotation makes a student or employee uncomfortable; or
- Any aggressive, harassing behavior in the workplace or school, which affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex.

Following are examples of sexual harassment or intimidation:

- Unwanted sexual advances (may include situations which began as reciprocal attractions but later cease to be reciprocal);
- Sexual gestures, verbal abuse, sexually oriented jokes, innuendo, or obscenities;
- Displaying of sexually suggestive objects, pictures, cartoons, or posters;
- Sexually suggestive letters, notes, or invitations;
- Employment or educational benefits affected in exchange for sexual favors;
- Physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching;
- Hazing or daring individual to perform in unsafe work or learning practices, particularly when directed toward students or employees in nontraditional settings.

Reporting

Students or employees who believe they may have been harassed or intimidated should contact a counselor, the Title IX Coordinator, or the first-(1st)-level supervisor not involved in the alleged harassment. Persons who feel they are being harassed or intimidated should take the following steps:

- Inform the individual that his/her behavior is unwelcome, offensive, or inappropriate. DO NOT assume or hope the problem will go away.
- Notify a counselor, the Title IX Coordinator, or an administrator, right away. Early reporting assists any investigation.
- Request a copy of the District's sexual harassment policy so that reporting processes are clear.
- Keep notes. Keep a record of dates, times, places, witnesses, and descriptions of each incident. Save all notes or records in a safe place.

Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report.

All employees and students have a responsibility to maintain a positive work and learning environment by reporting all incidents or rumors of harassment or intimidation involving them or others. Students and staff are encouraged to use the reporting procedure set forth in this policy.

Once a report has been filed with an administrator or Title IX Coordinator, a confidential and expeditious investigation will begin, following the procedures outlined in the Investigation and Action Procedure below, with strict observance of the specific protections provided above.

Confidentiality

A report of sexual harassment or intimidation and its investigation are to be kept in strictest confidence for the protection of all parties involved.

The parties' right to privacy will be protected. The District has a compelling interest to provide educational programs in an environment free from sexual discrimination. Sex discrimination includes sexual harassment. Therefore, the District's obligation to investigate and take corrective action may supersede an individual's right to privacy.

Investigation and Action Procedure

1. After receiving a report or grievance, the Title IX Coordinator will conduct an investigation and make written recommendation to the Superintendent within thirty (30) days. In determining whether alleged conduct constitutes sexual harassment, the coordinator will consider the facts of the allegation, case law, state and federal laws and regulations, and District policy prohibiting sexual harassment and intimidation.
2. On receipt of the coordinator's recommendation that probable cause exists to credit the allegations of sexual harassment or intimidation, the Superintendent may take action based on the report/recommendation, or the Superintendent may conduct his or her own investigation into the charges. The Superintendent may appoint an outside investigator to conduct the investigation.
3. Such investigation must be complete within thirty (30) days of the Superintendent's receipt of the recommendation from the coordinator.
4. Pending such investigation, the Superintendent may take any action necessary to protect the alleged victim or other employees or students, consistent with requirements of any applicable regulations and statutes.
5. Consistent with requirements of applicable regulations or statutes, the Superintendent may take such action deemed necessary and appropriate after completion of the investigation.
6. The final disposition of the case will be by action of the Board.

Bullying/Harassment/Hazing/Intimidation/Menacing

Bullying is a repeated pattern of conduct, rooted in a power differential that threatens harm, humiliates, induces fear, or causes students substantial emotional distress. Examples of bullying are, but not limited to include physical, verbal, gestures, exclusion, destruction of property, and/or cyber bullying. (policy # 3226)

The Board 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.

Definitions:

- 1) "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.
- 2) "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
- 3) "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
- 4) "Bullying, harassment, intimidation, or menacing" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:
 - Physically harming a student or damaging a student's property;
 - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - Creating a hostile educational environment.

Reporting:

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

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

Responsibilities:

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

Consequences:

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

Retaliation:

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

Notice of Inspection, Search, Canine Search, Seizure

(Policy #3231 & 3231F)

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 them and to 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 weapons, drugs, alcohol, or any other objects/materials evidencing a violation of school policy/rule or other laws and regulations are contained therein.

Notice of Canine Inspection

Students should be aware that the District may from time to time utilize canines in an effort to detect contraband: (1) stored in lockers or other school property; and/or (2) stored in vehicles.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

XIV. GRIEVANCE POLICY

Uniform Grievance Procedure (policy #3215)

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 principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the principal's 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 principal's 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.

XV. LUNCH & BREAKFAST SCHOOL MEALS

School District #1 provides a hot lunch program and a breakfast program for all students and also provides milk available for purchase for those students who carry cold lunches. 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.

Students are supervised in the lunchroom and on the playground by two noon-duty aides. The principal and teachers provide assistance for the aides.

MEAL ACCOUNTS

As students are enrolled in a Lewistown Public School, a meal account is set up for them. This account, with a corresponding 5-digit number, will be theirs until they graduate or leave the district. Students may use this account for breakfast, lunch, or milk purchases.

Students can deposit money into their individual accounts at the office from 8:00 a.m. until 8:20 a.m. and at recess time each school day. Prices for meals and milk are as follows:

Student Breakfast (K-6)	\$1.55
Reduced Student Breakfast	\$.30
Adult Breakfast	\$1.80
Student Lunch (K-6)	\$2.90
Reduced Student Lunch	\$.40
Adult Lunch	\$3.90
Individual Milk	\$.45

Parents are welcome to eat school meals with their children on an occasional basis. **For lunch**, it is important to please contact the office by 9:00 a.m. on the day you plan to join us so that you can be included in the lunch count to the Central Kitchen.

Although it sometimes becomes necessary for students to charge meals, our policy limits charges to eight (8) dollars. Students will always be notified if a charge occurs so they can relay the information to parents and the situation can be remedied in a timely manner. Please keep open lines of communication with students concerning this important issue.

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.

XVI. TECHNOLOGY ACCEPTABLE USE AGREEMENT Lewistown Public School District No. 1 (policy #3612)

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THE ATTACHED AGREEMENT.

The Lewistown Public Schools (LPS) can now offer Internet access to your child at his/her school. This access offers vast, diverse, and unique resources and provides students and school personnel an avenue to promote educational excellence in the Lewistown Schools. This document is to inform parents, guardians and students of the availability of the Internet resources as well as the rules governing its use and to obtain express parental or guardian permission for an individual student to use the Internet while at school. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail (e-mail) enables communication with people all over the world.
2. Information and news from scientists and research institutions.
3. Public domain software and graphics of all types for school use.
4. Discussion groups on a variety of topics across all curricular areas.
5. Access to University resources, the Library of Congress, and other large collections of relevant information.
6. Graphical access to the World Wide Web.

Our school's goal is to promote student responsibility in the use of the Internet, the network, and other electronic resources. Internet and network access is available to students only on computers that are in highly monitored areas of the school building. However, parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with their contract and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use.

PROPER & ACCEPTABLE USE

The use of the Internet and network in the Lewistown Public Schools must be in support of education and consistent with the educational objectives of Lewistown School District No. 1.

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:

- ✓ Sharing of the student's home address, phone number or other personal information;
- ✓ Searching, viewing, or retrieving materials that are not related to schoolwork, 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;
- ✓ Participating in any activity that violates a school rule, or a local, state, or federal law.

Students having questions about whether any activity is permitted should ask a teacher or administrator. Students accessing inappropriate material must exit immediately.

PRIVILEGES

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system administrators and staff will deem what is inappropriate use, and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of the Lewistown Public Schools may request that system administrators, deny, revoke, or suspend specific user accounts.

RELIABILITY

Lewistown Public Schools makes no warranties, expressed or implied, for the service it provides. LPS will not be responsible for non-deliveries, erroneous deliveries, or service interruptions caused negligence or errors. Use of any information obtained via the Internet is at the user's own risk. LPS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. Possible security problems on the Internet or network must be reported to a teacher or a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to log onto the Internet or network as a system administrator will result in cancellation of user privileges. Any use may be denied access to the Internet or network.

PERMISSION FOR MEDICATION TO BE GIVEN AT SCHOOL

Name of Student: _____

School: _____ Grade: _____

Teacher: _____

Diagnosis: _____

Medication: _____ Dosage: _____

Purpose of Medication: _____

Possible Side Effects: _____

Anticipated number of days it needs to be given at school: _____

Additional instructions: _____

Date: _____ Signature of Physician: _____

I HEREBY GIVE MY PERMISSION for _____ to take the above prescription at school as ordered. I understand that it is my responsibility to furnish this medication.

I have received a copy of the policy and agree to abide by its provisions.

Date: _____ Signature of Parent or Guardian: _____

NOTE: The prescription medication is to be brought to school, by the parent, in the original container appropriately labeled by the pharmacy or physician, stating the name of the student, the name of the medication, and the dosage.

Approved: _____ Disapproved: _____ Reason: _____

Date: _____ Signature of Supervising Nurse: _____

WAIVER OF SCHOOL RESPONSIBILITY TO ADMINISTER MEDICATION

I do not wish for my child to participate in the School District's medication policy. I assume responsibility for providing medication for my child.

Date: _____ Signature of Parent or Guardian: _____

2014-2015 Lewistown Public Schools Parent Permission Form

K-6 Elementary Students

Student Name: _____ Grade: _____

This form will remain in force for the 2014-2015 school year. If at any time you would like to make changes please contact your child's school.

Parents: Please read the handbook information related to the topics below before completing this form. Once you have read the information provided please mark your choices, sign the form, remove it from the handbook and return it to school.

____ Yes ____ No I give permission for my child to attend field trips. (page 19)

____ Yes ____ No I have read and understand the Technology Use Agreement and I give permission for my child to use the internet. My child agrees to abide by the rules described herein. (page 51)

____ Yes ____ No I give permission to use photos of my child in district and school publications, on the district/school web site and/or in the news media. (page 20)

____ Yes ____ No I give permission for the release of "directory information" about my child. (page 43)

____ Yes ____ No I would be willing to help out with our school's PTO

____ Yes ____ No I have read and understand the student/parent handbook.

____ Yes ____ No I will notify the school with new information such as phone number(s), address, developing allergies, etc.

Parent signature: _____ Date: _____

Student signature: _____ Date: _____

Phone Number: _____

Welcome to LJHS

Welcome to Lewistown Junior High School “Where Excellence and Enthusiasm Collide”. The contents of the Student Handbook are to be your guide in understanding the expectations and procedures we follow to assure a consistent learning environment.

I encourage you visit the district website and the LJHS link to access the following information online:

- Student handbook
- Infinite Campus Portal
 - Student grades
 - Lunch account information
- Calendar events
- Staff web pages
- News from LJHS

Mark the following site in your favorites: www.lewistown.k12.mt.us

ENTRANCE TO THE BUILDING

The Junior High will be open each school day at 7:30 a.m. Breakfast is served starting at 7:45 a.m. By 8:10 students should report to their 1st period class.

TABLE OF CONTENTS

Important Dates	4
Attendance	6
Policy	6
Absenteeism	6
Pass to Leave the Building	6
Types of Absences	7
Tardiness	7
Excused Absence	7
Unexcused Absence	7
Truancy	8
Make Up Work	8
<i>Excuses from Participation in Physical Education</i>	8
Student Behavior Expectations	8
After School Learning Center (ASLC) & Detention	8
Assemblies	9
Bus Loading	9
Cell Phones & Electronic Devices	9
Dress Code	10
Hallways	10
Integrity of School Work	11
Interactions with Others	11
Lunch Period	12
Lunchroom Line & Eating Area	12
Student Store & Hallways During Lunch	12
Social Events	12
Discipline Policy	13
Range of Disciplinary Behaviors/Consequences	13
Attendance	13
Bus Infraction	13
Cheating	13
Disruptive Behavior	13
Harassment/Altercations	14
Insubordination	14
Illegal Substances/Actions	15
Deviation of Consequences	15
Explanation of Consequences	15

Chemical & Tobacco Policy (In School or at School Activities)	17
Chemical Sale or Distribution Violation	17
School Tobacco Violation	18
Sports 7 Activities	18
Academic Eligibility	18
LJHS Three Strikes, You're Out Policy	19
Athletics Tobacco Violations	19
General Information	21
Class Schedule	21
Lunch Schedule	21
Grades	21
Grading Scale	21
Lost & Found	21
First Aid, Illness & Insurance	22
Fire Drills	22
School Food Program	22
Student Visitation Policy	23
Notice of Inspection	23
Notice of Search	23
Notice of Canine Inspection	23
Safety Procedures	23
Lockers	26
Students Rights & Responsibilities	26
Student Recognition	28
Gun-Free Schools	29
Asbestos Notification	29
Family Education Rights & Privacy Act (FERPA)	30
Title IX	31
Drivers Education	32

Important Dates
2014-2015
Lewistown Junior High School

New Student Orientation	Aug 21, 6:00- 7:00 PM
Fall Sports Begin (Football, Cross Country, and Girls Basketball)...	August 28
Labor Day- No School	September 1
Parent Orientation/Open House	September 2, 6:00 – 8:00 PM
School Pictures	September 25, Retakes Nov. 10
First Quarter Midterm	September 26
American Indian Heritage Day	September 26
Yellowstone Expedition Trip	September 26-29
MAP Testing (Language).....	September 23, Modified Schedule
MAP Testing (Reading)	September 25, Modified Schedule
MAP Testing (Math)	September 30, Modified Schedule
Homecoming Week.....	October 6-10
District-wide pep assembly and Parade.....	October 10, Modified Schedule
8 th Grade Bear Gulch Field Trip.....	October 14
Fall Vacation-No School	October 16-17
Boys' Basketball Begins	October 20
Red Ribbon Week	October 27-31
LJHS Choir Concert (LJHS Auditorium).....	October 28, 7:00 PM
End of First Quarter.....	October 31
Halloween Dance	October 31
PTO Cookie Dough Sales	October 31
Missoula Children's Theatre	November 3-8
Parent Conferences.....	November 5 (5:00 to 8:00 PM)
Parent Conferences.....	November 6 (9:00 to 1:00 and 2:00 to 4:00)
Vacation Day	November 7
School Picture Retakes.....	November 10
LJHS Veterans' Day Presentation.....	November 11, 2:00 PM
PTO Cookie Dough Sales End	November 14
Thanksgiving Vacation	November 26-28
Ski Club Sign up	December 2
Second Quarter Midterm.....	December 9
PTO Cookie Dough Delivery	December 11
LJHS Choir Concert (LJHS Auditorium).....	December 11, 7:00 PM
LJHS Band Concert (LJHS Auditorium)	December 16, 7:00 PM
Fall Sports Recognition	December 17, 2:50 PM
Christmas Vacation	December 22-January 2
Girls Volleyball Begins	January 5
MAP Testing (Reading)	January 13, Modified Schedule
LJHS GeoBee.....	January 14, Modified Schedule
MAP Testing (Math)	January 15, Modified Schedule
PIR Day/No School.....	January 19
MAP Testing (Language).....	January 20, Modified Schedule
End of Second Quarter/First Semester	January 23
Valentine's Dance	February 13, 7:00 to 9:00 PM
Wrestling Begins	February 16

LJHS Band Concert (LJHS Auditorium)	February 19, 7:00 PM
Third Quarter Midterm	February 24
Vacation Day	February 27
County Spelling Bee (LJHS Auditorium)	March 2, 7:00 PM
8 th Grade Ski Day	March 5
8 th Grade Science MontCAS Testing	March 12
7 th Grade Ski Day	March 12
LJHS Choir Concert (LJHS Auditorium).....	March 17, 7:00 PM
End of Third Quarter	March 27
Track Begins	March 30
Parent Conferences.....	March 31, 5:00 to 8:00 PM
SBAC Testing	March 31, April 1, 8, 9, 14, 15, 21, & 22
Spring Break.....	April 3-6
Fourth Quarter Midterm	May 1
MAP Testing (Math)	May 5, Modified Schedule
MAP Testing (Language).....	May 7, Modified Schedule
LJHS Band Concert (LJHS Auditorium)	May 7, 7:00 PM
MAP Testing (Reading)	May 12, Modified Schedule
LJHS Choir Concert (LJHS Auditorium).....	May 21, 7:00 PM
Memorial Day	May 25
Winter/Spring Sports Recognition	June 1, 2:50 PM
Awards	June 4, 8:15 AM
Talent Show.....	June 4, 10:50 AM
Last Day of School.....	June 4, 1:30 Release

- School District Trustees' Board Meetings - Second Monday of each month.
- Administrative Council meetings - First and third Wednesdays of the month @ 1:00 p.m.

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

\$2 for students
\$3 for adults

Activity tickets get you into games and concerts for free.

Student (PACT fee) \$25
Adult \$35
Family \$100

**Please try and avoid extended absences during MontCAS testing window 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.

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 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. Student will be assigned Saturday School to compensate for missed school.
3. Absences beyond ten (10) days per semester- For each offense parent/guardian will be contacted and student will be assigned Saturday School.
4. Saturday School assignments will be as follows:
 - a. 2 hours - When a student has violated the policy in 1-4 class periods
 - b. 4 hours- When a student has violated the policy in 5-8 class periods

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.

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 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.

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.

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.

Types of Absences:

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

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

*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:

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

Four or more tardies within a semester's time will result in a discipline referral from their teacher. From this discipline referral the principal will assign detentions or Saturday School in accordance to 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 truantries will be reported to the School Resource Officer (SRO).

Make Up Work

Make up work for an excused absence is counted 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, ie; prescheduled 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 PHYSICAL EDUCATION

Students will be excused from suiting up and participating in PE with a medical excuse only. 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.

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 acceptable behaviors. The following are the expectations for all students at LJHS:

A. After School Learning Center (ASLC) 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:

ASLC-

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 cell phone 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 of staff.

Detention-

1. Arrive no later than 3:30.
2. Sign in and record time of arrival.
3. Place cell phone in basket.

4. Sit one person at a table.
5. Work quietly on assignments without distracting others.
6. Understand that I'm not allowed to leave (for any reason) until 35 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:

1. Use the crosswalks or the railroad tracks.
2. Watch for traffic, making sure that vehicles have stopped before attempting to cross the street.
3. Walk their bicycle from the bike rack to the nearest crosswalk before mounting.
4. 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. Turn off my cell phone and other electronic devices before entering the school building in the morning.
2. Keep my cell phone and other electronic devices out of sight and turned off during the instructional day, which includes the time between classes and during lunch.
3. 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.

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 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 two incidents and to the parent or guardian after further incidents.

Electronic devices used for academic purposes, such as eReaders during Accelerated Reader, can be used by students under the direct supervision of their assigned teacher. Non-academic or non-supervised use of these devices will be considered a violation of the policy.

E. Dress Code and Appearance

Goal: Create a learning environment that shows pride in our school and respect for ourselves.

As a student of LJHS I will:

1. Remove my hat upon entering the building, and not place it back on my head until I leave the building.
2. Only wear clothes that are clean and appropriate for school.
3. Refrain from wearing any pants with tattered holes and/or that sag low enough to expose underwear.
4. Girls must refrain from wearing tank tops that expose undergarments and boys are to refrain wearing sleeveless shirts.
5. Refrain from wearing any tops that are cut too low or exposes a bare midriff.
6. Refrain from wearing pajama pants.
7. Refrain from wearing any clothing with alcohol or tobacco advertising.
8. Wear shorts and skirts that have a hemmed edge, and are fingertip length with your arms at your sides. Understand that these requirements still pertain if tights or leggings are worn under the shorts or skirt. Leggings, tights, or yoga pants are to be worn with a top that naturally falls to the length equal to where the fingers and palm meet.
9. Refrain from wearing any clothing with slogans that have “double meanings” or that display insults, “put-downs”, or demeaning statements toward self or toward others.
10. Refrain from writing on myself or clothing.
11. Refrain from wearing any spiked accessories or chains that hang from the outside of my clothing.
12. Refrain from wearing slippers or any footwear that does not have a rubberized sole.

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.

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. Keep my student assignment book (SAB) with me when I am passing in the hallway.

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 school work.
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 only good of 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 lunch room, 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 lunch room 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 purchased made in the Lunch box, other than a water bottle, must be consumed in the lunch room
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.*

As a student of LJHS I will:

***[Safety issues]**

1. Remove my shoes.
2. Avoid running and horseplay.

***[Etiquette Issues]**

3. Refrain from wearing my hat.
4. Wear clothing that is appropriate for school unless otherwise specified for a particular dance.
5. Practice common courtesy at all times. (i.e., see expectations for the positive interaction with others, etc.)
6. 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.

1. 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.

2. 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

3. 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

Level 3 - Zero for assignment plus Saturday School

4. 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 device to be returned to student at the end of the school day. Further violations the confiscated device is returned to parent and the levels of consequences below are given.
- 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 or Saturday School

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

5. 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 or Saturday School

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

6. 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. Skiping Detention/ASLC- not showing up when assigned.

Consequences-

Level 1 - After School Detention

Level 2 - In-School Suspension or Saturday School

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

7. 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 start, 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.

Explanation of Consequences

Detention:

Detention will be handled by teachers and the Principal at their discretion. Detentions will be served after school from 3:30 to 4:10.

Saturday School:

The Principal will assign Saturday School time to any student who is disruptive to the orderly operation(s) of Lewistown Junior High School. The amount of time to be served by a student shall be based on the severity of the behavior. Students will serve between one (1) and four (4) hours on a given weekend as deemed necessary by the Principal. While attending Saturday School students will be required to do school work or read appropriate school related materials. Saturday School will begin PROMPTLY at 8:00 a.m. and run until the assigned time has been served. For every minute a student is late for Saturday school they will be required to serve 2 additional minutes. No student will be allowed to arrive at Saturday school beyond 8:15 (the approximate starting time of a regular day of school).

In-School Suspension (ISS)-

Students assigned to ISS will be assigned and 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 Extra-Curricular Activities –

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

Loss of Privilege 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 to have 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.

A Plan 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 extra-curricular activities for a period of one semester⁴ **OR** the principal shall extend the option to the student of suspension from participation in all extra-curricular 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 extra-curricular activities for a period of one year⁴ **OR** the principal shall extend the option to the student of suspension from participation in all extra-curricular 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

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 VIOLATIONS¹

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 VIOLATIONS¹

Student use or possession of 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 extra-curricular 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 extra-curricular 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.

Sports/Activities

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 guidelines have been established.

1. Students must maintain a 1.67 grade point average and be passing in 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) or Saturday school time 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 teams accomplishments.

LJHS THREE STRIKES, YOU'RE OUT POLICY

Students at the Lewistown Junior High School are reminded that participation in extra-curricular 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.

If a student receives Saturday school, he/she cannot participate in any contest that is held on the Saturday on which they serve their consequence.

ATHLETICS TOBACCO VIOLATIONS

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

First Offense: Suspension from participation³ in all extra-curricular 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 extra-curricular 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.*

END NOTES

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 extra-curricular activities will not be allowed to perform or compete in an extra-curricular activity in town or away for the duration of suspension. (Extra-curricular 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.

General Information

CLASS SCHEDULE

Report to Class	8:05
1 st Period	8:10 to 9:00
2 nd Period	9:03 to 9:48
3 rd Period	9:51 to 10:36
4 th Period	10:41 to 11:26
5 th Period (8 th grade)	11:31 to 12:00
5 th Period (7 th Grade)	11:31 to 12:15
6 th Period (8 th Grade)	12:30 to 1:14
6 th Period (7 th Grade)	12:45 to 1:14
7 th Period	1:17 to 2:02
8 th Period	2:05 to 2:50
Common Study Time	2:53 to 3:20

Breakfast is served from 7:45 a.m. to 8:05 a.m.

8th Grade Lunch

Lunch 12:00 – 12:30

7th Grade Lunch

Lunch 12:15 – 12:45

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	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

GRADING SCALE

A	96-100%	C	80-83%
A-	93-95%	C-	77-79%
B+	91-92%	D+	75-76%
B	89-90%	D	72-74%
B-	87-88%	D-	70-71%
C+	84-86%	F	Below 70%

GRADING SCALE

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

GRADING POLICIES

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

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.

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 you 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.

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)	1.80	Reduced Student Breakfast	.30
Reduced Student Lunch	.40	Adult Lunch	3.90
Adult Breakfast	1.80	Individual Milk	.45
Student Lunch (7-12)	3.15	A la Carte Items are priced individually	

BREAKFAST is served from 7:45 a.m. until 8:05 a.m. each school day.

The **LUNCH Schedule** is as follows:

8th Grade.....12:00 – 12:30

7th Grade.....12:15 – 12:45

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. Must have a book for AR, or the student will be allowed to borrow a book from the LJHS library.
5. Will be expected to participate fully in each of the classrooms they visit.
6. Are expected to make visitation arrangements at least one day in advance, if at all possible.
7. 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
8. May not be a previous LJHS student.
9. Are limited to a half day.

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

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.

NOTICE OF CANINE INSPECTION

Students should be aware that the School District, may from time to time, utilizes 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.

SAFETY PROCEDURES

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

IN AN EMERGENCY...WHEN YOU HEAR IT, DO IT.

Lockout! Secure the Perimeter

Students

- Return inside
- Business as usual
- Lock all Exterior Doors

Teachers

- Bring students into the building
- Increase situational awareness
- Take roll
- Business as usual

Lockdown! Locks, Lights, Out of Sight

Students

- Move away from sight
- Maintain silence

Teachers

- Lock classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Wait for responder to pen door
- Take roll

Evacuate! (Directions to Follow)

Students

- Leave your stuff behind
- Form a line
- Hand in hand when directed to do so

Teachers

- Lead evacuation to location
- Take roll
- Notify if missing, extra or injured students

Shelter! (Directions to Follow)

Students

Shelter Types:

- For tornado and other weather related hazards
- For bomb
- For hazmat

Shelter Methods

- Drop, cover and hold
- And seal
- In silence

Teachers

- Shelter type
- Shelter method
- Take roll



Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

Lockout - "Secure the Perimeter"

Lockdown - "Locks, Lights, Out of Sight"

Evacuate - "To the Announced Location"

Shelter - "Using Announced Type and Method"

Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>



Lockout

Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

Students:

- Return to inside of building
- Do business as usual

Teachers

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



Lockdown

Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

Students:

- Move away from sight
- Maintain silence

Teachers:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



Evacuate

To the Announced Location

Evacuate is called to move students and staff from one location to another.

Students:

- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response.

Teachers:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



Shelter

Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

Types:

- For Tornado
- For Bomb
- For Hazmat

Methods:

- Drop, Cover and Hold
- And Seal
- In Silence

Students:

- Use Appropriate Method

Teachers:

- Use Appropriate Method
- Take roll, account for students



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 can be stored in locker but no juice and soda containers that have already been opened.
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.

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 manner that it does not substantially and directly endanger health and safety, damage property, infringe upon the districts 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 Board of Trustees have the authority to suspend. Expulsion is reserved for the School Trustees.

STUDENT RECOGNITION

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

a. **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.

b. **Perfect and Outstanding Attendance Award:**

1. Candidates for the award must have been in attendance, a.m. and p.m., every day of the school year.
2. Perfect attendance will be awarded to anyone with no absences, not including school related absences. 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.

c. **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.

A. 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.

d. **Individual Awards:**

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

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 of 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 insure 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 further effort to comply with the regulations, School District Number One has appointed Scott Dubbs, Fergus High School Principal, to coordinate its Title IX effort. Inquiries concerning Title IX can be referred to Mr. Dubbs, at the Fergus High school Office, 1001 Casino Creek Drive, or by calling 535-2321, 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 principal's 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

In-School Sessions:

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

Students, who enroll in one of the in-school sessions, will have Driver Education during the seventh period each day. They will have classroom activities and behind-the-wheel driving time scheduled for that period, as well as driving on some evenings and Saturdays. While other students are out driving with the instructor during seventh period, the remaining class members will attend study hall.

Summer Session:

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

Fees And Registration:

Regardless of the session they participate in, all students will pay a \$280 fee. Each successful student enrolled in Lewistown Public Schools will earn 1/4th of a credit for the completed coursework from Fergus High School. Attendance and behavior policies for all Driver Education activities will be strictly adhered to by students enrolled in any of the three sessions.

Registration for enrollment in Driver Education will take place at the Central Montana Education Center, but students must also register and schedule the semester I and II sessions with their counselors at Fergus High School. A general Driver Education registration will be announced and held in early February to fill the June summer session. All sessions will be contingent upon an adequate number of students enrolling to cover District costs to operate the program.

Questions:

Lewistown School District encourages people to stop by the Central MT Education Center office on Airport Road or call 535-9022 with any questions or concerns.

Fergus High School

Fergus Golden Eagles



Code & Activities Handbook
2014-2015

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
Bell Schedule	1
Activity Guidelines	34
Activity, Club & Team Rules	34
Activity Participation	34
Activity Transportation.....	35
Bus Alternate Pick-up/Drop off.....	36
Attendance & Activity Participation	37
Awards & Honors – Activities.....	37
Behavior & Activity Participation	37
Dress – Activity Participants.....	37
Equipment & Supplies Expectations	37
Extra-Curricular Eligibility	37
Participation Fees.....	37
Physical Exams	38
Practice	38
Sport Specialization.....	38
Sportsmanship Expectations	39
Training Rules	39
Activities & Clubs	39-40
Asbestos Management	34
Attendance Guidelines	14-18
Eagle Renaissance	41-42
Fergus High School Directory.....	2-3
Fergus High School Mission Statement	In From Cover
General Guidelines.....	4
Admission of Over-Age and Non-Residents.....	4
Applicability of School Rules and Discipline.....	4
Backpacks and Other Bags.....	4
Change of Policy	4
Cheating	4
Class Recommendations by Grade	4
Credit Transfer/Assessment for Placement.....	5
Counseling.....	5
Distribution of Materials.....	5
Dress Code	6
Drivers Education.....	6
Drop/Add Procedures.....	7
Eighteen Year Old Students	7
Electronic Devices.....	7
Excuses from Participation in PE.....	7
Final Exams (Semester Tests)	7
Fines.....	7
Fire Drills.....	7
Fund Raising.....	7a
Grade Level Requirements	7a
Grading Scale	7a
Graduation Requirements	7a
College Admission Requirements.....	8
Honors Curriculum.....	9
Valedictorian and Salutatorian Process	9-10
Hall Passes	10
Healthy Food and Drinks.....	10
School Food Program	10-11
Honors Pass	11
Incompletes.....	11
Insurance.....	11

Library.....	11
Lost and Found	12
Lockers.....	12
Makeup Work.....	12
Messages and Packages – Delivery	12
Parking	12
Pledge of Allegiance	12
Report Cards	13
School Dances.....	13
Student Course Load	13
Student Searches/Inspections.....	13
Technology Acceptable Use	13
Video Cameras	14
Visitors.....	14
Vocational Work Program.....	14
Weather Dismissals	14
Withdrawal from School Procedures	14
Grievance Procedure	32-33
Sexual Harassment and Intimidation Policy	28-29
Student Behavior Guidelines	19
Detention	19
Fighting	19
Gang-Related Behavior	20
Lunch Period.....	20
Severe Clause	20
Students Sent To the Office.....	20
Study Back	20
Suspension	20-21
Weapons.....	21
Chemical and Tobacco Policy.....	21-22
Activities - Chemical and Tobacco	22-23
Endnotes & Grid	23-24
Discipline	26-28
Student Records	29-30
Students Rights and Responsibilities (FERPA)	30-32
Title IX.....	32



You are responsible for the information in this handbook. Some items need signatures. When you see this sign, please read the information carefully and sign the cover page that came with the handbook.



FERGUS HIGH MISSION

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

FERGUS HIGH VISION STATEMENT

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

FERGUS HIGH BELIEF STATEMENTS

1. **SAFE SCHOOLS** – All students and staff will contribute to a safe, drug/alcohol free learning environment.
2. **CRITICAL AND CREATIVE THINKING** – All students will develop critical and creative thinking skills.
3. **POSITIVE SELF IMAGE** – All students will be valued and respected as individuals.
4. **SCHOOL TO CAREER** – All students will develop needed academic, technical and life skills for the transition from school to work.
5. **RESPONSIBILITY** – All students will take responsibility for their behavior and their learning.
6. **SOCIAL SKILLS** – All students will develop social skills and appropriate behavior that assist in becoming responsible citizens.
7. **STUDENT SUCCESS** – All students will learn, achieve and succeed throughout their lifetime.
8. **STAKEHOLDERS** – All members of the school community will be included in the decision-making process.
9. **PARTICIPATION** – All students will actively participate in academics and the global community can develop honesty, integrity, and respect for themselves and others.

Welcome Back!

Something personal . . .

The primary purpose of this Handbook is to acquaint students and their parents with the specific guidelines and regulations for attending Fergus High School. It is important to remember the purpose is to teach students what our democratic society expects in self-discipline from its citizens. Accordingly, we will remain committed to that example. Please take time to study this codebook to better understand FHS procedures and expectations.

Jerry Feller, Principal
Fergus High School



Bell Schedule

1st period 8:10 – 9:13
2nd period 9:17 – 10:09
3rd period 10:14 – 11:04
Early Lunch - 11:04 to 11:44
4th period (early) 11:08 – 11:58
4th period (late) 11:48 – 12:38
Late Lunch - 11:58 to 12:38
5th period 12:42 – 1:32
6th period 1:36 – 2:26
7th period 2:30 – 3:20
School is out at 3:20

Early Release Bell Schedule

1st period 8:10 – 8:47
2nd period 8:50 – 9:29
3rd period 9:32 – 10:09
5th period 10:12 – 10:49
Early Lunch – 10:52 – 11:29
4th period (late) 11:32 – 12:09
4th period (early) 10:52 – 11:29
Late Lunch – 11:32 – 12:09
6th period 12:12 – 12:49
7th period 12:52 – 1:30

Note: Once dismissed for the day, students are not to remain in the building unless they are participating in a school-sponsored activity, studying in the library, or meeting with an instructor. Individual assistance will be provided students between 3:20 and 4:00 pm.

* All activities on
Early Release Days
will start at 4:00 pm.

Fergus High School Directory

2014-2015

Board of Trustees

Barb Thomas, Chairman Phil Koterba Jeremy Bristol CJ Bailey Jennifer Thompson Shelley Poss Monte Weeden

Administration

Jason Butcher – Superintendent
Jeff Elliott – Assistant Principal

Jerry Feller – Principal
Jim Daniels – Athletic Director

Teaching Staff

Sandy Armstad – Social Studies
Luke Brandon – Social Studies
Newell Roche – Social Studies
Sherry Breidenbach – Resource/Health Enhancement
Steve Olson – Health Enhancement
Chad Armstrong – Drivers Ed/Health Enhancement
Loren Drivdahl – Industrial Technology
Jared Long – FFA/Agriculture
Victor Feller – Mathematics
Troy Hudson – Mathematics
Brendon DeCock – Mathematics
Adrienna DeCock – Science
Brett Shelagowski – Science
Mike Mangold – Science
Jessica Miller – Spanish

Meggan Cirrincione – English
Jessica Vallincourt – English
Holly Hesel – English
Melanie Smith – English
Diane Lewis – Business
Doug Braulick – Art
Karen Durbin – FACS
Jeff Friesen – Librarian
Chris Hildebrandt – Choral Music
Karl Ortman – Band/Music
Leslie Long – Resource
Linda Rinaldi – Resource
Robert Rutledge – Guidance
Debra Slagel – Guidance

Non-Teaching Staff

Robin Moline – Principal's Secretary
Angela Woollett – Attend. Secretary
Terry Lankutis – Records Sec./Tech.
Wendy Pfau – Activities Secretary
Karen Hanson – Food Service
Jim LeFever – Food Service
Rosie LeFever – Food Service
TBA – Food Service

Joel Bennett – Custodian
Dan Hensley – Custodian
Steven Rowe – Custodian
Levi Talkington – School Resource Officer
Ron Peevey – Construction Academy
Jean Rogan – Resource/Job Coach

Betty Sanders – Title/Library/Para
Gayle Foster – Paraprofessional
Connie Bowen – Paraprofessional
Steven Adams – Paraprofessional
Tiffany Wright – Paraprofessional
Susan Rutledge – Paraprofessional
TBA – Speech

FHS Advisors and Coaching Staff

Activities Director – Jeff Elliott
Athletic Director – Jim Daniels
Annual – Diane Lewis
Band – Karl Ortman
BPA – Diane Lewis
Boys Basketball – Jeff Elliott, Derek Lear & Orin Johnson
Cheerleading – Taylre Sweeney & Kelsey Peterson
Choir – Christopher Hildebrandt
CM Youth Mentoring – Angela Woollett
Cross Country – Suzy Flentie & Melanie Smith
F Club – Vic Feller
FCCLA – Karen Durbin
The Fergus – Jeff Friesen
FFA – Jared Long
Football – Vic Feller, Troy Hudson, Steve Olson,
Derek Lear & Orin Johnson
Girls Basketball – Deena Wier, Dylan Buehler & Jill Murphy
Golf – Brett Thackeray & Keithon Walter

HOW Club – Newell Roche
Key Club – Melanie Smith & Sherry Breidenbach
National Honor Society – TBA
Outdoors Club – Jeff Friesen
Renaissance – Jean Rogan
School Play – TBA
Science Club – TBA
Ski Club – Luke Brandon
Skills USA – Loren Drivdahl
Softball – Mike Mangold & Brett Shelagowski
Spanish Club – Jessica Miller
Speech and Drama – Kristine Leo & Amanda Gee
Student Council – Luke Brandon & Meggan Cirrincione
Tennis – Diane Lewis
Track – Steve Olson, Vic Feller, Suzy Flentie & Gary Cecrle
Volleyball – Tara Taylor, Ashley Jenness & Jean Muragin
Wrestling – Chad Armstrong & Brendon DeCock
Youth Alive – Diane Lewis, Robert Rutledge & Karen Durbin

Class Advisors

Senior

Linda Rinaldi - Head
Loren Drivdahl – 1st Asst.
Jeff Friesen
Chris Hildebrant
Jessica Vallincourt
Jared Long
Doug Braulick

Junior

Jessica Miller -Head
Steve Olson – 1st Assistant
Vic Feller
Troy Hudson
Karen Durbin
Brendon DeCock
Robert Rutledge

Sophomore

Sandy Armstad – Head
Sherry Breidenbach – 1st Asst.
Brett Shelagowski
Mike Mangold
Leslie Long
Debra Slagel
Holly Hesel

Freshman

Meggan Cirrincione - Head
Newell Roche – 1st Asst.
Melanie Smith
Karl Ortman
Adrienna DeCock
Diane Lewis

Fergus High School Student Government

2014-2015 Officers

Student Body President – Parker Philipps
Student Body Vice President – James Derheim
Student Body Secretary – Anders Pederson
Student Body Treasurer – Rebekah Russell
Student Board Representative – TBA
Representatives at Large – Annie Adkins, Mikayla Comes, Kayla Irish & Summer Elmore

Senior Class

President – Cody Boyce
Vice President – Jessica Kindzerski
Sec./Treas. – Michelle Monger
Representative – Lexie Anderson
Representative – Kaitlyn Poss

Junior Class

President – Aubrey Godbey
Vice President – Jace Davis
Sec./Treas. – Heather Wiegert
Representatives – Kodi Myhre

Sophomore Class

President – Nicholas Sweeney
Vice President – Sam Butcher
Sec./Treas. – Camryn Vaughn
Representative – Jonathan Chen
Representative – Taylor Woods

Freshman Class

President – Andrew Coolidge
Vice President – Sierra Hunnewell
Sec./Treas. – Jada Hartman
Representative – Caleb Birdwell
Representative – Emily Plagenz

GENERAL GUIDELINES

ADMISSION OF OVER-AGE & NON-RESIDENT STUDENTS

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

APPLICABILITY OF SCHOOL RULES AND DISCIPLINE

Fergus High School rules and discipline will apply:

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

BACKPACKS & OTHER BAGS

Student backpacks and other bags may only be used when coming to school, when going home or at lunch. Backpacks, duffle bags, purses or any other "tote" type bag to carry school materials will not be allowed in classrooms. Students will be expected to use their assigned lockers.

CHANGE OF POLICY

Occasionally there may be changes of policy as outlined in this handbook. These changes will be posted on the hallway bulletin boards with an effective date included. Thereafter, it will be the responsibility of the student to abide by the new policy.

CHEATING

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

In cases of cheating appropriate disciplinary action will be taken. The following guidelines will be followed.

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

Additional consequences may result in loss of credit or removal from class and a possible suspension.

CLASS RECOMMENDATIONS BY GRADE

There are two general tracts that students generally follow. The first is one of college preparation; the second is more vocational or skill building. Following either tract is an acceptable decision, but deciding a direction early will allow for the best preparation.

Each student must build their schedule around the 17 required courses at Fergus High School. Those classes are listed in recommended sequence below. There is plenty of opportunity to work in advanced and vocational classes along the way. The senior year offers the best opportunity to take specialty classes as long as all prerequisites are taken first.

Freshman Year

Mathematics
English 9
Earth Science
Computers (recommended)
Health 9 (one semester)
PE 9 (one semester)

Sophomore Year

Mathematics
English 10
Biology
Health and PE 10
World History

Junior Year

Mathematics
English 11
Science
American History

Senior Year

English 12 or AP English 12
PAD or AP Government

CREDIT TRANSFER/ASSESSMENT FOR PLACEMENT

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

The credit evaluation committee will:

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

The district will give credit only for home schools that have met all requirements as specified in Montana statute. Credit from home schools will only be accepted when a like course is offered in Lewistown Public Schools.

The school transcript will record courses taken in home schools or non-accredited schools by indicating the title of the course, the school where the course was taken, and the grade.

For purposes of calculation of class rank, only those courses taken in a regularly accredited school will be used.

In order to be recognized during graduation ceremonies as a valedictorian or salutatorian, a student must have attended Fergus High School for at least three semesters (last semester of their junior year and both senior year semesters). Transfer students considered for top ten honors must have earned credit from a state or regionally accredited school (which issue letter grades) for at least seven semesters. For the purpose of identifying the top 10 graduating seniors, the grade point average will be calculated using grades from accredited schools.

COUNSELING

Academic Counseling – Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings and the graduation requirements of various programs. Each spring, students in grades 8-11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing and scholarships.

Personal Counseling – The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact the counselors directly at the FHS office.

DISTRIBUTION OF MATERIALS

School Materials - School publications distributed to students include the "Fergus" our school newspaper and the Annual. Publications are under the supervision of a teacher, sponsor, and the principal.

Non-School Materials - Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

DRESS CODE - (Originally Student Council Proposed & Monitored)

Not all clothes are suitable for an educational setting. Students sent home to change clothing will be considered unexcused absent from class.

Unacceptable Dress:

- Clothing that allows a bare midriff.
- Hats, bandanas, scarfs, hoods and other head gear; except when leaving the building.
- Cut off, torn, or excessively holey clothing
- Clothing with inappropriate language or innuendo.
- Clothing with a message that is an obvious distraction to the educational setting.
- Clothing displaying alcohol, tobacco, or other illegal substances.
- Clothing that is revealing (of undergarments, etc.) including spandex and boxer shorts.

Acceptable Sweats:

- They must have a finished look with hemmed seams at the shoe top.
- They must be neat.

Acceptable Tops:

- They must be neat and cut in a modest fashion.
- Wide cut tank tops or sleeved tops for girls.
- Sleeved shirts for boys.
- Necklines may be no lower than the width of the hand when measured from the collarbone.

Acceptable Dresses:

- They must be a minimum of mid-thigh length.
- Dresses must be neat.
- Tops must meet the criteria for acceptable tops.

Acceptable Shorts:

- The shorts must be neat and have a hem.
- The shorts must be somewhat longer.
- Their length shall be mid-thigh length or when standing straight must not be shorter than the palm of the hand (where the fingers begin).

DRIVERS EDUCATION

IN-SCHOOL SESSIONS:

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

Students, who enroll in one of the in-school sessions, will have Driver Education during the seventh period each day. They will have classroom activities and behind-the-wheel driving time scheduled for that period, as well as driving on some evenings and Saturdays. While other students are out driving with the instructor during seventh period, the remaining class members will attend study hall.

SUMMER SESSION:

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

FEES AND REGISTRATION:

Regardless of the session they participate in, all students will pay a \$280 fee. Each successful student enrolled in Lewistown Public Schools will earn 1/4th of a credit for the completed coursework from Fergus High School. Attendance and behavior policies for all Driver Education activities will be strictly adhered to by students enrolled in any of the three sessions.

Registration for enrollment in Driver Education will take place at the Central Montana Education Center, but students must also register and schedule the semester I and II sessions with their counselors at Fergus High School. A general Driver Education registration will be announced and held in early February to fill the June summer session. All sessions will be contingent upon an adequate number of students enrolling to cover District costs to operate the program.

QUESTIONS:

Lewistown School District encourages people to stop by the Central MT Education Center office on Airport Road or call 535-9022 with any questions or concerns.

DROP/ADD PROCEDURES

Student requests to drop and/or add classes will be considered at the beginning of each semester for five (5) days. Following that period only special classes will be considered and a withdrawal/passing (WP) or a withdrawal/failing (WF) will be entered on the permanent record.

18 YEAR-OLD STUDENTS

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

ELECTRONIC DEVICES

Personal electronic devices such as, but not limited to music players, pagers, beepers, and cameras or PDA's will not be used during school hours without permission. Cellular or other wireless phones will not be used in any capacity at school with exception of a student's lunch time, or before and after school, and then only in the lobby of the school. Students are not to leave class and use cell phones outside of the building during the school hours. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Use of an electronic device is defined as having the device in hand or within sight. Unauthorized electronic devices will be confiscated by staff and are subject to search by the administration. Students are expected to give their device to school staff as requested. Unacceptable use of any electronic device may lead to disciplinary action and may also be referred for additional consequences due to the cheating policy.

In their class disclosure documents, teachers will state the classroom situations where personal audio devices will be appropriate.

EXCUSES FROM PARTICIPATION IN PHYSICAL EDUCATION

Students will be excused from participating in PE with a medical excuse only. If a student does not 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. If the class is required then the student will be rescheduled a later term.

FINAL EXAMS (SEMESTER TESTS)

Students will take final exams in all classes both semesters. A student who does not take a semester final exam because of illness or approved delay will be allowed to take a makeup exam. Failure to makeup exam within the designated time period will result in a zero (0) being recorded for the semester final exam. Final exams carry 20% weight in calculating final grade. The testing schedule will be announced prior to testing times.

FINES

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

FIRE DRILLS

Fire drills are held periodically throughout the school year. Drill instructions will be given to teachers who will pass them on to all students.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal and student council advisor a minimum of two days before the event. Except as approved by the principal, fund-raising by non-school groups is not permitted on school property.

GRADE LEVEL REQUIREMENTS

Students are placed into grade levels according to the number of high school credits they have earned. In order to move to the sophomore level a student must have completed two credits of the following – English, Mathematics, Science or Health Enhancement and must have a minimum of three credits overall. Juniors must have earned nine credits and Seniors must have earned fifteen credits.

GRADING SCALE

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

A	96, 97, 98, 99, 100	A-	93, 94, 95		
B+	91, 92	B	89, 90	B-	87, 88
C+	84, 85, 86	C	80, 81, 82, 83	C-	77, 78, 79
D+	75, 76	D	72, 73, 74	D-	70, 71
				F	69 and Below

GRADUATION REQUIREMENTS

Students are expected to be full-time and must be registered for six classes each semester. The seventh period can be a study hall or a seventh period class.

Requirements established by the State Board of Education and the Trustees of School District Number One must be met to receive a diploma from Fergus High School.

Each student must attend a minimum of eight semesters in an approved or secondary program.

All graduation requirements must be met to be eligible to participate in the graduation ceremony. Fergus High School graduating seniors shall have satisfactorily completed the following requirements:

Each student must have completed a minimum of 22 units of credit. Seventeen (17) of these credits shall be in mathematics, arts, sciences, social studies, English, business, industrial technology, agriculture, home economics, music, drama or journalism. The remaining five may be from the co-curricular subjects such as: office aides or teacher aides; vocational internships or from the same group as the seventeen credit requirements outlined above. A student may complete as much as 1 ½ credits through correspondence of the junior year (if graduation is possible at the end of their senior year). The High School Principal shall be the final authority on approval of correspondence courses.

Each student must satisfactorily complete the following subject matter:

Mathematics – 3 credits – One (1) credit may be cross-over credit
Science – 3 credits – One (1) credit may be cross-over credit.
Social Science – 3 credits. (World History, American History and Senior Level Government)
English – 4 credits – (English 9, 10, 11, and 12)
Health Enhancement – 2 credits of Physical Education and Health
Fine Arts – 1 credit – (Music, Art or Drama)

Vocational Education – 1 credit – (Business, Industrial Technology, FACS or Agriculture Education) Each student will be allowed only one study hall each semester.

Students who use vocational classes for cross-over credit cannot use the same class to satisfy the one credit vocational requirement.

COLLEGE ADMISSIONS REQUIREMENTS AND PREPARATORY CURRICULUM

In order to be admitted to any of the four-year campuses of Montana University System, students must meet a combination of admissions standards, as listed below or on the MUS website at <http://mus.edu/admissions.asp>

MUS Admissions Policy requires that students complete the Board of Regents' College Preparatory Program in high school and meet one of the three minimum requirements below:

1. ACT composite Score of 20 or an SAT Total of 1440 for MSU-N, UM-Western; or an ACT Composite of 22 or an SAT Total of 1540 for MSU, MSU-B, UM and MT Tech.
2. At least a 2.5 high school grade point average.
3. Ranking in the top one-half of their high school graduating class.

Board of Regent's College Preparatory Program

1. Four years of English – In each year the content of the courses would have emphasis upon the development of written and oral communication skills and literature. Students must also satisfy the MUS Writing Proficiency Standard.
2. Three years of Social Studies – The courses shall include Global Studies (such as World History or World Geography); American History; and Government, Economics, Indian History or other third year courses.
3. Three years of Mathematics – The courses shall include Algebra I, Geometry, and Algebra II (or the sequential content equivalent of these courses). Students must also satisfy the MUS Mathematics Proficiency Standard.
4. Three years of laboratory Science – One year must be Earth Science, Biology, Chemistry or Physics. The other years can be one of those sciences or another approved college preparatory laboratory science.
5. Two years chosen from the following electives:
 - a) Foreign Language – Preferably two years
 - b) Computer Science
 - c) Visual and Performing Arts
 - d) Vocational Education units which meet the Office of Public Instruction guidelines.

MUS Mathematics and Proficiency Standards

Any student applying to the four-year programs of the Montana University System seeking full admission must satisfy the mathematics proficiency standard. That standard is as follows.

1. A score of 22 or above on ACT Mathematics
2. A score of 520 or above on SAT Mathematics
3. A score of 3 or above on the AP Calculus AB or BC Subject Examination or a score of 4 on the IB Calculus Test.

A student whose mathematics score is 18-21 on the ACT or 440-510 on the SAT meets the mathematics requirement for admission without condition to any two-year degree program or provisional admission to a four-year degree program on any campus of the MUS.

Alternately, students may be excused from any testing in mathematics and deemed proficient if they complete a Rigorous High School Core including four years of mathematics in high school (Algebra I, Algebra II, Geometry, and a course beyond Algebra II with grades of C or better in all courses.)

MUS Writing Proficiency Standards

Students applying to the four-year programs of the MUS must satisfy a writing proficiency standard. Students must earn one of the following minimum scores:

1. 7 on the Writing Sub-score or an equivalent score on the Combined English/Writing Test of the ACT
2. 17 on the essay or an equivalent score on the Writing Section of the SAT
3. 7 on the Essay Score Writing Section of the SAT
4. 420 on the SAT Writing Section Score
5. 3 on the AP English Language Literature Examination
6. 3.5 on the MUS Writing Assessment

HONOR'S CURRICULUM

To encourage our top students to take a more challenging curriculum particularly during their Junior and Senior years and to recognize their accomplishment for completing it, Fergus High School has developed an Honor's Curriculum. In addition to meeting all FHS graduation requirements, each student in completing this curriculum will be expected to meet each additional Honor's Curriculum expectations.

1. Meet all College Prep requirements of the MUS.
2. Complete four Math Classes. (no cross-overs)
3. Complete four Science Classes. (no cross-overs)
4. Complete two Foreign Language Classes.
5. Complete two AP Classes.
6. An AP class (one) may be substituted by a major from the area of Vocational Studies or Performing Arts. In order for substitution of an AP class to take place a student must complete four years in one of the following areas: Band, Business, Choir, Family & Consumer Science, Industrial Technology, Spanish, or Vocational Agriculture. Substitution of an AP class is only allowed in academic areas that do not offer an AP option. For example – Art, English, Math, Science, and Social Studies all have AP classes offered, therefore, four years of one of these areas of study without taking the AP class will not count towards substitution. No cross-over credits will be allowed. For example: a student must take four years of band; the substitution would not be allowed if he/she took two years of band and two years of choir.
7. Students may use independent courses as approved by the Academic Committee and Principal.

VALEDICTORIAN AND SALUTATORIAN

1. Criteria for Selection Consideration:
 - a. Students considered must be in attendance their second semester of their junior year and both semesters of their senior year. (Special circumstances will be reviewed by the academic committee)
 - b. Students to be considered must complete the Honors Curriculum.
2. Valedictorian or Salutatorians selections will be based on student grade point averages through the second semester of their senior year.
3. Should a tie between students occur with grade point averages the tie will be broken using the following tie breaker steps:
 - a. If the students tied all have completed the following curriculum – no tie breaking system will be used and students will result in a tie.
 - i. Meet the Honors Curriculum requirements
 - ii. Four AP Classes – Offered by Fergus High School Staff – Substitution will be allowed as listed in the honor's curriculum, section 6.
 - iii. Received at least 26 credits.
 - b. Total number of credits earned in a modified list of core classes selected by the NCAA for eligibility purposes, or as approved by the committee. (A maximum of 4 points will be given in the area of Mathematics)
 - c. Quarter grade point averages from earned in a modified list of core classes selected by the NCAA for eligibility purposes, or as approved by the committee.
 - d. The number of credits earned from Advanced Placement Courses.
 - e. The total number of grade points earned overall.
4. Online/Correspondence Coursework – Maintain current level of correspondence course-work as specified in graduation requirements. (1.5 credits allowed the start of Junior year of high school)
5. Appeals of individual portions of these policies to be addressed to the academic committee as a whole.
6. If two or more students tie for Valedictorian, no Salutatorian will be recognized.
7. A Score of 3 or above on the AP Calculus AB or BC Subject Examination or a score of 4 on the IB Calculus Test.

*If a tie in the grade point average of students exists and one of the students meets the curriculum stated in 3a and the other student(s) has not, the student that completed the curriculum of 3a would guarantee themselves

of at least a tie in the tie breaking system. The student that did not meet the curriculum of 4a would have to go through the other steps of the tie breaking system.

NCAA Clearinghouse Eligibility Courses

English

Advanced English 11
Advanced Placement English 12
English 9
English 10
English 11
English 12
Literature/Creative Writing

Math

Advanced Math/Pre-Calculus
Advanced Placement Calculus
Algebra I
Algebra II
Calculus
Geometry
Math Applications

Additional Core Classes

Computer Science – Currently not offered at FHS
French I and II
Spanish III and III

Social Sciences

Advanced Placement Government
American History
Economics
Problems of American Democracy
Psychology
World History

Natural/Physical Science

Advanced Placement Biology
Advanced Placement Chemistry
Advanced Placement Physics
Applied Biology/Chemistry
Biology
Chemistry
Earth Science
Physics

HALL PASSES

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

HEALTHY FOOD & DRINKS AT SCHOOL

School policy only allows healthy foods and drink to be sold during the school day.

All outside of school drinks will be restricted to the lobby. Beverages in the classroom will be under the individual discretion of the teacher but the only liquids to be allowed in the classroom are clear bottles of water, or liquids that are purchased by students in the school food service or in the lobby.

SCHOOL FOOD PROGRAM

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

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)	1.80	Reduced Student Breakfast	.30
Reduced Student Lunch	.40	Adult Lunch	3.90
Adult Breakfast	1.80	Individual Milk	.45
Student Lunch (7-12)	3.15	A la Carte Items are priced individually	

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

LUNCH is served at 11:04 a.m. (4th period) and at 11:57 a.m. (5th period) each school day.

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 keeping meal accounts with a positive balance and should practice proper account management with timely deposits. NO CHARGES are accepted for meals or ala carte items at Fergus High.

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.

HONORS PASS

Junior and senior students who have a previous quarter grade of 3.00 (or higher) are potentially eligible for an honor pass. Honor passes enable students to study in the lobby or leave campus during the designated period, assuming each student and their parent/guardian are willing to complete and meet the expectations of the FHS Honor Pass Contract. Privileges may be revoked.

INCOMPLETES

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

INSURANCE

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

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

LIBRARY USE & PROCEDURES

Fergus High School Library hours are from 7:30 a.m. to 4 p.m. Monday through Friday. All students have access to the library from their study hall, before school, after school and during the lunch hour unless they have lost their library privileges for some reason.

Whenever a student requires the use of library resources, he/she needs to obtain a pass.

IMPORTANT! When you leave the library you must have your pass signed by one of the library personnel before you can go back to class. The clipboard on the counter is for students to sign in and out on whenever they leave the room.

The card catalog at the Fergus High School Library is located on our computer network housed at in the library. Every library item that is circulated will be listed in the card catalog and should indicate to the reader whether it is presently available for circulation. A variety of materials are available in the FHS library and they circulate in different manners. The lead abbreviation of the call number identifies special items.

Circulation - Outside the Library

Regular Books and Videos -- two weeks when checked-out. Two-week renewal allowed, with second renewal considered if the book is not in demand.

Online Databases -- FHS students can access remotely, online databases that are available twenty-four hours a day and seven days a week. This means that FHS students have access to thousands of carefully selected newspapers, periodicals, government documents, manuals, journals and selected websites anytime from anyplace they can connect to the Internet. Information retrieved from these databases is considered to be the format in which the original source was produced.

Circulation - Inside the Library

Reference Materials and Vertical Files -- used in library only. Some pamphlets are circulated for overnight/weekend use.

Magazines -- must be checked-out through the front desk of the library and are to be used in the library only.

Magazines can be kept behind the main library counter for students needing them for more than a period.

Computer Software and Microfiche -- these materials must be checked-out from the library desk to be used within the confines of the library. Each microfiche needed requires a request slip be completed.

NOTE: All materials are checked-out at the circulation counter by the main entrance. Fines may occur from late returns of library materials.

LOST AND FOUND

Lost and found articles will be kept in the office. Unclaimed lost and found items will be donated to charity. Students are reminded to keep items of personal value with them.

LOCKERS

Hall lockers with combination locks are provided. Lockers are to be kept clean, neat, and in good repair. Students will be held financially responsible for damage to lockers.

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

MAKEUP WORK

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

MESSAGES AND PACKAGES - DELIVERY

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

PARKING

Students are permitted to drive their cars to school and park in the north parking lot, which is designated for student parking. The south parking lot is designated for faculty and staff parking (parking stickers are required for staff). No parking is permitted behind the school. Students must obey all driving rules and regulations. Remember to always lock your car when leaving it in the parking area. The School District assumes no liability for accidents or loss of property. All vehicles should be registered with the office.

Only students who have checked out with the office are permitted to go to their car to retrieve school and related materials. The school will give out \$5.00 fines for not following the proper parking guidelines. Parking in the handicapped area will be dealt with by the proper authority (\$100.00 fine).

PLEDGE OF ALLEGIANCE

The pledge of allegiance will be read each Monday morning prior to the student announcements.

REPORT CARDS

Report cards will be handed out to students by Thursday after each marking period is finished. The fourth quarter report card at the end of the school year may be held pending payment of fines.

SCHOOL DANCES

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

STUDENT COURSE LOAD

A minimum course load for a student is six full-time courses or their equivalency, making a total of seven assignments.

STUDENT SEARCHES/INSPECTIONS

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

Students should also be aware that their persons and personal property not stored in lockers may be subject to search when school officials have reason to believe that weapons, drugs, alcohol, or any other objects/materials evidencing a violation of school policy/rule or other laws and regulations are contained therein.



TECHNOLOGY ACCEPTABLE USE & COMPUTER RESOURCES

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

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

Activities which 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.

VIDEO 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 to District property, and to safeguard District facilities and equipment. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to disciplinary action. Others may be referred to law enforcement agencies.

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

VISITORS

Parents and others are welcome to visit Fergus High School. All visitors must first report to the office, sign-in and obtain visitor passes. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Fergus High does limit day or half day student visitors to only those students who are potential new students to FHS.

VOCATIONAL WORK PROGRAM

Senior students are allowed to schedule one period per day as a cooperative vocational work class. Credit will be received for the work time associated with the program. Students need to average 10 hours per-week work time in order to receive a passing grade and remain in vocational work program.

WEATHER DISMISSALS

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

WITHDRAWAL PROCEDURES

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

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

FERGUS HIGH SCHOOL ATTENDANCE GUIDELINES

Statement of Purpose

Regular attendance is essential for all students. The school will work cooperatively with students and parents toward that end. Regular and punctual attendance is important in the development of an effective learning environment. There are many activities and discussions that occur in the classroom which cannot be made up. Good attendance habits are also necessary in the development of sound character traits and for success in the work world.

Attendance is the responsibilities of both the student and the parent/guardian. The building administration will make the determination in all cases involving implementation an interpretation of the policy.

Procedure for an Absence

Parents or guardians are required to telephone the school at 535-2321 and report every absence to the school. Students should check with the office for an absence in the following situations:

1. The parent or guardian did not call the school to report an absence. In such a case the student must present a note from the parent or guardian or call them from the office telephone.
2. The student will be checking out of school during the school day. A slip will be given/sent to the student as a pass to leave the school at a designated time.
3. Students will be called to the office to resolve unexcused absences.

School attendance is the responsibility of the student and the parent/guardian. Only absences telephoned by the parent/ guardian to the respective school or written notes signed by the parent/guardian may be excused. Any absence not reported within the above guidelines by a parent/guardian will be recorded as an unexcused absence, and a zero grade will be recorded in each class where the unexcused absence has occurred.

Students who impersonate parents/guardians or request impersonations may be suspended from school for up to three school days. Students who forge or participate in forging a parent or legal guardian signature may be suspended for up to three school days. Contact with parents/guardians will be made if suspected fraudulent excuses are detected.

Attendance Checkout Procedure

If you are absent, have your parent or guardian call the school by 9 a.m. if possible. If it's not feasible to call, bring a note with you when you return to school.

Any time you leave the building other than lunch and after school:

1. Have **permission from your parent** or guardian before you leave -- either bring a note to school with you or call them from the school telephone and have one of the secretaries in the office talk to them.
2. **Sign out** with the secretaries in the office. When you return to school, sign in.

Advanced Assignment Request and Prior Notification

When you know ahead of time that you are going to be gone from school, bring a note from your parent/guardian and you will be given an "ADVANCED ASSIGNMENT REQUEST" form to fill out. The upper portion of this form is to be completed and turned in to the office prior to your absence; the lower portion has your assignments on it and is for you to keep. Remember, this form should be turned in before your scheduled absence.

For activity-related absences, the coach or faculty member in charge of that activity will provide, in advance, a list of all students that will be participating in that activity to the office and other faculty members. It is then the student's responsibility to obtain the advance assignments for each of their classes.

Many activities are conducted at Fergus High School that does not involve the participation of Fergus High School students, (Class C tournaments, for example). If Fergus High School students wish to attend these types of activities, they must have parent permission and must complete and turn in the "Advanced Assignment Request Form" one-day prior to the proposed absence for these types of activities. Failure to complete the "Advanced Assignment Request" form one day prior to this kind of absence will result in an unexcused absence.

An absence at Fergus High School 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

Absence Categories

1. Allowable
2. School-Related
3. Medical
4. Unexcused

Allowable Absence - is any absence that the parent/guardian authorizes.

Planned appointments/absences: Permission to leave campus during the day may be granted only upon request of the parent/guardian by telephone or note to the attendance office prior to the time of the appointment. **Pre -planning is encouraged since parent messages to students are a disruption of valuable class time.**

- a. Students who leave school during the course of the school day are required to sign out at the attendance office. **Students must be excused before they leave the building if they have attended a portion of the school day. If they have not checked out, they will receive an unexcused absence.** The only exception to this policy is if the student leaves campus during his/her lunch period and does not return to school the remainder of the school day or returns late from lunch.
- b. Teachers may require work missed because of absence to be completed prior to the absence.

Number of Absences Allowed

Absences are considered excessive when a student's absence total extends beyond ten (10) per semester. Therefore, students will be permitted a maximum of 10 absences in any class during a semester as long as these absences have had parental or guardian approval. All absences count toward the ten-day policy with the exception of school-related or medically approved absences.

The building administration has the authority to grant extensions beyond 10 absences when the reason for the 11th and subsequent absences are documented by a medical note or reflect extraordinary circumstances such as an extended illness, disabilities, or bereavement in the family.

Excessive Absence Procedure:

1. After seven (7) excused absences have occurred, the parents or guardian and the student will receive a letter notifying them of the absences.
2. Students that exceed the ten (10) day attendance policy will be placed on an attendance contract between the student and the school.
3. On the eleventh (11) absence, the parent will be notified in writing or by telephone that a loss of credit has occurred. The student will be notified by conference. An additional conference with the student, parent and staff will be scheduled.
4. An attendance contract between the student, parent and staff may be developed.
5. Students losing credit may appeal for credit restoration by following the appeal process. (See section entitled Appeal Process and Procedures after Loss of Credit.)

School-Related Absence is any absence which is authorized for the purposes of school sanctioned activity or other extraordinary circumstances. This type of absence does not count toward the 10 excused absences allowed.

Make-up Work – School-Related Absence

Work assigned during the time of a school-related absence should be made up before the absence occurs. However, this arrangement should be made between the student and instructor.

Unexcused Absence - there will be no opportunity for make-up work when an unexcused absence has been recorded, and a zero will be recorded in each class missed during that absence.

An unexcused absence is any absence which:

- Is not authorized by a parent/guardian.
- Is not communicated to the school within 24 hours.
- Is the result of a student failing to sign out in the attendance office before leaving school and there has been no notification to the attendance office by a parent or guardian prior to the student's leaving.
- Is an out-of-school suspension or expulsion (with no credit).
- Is leaving a classroom without the teacher's permission.
- Is a "skip-day". The school does not sanction any skip days.

A truancy is any absence which:

- A purposeful defying of attendance requirements by either leaving the building after arrival, or not showing up at school, AND

- Occurs when parents/guardians are, at the time, unaware of the situation.

One truancy is recognized for each incident of consecutive class periods or days missed. Truancy is a self-determined behavioral action that disrupts the normal routine of school. Additionally, any truancy is an unexcused absence. (MCA Reference Codes: 20-5-102, 20-5-103, and 20-5-106).

Unexcused Absence Procedure

1. On the first incident of unexcused:
 - a. The parent is notified by telephone or in letter or both.
 - b. The student is notified in writing or a conference or both.
 - c. NO credit is allowed in classes where unexcused occurred.
2. On the second incident of unexcused:
 - a. The parent is notified by telephone or in letter or both.
 - b. The teacher(s) is/are notified in writing.
 - c. The student is notified by writing or in conference or both.
 - d. NO credit is allowed in classes where unexcused occurred.
 - e. Student is notified that future unexcused absences will result in loss of credit in **ALL** classes for the semester.
3. Third incident of unexcused:
 - a. The parent is notified by telephone, letter or conference.
 - b. The teachers are notified in writing.
 - c. The student is notified by an administrator or designee in a conference.
 - d. The student has a loss of credit in all classes for the semester.
4. When a student has lost credit or unexcused absences, the student may appeal for credit by following the appeal procedures.

Truancy Consequences:

1. A five (5) percent (point) reduction for the final semester percentage grade in all classes missed each time a new incident of truancy occurs.
2. No credit can be earned for missed testing or homework assigned during a truancy. Teacher rules apply to work due at the time a truancy begins.
3. An absence will be recorded for each class period skipped.
4. Should a student accumulate four (4) separate incidents of truancy in one school year, a contract will be set up with the student that will result in a recommendation to expel if the student's behavior results in a fifth (5th) truancy.

Study Hall or Assembly Truancies:

1. First Offense: The student will serve two detentions.
2. Second Offense: The student will serve one day of ISS.
3. Third Offense: A minimum of one day of out-of-school suspension will be assigned with parent involvement.
4. Fourth and Additional Offenses: Further suspensions or development of a progressive discipline plan for improvement.

Avoid Unexcused Absences!

1. Do not take advantage of absences. Come to class every day!
2. Communicate with your parents/guardians when a need to be absent arises. Make sure that a note is written or a telephone call is made to excuse the absence.
3. Do not leave school without checking out. If you are expecting an appointment slip and you do not receive one, check with the office and do not leave school until you have been given permission from them.
4. Explain the attendance policy to your parents so they do not misunderstand their obligation to excuse you.
5. Find positive reasons to be in school and focus on them.

Regular attendance is an integral part of effective learning. Eligibility for credit may be forfeited if absences exceed school district policy.

Appeal Process and Procedures After Loss of Credit

The student and his parents may appeal the loss of credit provided the appeal is made before the end of the semester and the student adheres to the following criteria for the remainder of the semester

1. Procedural steps for students after loss of credit
 - a. The student should acquire an Attendance Agreement that should be signed by his/her parents, the effected instructors, an administrator and the student.
 - b. The student must make a full-fledged effort to remain or acquire good standing in the classes affected by the absence problem.
 - c. At the end of the semester, the student must obtain a **Waiver Form** and present it to the instructors of the affected classes for signature and recommendation.
 - d. An administrator will ascertain whether credit is restored or not. Students will be notified and a meeting scheduled if necessary.
2. Expected behaviors of a student who has lost credit
 - a. The student will return to class and correct the deficiency in his/her attendance record.
 - b. The student will actively work for a passing grade.
 - c. The student will behave appropriately and not interfere in the education of others in the respective classes.
 - d. The student will act responsibly and positively in the class environment.
3. Role of the teachers in assisting students who have lost credit
 - a. The instructors will continue to evaluate and record the student work.
 - b. The instructors will assist the student in guiding them through the appeals procedure.
 - c. The instructors should report any misbehavior of the student to the office.

If a student does not follow the above criteria, the student may be recommended for expulsion from school especially if a majority of his/her instructors indicate that the student is no longer meeting the criteria as established.

Tardy Procedure:

Tardiness: The following policy is intended to be utilized for all tardy infractions, by all teaching staff, to provide a consistent approach to tardies at Fergus High School. Teachers are required to maintain documentation of student tardies in their classroom and in the student management system. Students will be notified of each tardy he/she receives at the time of the violation on a per semester basis.

A student will be considered tardy if he/she is not in the classroom when the tardy bell rings. All tardiness is considered unexcused unless the student has a previously identified disability which prevents the student from being on time. Students with a disability requiring additional time, shall notify the building principal. The building principal shall review the disability on a case-by-case basis and determine whether additional time is necessary.

- First through third tardy: Student notification and teacher documentation of tardy in student management system.
- Fourth and fifth tardy: Student notification, parent notification and teacher documentation of tardy in student management system, thirty minutes *detention with teacher or approved designee.
- If the student chooses not to attend the *45 minute detention assigned by the teacher, a discipline referral will be filled out, with tardy documentation, and submitted to the administration. The student must attend a conference with an administrator, parents will be notified, and the time of the missed detention will be doubled. If the student chooses not to attend this *detention, the student's parent will be called and she/he will receive one day of ISS.
- Sixth and beyond: Student notification and teacher documentation of tardy in the student management system, discipline referral submitted, parent notified, one day ISS or withdraw from class as appropriate

Being Late is Rude!!!

1. Get to school on time in the morning and after lunch.
2. Avoid locker stops between classes by taking books and supplies for several classes.
3. Organize your time and know the best route to your classes. Avoid high congestion areas that slow down traffic in the halls.
4. If an emergency arises, communicate the problem to your teacher as soon as possible.
5. Make sure you have all supplies and take them to class with you.

GUIDELINES FOR STUDENT BEHAVIOR

BEHAVIORAL EXPECTATIONS

A person shall not by deprive another of his rights and responsibilities, nor shall he cause a disruption of any lawful function of Fergus High School.

All students are expected to obey the instructions of school authorities. At school sponsored off-campus events, students shall be governed by school rules and regulations and are subject to authorities of the school.

A student shall not intentionally cause or attempt to cause substantial damage to District One or private property or steal or attempt to steal school or private property either on school grounds or at a School District One function off or on school property.

A student shall not issue threat of assault or cause physical injury to any. Self-defense is not to be considered an intentional act under these rules; however it is important to remember an individual defending him or herself has no reason to become an aggressor in an altercation.

A student shall not possess or use any object that can reasonably be considered a weapon without authorization of the administration.

A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Responsible use of a prescribed drug from a registered physician shall not be considered a violation of this rule.

A student shall not repeatedly fail to comply with school policies and directions of any authorized personnel when under the authority of school personnel.

Any violation of state or municipal laws on District One grounds will subject the student to disciplinary action by authorities.

DETENTION RULES AND REGULATIONS

Students are expected to work on schoolwork while assigned to detention. Discipline and attendance problems that occur in detention will be treated as an unexcused absence from detention. Students who are absent from school on the date assigned will be automatically assigned to the next regularly scheduled detention. Students are expected to report on the date assigned, except that bus students may request to serve on the next day. Participation in activities is not an acceptable reason for missing detention. Exceptions may only be granted by the administration.

Specific detention hall rules:

1. Report on time, serve a 45-minute detention, and follow all directions.
2. Bring school work/materials with you. Only approved reading materials will be allowed.
3. Sleeping, food, candy, beverages and radios (etc.) are not allowed.
4. NO TALKING, without supervisor's permission.

Unexcused Absences from Detention (Per Year)

- 1st Offense: Rescheduling of original detention(s) with an additional detention scheduled.
- 2nd Offense: Rescheduling of earned detention(s) and assignment to one day of in-school suspension.
- Others: Rescheduling of earned detention(s) and assignment to day of out-of-school suspension.
- NOTE: Excessive detentions may result in mandatory Saturday detentions, or consideration for progressive discipline.

SATURDAY DETENTION

On occasion the administration may use Saturday detention for students who have built up a backlog of detentions. In such cases detention will be run by in-school suspension rules. Attendance will be mandatory.

FIGHTING

Students who engage in fights or other assaults at school, at school activities, and/or a result of actions at school may have two levels of consequences. School consequences for fighting will include a minimum of two days out of school suspension and one day in school suspension and will be reported to law enforcement authorities. Additional or severe assaultive behaviors may be subject to expulsion.

GANG-RELATED BEHAVIOR

Fergus High School has adopted a zero tolerance policy on gang-related behavior. Our school prohibits gang-related behavior at school, during school related functions on or off campus, and on any other school district property. The following behaviors are expressly prohibited:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, nicknames, symbols, signs, graffiti, or other items that could be evidence of membership in or affiliation with a gang.
2. Committing any act or using any speech, either verbal or nonverbal which might indicate membership in or affiliation with a gang.
3. Using any speech or committing any act which might further the interest of any gang or gang activity, including but not limited to:
 - a. Soliciting and/or initiating others for membership in any gang.
 - b. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
 - c. Committing any illegal act or violation of school district policies.
 - d. Inciting other students to act with physical violence upon any other person.
 - e. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.

LUNCH PERIOD

It is expected that all students eating on campus will eat in the cafeteria and will follow the instructions of school staff members. Students who are outside of the building are expected to follow school guidelines and are expected to remain in the commons area, the front of the school or in the student parking area.

SEVERE CLAUSE

When a student demonstrates an enrollment behavior that defies authority, reflects an uncooperative attitude, threatens the safety of others or self, results in minor to extreme vandalism to school district property, results in theft of school district property, shows unusual or violent conduct, or indicates a documented pattern of handbook or district rule violations a severe consequence will be considered by the principal.

Generally a student moves toward a severe consequence through a series of rule violations. However, the seriousness of an individual act by a student can result in an immediate consideration by the principal to request suspension or expulsion regardless of a student's discipline record to date. (See also Progressive Discipline)

STUDENTS SENT TO THE OFFICE

Students sent to the office are expected to report to the assistant principal or designee. The seriousness of the infraction and the number of times a student is sent will determine the actual consequence with the minimum consequence to be two detentions. The range of action chart will provide further insight to a punishment. A student can also be put on a progressive discipline plan if the cumulative record of the student indicates need. The principal may, upon advice from a counselor, teacher or parents rearrange the mandated discipline for a student if the rearrangement is in the best interest of the student and Fergus High School. Such arrangements must be done in writing and kept on file in the principal's office.

STUDY BACK TUTORING SERVICES

Freshman and sophomore students who have allowed their grades to drop below 77% will be required to attend the tutoring services provided during Study Back. These sessions are provided Monday through Thursday from 3:30 to 4:00 in the library. Students in activities will miss practice time until coming off a study back assignment. Students who fail to attend when assigned will be required to attend after school detention. If a student is unable to bring their grades up after two weeks of Study Back tutoring sessions the students' teachers will conference with the student. Students in any grade are always welcomed to attend.

SUSPENSION AND EXPULSION POLICIES

IN-SCHOOL SUSPENSION -In-school suspension (ISS) is limited to five (5) days yearly. Other suspensions beyond these limits will be handled with out-of-school suspensions. Students suspended in school are not considered absent and

are expected to complete all classwork assigned during time in ISS. Students suspended in school will eat their lunch in the office but may attend after-school activities.

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

EXPULSION - In the case of expulsion, the Principal will make the recommendation to the District Superintendent. The parents and 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.

WEAPONS

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

SCHOOL DISTRICT NO. 1 - CHEMICAL & TOBACCO/E-CIGARETTES POLICY

Board Policy #3310

Revised June 10, 2013

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.

IN SCHOOL OR AT SCHOOL ACTIVITIES

CHEMICAL VIOLATIONS

In school, or at school activities, students who are under the influence¹, 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.

Students with a prescription for a controlled substance may possess the controlled substance at school in accordance with Board Policy #3416.

A first violation in school, or at school activities, during their school career will result in:²

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to three (3) days.³
3. Suspension from participation⁴ in all extra-curricular activities for a period of one semester⁵ **OR** suspension from participation in all extra-curricular activities for a period of 3 weeks of competition or events⁶ from the date of the disciplinary action.⁷
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, during their school career will result in: ²

1. Notification of law enforcement and parents of the student.

2. Suspension from school for up to five (5) days.³
3. Suspension from participation⁴ in all extra-curricular activities for a period of one year⁸ **OR** suspension from participation in all extra-curricular activities for a period of 6 weeks of competition or events⁶ from the date of the disciplinary.
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 during their school career will result in:²

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to ten (10) days.³
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.⁹
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/E-CIGARETTES VIOLATIONS

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

First Offense: Suspension³ 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: Suspension³ from school for up to two (2) days, notification of parents and law enforcement, suspension from participation⁴ in all extra-curricular activities for 3 weeks of competition or events⁶ from the date of disciplinary action. The tobacco will be disposed of in the presence of the student.

Further Offenses: Suspension³ from school for up to three (3) days, notification of parents and law enforcement, suspension from participation⁴ in all extra-curricular activities for 6 weeks of competition or events⁶ from the date of disciplinary action. The tobacco will be disposed of in the presence of the student.

ACTIVITIES CHEMICAL & TOBACCO POLICY & GUIDELINES

PHILOSOPHY

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

ACTIVITIES CHEMICAL VIOLATIONS

Students who participate in activities will not be under the influence of¹, be in possession of, give away or sell drug paraphernalia, alcohol, marijuana, or another substance defined by law as a "controlled substance" or "dangerous drug.

Student activity participants, who admit, whose parent report, who have been found by the administration to have violated the chemical policy, or who have been found guilty of possession or being under the influence, are subject to the chemical policy consequences.

Student activity participants charged by the legal system with a chemical offense may be suspended from participation in their activity (following due process procedures in school policy) until the situation is resolved by the court. If suspended from activities, the student will fulfill all obligations as set forth by this policy. A student awaiting remediation of a charge will not serve more suspension from participation days than the step and offense called for in each situation.

Violations by student activity participants are cumulative⁷ in nature. Starting with the first and subsequent offenses, violations within a two year period will accumulate to determine the actual level of consequence.

First Offense: Suspension from participation⁴ in all extra-curricular activities for a period of one semester⁵ **OR** suspension from participation in all extra-curricular activities, in town or away, for a period of 2 weeks of competition or events⁶ from the date of the disciplinary action.

Second Offense: Suspension from participation⁴ in all extra-curricular activities for a period of one year⁵ **OR** suspension from participation in all extra-curricular activities, in town or away, for a period of 4 weeks of competition or events⁶ from the date of the disciplinary action.

Further Offenses: Suspension from participation³ in all extra-curricular activities for a period of one year⁴ **OR** suspension from participation in all extra-curricular activities, in town or away, for a period of 8 weeks of competition or events⁵ from the date of the disciplinary action.

OTHER INFORMATION:

1. Participants who have violated the chemical policy may jeopardize receiving post season letters, trophies, and individual team privileges.
2. The appropriate activity sponsor(s), athletic director and school administration will consider each incident individually according to the policy.
3. Student activity suspensions that run past the end of a season or semester will carry forward to the next season of participation or semester; even if that means going into the next school year.
4. Participants under suspension for chemical use must follow all extra-curricular rules and are subject to consequences at the next step if a violation occurs.
5. Student participants who violate the chemical policy at school or at school activities are subject to the district-wide chemical rules as they relate to all students.

ATHLETICS TOBACCO VIOLATIONS

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

First Offense: Suspension from participation⁴ in extra-curricular activities, in town or away, for a period of 2 weeks of competition or events⁶ from the date of the disciplinary action.

Further Offenses: Suspension from participation⁴ in extra-curricular activities, in town or away, for a period of 4 weeks of competition or events⁶ from the date of the disciplinary action.

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

CHEMICAL POLICY ENDNOTES

1. Students suspected of chemical use, or who are believed to be under the influence, are expected to fully cooperate with reasonable requests by an administrator. Such requests may include submission to commonly used tests designed to determine chemical use. Students who choose to not cooperate with a request of this type will be treated the same as any other student in a comparable situation who has been found under the influence or found to have violated the expectations of this policy.

2. In school as defined by School Laws of Montana, Section 20-5-201 (d). "... in school or on the premises, on his way to and from school, or during his intermission or recess." A student is considered to be in school whenever he/she is attending or participating in a school activity. During their school career refers to an individual student's career in a given level of schooling. For example, a student's career at the middle school level would be typically two years long; a high school student's is traditionally four years long.
3. Suspension will be for the maximum of the days recommended throughout the Policy and may include in or out of school suspension. After four (4) days of in-school suspension at the school for tobacco or alcohol/drug use, all additional suspensions will be served out of school.
4. Students suspended from participation in extra-curricular activities will not be allowed to perform or compete, or in some way represent School District No. 1, in an extra-curricular activity (in town or away) for the duration of suspension. The student is, however, required to continue with scheduled practices and rehearsals. For the purposes of this policy, the extra-curricular activities included shall be those activities that include some form of performance, contest, competition or representation of School District No. 1. It is useful to note that this definition includes but is not limited to all MHSA sanctioned activities. Some specific activity events are part of credit-bearing courses that involve activities both inside and outside the classroom setting. These activities, for the purposes of this policy shall be defined as those activities beyond the classroom and the immediate scope of graded requirements. Students will not be excluded from the graduation day ceremony as a result of an activity suspension. Example #1 - A student in choir may participate in classroom activities but not perform in concerts as a member of the choir. If part of their grade is determined by the performance, they will be allowed to do other work in lieu of the performance. Example #2 - If a student in FFA is suspended after violation of the activity side of the Chemical and Tobacco Policy, can the attend the Blue-Gold Breakfast which is a function of the Student Council, and what about the Junior/Senior Prom? The answer for the first question is no, while the answer for the second question is yes. While the Student Council does not apply as an extra-curricular activity for the purposes of this policy, its event is considered an event which requires school representation. Dances or meetings are not considered activity performances, events of competition or representation, therefore suspensions from them, due to this policy would not be appropriate.
5. A semester is the equivalent of ninety (90) pupil instruction days and a year is the equivalent of one hundred eighty (180) pupil instruction days. A suspended student will serve ninety (90) or one hundred eighty (180) suspension days from activity participation for each semester or year of suspension even if the time carries over to a new school year. Appeals of chemical policy decisions are to be made to the Superintendent prior to completion of the activity suspension.
6. Competition or event weeks are weeks when the sport or activity is competing or performing. Weeks during which only practices, or rehearsals take place are not considered competition or event weeks. Appeals of chemical policy decisions are to be made to the Superintendent prior to completion of the activity suspension. In cases of canceled events during the spring sports season, students who have met the minimum requirements to participate during a regularly scheduled spring competition (but would not have competed due to an activity suspension) may appeal one week of competition lost due to the cancellation of the event.

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

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 the football season, later has another chemical violation while in school (but out of season) and finally violates the Activities Chemical Policy again in football the next season would receive an eight week activities suspension. The eight week suspension represents the third offense as per the cumulative nature of the activities policy, again assuming all three violations occurred within two years of the first violation.

RANGE OF DISCIPLINARY ACTION

Problem Area Definitions

- **Arson** - attempting to burn property.
- **Alcohol** - use, sale or possession of alcohol during a school activity or school day.
- **Classroom disruption**- any behavior that continually disrupts the learning environment.
- **Defiance of school personnel authority** - refusal to comply with reasonable requests of school personnel. Repeated violations of a policy.
- **Destruction of property** - destroying or mutilating materials that belong to the school, school personnel or students.
- **Disorderly conduct** - includes profanity and verbal abuse, conduct and/or behavior that is disruptive to the orderly educational procedures at FHS.
- **Dress code** – clothing that is disruptive to the school environment and guidelines of policy.
- **Drugs** - use, possession and sale of narcotics or noxious substances during a school day or school activity.
- **Electronic device** – use of cell phone, MP3, or other device.
- **Explosive devices** - use, possession of exploding devices in school.
- **Fighting** - engaging in physical contact with the purpose of inflicting harm on another person.
- **Harassment** - intimidation of another individual.
- **On-going acts** that lead to progressive discipline plan.
- **Physical assault** - physical attack of another, who does not wish to engage in the conflict and who had not provoked it.
- **Possession of tobacco** – having in possession or the use of any type of tobacco product.
- **Tardiness** - arriving late to class.
- **Theft** - taking property that does not belong to you.
- **Unexcused absence and 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.

Range of Action

1. Parent/guardian contact
2. Office conference
3. Parent conference
4. After school detention with teacher
5. After school detention assigned by office
6. After school detention assigned by office (two sessions)
7. Saturday School
8. Loss of privileges (ie. Honor pass, hall pass, lunchroom access, free time at lunch)
9. Temporary removal from class – duration of the class period- no credit for work
10. Temporary removal from class – 3-5 days
11. Reimbursement of damaged or stolen property
12. Zero credit on assignment
13. Plan of Improvement
14. Counseling
15. Referral to Police Department
16. In-School Suspension (ISS)
17. Out-of School Suspension – Sites (OSS-Sites) community service completed /work can be made up.
18. Out-of School Suspension
19. Recommendation for expulsion
20. Other- in unique situations logical consequences will be applied.

DISCIPLINE GRID

The administration reserves the right to select other options at their discretion. The precise action depends upon the severity and regularity of the offense.

Behavior	First Offense	Second Offense	Repeated Offenses
Cheating	1, 2, 12	1, 2, 12	2, 3, 10, 12, 13
Behavior	First Offense	Second Offense	Repeated Offenses
Classroom Disruption	1, 4, 9	1, 2, 5, 8, 9, 14	2, 3, 6, 7, 8, 10, 13, 14, 17/18
Defiance of School Authority	1, 2, 5, 8, 9	2, 3, 6, 8, 9, 14	2, 3, 6, 9, 10, 11, 13, 14, 17/18
Disrespect for School Property	1, 2, 5, 11	2, 3, 6, 11	2, 3, 13, 16
Disorderly Conduct	1, 2, 6	2, 3, 13, 14, 16	2, 3, 13, 14, 17/18, 19
Dress Code	1, 2	1, 2, 5	2, 3, 6
----Student required to correct dress code violation-may include a trip home as an unexcused absence----			
Electronic Device	1, 2	1, 2, 5	2, 3, 6
---Each violation will result in confiscation of device-refusal to surrender is considered defiance---			
Fighting	1, 2, 14, Two days OSS, One day ISS	2, 3, 13, 14, Two days OSS, One day ISS	2, 3, 13, 14, 15, Three days OSS, Two days ISS, possible #19
Forged Notes	1, 2, 5	1, 2, 6	2, 3, 16
Harassment	1, 2, 6	2, 3, 16	2, 3, 13, 14, 17/18
Inappropriate Display of Affection	2	1, 2	2, 3, 5
Inciting other Students	1, 2, 6	1, 2, 16	2, 3, 13, 14, 17/18
Lying	2, 5	1, 2, 6	2, 3, 6, 14
Misuse of Food or Drink Privileges	2	1, 2, 5	2, 3, 6, 8 Remainder of semester
Misuse of Passes	2	1, 2, 8 Remainder of qtr.	1, 2, 8 Remainder of school year
Parking/Driving Minor	2	1, 2	1, 2, 4
---Parking fines are \$2 --- minor driving violations may result in loss of privileges---			
Profanity-not directed toward staff	1, 2, 5	1, 2, 6	2, 3, 13, 14, 16
Refusal to Accept Discipline	1, 2, Consequence x 2 Initial Consequence	2, 3, 14, 16, Complete Consequence	2, 3, 13, 14, 16, Complete Initial
Running and Rough housing	1, 2, 9	1, 2, 5, 9	1, 2, 6, 10
Skipping Study Back	1, 2, 5	1, 2, 6	2, 3, 13, 16
Tardiness Per semester	third tardy 4	4-5 tardies 1, 2, 5	6-7 tardies 2, 3, 6, 9, 13 8+ tardies 2, 3, 9, 14, 16
Truant from Class	1, 2, 12	2, 3, 12, 13, 14	2, 3, 12, 13, 14, possible 19
---For each violation five percentage points deducted from semester grade---			
Truant from Study Hall or Assembly	1, 2, 6	2, 3, 6, 13	2, 3, 14, 15, 16
Unexcused Absence	1, 2, 5, 12	1, 2, 6, 12, 15	2, 3, 6, 12, 13, 15

NOTE: The seriousness of an act may necessitate the administration providing a greater punishment than what is shown. Generally this would not be the case.

NOTE: The range of actions may not apply for a student who is on a Plan of Improvement.

The following are examples in which the student may be responsible to both school policy and civil/criminal statutes:

Disciplinary Concern	Range	First Offense Action	Repeated Offense Action
Arson		1, 3, 15, 17/18, possible 19	1, 3, 15, 17/18, 19
Destruction of School Property		1, 3, 15, 17/18	1, 3, 15, 17/18, possible 19
Drugs and Alcohol		1, 3, 15, 17/18 ---Chemical use policy outlines severity of consequences---	1, 3, 15, 17/18, possible 19
Physical Assault		1, 3, 14, 15, 17/18	1, 3, 15, 17/18, possible 19
Parking/Driving		1, 2 ---Regular Parking fines \$2 --- Driving violations on campus may be turned over to LPD---	1, 2, 5, 15
Pulling Fire Alarm		1, 3, 15, 17/18	1, 3, 15, 17/18, possible 19
Theft		1, 3, 15, 17/18	1, 3, 15, 17/18, possible 19
Tobacco Violation		1, 2, 15, 17/18 ---Chemical use policy outlines severity of consequences---	1, 2, 15, 17/18
Weapons or Explosive Devices		1, 3, 15, 17/18, possible 19	1, 3, 15, 17/18, 19

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 for Improvement. A Plan for Improvement will be administered as a means to focus attention on the specific acts, and as a guide toward cooperative remediation and academic improvement.

A Plan for 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 so each infraction beyond the implementation of the Plan for 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 for Improvement a student will remain under 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.

Progressive discipline steps include the following but are not limited to the steps and actions described:

- Step one: Parent conference, three days of ISS, Plan for Improvement, counseling assigned
- Step two: Parent conference, three days of OSS, Plan for Improvement, counseling assigned
- Step three: Parent conference, five days of OSS, Plan for Improvement, counseling assigned
- Step four: Parent called, long term OSS review for expulsion request, or when the principal determines that a sufficient time has elapsed between offenses and the sincerity of the student to improve is evident step #3 may be repeated one time. (See Section on Suspension and Expulsion)

When reviewing a student's record for possible placement on progressive discipline the following criteria may be considered:

- | | |
|---------------------------|---|
| a. record of attendance | g. cooperation |
| b. record of tardies | h. interviews with staff |
| c. academic progress | i. parental input |
| d. social progress | j. participation in school and activities |
| e. attitude toward school | k. other (as deemed appropriate) |
| f. behavior | |

If the principal determines that more structure is needed to regulate the actions of a student, or to help the student focus on achievement; a Plan for Improvement will be set up immediately.

The ultimate objective of a Plan for Improvement is to reach these goals:

Attendance	Academic Success	Responsibility
Honesty	Consistency	Social Relationships
Personal Conduct	Increased Self-Esteem (through counseling)	

Infractions That May Lead to a Progressive Discipline Plan

Chemical Violation	Cheating
Distribution of Chemicals	Skiping school
Tardies	Unexcused absences
Fighting	Inciting other students
Hazing other students	Lying
Profanity	Inappropriate displays of affection
Insubordination	Forged notes
Defiance or refusal to follow directions	Theft
Parking/driving violations	Careless driving
Property damage	Running and roughhousing
Refusal to complete school work	Misuse of passes
Littering	Acts that cause safety concerns in school
Wearing hat in school	Dress code violations
Failure to fulfill discipline assigned	Note: Other offenses may be included.

SEXUAL HARASSMENT & INTIMIDATION POLICY

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

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

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

WHAT IS SEXUAL HARASSMENT?

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

EXAMPLES OF SEXUAL HARASSMENT

1. A boyfriend/girlfriend relationship breaks up. One partner or the other makes unwanted advances toward the other. Continuation of an unwanted advance becomes harassment when the individual being pressured tells the other to stop immediately.
2. An individual purposefully lays hands on another in a manner that suggests unwanted sexual interest or which brings embarrassment or humiliation to the offended person.

3. An individual is restrained against their will, either by force or by blocking one's retreat, and the purpose is to imply or threaten sexual activity.
4. Other situations as determined by judicial decisions, or as defined by criminal and civil law.

EXAMPLES OF SEXUAL INTIMIDATION

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

REPORTING

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

1. Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. DO NOT assume or hope that the problem will go away.
2. Notify a counselor, the Title IX Coordinator or an administrator right away. Early reporting assists any investigation.
3. Request a copy of the District's Sexual Harassment Policy and reporting form so that reporting processes are clear.

Finally, keep in mind that you do not have to tolerate this kind of behavior. If your complaint is reasonable and valid, and you come forward, we will support your right to lodge a formal complaint.

STUDENT EDUCATIONAL RECORDS (FERPA)

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

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 the sole possession of the maker and which are not accessible or revealed to any other person except a substitute teacher.

Parents and eligible students have the following rights:

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

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

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

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

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

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

3. The right to exercise control over disclosures of information contained in educational records.

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

The following Lewistown Public Schools Rights and Responsibilities Code were approved by the Board of Trustees in August 1977:

Schools are communities within our democratic society and they have as one of their primary functions that of educating students to the fullest extent possible to exercise their rights and to assume responsibilities of citizenship. To achieve this goal Fergus High School's Board of Trustees, staff, students and the parents of the students, must work cooperatively to provide the most effective opportunities while avoiding the extremes of regimentation and authoritarianism on the one hand and anarchy and irresponsibility on the other.

The courts have stated that students have the rights of citizenship as delineated in the Constitution and its amendments; and these rights may not be abridged, obstructed, or, in any other way, altered except in accordance with due process of law. However, no right is absolute; each has its own limitations. One basic limitation is that the exercise of the rights of one individual or group ceases when it infringes on the rights of another. It is important to state that nothing in this handbook is intended to deny those individual rights. The administration and staff of this high school place a high value on these rights. We believe that an open society is one in which the most useful education can and does take place freely between the trustees, parents, students, faculty, and administration. This handbook is intended to enhance an understanding of these rights

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 a 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 their 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 of 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 in regular attendance and to be on time to all classes unless excused because of illness, bereavement, or other reasons authorized by District Policies.
- 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 or 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 education 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 and follow the School District's Student-Grievance Procedure available for an equitable solution to a Title IX Discriminatory claim.

INQUIRY AND EXPRESSION:

The Student Has the Right:

- To form and hold ideas.
- To present petitions for consideration using the appropriate procedural guidelines provided by the District.
- To produce student publications as authorized under the principle 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 the distribution.

ASSOCIATION

The Student Has the Right:

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

The Student Has a Responsibility:

- To be aware of and comply with all law controlling secret organizations.
- 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.

PRIVACY AND CONFIDENTIALITY:

The Student Has the Right:

- To respect of personal privacy.
- To confidentiality in practices relating to the collection, maintenance, use and dissemination of information about pupils.
- To inspect and review his/her educational records.

The Student Has a Responsibility:

- To avoid possessing in person or to storing in student lockers, desks, or other school property prohibited articles.
- To know that a school official, or designee, may authorize reasonable searches of lockers and their contents, and upon request the student has a responsibility to disclose the contents of purses, lunch boxes, pockets, book bags, and the like.
- To comply with district procedures for gaining access to and release of records.

PROCEDURAL DUE PROCESS SUSPENSION AND EXPULSION:

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

TITLE IX

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 further effort to comply with the regulations, School District One has appointed a compliance officer to coordinate its Title IX effort. Inquiries concerning Title IX can be referred to the school's compliance officer; Fergus High School Principal Jerry Feller; or by contacting the Director of the Office for 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 informational purposes, Title IX is the portion of the Education Amendments, which prohibit 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 from participation 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.

UNIFORM STUDENT GRIEVANCE PROCEDURE

All students 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 principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the principal's 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 principal's 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.

ASBESTOS MANAGEMENT

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-containing 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 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 also exceed applicable regulations in dealing with the asbestos issue. We will take whatever steps are necessary to insure that our students, teachers, and employees have a healthy and safe environment in which to learn and work.

Cordially,

Jason Butcher
Superintendent of Schools

GOLDEN EAGLE ACTIVITIES GUIDELINES

INTRODUCTION

The primary purpose of this handbook is to provide participants and their parent(s) or guardian(s) information concerning general activities guidelines and other pertinent information for activity participants at Fergus High School. We are committed to an activities program that is an extension of the educational system through sportsmanship and fair play. Additionally, our goal is to have activity programs that encourage participation and are successful in and out of competition.

Jeff Elliott, FHS Assistant Principal
& Activities Director

ACTIVITY, CLUB AND TEAM RULES

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

ACTIVITY PARTICIPATION

Freshmen – Coaches and sponsors are expected to help promote student participation in multiple activities. All freshmen participants will be allowed by coaches &/or advisors to participate in more than one sport or activity during the same season. Freshmen that do participate in more than one sport during an individual sport season

will be asked to prioritize one athletic activity over the other for scheduling practices and competitions. It is however, expected that the freshman participant in multiple activities will meet reasonable practice and contest expectations for both group(s) and team(s) involved.

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

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

ACTIVITY TRANSPORTATION

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

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

ACTIVITY BUS PASSENGER GUIDELINES

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

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

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

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

ACTIVITY BUS ALTERNATE PICK-UP & DROP-OFF

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

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

When making this request parents or guardians understand:

1. That they are responsible for transportation to and from the assigned pick-up and drop-off parking areas and that they assume all liability prior to the student being picked up and all liability after the student has been dropped off. Non family members must be listed below to ride with the student should they drive themselves. A copy of the current vehicle insurance card(s) will be included with this request.
2. That the activity bus will not wait at the assigned pick-up and drop-off points for any student or any student's parent. On a drop-off, if the parent is not there for the student or the student does not have his/her own transportation, the bus will take that student to the high school or junior high with the remaining students and the parent will have to pick them up there.
3. Pick-up and drop-off parking areas will be used by students only after the student's parents have signed and approved this waiver form through Fergus High School or Lewistown Junior High School two-days prior to the activity or event.
4. That students not riding approved or school sponsored transportation to and from activity or school related events will not be allowed to compete, or in any way represent the school or their team.

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

ATTENDANCE & ACTIVITY PARTICIPATION

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

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

Exceptions:

1. If the activity bus returns AFTER 12:00 A.M. the students may return to school AFTER zero period starts but must be in school before the start of first period. If the activity bus returns at or before 12:00 a.m., that is 11:59 p.m. or sooner, the student must be in school all of the next day.
2. If the activity bus returns AFTER 1:00 A.M. the students may return to school AFTER first period starts but must be in school before the start of second period. If the activity bus returns at or before 1:00 a.m., that is 12:59 a.m. or sooner, the students must be in school all of the next day.
3. If the activity bus returns AFTER 2:00 A.M. the students may return to school AFTER second period starts but must be in school before the start of third period.
4. If the activity bus returns AFTER 3:00 A.M. the students may return to school AFTER third period starts but must be in school before the start of fourth period..... AND SO ON.

AWARDS & HONORS – ACTIVITIES

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

BEHAVIOR & ACTIVITY PARTICIPATION

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

DRESS - ACTIVITY PARTICIPANTS

Student dress for games or travel will be under the control of each individual program director or coach. However, student dress will be neat and clean and within appropriate guidelines; i.e. slacks, dress shirt or sweater, appropriate shoes, (no jeans).

EQUIPMENT & SUPPLIES EXPECTATIONS

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

EXTRA-CURRICULAR ELIGIBILITY

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

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

INSURANCE – see pg. 11

PARTICIPATION FEES

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

The fees will be assessed for participation at any level of the program and are non-refundable. All participants, excluding managers, must pay the required participation fee, or obtain a temporary fee-wavier from the office, prior to practice or competition. For activities that require selection of teams that limit participant numbers from that activity, fees will be held in the office until the school day after the team selection process is over. Individuals cut from these activities can pick up unused fees in the office. No other refunds will be allowed, including participation limited by: injuries, quitting, or disciplinary action on the part of the activity directors or the school.

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

PHYSICAL EXAMS

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

PRACTICE

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

SPORT SPECIALIZATION

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

SPORTSMANSHIP EXPECTATIONS

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

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

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

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

TRAINING RULES

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

ACTIVITIES AND CLUBS OFFERED AT FERGUS HIGH SCHOOL

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

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

The various clubs and activities at Fergus High School are coordinated by the FHS Student Council. The Student Council is designed to encourage better understanding and more cooperation between the students, administration and teachers. Other objectives shall include; to control the management of all matters concerning the conduct of the students in their high school life; to promote a spirit of responsibility in the care of property of the school; to foster a high sense of personal honor and good sportsmanship in school community life; to promote active participation in school activities by the students; and to suggest at any time to the principal and the members of the faculty ways of improving the service of the school to the students and the community. There are about 30 teams, clubs or special performing groups available for students. Choose your participation carefully and balance your time against academics, athletics and interests outside of school. But, GET INVOLVED!

CLUBS

Annual – (For grades 10-12) Meets daily as a regular class for credit and spends time outside of the regular school day taking pictures and completing pages for the final production of the yearbook.

BPA – (Business Professionals of America) Members participate in regional and state contests promoting student participation in the many fields of today's business world.

Choralaires – Choralaires is our advanced vocal jazz ensemble. Class meets daily as a regular class for credit. Students will learn proper jazz style, technique, and improvisational skills.

Concert Band – Students who take Concert Band are generally the younger students who are just developing their skills in instrumental performance.

"F" Club - Open to all letter award winners. F Club has been instrumental in raising money to help purchase specialized equipment or projects for the school.

FCCLA – Family, Career, and Community Leaders of America is a club supported by the Family and Consumer Science classes. FCCLA teaches everything from leadership to sewing and cooking.

FFA – The Future Farmers of America is a leadership oriented organization that is open to anyone with an interest in the agricultural world. It complements 4-H and offers something to students eager to learn almost any skill in the Ag field. The parent classes for FFA membership are the agriculture classes at FHS.

"The Fergus" - The school paper class is open to students in grades 10-12. There are many stories to write and you can be one of the authors. The school paper is published on the Fergus High School web-site.

HOW Club – Helping Our World Club is devoted to making our world better through projects, education of environmental issues and recycling.

Jazz Band – Jazz Band is a zero period course. It concentrates on stylistics playing with an emphasis on improvisation and improving general musicianship.

Key Club – This student service club is for all students from any class level. Kiwanis Club is the parent club for Key Club. This club performs many school and community services. Building leadership skills and helping other students to feel good about themselves is a big part of Key Club.

National Honor Society – "CLAWS" – This prestigious group of students includes end-of-the-year sophomores, juniors and seniors who meet the criteria of leadership, character, service, and scholarship (3.5 cumulative GPA). CLAWS serves the school by acting as tutors for students who want extra help and provides service for many events such as the FHS blood drives.

Outdoor Club – The Outdoor club is a club for students interested in outdoor activities and events.

Percussion Ensemble – Percussion Ensemble is open to band students that have prior approval from Mr. Kuntzelman. It concentrates on stylistic playing with an emphasis on improvisation and improving general musicianship. It is offered during the regular schedule school day.

Science Club – This exciting and challenging club offers lots of fun and learning for its members. There are Science Bowls, Science Olympiad Competitions, Science Fairs, and projects that students can research for four years if they start as a freshman.

School Plays – Our school plays support students who are willing to take on the part of a character and to perfect that character as it becomes part of the production.

Ski Club – Ski Club gives students a chance to go to the mountain for skiing and snowboarding. A bus is provided and lift tickets are reasonably priced. Lessons are given, so beginners can receive quality instruction.

Skills USA – This club comes from our industrial technology classroom. SKILLS designs, manufactures, and markets items they build. Members learn what it is, how it works, and ways to make it better.

Spanish Club – This club consists of students who are currently taking or have taken Spanish during high school.

Symphonic Band – (Open to all students) Meets on a daily basis for academic credit. The band performs at many events yearly. The performances and pep band are well known and respected for their energy and enthusiasm.

Symphonic Choir – Students from every class sing in the Symphonic Choir. Our Symphonic Choir puts on several performances yearly and travels to other competitions around the state. Symphonic Choir meets daily as a class for credit.

Weight Club – Lifting weights has become very important to our school over the years. To compete, students must be bigger, faster and stronger. Club members have fundraisers to help purchase additional equipment for the weight room. Sponsor:

Youth Alive – Youth alive is a school club which allows students of faith to organize and meet during school time. Activities include noon meetings and religious events such as "Meet You at the Pole."

**Did you read the handbook?
Then sign the cover sheet!**



EAGLE RENAISSANCE PROGRAM

The Eagle Renaissance Program was initiated in 1992-93 school year specifically to improve the overall attitudes and achievement of our students, staff and community. Since that initial start, the National Renaissance Education foundation has served as our contact agency for direction in overall program implementation and annual program improvement. The foundation's model calls for community effort as a way of helping students achieve excellence in learning. As per the guidelines set forth in the original program development, Eagle Renaissance borrows the incentive/reward system used by the world of business and industry, which emphasizes academic excellence, motivation, and school pride. The program is built through the use of building-level and community-based programs of incentive and recognition.

The Eagle Renaissance Program includes:

1. Setting an expectation for achievement while stressing good attitude.
2. Providing incentives and rewards that build self-esteem and satisfaction with self and school.
3. Spotlighting scholastic achievement and improvement while emphasizing appropriate student behavior and responsibility.
4. Recognizing and rewarding students, teachers and community members for positive performance.
5. Incorporating Renaissance in the development of a high quality, positive student handbook, designed for student usefulness and promotion of school pride within students and staff.

Our program has continued to grow and is now recognized as a model program in the states, receiving nationwide attention on several occasions.

A **Management team**, as shown below, can be implemented on short notice by the coordinator and the high school principal. Original team members who are still in the community may be selected to serve again, but are always welcome to give input at a management team meeting. Eagle Renaissance belongs to the school and the community, and it is important that the program maintain the close relationship that has existed from the start. Management team members consist of the following members. (Coordinator, High School Principal, High School Assistant Principal and One Teacher.)

RENAISSANCE BUSINESS PARTNERS

4 Aces	The Clothing Connection	Krings Greenhouse	Rindal's Country Corner
Albertson's	Dash Inn	Lewistown Insurance	Rindal's Fort Lewis
All Awards	Don's Store	McDonald's	Snowy Lanes
Allied Steel	Fergus Federal Credit Union	Meadow Gold	Studio Milan
Bank of the Rockies	First Bank of Montana	The Movie Store	Subway
Chic Nails	Harry's Place	Pizza Hut	Taco Time

RENAISSANCE INCENTIVES AND REWARDS

Students can earn only a Renaissance Card each quarter. At the end of each quarter, students will have a deadline to apply for recognition and rewards. Watch for application deadlines! Once the deadline is passed, no applications will be taken. Cardholders may not have any suspensions, truancies, or current record of ongoing misbehaviors during the qualifying 9 week period. Other violations may make a student ineligible for recognition and rewards (alcohol, or drug use, theft, vandalism, fighting, cheating, unexcused absences, and harassment)

Once earned, the reward is valid for the upcoming quarter: even if the student will not be eligible for the next quarter rewards.

Gold Card

4.00 GPA or 1.0 GPA
Increase from previous quarter.

(No grades D- or F)

Rewards

Homework Pass
Quiz and Test Retake
Open Campus (5 days)
Free refreshment at handout time
Your own parking space
Free items donated by downtown business

Blue Card

3.50 – 3.99 GPA or .75 GPA
Increase from previous quarter.

(No grades D- or F)

Silver Card

3.00 – 3.49 GPA or .50 GPA
Increase from previous quarter

(No grades D- or F)

White Card

2.00 – 2.99 GPA

(No grades D- or F)

Rewards

Homework Pass
Quiz and Test Retake
Open Campus (4 days)
Free refreshment at handout time
Free items donated by downtown business

Rewards

Homework Pass
Quiz and Test Retake
Open Campus (3 days)
Free refreshment at handout time
Free items donated by downtown business

Rewards

Homework Pass
Quiz and Test Retake
Open Campus (2 days)
Free refreshment at handout time

A schedule for each quarter of the school year is available from the coordinator. The schedule tells you the date that each reward is available to you. A list of those businesses and the reward they are offering is available from the coordinator and posted on her bulletin board.

Open campus requires a release form with a parent/guardian signature each quarter. It is your responsibility to obtain a form from the study hall advisor, have it signed and returned prior to the week schedule for open campus.

In addition to the cards students earn quarterly, there are other student rewards that can be earned. Drawings from downtown sponsors for gift certificates and free lunches will be held quarterly.

Business Recognition

FHS will recognize and advertise for business partners at school. In addition, students individually and as a group, will provide service to the community as needed.

Good Behavior Rewards

Schools typically deal mostly with bad behavior and assume good behavior will take care of itself. This keeps good behavior at a status quo, but also doesn't effectively reduce the bad behavior. Eagle Renaissance will aim to recognize good behavior and find new ways to reduce bad behavior. Each semester there will be significant prize(s) awarded randomly drawn student(s) who have no behavior issues including tardies, attendance and any unpaid fines.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

14

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE REQUEST TO TRANSFER MONEY BETWEEN THE ELEMENTARY AND
HIGH SCHOOL GENERAL FUND(S) TO THE RESPECTIVE COMPENSATED
ABSENCES FUND(S)

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 06/08/2015

SUMMARY:

The Board of Trustees needs to approve the request to transfer money between the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s) as outlined in the attachment.

SUGGESTED ACTION: Approve Request to Transfer Money between the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)

☒ **Additional Information Attached** **Estimated cost/fund source** _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

District Administration requests Board approval to transfer year-end money from the General Funds to the Compensated Absences fund in accordance with 20-9-512, MCA (below). School General Fund budgets are use-it-or-lose-it; that is, General Fund money not spent by June 30 may not be used in the next fiscal year.

Although we have plans for both our Elementary and High School General Funds, we often have a small amount of money left at year end. One place districts can accumulate the money is the 'Compensated Absences Fund'. Money in the Compensated Absences Fund may only be used to pay the termination pay of non-teaching employees. Nevertheless, the money can carry from year to year and it gives the District flexibility in future years when General Fund budgets are not available to finance these costs. Transfers from the General Fund represent the only way to fund the Compensated Absences Fund.

District Administration requests Board approval to transfer money from the Elementary and/or High School General Fund(s) to the respective Compensated Absences Fund(s) at fiscal year end. The transfer will be in an amount not to exceed the General Fund budget and within the limitations of the Compensated Absences Fund. Transfer amounts will be reported back to the Board.

20-9-512. Compensated Absence Liability Fund.

- (1) The trustees of a school district may establish a compensated absence liability fund for the purpose of paying:
 - (a) any accumulated amount of sick leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district in accordance with the provisions of 2-18-618; and
 - (b) any accumulated amount of vacation leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district.
- (2) The compensated absence liability fund may be used only for the stated purpose of this section.
- (3) The trustees may transfer money from the general fund, within the adopted budget, to establish and maintain the compensated absence liability fund.
- (4) The maximum amount in a reserve fund established under the provisions of subsections (1) and (3) may not exceed 30% of:
 - (a) the total school district liability for accumulated sick leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year; and
 - (b) the total school district liability for accumulated vacation leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year.
- (5) For the purposes of this section, "administrative school district employee" means a school district employee who is employed in an administrative position and who accrues vacation leave as part of the employee's contract with the school district.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

15

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE REQUEST TO TRANSFER MONEY BETWEEN THE ELEMENTARY AND
HIGH SCHOOL GENERAL FUND(S) TO THE INTERLOCAL FUND

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/08/2015

SUMMARY:

The Board of Trustees needs to approve the request to transfer money between the Elementary and High School General Fund(s) to the Interlocal Fund as outlined in the attachment.

SUGGESTED ACTION: Approve Request to Transfer Money between the Elementary and High School General Fund(s) to the Interlocal Fund

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

District Administration requests Board approval to transfer year-end money from the General Funds to the Interlocal Fund in accordance with 20-3-363, MCA (below). School General Fund budgets are use-it-or-lose-it; that is, General Fund money not spent by June 30 may not be used in the next fiscal year.

Although we have plans for both our Elementary and High School General Funds, we often have a small amount of money left at year end. One place that has recently been approved by Legislature where districts can accumulate the money is the "Interlocal Fund". Per Multi-District Agreements approved and signed by the Board, monies transferred to the Interlocal Fund may be used for the same purposes as the General Fund and may be used towards expenses from either district.

District Administration requests the Board approval to transfer money from the Elementary and/or High School General Fund(s) to the Interlocal Fund at fiscal year-end. The transfers to the Interlocal Cooperative Fund from each Participating District's General Fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfer amounts will be reported back to the Board.

20-3-363. Multidistrict agreements -- fund transfers. (1) The boards of trustees of any two or more school districts may enter into a multidistrict agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the participating districts and to provide for the joint funding and operation and maintenance of all participating districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of this section. An agreement must include provisions for dissolution of the cooperative, including the conditions under which dissolution may occur and the disposition of any remaining funds that had been transferred to an Interlocal cooperative fund in support of the cooperative. An agreement must be approved by the boards of trustees of all participating districts and must include a provision specifying terms upon which a district may exit the multidistrict cooperative. The agreement may be for a period of up to 3 years.

(2) All expenditures in support of the multidistrict agreement may be made from the Interlocal cooperative fund as specified in [20-9-703](#) and [20-9-704](#). Each participating district of the multidistrict cooperative may transfer funds into the Interlocal cooperative fund from the district's general fund, budgeted funds other than the retirement fund or debt service fund, or nonbudgeted funds other than the compensated absence liability fund. Transfers to the Interlocal cooperative fund from each participating school district's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfers from the retirement fund and debt service fund are prohibited. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.

(3) Expenditures from the Interlocal cooperative fund under this section are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

(4) The intent of this section is to increase the flexibility and efficiency of school districts without an increase in local taxes. In furtherance of this intent, if transfers of funds are made from any school district fund supported by a nonvoted levy, the district may not increase its nonvoted levy for the purpose of restoring the amount of funds transferred.

(5) As used in this title, "multidistrict cooperative" means a public entity created by two or more school districts executing a multidistrict agreement under this section or any school district or other public entity participating in an Interlocal cooperative agreement under the provisions of Title 20, chapter 9, part 7, as either a coordinating or a cooperating agency.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

16

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE REQUEST TO TRANSFER MONEY BETWEEN THE ELEMENTARY AND
HIGH SCHOOL TRANSPORTATION FUND(S) TO THE INTERLOCAL FUND

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/08/2015

SUMMARY:

The Board of Trustees needs to approve the request to transfer money between the Elementary and High School Transportation Fund(s) to the Interlocal Fund as outlined in the attachment.

SUGGESTED ACTION: Approve Request to Transfer Money between the Elementary and High School Transportation Fund(s) to the Interlocal Fund

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye		Nay	Abstain	Other
<i>Board Action</i>							
Bailey							
Birdwell							
Koterba							
Poss							
Thomas							
Thompson							
Weeden							

District Administration requests Board approval to transfer year-end money from the Transportation Funds to the Interlocal Fund in accordance with 20-3-363, MCA (below).

One place that has recently been approved by Legislature where districts can accumulate the money is the "Interlocal Fund". Per Multi-District Agreements approved and signed by the Board, monies transferred to the Interlocal Fund may be used for the same purposes as they were levied in the Transportation Fund and may be used towards expenses from either district. Dollars levied in the Transportation Fund for the new bus barn will be transferred to the Interlocal Fund for the purposes of purchasing or paying for supplies, routine maintenance, major repairs and capital improvements of the new bus barn.

District Administration requests the Board approval to transfer money from the Elementary and/or High School Transportation Fund(s) to the Interlocal Fund at fiscal year-end. The transfers to the interlocal cooperative fund from each Participating District's transportation fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfer amounts will be reported back to the Board.

20-3-363. Multidistrict agreements -- fund transfers. (1) The boards of trustees of any two or more school districts may enter into a multidistrict agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the participating districts and to provide for the joint funding and operation and maintenance of all participating districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of this section. An agreement must include provisions for dissolution of the cooperative, including the conditions under which dissolution may occur and the disposition of any remaining funds that had been transferred to an interlocal cooperative fund in support of the cooperative. An agreement must be approved by the boards of trustees of all participating districts and must include a provision specifying terms upon which a district may exit the multidistrict cooperative. The agreement may be for a period of up to 3 years.

(2) All expenditures in support of the multidistrict agreement may be made from the interlocal cooperative fund as specified in [20-9-703](#) and [20-9-704](#). Each participating district of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the district's general fund, budgeted funds other than the retirement fund or debt service fund, or nonbudgeted funds other than the compensated absence liability fund. Transfers to the interlocal cooperative fund from each participating school district's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfers from the retirement fund and debt service fund are prohibited. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.

(3) Expenditures from the interlocal cooperative fund under this section are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

(4) The intent of this section is to increase the flexibility and efficiency of school districts without an increase in local taxes. In furtherance of this intent, if transfers of funds are made from any school district fund supported by a nonvoted levy, the district may not increase its nonvoted levy for the purpose of restoring the amount of funds transferred.

(5) As used in this title, "multidistrict cooperative" means a public entity created by two or more school districts executing a multidistrict agreement under this section or any school district or other public entity participating in an interlocal cooperative agreement under the provisions of Title 20, chapter 9, part 7, as either a coordinating or a cooperating agency.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

17

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE INDIVIDUAL TRANSPORTATION CONTRACT FOR THE HIGH SCHOOL DISTRICT

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/08/2015

SUMMARY:

The Board of Trustees needs to approve an Individual Transportation Contract for the following:

Julie Hartman

SUGGESTED ACTION: Approve Individual Transportation Contract for the High School District

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye		Nay	Abstain	Other
<i>Board Action</i>							
Bailey							
Birdwell							
Koterba							
Poss							
Thomas							
Thompson							
Weeden							



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

INDIVIDUAL TRANSPORTATION CONTRACT

TR-4 (10/2007)

Contract #

Due to School Clerk June 1

Elementary District Responsible for Reimbursing the Contract

County

Legal Entity

High School or K-12 District Responsible for Reimbursing the Contract

County

Legal Entity

Is this contract shared between elementary and high school?

☐ yes ☒ no

Are you applying for isolation status?

☐ yes ☒ no

(if yes, please attach explanation)

Isolation: Section 20-10-142, MCA, provides for increased reimbursement rates for special circumstances of residence. In order to receive increased rates, individual circumstances must be reviewed and approved by the trustees of the district, the county transportation committee, and the Office of Public Instruction. (10.7.116 ARM provides guidelines for such.)

Check here only if increased payment due to isolation has been approved

Initials

Elem District Approval ☐ yes ☐ no

HS District Approval ☐ yes ☐ no

County District Approval ☐ yes ☐ no

Parent or Guardian Name:

Physical Address (street address only):

Distance from home to nearest school (one way)

EL HSK12 25.0

Distance from home to nearest bus stop, if any (one way)

EL HSK12 11.0

☐ Contract is for one-way only

Students in each grade level covered by this contract

	Pre-K Total	K Total	1-8 Total	9-12 Total
Regular Trans				1
Spec. Ed. Trans				0
Room & Board				0
Correspondence				0
Req. Contingency				0
Spec. Ed. Contin.				0

Jada Hartman FHS 10
Student Name School Grade

Student Name School Grade

Student Name School Grade

Student Name School Grade

THIS CONTRACT IS FOR:

Grades 1-12

☐ 1st Semester Only ☐ 2nd Semester Only ☒ Both Semesters

Pre-kindergarten/Kindergarten

☐ 1st Semester Only ☐ 2nd Semester Only ☐ Both Semesters

KINDERGARTEN/PREKINDERGARTEN:

Kindergarten child rides WITH other school-age students also covered by this contract:

To or from Bus Stop times per day, days per week

To or from School times per day, days per week

Kindergarten child rides WITHOUT other school-age students:

To or from Bus Stop times per day, days per week

To or from School times per day, days per week

Deadlines:

PARENTS: Due to School Clerk June 1

CLERKS: Send original to County Supt by July 1, retain a copy for your files

REIMBURSEMENT RATES

determined by 20-10-142 MCA

EL HSK12
25.60

Agreement between parent (parent name) Julie Hartman, and school district (district name) Lewistown School District #1

(county name)

County, hereinafter referred to as the District(s).

The parties agree as follows:

- The parent shall transport or provide transportation for the student(s) to and from the school or bus stop on the days when school is in session. The parent or guardian assures that a licensed and insured driver will transport the students. Mileage contracts are valid only when transportation for the distance reported on the contract actually occurs.
- In March and June, the District shall pay the parent the sum officially approved in the application upon certification by the teacher or principal of the school of the number of days the student(s) was transported for the past semester.
- The payment shall be computed on the basis of the schedule established in Section 20-10-142, MCA, and the information accompanying this contract.
- This contract shall terminate at the end of the school year or when the student(s) is no longer enrolled in school, whichever occurs first.

Elementary School District

Chair, Board of Trustees

Date

High School District

Chair, Board of Trustees

Date

I attest that the above information is true and correct

Signature - Parent or Guardian

Date

Address, City, Zip Code

Phone Number

682 Hartman Lane, Lewistown MT 59457

406-538-7064

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

18

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE SECOND SEMESTER CLAIM FOR INDIVIDUAL CONTRACT BUS
REIMBURSEMENT

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 06/08/2015

SUMMARY:

The Board of Trustees needs to approve the claim for the Individual Contract Bus Reimbursement for the second semester as presented on the attachment.

SUGGESTED ACTION: Approve Claim for Individual Contract Bus Reimbursement

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Ave		Nav	Abstain	Other
<i>Board Action</i>							
Bailey							
Birdwell							
Koterba							
Poss							
Thomas							
Thompson							
Weeden							



TR-5
Individual Contract Reimbursement Claim
2nd Semester 2014-2015

14 Fergus
0259 Fergus H S

01/26/2015-06/04/2015

Contract #	Shared	Family Name	Daily Rate	Isolation	Days		Total Reimbursement
					Transported	Reimbursed	
20067	False	Reimers, Sherry	0.70	No	74.0	74.0	51.80 *
Total Individual Contract Reimbursement							51.80

Board Chair

Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

19

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE SECOND SEMESTER ELEMENTARY AND HIGH SCHOOL CLAIMS FOR BUS REIMBURSEMENT

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 06/08/2015

SUMMARY:

Attached are the second semester Elementary and High School claims for bus route reimbursement. According to state law, each yellow bus route generates a per-mile reimbursement based on the rated capacity of the bus used on the route. The money generated is used to fund home-to-school transportation in our Transportation Funds. These payments are financed 50% each by the state and county, with the county's portion financed by a permissive (i.e., unvoted) countywide levy.

The Board of Trustees needs to approve the Elementary and High School Bus Route Reimbursement Claim Forms for the second semester as presented on the attachments.

SUGGESTED ACTION: Approve Second Semester Elementary and High School Bus Route Reimbursement Claims

☒ **Additional Information Attached** **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Ave		Nav	Abstain	Other
Bailey							
Birdwell							
Koterba							
Poss							
Thomas							
Thompson							
Weeden							



TR-6

Bus Route Reimbursement Claim

2nd Semester 2014-2015

01/26/2015-06/04/2015

14 Fergus
0258 Lewistown Elem

Route #	Miles		Rate	Driver	VIN	Days		Total
	%	Per Day				Claimed	Reimbursed	Reimbursement
1	67.00	103.0	1.57	Cindy L. Noel	4DRBWAAN8DB356001	90.0	90.0	9,751.11
2	67.00	90.8	1.80	James E. Pearson	4DRBWAAAR09A668040	90.0	90.0	9,855.43
3	67.00	56.0	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	90.0	90.0	4,592.45
4	67.00	80.0	1.80	Wayne R. Lelek	4DRBWAAAR76A214251	90.0	90.0	8,683.20
5	67.00	64.0	1.57	Lee M. Lantzer	4DRBWAAAR57A322014	90.0	90.0	6,058.94
6	67.00	75.5	1.36	Fred J. Wood, Jr.	4DRBWAANX9A668205	90.0	90.0	6,191.60
7	67.00	54.2	1.36	Albert C. White	4DRBWAAARX5A977833	90.0	90.0	4,444.83
8	67.00	44.0	1.80	Frank B. Burns	4DRBWAAAN1EB481987	90.0	90.0	4,775.76
9	67.00	108.0	0.95	Philip J. Montgomery	4DRBUAAL1FB033528	90.0	90.0	6,186.78
11	100.00	47.0	1.36	Rebecca I. Baszczuk	4DRBWAAN9AA166953	73.0	73.0	4,666.16
Total Bus Route Reimbursement								65,206.26

Board Chair

Signature



TR-6 **Bus Route Reimbursement Claim** **2nd Semester 2014-2015** **01/26/2015-06/04/2015**

14 Fergus
0259 Fergus H S

Route #	Miles			Driver	VIN	Days		Total
	%	Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	33.00	103.0	1.57	Cindy L. Noel	4DRBWAAN8DB356001	90.0	90.0	4,802.79
2	33.00	90.8	1.80	James E. Pearson	4DRBWAAAR09A668040	90.0	90.0	4,854.17
3	33.00	56.0	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	90.0	90.0	2,261.95
4	33.00	80.0	1.80	Wayne R. Lelek	4DRBWAAAR76A214251	90.0	90.0	4,276.80
5	33.00	64.0	1.57	Lee M. Lantzer	4DRBWAAAR57A322014	90.0	90.0	2,984.26
6	33.00	75.5	1.36	Fred J. Wood, Jr.	4DRBWAANX9A668205	90.0	90.0	3,049.60
7	33.00	54.2	1.36	Albert C. White	4DRBWAAARX5A977833	90.0	90.0	2,189.25
8	33.00	44.0	1.80	Frank B. Burns	4DRBWAAN1EB481987	90.0	90.0	2,352.24
9	33.00	108.0	0.95	Philip J. Montgomery	4DRBUAAL1FB033528	90.0	90.0	3,047.22
Total Bus Route Reimbursement								29,818.28

Board Chair

 Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

20

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE ADOPTION OF THE ELEMENTARY RETIREMENT FUND BUDGET
AMENDMENT

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 06/08/2015

SUMMARY:

At a regular meeting of the Board of Trustees of Elementary School District No. 1, Fergus County, Montana, held May 11, 2015, the Budget Amendment Proclamation for the Elementary Retirement Fund was approved and advertised as required by State law.

The Board of Trustees needs to approve the adoption of the Elementary Retirement Fund Budget Amendment as outlined on the attached resolution.

SUGGESTED ACTION: Approve Adoption of the Elementary Retirement Fund Budget Amendment

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye		Nay	Abstain	Other
<i>Board Action</i>							
Bailey							
Birdwell							
Koterba							
Poss							
Thomas							
Thompson							
Weeden							

**BUDGET AMENDMENT RESOLUTION
ELEMENTARY SCHOOL DISTRICT #1
FERGUS COUNTY**

At a regular meeting of the Board of Trustees of Elementary School District No.1, Fergus County, Montana, held May 11, 2015, at 6:00 p.m. at the Lincoln Board Room, the following resolution was introduced:

WHEREAS, the trustees of Elementary School District No.1, Fergus County, Montana, have made a determination that as a result of unforeseen circumstances, the district's budget for the Elementary Retirement Fund does not provide sufficient financing to properly maintain and support the district for the entire current school year; and

WHEREAS, the trustees have determined that an amendment to the Elementary Retirement Fund budget in the amount of \$50,000 is necessary under the provision of Section 20-9-161(6), MCA; for the purpose of meeting the financial needs of the District and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be the fund reserve;

THEREFORE BE IT RESOLVED that the Board of Trustees of School District No.1, Fergus County, Montana, proclaims a need for an amendment to the Elementary Retirement Fund budget for fiscal year 2015 in the amount of \$50,000 under Section 20-9-161(6), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of School District No. 1, Fergus County, Montana, will meet at 6:00 p.m. at the Lincoln Board Room on June 8, 2015, for the purpose of considering and adopting the budget amendment.

Print Chairperson's Name

Signature of Chairperson

Date

Print District Clerk's Name

Signature of District Clerk

Date

DATE BUDGET AMENDMENT WAS ADOPTED: June 8, 2015

List all budget amendment expenditure line items and amounts:

114.99.100.1000.220.000 \$_____

114.99.280.1000.220.000 \$_____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

21

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE REQUEST TO APPLY FOR THE MONTANA ADULT BASIC AND LITERACY EDUCATION GRANT FOR 2015-2016

Requested By: Board of Trustees Prepared By: Diane Oldenburg Date: 06/08/2015

SUMMARY:

The Board of Trustees needs to approve the request to apply for the Montana Adult Basic and Literacy Education Grant for the 2015-2016 School Year.

SUGGESTED ACTION: Approve Request to apply for the Montana Adult Basic and Literacy Education Grant for the 2015-2016 School Year

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye		Nay	Abstain	Other
<i>Board Action</i>							
Bailey							
Birdwell							
Koterba							
Poss							
Thomas							
Thompson							
Weeden							



Memorandum

To: Jason Butcher, Superintendent; Board of Trustees
From: Diane Oldenburg – Director, Central MT Education Center
Date: May 28, 2015
Re: ABLE Grant Proposal

I am requesting the Board of Trustees approval to submit an application for the Montana Adult Basic and Literacy Education Grant for 2015-2016.

The application for the 2015-2016 State/Federal ABLE Grant would require a local match of \$39,476.00, which would be satisfied by the existing salary and benefits of the local Director and Secretary of the Central MT Education Center.

The Adult Basic Education and Literacy Education Grant provides high school equivalency diploma (HiSET) preparation, adult basic education, job skills, and academic assistance for those wishing to enter post-secondary education in Fergus, Judith Basin, Musselshell, Petroleum, Golden Valley, and Wheatland counties. We also provide instruction for the Nexus Treatment Center and the Fergus County Jail inmates.

Thank you for your consideration of this request.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

22

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE INCREASE FOR SCHOOL FOOD STUDENT LUNCH PRICES FOR THE
2015-2016 SCHOOL YEAR

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 06/08/2015

SUMMARY:

The Board of Trustees needs to approve the request from the School Food Service to increase the price of Elementary and JHS/FHS student lunches by \$.05.

2015-2016 School Meal Prices:

Adult Lunch	\$3.90
Adult Breakfast	\$1.80
JHS/FHS Student Lunch	\$3.20
JHS/FHS Student Breakfast	\$1.80
Elementary Student Lunch	\$2.95
Elementary Student Breakfast	\$1.55

SUGGESTED ACTION: Approve Increase for School Food Student Lunch Prices for the 2015-2016 SY

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye		Nay	Abstain	Other
<i>Board Action</i>							
Bailey							
Birdwell							
Koterba							
Poss							
Thomas							
Thompson							
Weeden							

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

23

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: FIRST READING—BOARD POLICY #3413 – STUDENT IMMUNIZATION

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 06/08/2015

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #3413 – Student Immunization.

Information being deleted from this policy has been marked with a ~~strike through~~; information being added has been **highlighted**.

SUGGESTED ACTION: Approve First Reading of Board Policy #3413 – Student Immunization

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye		Nay	Abstain	Other
<i>Board Action</i>							
Bailey							
Birdwell							
Koterba							
Poss							
Thomas							
Thompson							
Weeden							

FIRST READING

Lewistown School District

STUDENTS

3413

Student Immunization

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, and tetanus, and varicella (chickenpox). ~~Pertussis immunization is not required for students who are seven (7) years or older.~~ 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 Influenza 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.

Legal Reference: 20-3-324(20), MCA
20-5-402 - 410, MCA
20-5-403, MCA

Powers and duties
Health
Immunization required – release and acceptance of immunization records

Policy History:

Adopted on: June 28, 2004
Revised on: September 26, 2005
Revised on: May 11, 2015

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

24

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: FIRST READING—BOARD POLICY #3416F – PERMISSION FOR MEDICATION FORM

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 06/08/2015

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #3416F – Permission for Medication Form.

This form is being replaced. The current form and the new form (indicated by First Reading) are attached for your review.

SUGGESTED ACTION: Approve First Reading of Board Policy #3416F – Permission for Medication Form

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye		Nay	Abstain	Other
<i>Board Action</i>							
Bailey							
Birdwell							
Koterba							
Poss							
Thomas							
Thompson							
Weeden							

PERMISSION FOR MEDICATION

Name of student _____

School _____ Grade _____

Teacher _____

Diagnosis _____

Medication _____

Dosage _____

Purpose of medication _____

Time of day medication is to be given _____

Possible side effects _____

Anticipated number of days medication needs to be given at school _____

Additional instructions _____

Date _____

Signature of Physician

I HEREBY GIVE MY PERMISSION for _____ to take the above prescription at school, as ordered. I understand it is my responsibility to furnish this medication. **I have received a copy of the policy and agree to abide by its provisions.**

Date _____

Signature of Parent or Guardian

NOTE: *The prescription medication is to be brought to school in a container appropriately labeled by the pharmacy or physician, stating name of student, name of medication, and dosage.*

Approved **G** Disapproved **G** Reason _____

Date _____

Signature of Supervising Nurse

WAIVER OF SCHOOL RESPONSIBILITY TO ADMINISTER MEDICATION

I do not wish for my child to participate in the School District=s medication policy. I assume responsibility for providing medication for my child.

Date _____

Signature of Parent or Guardian

FIRST READING

Lewistown School District

3416F

PERMISSION FOR MEDICATION TO BE GIVEN AT SCHOOL

Date: _____ School: _____ Year: ____/____

Student: _____ DOB: _____ Grade: _____

Physician: _____ Phone: _____ Fax: _____

Diagnosis/Illness: _____ Administer at: _____

Medication: _____ Dose: _____ Route: _____

Purpose of Medication: _____

Possible of Side Effects: _____

Special instructions for the School Nurse or Teacher: _____

Physician Signature: _____ Date: _____

(For medication given for more than 5 days)

Start Date: _____ End Date: _____ Medication Returned: _____

Initial _____ Signature _____ Initial _____ Signature _____

PARENT PERMISSION

I hereby give my permission for _____ to take the medication prescribed by our physician. I authorize the School Nurses to communicate with the above physician's office, if needed and may only include the prescription or treatment itself, implementation of the treatment in school and student outcomes of the treatment.

Note: The prescription medication is to be brought to school in the original container, appropriately labeled by the pharmacy. Over-the-counter medication must be brought to school in its original container with label intact. It is my responsibility to pick up the medication on the last day of the school year or when discontinued (whichever occurs first) or it will be discarded.

Nurse's Comments: Specific directions to be followed (i.e. give with milk) or negative-response to be reported immediately (i.e. rash, vomiting).

Parent's Printed Name Parent's Signature Date

School Nurse's Printed Name School Nurse's Signature Date

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

25

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: SECOND READING—BOARD POLICY #5333 – HOLIDAYS

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/08/2015

SUMMARY:

The Board of Trustees needs to approve the second and final reading of Board Policy #5333 – Holidays and consider adoption of said policy.

Information being deleted from this policy has been marked with a ~~strike through~~.

SUGGESTED ACTION: Approve Adoption of Board Policy #5333 – Holidays

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

SECOND READING

Lewistown School District PERSONNEL

5333

Holidays

Holidays for certified staff are dictated in part by the school calendar. Temporary employees shall not receive holiday pay. Part-time employees shall receive holiday pay on a prorated basis.

The holidays required for classified staff, by 20-1-305, MCA, are:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Memorial Day
7. State and national election days when the school building is used as a polling place and the conduct of school would interfere with the election process of the polling place.

All classified employees will receive six (6) paid holidays per school year as follows:

1. Labor Day
2. Thanksgiving Day
3. Day After Thanksgiving
4. Christmas Day
5. New Year's Day
6. Memorial Day

Twelve-(12)-month employees will be granted an additional two (2) floating days per year, plus Independence Day.

In those cases where an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday.

Twelve-(12)-month employees in cases where one of the above holidays falls on a Saturday or Sunday, the preceding Friday and/or the following Monday shall ~~not~~ be a holiday. Seasonal employees shall be granted all holidays listed above no matter which day of the week the holiday falls.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

Legal Reference: 20-1-305, MCA School holidays

Policy History:

Adopted on: June 28, 2004
Revised on: January 23, 2006 (The effective date of this policy revision is December 2005 and will include Christmas Day 2005 and New Year's Day 2006.)
Revised on: February 22, 2010
Revised on: August 24, 2010
Revised on: August 13, 2012

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2015

Agenda Item No.

26

☐ Minutes/Claims

☐ Board of Trustees

☐ Superintendent's Report

☐ Action - Consent

☒ Action - Indiv.

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 06/08/2015

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: June 8, 2015

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
BENES, Pat	Paraprofessional	Highland Park Elementary	Accept letter of resignation	June 4, 2015	See attached letter.
KROPF, Laura	Paraprofessional	Garfield Elementary School	Accept letter of resignation	June 4, 2015	See attached letter.
BURNHAM, Endreah	Paraprofessional	Garfield Elementary School	Accept letter of resignation	June 4, 2015	See attached letter.
ASHLEY, Susan	Special Education Teacher	Garfield Elementary Teacher	Accept letter of resignation and release from contract with payment of liquidation damages as outlined on contract	June 4, 2015	See attached letter.
WILSON, Ryan	Paraprofessional	Fergus High School	Accept letter of resignation	June 4, 2015	See attached letter.
ARMSTRONG, Chad	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 108 hours at \$20 per hour for a total of \$2,160 for behind-the-wheel instruction	June 5, 2015	See attached memo.
RUTLEDGE, Robert	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 112 hours at \$20 per hour for a total of \$2,240 for classroom instruction	June 5, 2015	See attached memo.
ELNESS, Mauri	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 114 hours at \$20 per hour for a total of \$2,280 for behind-the-wheel instruction	June 5, 2015	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: June 8, 2015

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
BUTCHER, Jason	Superintendent	Lewistown Public Schools	Approve Out-of-State Travel to attend the Superintendents' Summit in Boston, MA	July 29–August 1, 2015	See attached information.
PEARSON, James	Bus Route Driver	Lewistown Public Schools	Approve revision of contract to change hours from 4.5 hours per day to 5.00 hours per day	2015-2016 SY	The hours for this bus route were submitted incorrectly on the May 11, 2015, agenda.
WHITE, Albert	Bus Route Driver	Lewistown Public Schools	Approve revision of contract to change hours from 4.0 hours per day to 5.0 hours per day	2015-2016 SY	The change in hours for this contract are due to a route extension.
BUSSEY, James	Custodian	Garfield Elementary	Approve appointment on schedule—MAINT II Step 6 for up to 8 hours per day for up to 260 days	June 8, 2015	Mr. Bussey is a returning employee - his contract was not included on the list of Classified Staff that was approved May 11, 2015.
BUEHLER, Danielle	Secretary	Central Montana Education Center (CMEC)	Approve revision of contract to reflect a change in hours from July 1 – October 31, 2015	June 8, 2015	See attached memo.
SEBEK, Sherri	Food Server	Lewistown Junior High School	Approve revision of contract to reflect change in duties—increase hours to up to 3.65 hours per day	June 8, 2015	See attached memo.
WILLIAMS, Denise	Food Server	Lewistown Junior High School	Approve revision of contract to reflect change in duties—increase hours to up to 3.35 hours per day	June 8, 2015	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: June 8, 2015

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
BUEHLER, Dylan	Sixth Grade Teacher	Lewis & Clark Elementary School	Approve appointment on schedule— BA Step 4 (Actual Step 0)	June 8, 2015	See attached hiring recommendation.
MCKINNEY, Sara	Third Grade Teacher	Garfield Elementary School	Approve appointment on schedule— BA Step 6	June 8, 2015	See attached hiring recommendation.
SCHWALLER, Rachel	Elementary Music Teacher	Highland Park and Garfield Elementary Schools	Approve appointment on schedule— BA Step 4 (Actual Step 2)	June 8, 2015	See attached hiring recommendation.
DRISSELL, Paula	Pre-K Special Education Summer School Teacher	Lewistown Public Schools	Approve appointment at \$17.50 per hour for up to 50 hours	June 8, 2015	See attached memo.
WIEGERT, Kim	Special Education Summer School Aide	Lewistown Public Schools	Approve appointment at \$15.00 per hour for up to 70 hours	June 8, 2015	See attached memo.

Matt Lewis

Lewistown Public schools

May 13, 2015

I'm writing this letter to inform you that at the end of this school year I will be retiring. I wish to thank the district for the 7 years here. I thoroughly enjoyed working with the kids.


Pat Benes

Laura Kropf
Paraprofessional, Garfield Elementary
(406)231-8202
laura.kropf@lewistown.k12.mt.us

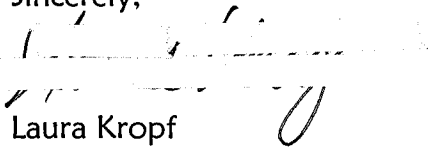
May 14, 2015

Matt Ventresca
Principal, Garfield Elementary

Dear Mr. Ventresca,

This letter is to inform you that I will be resigning from my position as a paraprofessional at Garfield Elementary, effective at the end of the 2014-2015 school year (June 4, 2015). I am very grateful for the opportunity that I have had to learn, grow and develop professionally during my two years with Lewistown Public Schools. I have really enjoyed my time here. Thank you!

Sincerely,


Laura Kropf

May 29, 2015

Dear Matt Ventresca,

I am formally letting you know that I will be leaving my position as a paraprofessional here at Garfield Elementary.

I am deeply sadden to leave this job because it really was my home away from home. There has never been a day I had disliked anything about my job. I have enjoyed everyone's friendship and support as I have begun travelling through this journey to become a teacher myself. Working for the Lewistown School District is the reason why I finally figured out what I wanted to make of myself. I will be seeing you all as I will still be substituting and observing for my classes!

Once again, thank you for the amazing opportunity as a paraprofessional!

Sincerely,

Endreah Burnham

Date: May 12, 2015

To: Mr. Ventresca, Jason Butcher and Lewistown School Board

From: Susan Ashley, K, 3rd-4th Special Education Teacher, Garfield Elementary

RE: Excusal from 2015-2016 Contract

As you know Dean, my husband, and I have been looking for other teaching positions. I would like to accept a position at Holy Spirit Elementary in Great Falls, Montana and ask your permission to be released from my contract for next school year.

I have nothing but respect for the administration, the staff, and all co-workers. Lewistown School District is one that parents should be proud of. The teachers hold high standards for their students and I believe students' performance will continue to improve with the implementation of Common Core.

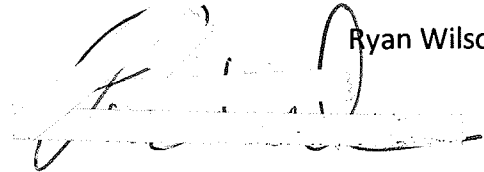
Thank you for the last five years; I have felt accepted, and have grown professionally and personally.

Susan L. Ashley

19 May 2015

To Lewistown School District # 1

I Ryan Wilson, have accepted a teaching position in the Wolf Point school district and will no longer be available for employment with the district. Effective at the end of the current school year, I will be resigning my paraprofessional position at Fergus High School. I wish to thank the district and FHS for the last three years, as they have been an invaluable tool to help further my educational career.



Ryan Wilson

Memorandum

To: Jason Butcher, Superintendent
From: Diane Oldenburg, Driver Education Director
Date: May 15, 2015
Re: Summer Driver Education

I am requesting the Board of Trustees approval to hire Robert Rutledge, Chad Armstrong and Mauri Elness to instruct the Driver Education summer session for 2015. They have each received the appropriate Traffic Education Endorsement from the Office of Public Instruction to teach Driver Education.

Approximate dates of employment and approximate contract amounts:

Chad Armstrong	June 5-July 3, 2015	\$2,160.00 (BTW only-108 hours)
Robert Rutledge	June 5-July 3, 2015	\$2,240.00 (Classroom-112 hours)
Mauri Elness	June 5-July 3, 2015	\$2,280.00 (BTW only-114 hours)

The rate of pay will be \$20.00 per hour for classroom time and behind-the-wheel (BTW) driving time. Thank you for your consideration.

Superintendents' Summit, July 2015

Superintendents' Summit July 2015 in Boston, MA will provide participants with opportunities for high-level networking and professional development in key topics related to K12 leadership, including technology, special education, curriculum and assessment, and business and finance.

This is an invitation-only event for a select group of superintendents who have been identified by their peers as leaders in their region or state. Basic costs to attend the Summit --including airfare (up to \$400), three night's lodging, and meals--will be underwritten by the Institute.

About the District Administration Leadership Institute

Organized by District Administration magazine, the Institute is chartered with producing a series of professional development opportunities for K12 leaders. The Superintendents' Summit was launched in September 2010, and currently offers five summits each school year.

Executive Director: [Randall Collins](#), Ed.D.

When

Wednesday, July 29, 2015 - Saturday, August 1, 2015
5:30 PM - 12:00 PM
Eastern Time
[Add to Calendar](#)

Where

Hyatt Boston Harbor
101 Harborside Drive
Boston, Massachusetts 02128
USA
617-568-1234
[Get Map](#)
[Get Driving Directions](#)

Director of Membership

[Susan Charamut](#)

The agenda below is from a previous Summit. The session titles may change.

Agenda

Wednesday, July 29, 2015

5:30 PM - 10:00 PM	Welcome Reception and Dinner
--------------------	-------------------------------------

Thursday, July 30, 2015

8:00 AM - 8:30 AM	Breakfast
8:30 AM - 9:00 AM	Welcome and Opening Remarks
9:00 AM - 9:30 AM	Eating the Elephant: Personalized Learning One Bite at a Time
9:30 AM - 10:00 AM	Implementing Blended Learning iEnvironments in Middle and High School
10:00 AM - 10:30 AM	Using Group Insight to Build Trust and Inform District Decisions
10:30 AM - 11:00 AM	Break
11:00 AM - 11:30 AM	Improving Elementary Student Outcomes During Non-Instructional Time
11:30 AM - 12:00 PM	Brevard Public Schools & United Way of Brevard County Partner to Impact Reading
12:00 PM - 1:00 PM	Luncheon
1:00 PM - 1:30 PM	Re-Imaging Alternative Education and Special Education Learning Environments
1:30 PM - 2:00 PM	Fueling Great Teaching: Using Video to Provide Feedback That Matters
2:05 PM - 3:05 PM	Roundtables
3:05 PM - 6:30 PM	Personal Time and Optional Group Activities
6:30 PM - 7:00 PM	Reception
7:00 PM - 10:00 PM	Dinner and Entertainment

Friday, July 31, 2015

8:00 AM - 8:45 AM	Breakfast
8:45 AM - 9:15 AM	Morning Remarks
9:15 AM - 9:45 AM	Leading the Learning Revolution: The Active Versus Passive Classroom
9:45 AM - 10:15 AM	Moving To Mastery In A World Of High-Stakes Testing
10:15 AM - 10:30 AM	Break
10:30 AM - 11:00 AM	Return on Education (RoE) It's NOT About Devices, It's About Learning...

11:00 AM - 12:00 PM	Roundtables
12:00 PM - 1:00 PM	Luncheon
1:00 PM - 2:15 PM	Drill Down Sessions
2:30 PM - 3:00 PM	Closing Remarks, Prize Drawings & Ice Cream
3:00 PM - 10:00 PM	Personal Time and Optional Group Activities

Saturday, August 1, 2015	
9:00 AM - 12:00 PM	Personal Time and Departure

Memorandum

To: Jason Butcher, Superintendent
From: Diane Oldenburg, CMEC Director
Date: June 3, 2015
Re: Contract Revision

The following is a recommendation to the Board of Trustees for a contract revision for Danielle Buehler. Due to personal circumstances, Danielle would like to work part time until October 31, 2015, and then return to her regular full-time schedule beginning November 1, 2015.

Approximate dates of employment and approximate contract amounts:

July 1 – October 31, 2015 up to 5 hours per day for 71 days

November 1 – June 30, 2016 up to 7 hours per day for 174 days

Thank you for your consideration.

Memorandum

To: Jason Butcher, Superintendent
From: Amie Friesen, School Food Service Director
Date: May 29, 2015
Re: Contract Revision(s)

Due to a change in breakfast duties at the Junior High School for the two employees listed below, I would like to make the following contract change recommendations:

Sherri Sebek Change from up to 3.50 hours per day to up to 3.65 hours per day

Denise Williams Change from up to 2.75 hours per day to up to 3.35 hours per day

HIRING RECOMMENDATION

Dylan Buehler

Elementary Teacher – Sixth Grade

BA

4 (Actual Step 0)

Lewis & Clark Elementary School

Fall 2015

187 days per year

Chuck Cloud

Cindy Gremaux

Amanda Jenni

Beth Kirsch

Jeff Russell

Michelle Trafton

Matt Ventresca

RECOMMENDATION NOT APPROVED ☐

If approved, the Superintendent will recommend to the Trustees at their regular meeting on June 8, 2015.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

The selection committee has reviewed the candidate's application and related data. On the basis of their review they recommend:

Sara McKinney

For:

Job Title _____ Elementary Teacher – Third Grade

Classification _____ BA

Step _____ 6

Work location _____ Garfield Elementary School

Date to begin work _____ Fall 2015

Days per yr/Hrs per day _____ 187 days per year

SELECTION COMMITTEE: _____ Chuck Cloud

_____ Cindy Gremaux

_____ Amanda Jenni

_____ Beth Kirsch

_____ Jeff Russell

_____ Michelle Trafton

_____ Matt Ventresca

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on June 8, 2015.

HIRING RECOMMENDATION

Rachael Schwaller

Elementary Music Teacher

BA

4 (Actual Step 2)

K-4 Elementary Schools

Fall 2015

187 days per year

Matt Lewis

Matt Ventresca

RECOMMENDATION NOT APPROVED ☐

If approved, the Superintendent will recommend to the Trustees at their Regular Board meeting on June 8, 2015.

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

215 7th Avenue South
Lewistown, MT 59457

Chris Rice, Director
(406) 535-9012

TO: Lewistown Board of Trustees
FR: Chris Rice
RE: Extended School Year

DATE: June 2, 2015

Following please find staffing recommendations for Special Education Extended School Year (ESY), to supplement those approved at the May 11, 2015, Board Meeting.

ESY is required under the Individuals with Disabilities Education Act (IDEA) for those students with disabilities who show severe regression over non-instructional periods and require a prolonged period of time to recoup the skills. The need for ESY is an Individual Education Plan (IEP) Team decision, documented on the IEP.

Lewistown's ESY will be held August 10-21, 2015. The school-age program will be housed at Fergus High School, and the preschool program will be based at Head Start. There may be additional recommendations made at the July Board meeting, contingent on confirmed student enrollment.

Staffing Recommendations for School-Age ESY, August 10-21, 2015

Paula Drissell	Pre-K Special Education Teacher	\$17.50/hour, up to 50 hours
Kim Wiegert	Paraprofessional	\$15.00/hour, up to 70 hours

Thank you.

SERVING SPECIAL STUDENTS IN
FERGUS, WHEATLAND, GOLDEN VALLEY, PETROLEUM, MUSSELSHELL AND
JUDITH BASIN COUNTIES

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

1. **High Standards:** Lewistown Public Schools upholds high standards and expectations for the Board, staff and students of the District. We strive to provide challenging curriculum taught by innovative leaders in the field of education, utilizing research-based curriculum and implementing best practices.
2. **Student-Centered:** The motivation for everything we do is based upon what is right and best for the children of our community. We ensure the development, well-being and education of students through a variety of academic and extracurricular activities. We assist students in overcoming challenges and help them celebrate their successes, all as part of a plan to maximize the potential of each student.
3. **Effective and Efficient Practices:** Lewistown Public Schools is committed to effective and efficient stewardship of our resources.
4. **Accountability:** Lewistown Public Schools is accountable for all that we do from fiscal management to the performance of students, staff, administration and the Board.
5. **Community Support:** Lewistown Public Schools understands that community support is vital, earned and continually renewed through consistent dedication to quality service. We believe the key to success is found through mutual engagement of the community and the schools, effective interaction between parents, students, staff, administrators, trustees and all elements of the Lewistown Community. We value the trust the community has invested in our public schools and we strive to earn and maintain that trust.
6. **Communication:** Lewistown Public Schools values effective and open communication with parents, students, staff, trustees and the community.

BOARD OF TRUSTEES

Barbara Thomas, Board Chair

CJ Bailey
Kris Birdwell
Phil Koterba
Shelley Poss
Jennifer Thompson
Monte Weeden

LEWISTOWN PUBLIC SCHOOLS
2014-2015 SCHOOL CALENDAR

A. Pupil Instruction

First Semester					89 Days	Second Semester					90 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug	27 --	Aug	29	3	First Week	Jan	26 --	Jan	30	5
Second Week	Sept	2 --	Sept	5	4	Second Week	Feb	2 --	Feb	6	5
Third Week	Sept	8 --	Sept	12	5	Third Week	Feb	9 --	Feb	13	5
Fourth Week	Sept	15 --	Sept	19	5	Fourth Week	Feb	16 --	Feb	20	5
Fifth Week	Sept	22 --	Sept	26	5	Fifth Week	Feb	23 --	Feb	26	4
Sixth Week	Sept	29 --	Oct	3	5	Sixth Week	Mar	2 --	Mar	6	5
Seventh Week	Oct	6 --	Oct	10	5	Seventh Week	Mar	9 --	Mar	13	5
Eighth Week	Oct	13 --	Oct	15	3	Eighth Week	Mar	16 --	Mar	20	5
Ninth Week	Oct	20 --	Oct	24	5	Ninth Week	Mar	23 --	Mar	27	5
Tenth Week	Oct	27 --	Oct	31	5						44
					45						

SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Nov	3 --	Nov	5	3	First Week	Mar	30 --	Apr	2	4
Second Week	Nov	10 --	Nov	14	5	Second Week	Apr	7 --	Apr	10	4
Third Week	Nov	17 --	Nov	21	5	Third Week	Apr	13 --	Apr	17	5
Fourth Week	Nov	24 --	Nov	25	2	Fourth Week	Apr	20 --	Apr	24	5
Fifth Week	Dec	1 --	Dec	5	5	Fifth Week	Apr	27 --	May	1	5
Sixth Week	Dec	8 --	Dec	12	5	Sixth Week	May	4 --	May	8	5
Seventh Week	Dec	15 --	Dec	19	5	Seventh Week	May	11 --	May	15	5
Eighth Week	Jan	5 --	Jan	9	5	Eighth Week	May	18 --	May	22	5
Ninth Week	Jan	12 --	Jan	16	5	Ninth Week	May	26 --	May	29	4
Tenth Week	Jan	20 --	Jan	23	4	Tenth Week	Jun	1 --	Jun	4	4
					44						46

B. Pupil Instruction Related Days (PIR) - (Teachers ONLY - No School for Students)

		Totals
August 25-26	PIR	2.00
October 16-17	Staff Development Days - Teachers Convention	2.00
November 5-6	Parent Teacher Conferences (Evening on Nov 5, All Day on Nov 6)	1.50
January 19	PIR	1.00
March 31	Parent Teacher Conferences - Evening ONLY (Regular Day for Students)	0.50
Floater	PIR	1.00
		8.00

2014-2015		
Regular Board Meetings		
July	14	6:00 p.m.
Aug	11	6:00 p.m.
Sept	8	6:00 p.m.
Oct	13	6:00 p.m.
Nov	10	6:00 p.m.
Dec	8	6:00 p.m.
Jan	12	6:00 p.m.
Feb	9	6:00 p.m.
Mar	9	6:00 p.m.
Apr	13	6:00 p.m.
May	11	6:00 p.m.
June	8	6:00 p.m.

C. Holidays / Vacations (Dates Inclusive)

September 1	Labor Day
October 16-17	Fall Vacation (Teachers - Convention)
November 6	Parent Teacher Conferences (Vacation Day for Students)
November 7	Vacation Day
November 26-28	Thanksgiving Vacation
December 22-January 2	Winter Break
January 19	PIR (Vacation Day for Students)
February 27	Vacation Day
April 3-6	Spring Break
May 25	Memorial Day