



JOLIET MIDDLE SCHOOL AND HIGH SCHOOL

2020-2021 Handbook

VISION STATEMENT

“The vision of the Joliet High School is to create a safe, diverse, and exemplary learning environment where all students can experience positive leadership, equity, respect, and academic success.”

MISSION STATEMENT

The Joliet Public School in partnership with home and community is committed to developing upstanding responsible citizens, lifelong learners, and independent thinkers who can effectively navigate their futures and reach their academic and personal potential.

Welcome to Joliet Middle School & High School

The staff of Joliet Schools welcomes you as a member of its student body. We encourage you to take advantage of the academic and extra-curricular opportunities that are available. Get involved, have fun, and have a great year.

The Joliet School Board and Administration provides guidelines for student behavior expectations, consequences and disciplinary actions in the following handbook. However, these are guidelines and there may be variances from them when appropriate or necessary.

J-Hawks S O A R

Safe and Welcoming

Organized

Accountable

Responsible & Respectful

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ACADEMICS

Grading System (Grade 6 & 7)

4	Advanced Understanding of Grade Level Standards
3.5	Some success at “Advanced Understanding”
3	Adequate Understanding of Grade Level Standards
2.5	Some success at “Adequate Understanding”
2	Partial Understanding of Grade Level Standards
1.5	Some success at “Partial Understanding” criteria
1	Minimal Understanding of Grade Level Standards
0.5	Some success at “Minimal Understanding” criteria
0	Insufficient Understanding of Grade Level Standards
ND	No Data

Grading System (Grade 8 - 12)

A	Superior Work	90 – 100%
B	Excellent Work	80 – 89%
C	Average Work	70 – 79%
D	Below Average Work	60 – 69%
F	Failing Work	59% and below
P	Pass	

Incomplete Grades

All incomplete grades must be made up within five (5) school days of when the grades are posted by the individual teachers at quarter/semester time. If incomplete grades are not made up within the time limit, grades will be posted with incomplete assignments receiving zeros (0). (The exception may be an extended illness and the makeup deadline will be determined by the Principal)

Report Cards

Report Cards will be available approximately two (2) weeks after the end of the grading period.

Progress Reports

Student progress reports may be sent home at any time between marking periods. These reports may contain information on commendations as well as areas of concern. These reports do not necessarily mean the student is failing, but a deficiency is noted that needs correcting.

Failing Grades

Grades will be reviewed and updated every Friday. Students with failing grades are encouraged to stay after school to get assistance and work completed.

Graduation Requirements

A total of 26 credits are required for graduation from Joliet High School. Ten (10) elective credits and 16 required credits are needed. The required courses are as follows:

- 4 credits of English – English I, English II, English III, English IV
- 3 credits of Math

- 2 credits of Science
- 3 credits of Social Studies – World History, US History, Government (1/2), Economics (1/2)
- 1 credit of Computers
- 1 credit of Physical Education – Physical Education I (1/2), Physical Education II (1/2)
- 1 credit of Health Education – Health I (1/2), Health II (1/2)
- 1 credit of Fine Arts – Band, Chorus, or Art

Graduation with Honors

Students who complete the requirements for graduation with a grade point average of 3.25 or better will receive honor cords and graduate with honors.

Requirements for Early Graduation

Students interested in graduating early must make application to the Joliet Board of Trustees and show evidence of need in one or more of the following areas:

1. Advancement in academic and/or vocational training.
2. Entrance into military service.
3. Hardship in which such income earned by the applicant is necessary for maintenance of the family unit.

Valedictorian and Salutatorian Awards

In awarding scholarships based on academic achievement, special consideration will be given to students who have completed available academic courses beyond those specified in the College Preparatory Program. Honors and advanced placement courses will be weighted. Valedictorian and Salutatorian is not based on straight GPA ranking, which is found on the student’s report card. Students must be enrolled at Joliet High School for their entire junior and senior year to be eligible for the Valedictorian or Salutatorian awards, and must have taken at least 5 classes from the 4.0 or 5.0 point categories listed below.

The chart below lists all courses and the difficulty factor assigned to each course. This chart will be used only in the determination of Valedictorian and Salutatorian for our school. Each grade is given a grade value: A=4, B=3, C=2, D=1, F=0. The difficulty factor is multiplied by the grade value, and then one (1) point is added for each course taken. This will be the total points received each semester, except for the senior year, where the third quarter grades will be utilized as the second semester grades. The senior with the highest total point will receive the Valedictorian honor; the second highest total points will receive the Salutatorian honor. A weighted-grade committee will determine the course difficulty level. This committee will consist of two teachers, the school counselor, one board member, and the high school principal. Exchange students are not eligible for Valedictorian or Salutatorian honors. All elective classes listed below are subject to change, not offered, or offered alternating years.

<u>1.0</u>	<u>2.0</u>	<u>3.0</u>	<u>4.0</u>	<u>5.0</u>
Required	Band	Spanish I	Pre-Calculus	Physics
Computer Cl.	Art Electives (excl. Adv. Art)	Algebra II	Accounting I/II	Calculus
English 9	Choir	Ag III/IV	Chemistry	Zoology
English 10	Yearbook	Art III/IV	Spanish II	Botany
English 11	Independent Study*	Psychology	Biology II	Zoo/Botany
English 12	Adv. PE/Nutrition	Marketing	All AP Classes	Stats/Prob.
Biology	Natural Resources	Investigative Sc.	Dual Cred US Hist.	Anatomy/Phys.
Econ/Gov.	Business/Finance	Online College Classes	Dual Cred Pre-Calc	Dual Cred Calculus
Algebra I	Sociology			
Geometry	Literature I/II			
Amer. Hist.	Agron/Horticulture			
Health Enh 9	Ag Ed I/II			
Health Enh 10	English Electives			
World Hist.	Mech/Welding			
Earth Science	Ag Construction			
Pre-Algebra	Environmental Science			
	Honors English 11 & 12			

Jazz Studies & Guitar
Career Technology
Ag Industry
Honors Biology
History Elective
Astronomy
All MTDA Classes
All Honors Classes

***An independent study is weighted as a 2.0. Students need to be aware of this when asking to do an independent study.**

- **High School level online classes to replace a required course (credit recovery) are 1.0 weighted classes.**
- **High School level online classes that are electives are weighted as a 2.0.**
- **AP online will be weighted as a 4.0.**

Grade Advancement Requirements

The District has established a set of advancement requirements for 9-12 grade students which will act as a guide in helping students move methodically and purposefully on a course that will eventually lead to high school graduation. Therefore, the following advancement requirements are required in the Joliet District.

1. To advance to the 10th grade, students must earn at least three (3) units of credit in 9th grade, two (2) of which must be in English, math, or science.
2. Failure to pass a 9th grade English, math, or science class shall necessitate the failed course being retaken in the 9th grade, even though the student may have earned enough credit to advance to the 10th grade.
3. Students who have failed one or more 9th grade courses may get credit for that course by retaking it in the summer.
4. A student who is retained in the 9th grade would normally have to repeat all classes. However, the middle and high school principal may allow the student to take one or more advanced courses. In the event that the principal of the middle or high school does not agree on allowing a student to take advanced courses, the decision will be appealed to the Superintendent or Joliet School Board..
5. Students may be retained at each grade level if the following year requirements are not met by August 15th:
 - A minimum of three (3) units is required for advancement into the 10th grade.
 - A minimum of nine (9) units is required for advancement into the 11th grade.
 - A minimum of fifteen (15) units is required for advancement into the 12th grade.

Scholarship Policy

The Scholarship Committee will review applications, interview candidates, and determine scholarship recipients and scholarship awards. This committee will be composed of community member(s) (minimum of 2), school board member(s) (1) and teachers (minimum of 2). The scholarship process will be implemented and supervised by the school counselor.

Scholarships awarded through the Joliet Scholarship Fund will be mailed to the school of the student's choice either the first semester, the second semester, or divided between the two semesters (this is done at the discretion of the college). The check will be made out to the college and the student. The guidance counselor will provide the office with a list of scholarships, to whom they are awarded, and for what dollar amount.

It is the responsibility of the recipient to make arrangements with the office for mailing the check(s) to the school of his/her choice.

College Classes

Students may take college classes and enrollment must be pre-approved by the Principal if the classes are scheduled during the regular school day. Those additional college classes will not show up on the Joliet transcript and will not be calculated into the JHS GPA.

College Preparatory Program, Montana University System

In order to improve students' preparation for college-level work, the Board of Regents of Higher Education requires the College Preparatory Program for students who wish to enter a unit of the

Montana University System. The graduation requirements at Joliet High School meet the requirements for entrance to the Montana University System.

High School Course Credit

Credit is earned for grades of A, B, C, D, and P. Students may repeat a course one time in which they earned failing grades and no credit.

High School Semester Tests

Semester tests will be given by all teachers and they are to be an evaluation of the semester’s study. A paper or project may be substituted for this evaluation by the teacher. Projects replacing semester tests must be approved by the high school principal. The semester final will count no less than 10% and no more than 20% of the student’s semester grade. Second semester evaluations for seniors will not be administered.

Correspondence Study

Concurrent Enrollment Courses are college courses taught at a high school to a class of high school students by a qualified high school teacher for Dual Credit. Dual Credit courses award high school and college credit simultaneously for the same course. On the other hand, College Credit Only courses award college credit (and not high school credit) for a college course. Correspondence courses cannot supplant courses offered at Joliet High School. High school students are encouraged to take online college courses, but they must be approved by the high school principal and will not count toward the valedictorian and salutatorian ranking.

Dual Credit for College Classes

A student may receive high school credit on their transcript as well as the college credit they earn through the university/college in which they are enrolled.

A semester college class will be entered on student transcript as one (1) credit, not ½ credit.

ATTENDANCE

Out of District Attendance

The Joliet Board of Trustees will determine if it is in the best interest of the Joliet School District to allow a high school student from another school district to enroll in Joliet High School. The Board of Trustees may use the following to determine if attendance should be granted:

- ✓ Attendance records for all high school years
- ✓ Grade records for all high school years
- ✓ Behavior records for all high school years
- ✓ Letters from previous principals, guidance counselors, and/or teachers
- ✓ Police and court records
- ✓ Special educational requirements

School Day and Time Schedule

Subject to temporary change during periods of pandemic restriction.

The school day begins as soon as students arrive on the school grounds. Students are not to enter the building before 8:00 a.m. without permission. They are to report to their first period class before the 8:15 a.m. bell. Three minutes are provided to move between classes.

Monday – Thursday	Period	Class Begins	Class Dismissed
	1	8:15	9:07
	2	9:10	9:57
	3	10:00	10:47
	4	10:50	11:43
Lunch Release:	8 th Grade	11:33 (no bell)	
	7 th Grade & Duty	11:37	
	High School	11:43	
	5	12:17	1:04

	6	1:07	1:54
	7	1:57	2:44
	8	2:47	3:34
Friday	Period	Class Begins	Class Dismissed
	1	8:15	8:57
	2	9:00	9:37
	3	9:40	10:17
	4	10:20	10:57
	5	11:00	11:43
Lunch Release:	8 th Grade	11:33 (no bell)	
	7 th Grade & Duty	11:37	
	High School	11:43	
	6	12:17	12:58
	7	1:01	1:44
	8	1:47	2:33

Class Bells

Classes are to be dismissed by the teacher, not the bell. No class, however, is to be dismissed before designated pass time. Students are not allowed to run out of the room, nor are students allowed to gather in the doorway waiting for the bell to ring. Students are to remain seated until the passing bell rings and the teacher dismisses them.

Hall passes

- Students must possess a designated hall pass to leave the classroom during class.
- Students who need to see a teacher, counselor, or principal must make an appointment and receive a hall pass in advance. Exceptions will be made due to serious emotional duress or emergency.
- These guidelines are recommendations.

Checking out of school

- Students may leave school premises after school has started if they are checked out through the District Secretary Office by a parent/guardian.
- Noon hour is a closed campus for middle school students and open campus for high school students who want to leave for lunch on foot. MS Principal may approve exceptions.

Tardies

- Rules and consequences for tardiness should attempt to mitigate educational disruptions as well as teach and encourage the value of being on time. For this reason, teachers are in the best position to regulate tardiness and have the authority to resolve their own problems.
- In their classrooms, teachers and students will engage in a discussion about:
 - why it is important to be in class on time
 - why people are most often late
 - what kinds of disruptions latecomers cause
 - appropriate manner for students to enter the classroom without disturbing the learning environment
- In situations where students are late, teachers may hold students after class to discuss the reason. Teachers and students will work towards a mutually agreeable plan to remedy the situation in the future.
- In extreme situations, the following disciplinary action will be taken:

- **On the fourth (4) and subsequent tardies, the following will occur:**

4 tardies	30 minutes detention; parent/guardian notification from teacher
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5 tardies	45 minutes detention; parent/guardian notification from teacher
6 tardies	1/2 day ISS and parent/guardian notification from teacher
7,8,9 tardies	60 minutes detention per tardy; parent/guardian notification from teacher
10,11,12,13,14 tardies	Full day ISS per tardy; parent/guardian conference
15 or more tardies	Two days ISS and a contract for continued attendance; contract team will consist of principal, teacher, parent, and student

Class Attendance

Class attendance and participation are recommended for successful course completion. Important information and the sharing of experiences and opinions are missed when a class is missed. If a student is absent, the parent should call the District Secretary Office to report the absence by 9am.

Absence Policy

Students may have up to ten (10) absences (excused or unexcused) per semester.

Absences are defined as

Excused Absences

- An excused absence is one that a parent permits. Some examples of these absences are illness, inclement weather, appointments, family events, vacations, etc.
- This type of absence is considered excused when a parent/guardian calls the attendance office or a written excuse is brought to the office upon return.
- All work for excused absences may be made up in the designated time. (See section: Return to school page 8)

Unexcused Absences

- Being absent from a class or from school without permission or parental knowledge is an unexcused absence and considered truancy. (School Laws of Montana (20-5-106)).
- Truancy may result in detention, suspension, or recommendation for expulsion. The severity of the discipline will depend on frequency and the severity of the offense.

Exceptions to the absence rules:

- Participation in co-curricular or extra-curricular activities
- Bereavement/Funeral absences
- Major Medical/other Emergencies if approved by the principal
- Educational Absences – juniors and seniors are allowed three (3) days of college visitation per year. Students must provide documentation from the college upon return to school verifying their educational visit so this absence is not included in the ten absences per semester allowed.

Consequences of excessive absences (per class)

8 th absences	A copy of the policy will be sent home for the parents to review. Co/extra-curricular activities that take the student away from school may be limited by the administrator.
10 th absences	Parents are notified.

	Co/extra-curricular activities that take the student away from school may be limited.
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If the student misses a class for the fifteenth time, he/she may be required to appear before the Board to determine if credit will be given. The reasons for the absences will be reviewed since a family emergency, extensive illness, and preapproved events, may be exceptions.

Student Attendance Review Committee

Students who turn 18 while still in high school are under the supervision and responsibility of their parents or legal guardians unless they have chosen to move out of their parents’ residence. To provide students their Due Process Rights, the parent/guardian and/or student may address the principal and classroom teacher in an appeal process to be held within five (5) school days following notification of the 11th absences in a class.

School Related Absences

When a student is aware that he/she will be missing school for a school related activity, it is his/her responsibility to find out what assignments will be missed in each class. Assignments that are given when the student is attending a school related activity will be due one day after the student returns or on the due date if it is due after the day of return. Students will be allowed to hand in assignments upon return when they are at a school activity. If a test is given while the student is absent, the student must make up the test on the day of return or make other arrangements with the teacher. Students may not use their being absent as an excuse not to turn in an assignment on the date it is due. Teachers may allow for extended time to complete make-up work.

Non-School Related Absences

If a student knows in advance that he/she will be absent from school for a non-school related activity he/she has the responsibility to find out what material or assignments will be missed. Students returning to school after a non-school related absence must bring a written excuse from his/her parent/guardian that is dated and signed. Students are expected to complete all make-up assignments within three (3) days after returning from a one day absence. (Extended consecutive days absences, students will be allowed more time to make up work.) Teachers may allow for extended time to complete make-up work. In the event of a long-term project or paper with a specific due date, the assignment is due on or before the due date and may not be turned in upon return. (The long-term project or paper may be turned in at a later date only at the discretion of the teacher when previous arrangements are agreed upon.)

Requesting Homework

Parents may request homework for a student by contacting the District Attendance Office.

Return to School

- Students returning to school after an absence should:
 - Bring a written statement from his/her parent/guardian, dated and signed, explaining the reason for the absence.
 - Students are expected to complete all make-up assignments within three (3) days after returning. In extenuating circumstances, teachers may allow for extended time to complete make-up work.

Make-up In Advance

- A Make-up In Advance (MIA) may be used for planned absences from school that are either personal or school related.. The forms can be found at the District Secretary’s Office.
- To complete a MIA::
 - Students will secure an MIA from their homeroom teacher
 - Students will ask each teacher for required assignments
 - Once assignments are complete, the MIA is presented to the teacher for his/her signature.

Personal planned absences:

- o Parents are encouraged to have their student complete a MIA prior to departure

Co/extra-curricular planned absences:

- o If a student will miss more than two periods, a MIA may be required.
- o The MIA must be turned in to the District Secretary Office (unless otherwise instructed) by 4:00 P.M. the school day prior to the event.

Confidentiality of Records

The Family Educational Right and Privacy Act was enacted by Congress in 1974 to provide privacy protection of the student and his/her family. Joliet School District #7 adheres to the procedures mandated by this Act, and will only release information under the following conditions:

- Through “Directory Information” such as name, address, and date of birth, which will be released under certain conditions.
- By judicial order or subpoena.
- When an emergency exists and the release of information is necessary to protect the health and safety of the student or other persons.

Library Guidelines

- The library is a place for research, reading, and browsing.
- Rules governing the checking out of books, fines, etc., will be made by the librarian.
- Misuse of library privileges will result in appropriate restriction from the facility.

Guidance Program

The purpose of the guidance program is to help each student achieve his/her highest growthmentally, emotionally, and socially. These services include assistance with educational planning, interpretation of test scores, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. Students wishing to visit the counselor should arrange for an appointment.

Schedule Changes

Middle school schedules are set by administration. For the 2020-2021 school year, middle students have the choice of signing up for band, choir, study hall, or a combination of the three.

Any student who wishes to drop music or choir may do so only during the first five school days of each semester with parent/guardian permission. The administration and/or guidance counselor may deviate from the timeline in cases of learning needs that would require a change of placement to a classroom that delivers special services, i.e., Special Education or Title I.

High School schedule changes must be made within five school days of the start of the semester. All schedule changes must be approved by the high school principal and recommended by the guidance counselor.

Withdrawal from School

- Students who withdraw from the Joliet School during the school year must present a written request for withdrawal from their parent/guardian and secure the appropriate forms from the office.
- The check out sheet must be signed by each of the student’s teachers indicating all textbooks and school issued property have been returned, and all outstanding fees have been paid.
- The forms must then be taken to the District Secretary Office for final approval.

Student Aide Positions

Student aides may enroll in one aide position/period per semester. The guidance counselor will set up aide positions at registration. It is recommended that only upperclassmen (juniors and seniors) be allowed aide positions. All aides must be approved by the high school principal. Student aides will receive a P (pass) and earn ¼ credit per semester,

or F (Fail) and receive no credit. Aides must wear their pass during the aide period. All students wanting to become aides must be self-directed, self-motivated and legitimately be with the teacher/class to which they are assigned that period.

Text Books

- All basic texts are loaned to students for their use during the school year.
- All textbooks must be kept clean and handled carefully.
- Teachers will keep a record of which textbook is assigned to each student in case of a damaged or lost book
- The student's name and the school year must be written on the book label in case the book is misplaced.
- The student will be required to pay **full** replacement costs for lost or severely damaged new books. Replacement cost will be determined by the teacher in checking with the used textbook companies such a Follett or Budget Text. Parents can replace it by using other companies if they purchase the identical book.
- Students will be charged for excessive wear and writing in the books.

Student Visitors

Student visitors are not allowed at Joliet High School. The presence of visitors is a distraction to our students and detracts from the learning time in our classrooms.

EDUCATIONAL PROGRAMS

The District will intervene to help students achieve success in the regular education classrooms. This is available to all students in need of academic support.

IAT (Intervention Assistance Team)

IAT uses a team approach to make data-based decisions to increase student academic and behavioral achievement. The program provides instruction and intervention that is research-based and is of high quality, high interest and uses evidence-based strategies. These teaching practices and methods are employed to maximize the learning opportunities and are matched to the students' specific learning needs.

With IAT, your child may receive very explicit instruction from several different providers (instructors). He or she may visit other classrooms or study areas to complete work on their specific interventions, as well as they may be participating in more than one intervention at any given time, and may participate with other students with similar areas of need.

The District's IAT team meets monthly to discuss academic and behavioral concerns of students. The team is composed of school counselors, classroom teachers, Title staff, Special Education staff, and the building principal.

ICU (Intensive Care Unit) Grades 6 - 8

Intensive Care Unit is a student support structure designed to target students in need of additional time and assistance to help complete assignments and demonstrate proficiency toward educational standards. Joliet's ICU is built on two guiding principles:

- Teachers must be willing to accept late work. Loss of point penalty determined by classroom teacher.
- Classroom tasks must be relevant, rigorous, and engaging. Administration recognizes that "busy-work" decreases student engagement and does not progress students to proficiency in an academic standard.

The schedule for ICU is as follows:

- 11:30 -- Middle School teachers call out students who are in ICU and have them report to the ICU room.
- 11:35 to 12:00 -- Students in ICU supervised by an assigned teacher
- 12:00 to 12:15 -- ICU students dismissed to eat lunch.

Title I

The District provides Title I assistance in English and math to assist students in reaching higher levels of achievement, classroom instruction, and building leadership as determined by state and national standards. We

commit ourselves to develop a comprehensive system of support to assure these outcomes. Students are selected through a referral process. Title services may be delivered in a pull-out or in-class model. High School Title I has one section of Title Math and one section of Title English for 9th and 10th grade students. Both of these classes supplant the regular English class and are capped at an enrollment of 10 students. Students are recommended through a referral process.

Special Education

The District will provide a Free Appropriate Public Education (FAPE) and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*.

The District may maintain membership in one or more cooperative associations which may assist in fulfilling the District's obligations to its disabled students.

Honors Classes

The District provides some honors classes at the junior and senior levels, and honors biology at the sophomore level.

Education of Homeless Children

Every child of a homeless individual and every homeless child are entitled to equal access to the same Free, Appropriate Public Education (FAPE) as provided to children with permanent housing. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child.

Should a child become homeless over the course of the school year, the student must be able to remain at the school of origin, or be eligible to attend another school in the district.

The Superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students will have access to services comparable those offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which a student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education;
5. Programs for gifted and talented students; and
6. School nutrition program.

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children.

A "homeless individual" is defined as provided in the McKinney Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the District homeless liaison. Thereafter, a written complaint must be filed in accordance with the District Uniform Complaint Procedure.

Cross Reference: 1700 Uniform Complaint Procedure

BEHAVIOR EXPECTATIONS AND POLICIES

State Law

Students of Joliet Schools are subject to the provisions of Section 20-5-201, School Laws of Montana, which states:

A pupil shall:

- comply with the policies of the trustees and the rules and regulations of the school that the pupil attends;
- pursue the required course of instruction;
- submit to the authority of the teachers, principal and district superintendent of the district; and
- be subject to the control and authority of the teachers, principal, and district superintendent while the pupil is in school or on school premises, on the way to and from school, or during intermission or recess.

Student Responsibility

Since the constitution and law safeguards the student's rights, each student has the responsibility to protect his/her own rights and others rights to an undisturbed education. All students are expected to follow the rules and regulations of the Board of Trustees and the school administration. Students shall be required to observe the customary rules of courtesy and respect that contribute to good order as established by the acceptable standards of the school and community. The superintendent of schools and the school principal shall be authorized to use their own judgment in regard to what is to be interpreted as contributing to good order.

Parent/Guardian Responsibility

Discipline is the primary responsibility of the parents/guardians. The behavior of students attending school shall reflect standards of good citizenship demanded by members of a democratic society. It is the parent/guardian's obligation, by teaching and example, to develop in the student good behavior habits, as well as proper attitudes toward school. The Board hopes that parents/guardians will work with the school to bring about changes in the behavior of students who violate standards of acceptable school conduct.

School Responsibility

It is the school's responsibility to provide experiences that will enable the student to function as a good citizen. Policies and measures of discipline shall be employed to establish a favorable learning environment free from distractions and misbehavior. Furthermore, there shall be communication among administrators and faculty members toward the goal of a consistent discipline policy. Discipline plans, consequences, and classroom management plans will be modified necessary. Administrators, teachers, and others connected with the schools shall provide positive models of good community interaction and discipline that are observable as good examples for students to follow.

DISCIPLINE

Forms of Discipline

Detention

Students with undesirable patterns of tardiness, or other disciplinary problems may be assigned detention by the administration or by any member of the faculty.

- o Detentions will be communicated to parents/guardians and can be set for before school, at the noon hour, or after school. This is to help accommodate schedules.
- o The teacher issuing a detention will assign a specific time and place, but a one (1) day notice will be given before the detention is to be served.

- o No student will be excused from detention to participate in any school practice or activity or to ride the bus.
- o If a student fails to show up for the assigned detention, the detention time will be doubled and re-assigned.
- o If the student fails to show up for the second time, a further consequence will be assigned by the principal at this time.
- o Each detention will be a minimum of fifteen minutes.

Suspension

In accordance with Montana law, the principal is authorized to suspend a student from regular school attendance when deemed necessary to maintain good order and discipline and to protect the educational rights of all students.

Three types of suspensions may be used:

In School-Suspension

- In school-suspension is used for more serious offenses, cheating, and/or an excessive amount of detentions.
- In school-suspensions will be assigned in designated middle school or office locations.
- The teachers will provide the student with assignments that will be missed. Credit will be given for completed assignments.

Out-Of-School Suspension, with credit:

- The student is removed from class and serves the suspension in the office until a parent/guardian is contacted.
- The student will then be sent home to complete their suspension.
- Students are not allowed on school property or to attend school activities until they return to school following their suspension.
- Teachers will provide the student with assignments that will be missed. Credit is given for completed assignments.

Out-Of-School Suspension, without credit

- The student is removed from the school and school property and may not attend school activities until they return to school following their suspension.
- Credit will not be given for work missed while suspended from school, although students are encouraged to complete assignments so as not to fall behind.
- A student may receive OSS until the School Board meets to determine final action.

Expulsion

- A student may be expelled from school only by the Board of Trustees.
- If the violation of school regulations is of a serious enough nature, the parents/guardians will be notified and the student will be suspended from school until the next school board meeting.
- During this time the parents/guardians may request a hearing with the principal and superintendent.
- If the student is not reinstated after the hearing, the principal and superintendent may recommend to the Board of Trustees that the student be expelled.
- The parents/guardians will be sent a letter stating the reasons for the expulsion and giving them the right to request a hearing at the next meeting of the Board of Trustees. At that meeting the Board of Trustees will take action on the recommendation of the principal and the superintendent.

Discipline Procedure

To protect the rights of students, teachers and administration, the following steps are recommended.

1. Teachers will handle discipline problems that occur in their classroom, on school property, or at school sponsored activities if possible. The teacher may assign discipline according to the discipline chart.
2. If the discipline problem cannot be resolved, the student will be referred to the principal. The student will be allowed to return to class only when the student, principal, and teacher verbally agree on the nature of the problem and agree on acceptable future behavior.

Classroom/School Discipline Levels

In order to better inform parents/guardians of students who are disciplined, Joliet Middle School has developed and adopted a Five Level System Discipline Grid. Students, staff, and parents/guardians can see the disciplinary record of a student.

Disciplinary consequences will follow the grid scale at the appropriate level of the infraction. Level 1 infractions will result in progressive level 1 consequences, Level 2 infractions will result in progressive Level 2 consequences, etc. Once the student has reached the maximum consequence at that level of the grid, all additional infractions will be dealt with at the maximum consequence.

Joliet Middle and High School has discipline guidelines with five (5) levels.

1. **Level I** – are minor infractions that affect the daily educational processes. Level I infractions alone cannot be grounds for expulsion. Individual teachers will determine some of the rules and guidelines for conduct in their own classroom. These rules will be explained to students during their first day. The teacher will also explain the consequence if the rules are violated.
2. **Level II** – are deemed more serious in nature resulting in increasing disruption to the educational processes. Level II infractions alone or in combination with Level I cannot be grounds for expulsion, but may be subject to long-term suspension.
Level I and Level II seek to create a situation where the student, especially one with a chronic behavior problem, can be isolated from the rest of the students, counseled, and given an opportunity to consider his/her behavior and how he/she can change that behavior.
3. **Level III** – are those offenses that are more aggressive or threatening in nature and cause concern for the safety of self, students, and staff. After a hearing with the principal, consequences could be out-of-school suspension for not more than 5 days. **When the student finishes an out-of-school suspension of three days or longer**, his/her parents/guardians will be asked to bring the student back to school for a conference with the administrator and teacher in charge of the disciplinary action. The goal of this meeting is to provide the student and his/her parents/guardians with an opportunity to jointly develop a course of action to improve the student's behavior and educational experiences. A fourth infraction at Level III will result in long-term suspension and may result in a recommendation for expulsion to the school board.
4. **Level IV** – are those offenses that are malicious and defiant in nature where there is an immediate concern for the safety or welfare of self, students, staff, and property. Level IV offenses will result in out-of-school suspension no less than 5 days. **When the student finishes his/her out-of-school suspension, his/her parents/guardians will be asked to bring the student back to school for a conference with the administrator and teacher in charge of the disciplinary action.** The goal of this meeting is to provide the student and his/her parents/guardians with an explanation of the seriousness of the offense and an understanding that a second Level IV offense will result in long-term suspension and may result in a recommendation for expulsion to the school board.
5. **Level V** – are extreme and unacceptable offenses resulting in immediate suspension until an expulsion hearing before the school board. "Expulsion" is the exclusion of a student from school by action of the Board of Trustees for not less than the rest of the semester for which the student is presently enrolled and for not more than one complete academic year after that semester. If a student is expelled during a semester, the student will not receive credit for that semester.

If an offense is deemed serious enough by the administration, a recommendation for long-term suspension and/or expulsion may be made regardless of the accumulative points of a student if the offense(s) seriously endangers or threatens students, staff, or others, or creates serious disruption to the orderly function of the school.

The following discipline grid outlines behaviors and recommended consequences:

DISCIPLINE GRID

Occurrences and Discipline

Level I Offense-# occurrences	1	2	3	4	5
Persistent lack of effort, preparation, participation*	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	1 days ISS or OSS
Classroom disruption	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	1 day ISS or OSS
Inappropriate behavior	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	1 day ISS or OSS
Inappropriate dress	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	1 day ISS or OSS
Parking lot violations	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	1 day ISS or OSS
Rude, inappropriate language	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	1 day ISS or OSS
Inappropriate materials	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	1 day ISS or OSS
Cut class/left school without permission	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	1 day ISS or OSS
*Teachers will assign detention for the amount of time necessary for the student to complete work or missing assignments.					
Level II Offense-# occurrences	1	2	3	4	
Truant	1 day ISS	1-2 days ISS or OSS	2 days ISS or OSS	3 days OSS	
Disruption at an assembly	1 day ISS or OSS	1-2 days ISS or OSS	1-2 days ISS or OSS	3 days OSS	
Disrespect of staff/environment	1 day ISS or OSS	1-2 days ISS or OSS	1-2 days ISS or OSS	3 days OSS	
Damage to school property or on school grounds/restitution required	1 day ISS or OSS	1-2 days ISS or OSS	1-2 days ISS or OSS	3 days OSS	
Inappropriate Use of Technology	1 day ISS or OSS	1-2 days ISS or OSS	1-2 days ISS or OSS	3 days OSS	
Failure to serve detention	1 day ISS or OSS	1-2 days ISS or OSS	1-2 days ISS or OSS	3 days OSS	
Verbal or physical peer to peer conflict	1 day ISS or OSS	1-2 days ISS or OSS	1-2 days ISS or OSS	3 days OSS	
Level III Offense-# occurrences	1	2	3	4	
Fighting	1 day ISS or OSS	3 days OSS	5 days OSS	Long term OSS w/recommended expulsion	
Fire play/endangerment	1 day OSS	3 days OSS	5 days OSS	Long term OSS w/recommended expulsion	
Harassment/Intimidation (may vary depending of severity)	1 day ISS or OSS	2 days OSS	3 days OSS	Long term OSS w/recommended expulsion	
Tobacco/possession or use (in addition to training rules enforcement)(Police contacted)	1 day OSS	2 days OSS	3 days OSS	Long term OSS w/recommended expulsion	
Flagrant, vulgar, deliberate misbehavior	1 day ISS or OSS	2 days OSS	3 days OSS	Long term OSS w/recommended expulsion	

Gross disrespect of faculty/staff	1 day ISS or OSS	2 days OSS	3 days OSS	Long term OSS w/recommended expulsion
Verbal assault/insubordination/outburst w/profanity	1 day ISS or OSS	2 days OSS	3 days OSS	Long term OSS w/recommended expulsion
Level IV Offense-# occurrences			1	2
Open and persistent defiance/profane insubordination			5 days OSS	Long-term OSS w/recommended expulsion
Indecent Exposure			5 days OSS	Long-term OSS w/recommended expulsion
Felony Theft/vandalism <\$300/restitution required			5 days OSS	Long-term OSS w/recommended expulsion
Threatening behavior (Written, verbal, or physical) (May be covered under harassment policy)			5 days OSS	Long-term OSS w/recommended expulsion
Use or possession of alcohol during school or activities (in addition to training rules enforcement)(Police contacted & required counseling)			5 days OSS	Long-term OSS w/recommended expulsion
Possession of any illicit or illegal drugs, or possession of drug paraphernalia (In addition to training rules enforcement)(Police contacted & required counseling)			5 days OSS	Long-term OSS w/recommended expulsion
Level V Offense-# occurrences				1
Possession or use of firearms, dangerous weapons, or explosives				Recommended expulsion
Possession or use or prosecutable amounts of illicit or illegal drugs				Recommended expulsion
Physical assault with intent to seriously harm				Recommended expulsion

The Joliet School reserves the right to determine variances in the discipline consequences.

The following are examples of behaviors that are of sufficient seriousness to warrant out-of- school suspension. (Listed on the previous chart)

- ✓ **Vandalism** - Students who maliciously destroy or deface school property or the property of another student or a staff member.
- ✓ **Defiance of Authority** - Open defiance to school personnel. This includes using obscene gestures and/or language, or refusing to follow the directive of a staff member.
- ✓ **Physical Aggression** - When a punch or kick is thrown with the intent to do harm. May include physical or verbal intimidation and/or posturing.
- ✓ **Possession of illegal substances** - Possession of weapons, tobacco, or alcohol in the building, on school grounds, or at any school sanctioned activity.
- ✓ **Use of Profanity**- Includes obscene gestures.
- ✓ **Hazing or Harassment** - Includes sexual harassment, intimidation and initiation activities.
- ✓ **Theft** – If an incident of theft occurs and the item(s) value is under \$10.00, the student must replace the item or pay the valued amount, make restitution with a written and verbal apology, and serve 2 (two) hours of school service. If the stolen item(s) are valued over \$10.00 the consequences will be at the discretion of the administration.
- ✓ **Violation of School Safety** – Any action that endangers students or staff safety will result in discipline to include out-of-school suspension as determined by the principal.

STUDENT RESPONSIBILITIES

Public Display of Affection (PDA)

The inappropriate public display of affection can be embarrassing to adults as well as students. PDA shall not take place on Joliet School campus during school hours, practice hours, or at school activities. Couples must conduct themselves properly at all times so that an appropriate school atmosphere can be maintained.

Dress Code

Students must come to school clean, neat, and suitably dressed. Students shall be permitted to dress and appear in a fashion that is acceptable and which does not interfere with the student's health and welfare or that of other students and which does not cause disruption or interfere with the educational environment or the educational process.

- ✓ Students are not to wear clothing that may create material or substantial disruption of the educational process, be destructive to persons or property, represent or encourage gang activity, advertise or encourage bullying, alcoholic beverages or tobacco products, contain sexual connotations, contain spikes or chains, exhibit offensive or suggestive language or graphics, or are considered offensively revealing or distasteful.
- ✓ Headgear in the school building is prohibited. (caps, head covers, bandanas, sunglasses, etc.) Headbands may be worn in school as long as they are no wider than three inches. If a staff/faculty member is suspicious of a student wearing a headband in affiliation with a gang, then the student can be directed to remove it immediately. If this provision is abused, the provision will be removed from the handbook.
- ✓ Undergarments and shoes are required; however, undergarments should be fully covered including bra straps and waistbands and tops of "boxers." At no time should undergarments be showing through holes or tears in jeans/shirts or below the length of a skirt/shoes, etc.
- ✓ Bare midriff and see-through and backless garments are not appropriate nor are tops tied together by strings across the back or around the neck such as the bandana or halter tied tops. "Muscle Shirts" (for either boys or girls), tube tops, tops with straps that do not cover the bra strap are not appropriate, as in "spaghetti straps". Tank tops are acceptable if the depth of the armhole does not reveal undergarments or allow the chest and back to be visible through the armhole. Shorts/skirts should not be shorter than three inches above the knee.
- ✓ Sports uniforms are not school dress; therefore are not dictated by the dress code. This will be addressed in the Athletic /Coaches Handbook.

The administration reserves the right to define what is excessive or disruptive to the educational environment and to require the student to change clothes or face disciplinary action.

Insubordination

The refusal to follow a reasonable directive of a teacher or administrator will be considered insubordination and may result in immediate disciplinary action. Disrespectful behavior towards teachers or other adults in the school is considered insubordination. The directive of a teacher or administrator shall be presumed reasonable and therefore, the burden of proving the directive unreasonable will be upon the student.

Cheating, Plagiarism, and Dishonest Behavior

Whenever a student is suspected of cheating or plagiarism the teacher shall collect the student's paper and have the student meet with the teacher after class to further investigate the matter. If after the investigation the teacher still feels the student was cheating, the teacher will mark a zero for the work and notify the parent/guardian and office immediately. The principal will assign a one day in school suspension with credit. Parents/guardians will be informed that a second offense of plagiarism or cheating will result in a one day in school suspension without credit assigned by the principal. Should any further incidents of this type occur within the school year, the student will be suspended and required to appear before the Board of Trustees. Students who allow others to copy their work are part of this dishonest behavior and should have the same consequences.

Fighting

Immediate disciplinary action will be taken against individuals who participate in a fight or encourage it in any way. A student who assaults or batters another student or staff member while under the supervision of the school may be recommended for expulsion and may face criminal prosecution.

Vandalism and Property Damage

Students who destroy or vandalize school property will be required to pay for losses or damages. If a student willfully destroys school property, suspension and subsequent expulsion may be necessary. MCA. 40-6-237 will be

followed as a result of willful destruction of property. If a student should happen to damage something by accident, it should be reported to a teacher or the office immediately.

Respect for Property

Students are to refrain from marking desks, tables, walls, etc. Students who mark, deface, or damage school property will be expected to pay for the damages as well as accept possible consequence. Students are not to sit on desks or tables or write in magazines. Eating sunflower seeds or similar items is not allowed in the school during school hours. Students may have pop and/or candy in the classroom for teacher approved special occasions only.

Cell Phones, Cameras, Etc.

In order to maintain an educational environment free from distractions, students cannot use cell phones, MP3 players, iPods, headphones, or other electronic devices in the school building from 8:15 a.m. and 3:35 p.m. High School Students are allowed to use these devices during the high school lunch time in the gym lobby and high school hallway. (The only exceptions to use during the school day are students who are in the volunteer fire department or ambulance crew.) If a student is observed using any of these items while in the school from 8:15 a.m. and 3:35 p.m. the item will be confiscated until picked up by a parent. Cell phones may be used as educational tools in a classroom setting at the discretion of the teacher. Families should call the District's attendance office if they need to communicate with their student during the school day.

Abuse of Teachers or Staff

Any parent, guardian, or other person who shall insult or abuse a teacher or staff anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor and upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than \$25 or more than \$500. (MCA 20-40303)

Tobacco, Alcohol, Guns, Knives and Illegal Drugs

The possession, selling or use of illegal drugs, any tobacco substance, (including e-cigarettes used for vaping) guns, knives, or alcohol shall be strictly prohibited. *Note: prescription pills, not prescribed to the student carrying them, are considered "illegal" by Joliet District definition.*

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs or narcotics will have the following consequences:

- ✓ Law enforcement will be called to come into the school at once.
- ✓ Five day suspension from school without credit will be issued. Parents will be contacted and required to come into the school. A letter stating the agreement reached shall be mailed to the parent/guardian.

Students who are found to be under the influence of, or in possession of, alcohol or tobacco, on school property, including buses, or at school sponsored activities, will have the following consequences:

- ✓ Two day out of school suspension with credit. A meeting of parent/guardians, and law enforcement. A letter will be mailed to parent/guardian with agreement reached.
- ✓ Possible participation in a chemical dependent rehabilitative program may be required.
- ✓ Possible referral to Board for expulsion. For violation of any or all parts of this policy, a student may expect to have his/her case turned over to the proper authorities and to be suspended and/or expelled from school. Past student action and records may be brought into the case.

Gun-Free Schools

The Board will expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm, for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case-by-case basis. The building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

For purposes of this section a "firearm" means any device as defined in 18 U.S.C. 921.

"Firearm" also includes any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including but not limited to air guns, pellet guns, BB guns, fake (facsimile) weapons, all knives, blades, clubs, metal knuckles, nunchucks,

explosives, fireworks, mace or other propellants; stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

In addition, this policy shall apply to any object brought to school with the expressed purpose of being used to threaten or cause bodily injury. If a student violating this policy is identified as a child with disabilities either under the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days. Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with Section 20-5-202, MCA. Nothing in this policy shall prevent the Board of Trustees from making an alternative placement for a student in lieu of expulsion, provided that such placement removes the 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 shall be provided to local law enforcement authorities and other governmental agencies as required by law.

Serious threats of assault or bringing a weapon to school will result in notifying law enforcement, a ten day out-of-school suspension, and counseling or psychiatric evaluation required before possible return to the regular school environment.

This policy does not apply to law enforcement personnel.

Telephones and Copier

- Students may use the school phone in the District Secretary's Office, the Administrative Assistant's office, or the teacher lounge with the permission of a staff member.
- Student messages will be announced prior to lunch and prior to the dismissal of school.

Use of the Buildings

- Students are allowed into the school building only after 7:00 a.m.
- Students are not allowed in the building after 4:00 unless supervised by school personnel. This is for the safety of students and property as the teachers' day ends at 4:00 and there is no set or required supervisory personnel.
- The outside doors of the building will be locked at 4:30 p.m. every school day unless the office gives notice to the contrary.
- Students in the building must be supervised by a teacher or designated advisor.
- Students are not to be in the gymnasium or weight room without an approved adult supervisor or coach.
- Any activities planned for after school must be approved by the principal.

Lockers

- Lockers are issued to students at the beginning of the year.
- Students are responsible for keeping their assigned locker clean both inside and outside.
- Damages caused by misuse will be charged to the student responsible.
- Any locker malfunction should be reported to the proper advisor or the office.
- Students are cautioned not to keep money or other valuables in lockers.
- Students should memorize locker combinations instead of jamming the lock.
- Students who do not keep their lockers clean may lose their privilege to use a locker.
- Gym lockers will be issued at the beginning of the school year with a combination lock.
- Middle school gym lockers will be assigned beginning with 8th graders and made available to younger students as available
- Joliet Schools is not responsible for lost/stolen property from the lockers.
- Students are encouraged not to share lockers/locks/combinations.
- Students are to maintain locker and lock.
- Lockers should be cleaned regularly.
- It is the student's responsibility to memorize locker combinations.
- Locks must be kept on the locker or locker privileges will be taken away.

Backpacks

Backpacks and/or large carry bags are not allowed in the classrooms or lunchroom. They are to be stored in lockers and not left in the hallways.

Lost and Found

Articles found in and around the school should be turned in to the District Secretary office or the classroom lost and found where owners may claim their property by identifying it.

Medication

- If it is necessary for a student to take any form of medication (prescription or over-the-counter medication) at school, a request for medication release from a parent/guardian must be presented to the office.
- All medication will be kept in the District Secretary office.
- Medication must be in the original bottle/container.
- Medication not retrieved at the end of the school year will be discarded.

Respect for Property

- Students are to refrain from marking desks, tables, walls, etc. Students, who mark, deface or damage school property will be expected to pay for the damages, as well as accept possible punishment. (refer to vandalism)
- Students are not to sit on desks or tables.
- Students are not to write in books or magazines.

SCHOOL RESPONSIBILITY

The Joliet School Board of Trustees has adopted an out-of-district policy which will provide stipulations for students not residing in the Joliet School District. A copy of this is on the school website or can be obtained at the school.

Video Surveillance

The Board authorizes the use of video cameras 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. Video cameras may be used in locations as deemed appropriate by the Superintendent.

The district shall notify staff and students through student/parent/guardian and staff handbooks that video surveillance may occur on District property.

Video recordings may become a part of a student's educational record or a staff member's personal record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Audio may be part of the video recordings made, reviewed, or stored by the District. This includes recordings on buses.

Students or staff in violation of Board policies, administrative regulations, building rules, or law, shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Canine Searches

The Joliet Schools Board has authorized the school district administrators to conduct random searches of school property, equipment lockers, desks, and parking lots for illegal substances, paraphernalia and dangerous materials by canines. A search of individuals and their immediate belongings, i.e. purses, wallets, backpacks, etc. will only be done when there is reasonable suspicion. If a canine alerts (hits) on an object or vehicle but no actual evidence is found, both the student and the parent/guardian will be informed but not disciplined.

Search and Seizure

School officials have the right to search students and/or students' lockers under their jurisdiction when there are reasonable grounds for suspecting, the search will reveal evidence that the student has violated or is violating either the law or the rules of the school.

Due Process

In the event that law enforcement is involved in an incident at school, each student is afforded the right to due process. This is for behaviors and consequences not covered elsewhere in the handbook or in the discipline grid, and is extremely serious in nature.

1. The student will be informed regarding his/her right to have someone represent his/her interest in the early stages of investigation.

Fire and Emergency Procedure Drills

Fire drills and emergency procedure drills are held at irregular intervals throughout the school year. At the sound of the fire alarm, students are to follow the fire exit plan posted by the classroom door or the emergency procedure in a serious and orderly manner. Other emergency drills will be planned and implemented by administration.

Cafeteria and Lunch Program

- A hot lunch program is provided in the school cafeteria for a cost of \$2.50 for students in grades 6-12.
- Each student is issued an Accu-scan number at the beginning of the school year.
- Lunch credit can be purchased for the Accu-scan system in the District Secretary office and online at the school website www.gojhawks.com.
- There is a charge limit of \$10.00. Once the charge limit is reached, the student will not be allowed to use his/her number until the charge is paid.
- Extra milk is available for a cost of \$.50 per carton.
- Student behavior in the cafeteria is based on courtesy and cleanliness.
- Students are expected to clean their area when they are finished.
- No food is to be taken from the cafeteria.

School Insurance

Joliet Schools carries a limited coverage policy that is most effective as a secondary coverage policy. It is not a primary policy. If a parent/guardian or student seeks more coverage, a packet is available in the office. Purchase of this program is optional.

Title IX

Title IX is a federal Law that prohibits sex discrimination in education. Title IX does not apply to female students only. Female, male, and gender non-conforming students, faculty and staff are protected from any sex-based discrimination, harassment or violence.

Bullying/Harassment/Hazing/Sexual Harassment/Intimidation Policy

The Joliet School will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or other third parties is strictly prohibited and shall not be tolerated. (Third parties include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others involved in school programs or activities.)

“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 school-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the

effect of:

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

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Upon the fourth formal complaint, a student will be suspended until the School Board meets to determine if the student will be expelled from the school. Individuals may also be referred to social services or to law enforcement officials.

These offenses will be cumulative for the years from grade 7 through 12. Any or all of the above consequences may be superseded, depending on the severity of the offense.

Retaliation and Reprisal

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

The Joliet School District is committed to a positive and productive learning environment free of discrimination. Discrimination adversely affects morale and interferes with students' ability to work and learn. The District prohibits sexual harassment or intimidation of its students, whether committed by a supervisor, subordinate, volunteer or student and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

The District prohibits retaliation against any student because he or she has made a report of alleged sexual harassment, or a student who 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 against the offender.

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

Reporting Harassment or Intimidation

Students who believe that they may have been, or feel they are being harassed or intimidated should take the following steps:

- ✓ Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. It should not be assumed that the problem will go away.
- ✓ The counselor, principal, or Title IX coordinator should be notified right away. Early reporting assists in any investigation.
- ✓ A copy of the districts sexual harassment policy should be requested.
- ✓ Notes should be kept. A record of dates, times, places, witnesses and descriptions of each incident is helpful during the investigation.
- ✓ In cases of any degree of sexual assault or serious physical assault, law enforcement or social services will be contacted. At this time, the investigation will be done by these experts.

Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any state of the investigation of the report. All students have a responsibility to maintain a positive learning environment by reporting all incidents or rumors of harassment or intimidation involving themselves or others. Students are encouraged to use the reporting procedure set forth in this policy.

Confidentiality

A report of sexual harassment or intimidation, and the investigation are to be kept in strictest confidentiality for the protection of all parties involved. The District has a compelling interest to provide educational programs in an environment free from sexual discrimination. Therefore, the District's obligation to investigate and take corrective action may supersede an individual's right to privacy.

Consequences

When an individual is found to be in violation of the District's Harassment Policy, the following disciplinary measures will be followed. Any step of discipline may be superseded, depending on the severity of the violation. (These consequences are also outlined in the discipline grid in the handbook.)

- Step #1** The individual will be made aware of the violation and will have the district policy verbally explained by the Title IX coordinator. Parents/guardians will be contacted by a phone call and certified letter. The student(s) will write a paper explaining why they committed the violation and why it is wrong. The student will serve a minimum of two (2) hours school service and one day out of school suspension.
- Step #2** School officials will notify parents by phone and meet with the parents/guardian to discuss the violation and corrective measures to cease further violations. A formal letter-documentation will be signed by parent and administration at the meeting. The student will serve a minimum of six (6) hours school service and two days out of school suspension.
- Step #3** The individual will be suspended from Joliet Schools for a period of three (3) scheduled school days.
- Step #4** The individual will be suspended from Joliet Schools until a formal meeting of the School Board can take place. The recommendation of school officials may be permanent expulsion from Joliet Schools.

Title IX Grievance Procedure

Basic procedural rights are applicable to all levels of the grievance process.

1. Each party shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses.
2. The designated coordinator may not have a direct interest in the outcome of the grievance and must remain impartial. Relevant agencies/institutional records shall be available to all parties subject to requirements and clarifications in Guidelines for Student Records, Office of Public Instruction, September 1984.
3. Intimidation or retaliation of any kind is prohibited by law.
4. Prior to a contested case hearing (under the Rules of School Controversy) the rights of the grievant's confidentiality in proceedings and records shall be respected. (ARM 10.6101 et seq. Also see Ridgeway settlement agreement, Page 29).
5. This procedure does not deny the rights of the grievant to file formal complaints with other state and federal agencies or to seek private counsel for complaints alleging discrimination.
6. All records pursuant to the grievance shall be maintained by the Title IX coordinator of the school district, separate and apart from student and personnel records for a period of not less than five years.

Uniform Complaint Procedure-Levels of the Grievance Process

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a collective bargaining agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably.

The Superintendent has the authority to contract with an independent investigator at any time during the complaint procedure process. Within fifteen (15) business days of the Superintendent's receipt of the independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with:

- a) the appropriate teacher, counselor, or instructor

The complainant should enter the conversation with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed with an administrator who is not directly involved in the alleged harassment.

If the complainant does not feel that the matter has resolution, the individual should then discuss the matter with:

- b) the building principal.

*He or she is responsible for managing the major administrative tasks and supervising all students and teachers of that wing of the school (elementary, middle school or high school).

Level 2: Building Principal

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint to the building principal stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within fifteen (15) business days of the event.

When a complaint alleges a violation of Board policy or procedure, the building principal will investigate and attempt to resolve the complaint. The building principal will respond in writing to the complaint within thirty (30) business days of the building principal's receipt of the complaint.

Level 3: Superintendent

If either the complainant or the person against whom the complaint is filed appeals the administrator's decision provided for in Level 2, the complainant must appeal in writing to the Superintendent within five (5) business days. The Superintendent will review the complaint and the administrator's decision. The Board authorizes and directs the Superintendent to evaluate and determine within thirty (30) business days of receipt of a written complaint the following issues: (a) the timeliness of the complaint, and (b) the governing policy implicated in the complaint.

The Superintendent may consult with District legal counsel on these issues. Upon completion of this review, the Superintendent will (a) address the complaint or refer it to the appropriate administrator pursuant to applicable policy or (b) dismiss the complaint. The Superintendent may investigate the complaint him or herself, and may engage outside assistance from legal counsel and/or an independent investigator.

The Superintendent may dismiss any complaint if (a) the complainant lacks merit, (b) the complaint is time-barred, or (c) no District policy is implicated. The Superintendent will notify the complainant in writing of the Superintendent's decision to dismiss the complaint and the specific reason for the dismissal.

The complainant may request in writing that the Board of Trustees consider an appeal of the Superintendent's decision to dismiss the complaint. This request must be submitted in writing to the Board Chairman within five (5) business days of the Superintendent's written notice of dismissal. If timely requested, the Trustees will consider the complainant's appeal of the Superintendent's decision to dismiss the complaint.

The Board of Trustees will either affirm the Superintendent's decision to dismiss or reverse the Superintendent's decision to dismiss and remand the complaint for further action by the Superintendent. The Board officers' decision concerning the Superintendent's dismissal of the complaint is final.

Level 4: Complaints against Superintendent or Clerk

If a complaint is submitted alleging a violation of District policy by the Superintendent or the Clerk, the Board holds

jurisdiction over the complaint as the supervisor of the Superintendent and the Clerk. The Board will respond to the complaint. In doing so, the Board may refer the matter to a panel of not less than three Trustees to review the complaint and make a recommendation to the Board.

The Board or its panel may (a) meet with the parties involved with the complaint, (b) conduct a separate or supplementary investigation, (c) engage an outside investigator or other District employees to assist with the complaint, or (d) take other steps appropriate or helpful in addressing the complaint. The Board will respond in writing to the complainant within thirty (30) business days of the Board's receipt of the complaint. The Board may extend its response deadline if conditions warrant additional time to respond. The Board's response to a complaint against the Superintendent or the Clerk is final, unless Montana law specifically provides for an appeal and such an appeal is taken within the period provided by law.

Sexual Harassment or Title IX Violation

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building principal may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent. A coordinator may hire, with the approval of the Superintendent, an independent investigator to conduct the investigation. Within fifteen (15) business days of the Superintendent's receipt of the coordinator's or independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary. If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. This request must be submitted in writing to the Superintendent, within fifteen (15) business days of the Superintendent's written response to the complaint, for transmission to the Board.

Food & Drink Guidelines

Students are allowed beverages and food in the gym lobby before and after school and during the lunch hour. Food and drinks (with the exception of water) are not allowed in the hallways, nor classrooms except on special occasions. A healthy snack time is set for approximately 10:00 a.m.

Telephones and Copier

Students can use the office phone during the school day with permission from the office staff. After school hours, students will be allowed to call home from the phone in the concessions room or the coaches' room. (Entrance will be given by the coach or supervisor.) Students for emergencies should use the office telephone only. Students are not to use the teachers' copy machine.

Use of the Buildings

The outside doors of the building will be locked at 4:30 p.m. every school day unless the office gives notice to the contrary. Students in the building must be supervised by a teacher or designated advisor. Students are not to be in the gymnasium or weight room without an approved adult supervisor or coach. Any activities planned for after school must be approved by the principal.

Use of Motor Vehicles

Students operating motor vehicles on school property are responsible for observing the following' guidelines.

- ✓ Student must have a valid operator's license.
- ✓ Student must operate the vehicle in a safe and prudent manner.
- ✓ Vehicles are to remain parked during school hours unless permission is given by the principal.
- ✓ Student parking will be in the area of new gym entrance.
- ✓ Students are not permitted to drive, be in their cars or cars belonging to other individuals during the noon hour or any other time during the school day without permission from the principal.
- ✓ There is a 15 mile per hour speed limit in the school zone. Careless or reckless driving will result in loss of driving privileges.

Lockers

Lockers are issued to students at the beginning of the year. Students are responsible for keeping their assigned locker clean both inside and outside. Damages caused by misuse will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in lockers. Students are not to jam the combination to lockers. It is the students' responsibility to learn and know their locker combinations.

Backpacks

Backpacks and/or large carry bags are not allowed in the classrooms or lunchroom. They are to be stored in lockers and not left in the hallways.

Lost and Found

Articles found in and around the school should be turned in to the main office where owners may claim their property by identifying it. Money turned in will be kept at the office for one month. If not claimed during that time it will be returned to the party who found it.

School Insurance

Joliet Schools carries a limited coverage policy that is most effective as a secondary coverage policy. It is not a primary policy. If a parent/guardian or student seeks more coverage, a packet is available in the office. Purchase of this program is optional.

Medication

If it is necessary for a student to take any form of medication at school, a request for medication release from a parent/guardian must be presented to the office. Medication must be in the original bottle/container. At the end of the school year parents are to pick up any remaining medications or they will be discarded.

Fire and Emergency Procedure Drills

Fire drills and emergency procedure drills are held at irregular intervals throughout the school year. At the sound of the fire alarm, students are to follow the fire exit plan posted by the classroom door or the emergency procedure in a serious and orderly manner. Other emergency drills will be planned and implemented by administration.

Cafeteria and Lunch Program

A hot lunch program is provided in the school cafeteria for a cost of \$2.50 for students in grades 7-12. Each student is issued an Accu-scan number at the beginning of the school year. Lunch credit can be purchased for the Accu-scan system in the elementary or high school office or online at the school website www.gojhawks.com. There is a charge limit of \$10.00. Once the charge limit is reached, the student will not be allowed to use his/her number until the charge is paid. Extra milk is available for a cost of \$.50 per carton. Student behavior in the cafeteria is based on courtesy and cleanliness. Students are expected to clean their area when they are finished. No food is to be taken from the cafeteria.

Dance Rules and Regulations

The sponsoring organization is responsible for getting the dance approved through the student council and the principal. They must secure a change box from the office and provide the secretary with a list of ticket takers. This must be done twenty-four hours prior to the dance. The organization is responsible for the care and clean-up of the school property being used. The advisor to the organization or class will chaperone, as well as one parent/guardian from each class in attendance. Dances will be held from 9:00 p.m. to 12:00 p.m. unless special permission is granted by the administration. High school dances are for students in grades 9-12. Students who are out of high school may be permitted to enter the dance with permission from the chaperones or principal. If a student wishes to bring a guest from outside of Joliet, he/she must have the guest sign up at the entrance with name, school attended, and any other pertinent info that is requested. Once any individual enters the dance, he/she may leave but will not be allowed back in. There is no food or drink in the gymnasium. Anyone suspected of drinking alcohol will be detained until his/her parents and law enforcement are notified. Smoking is not allowed on school grounds.

TRANSPORTATION

Bus Transportation Expectations

The Joliet School District operates and maintains a safe, economical, and efficient system of transportation of students to and from school and other activities, which will enrich and extend the educational objectives of the school. It is understood that all students will behave appropriately and safely while riding on a school bus. By following these simple rules, our drivers will not be prevented from providing safe student transportation. Riding the bus is a privilege, not a right.

- Follow all of the directions of the driver/bus aide.
- Stay in assigned seats, facing toward the front of the bus.
- Keep all body parts inside the bus and keep the aisles clear.
- Do not touch the emergency door.
- Food, candy, pop, sunflower seeds, etc. are not to be eaten on the daily bus routes.
- Students are to keep hands and feet to themselves.
- Do no physical or emotional harm to self, other students, or the driver
- Do no damage to the bus
- Follow all other directives issued by the driver

Consequences

1st offense: Conference between student, parents, and building principal.

2nd offense: Five (5) school days suspension of bus privileges.

3rd offense: Ten (10) school days suspension of bus privileges.

4th offense: Suspension of transportation privileges for the remainder of the year.

For each offense, the driver will:

- document the time, date, and a short description of the incident
- share the documentation with the building principal the same day as the incident

Parents and Riders

Guest passengers are permitted with administrative approval if seating is available. The guest rider's parent/guardian must give written permission to the school for the student to ride the bus to an alternate destination. The interest and assistance of each parent is a valued asset to the transportation department. Parents/guardians are asked to ensure that their children are at the bus stop five (5) minutes early and that they are dressed in clothing appropriate for the weather conditions. This will assure a warm and comfortable ride to school.

III. CO/EXTRA-CURRICULAR ACTIVITIES

Clubs and Organizations

Joliet Schools offer various clubs and activities to provide opportunities for students to develop academic, social, athletic, and leadership potential. Students are encouraged to participate in one or more sponsored activities. Each student is automatically a member of his/her class with all rights, privileges, and responsibilities. Only full time students are eligible to participate in co-curricular and extra-curricular activities as listed below.

National Honor Society

Student Council

Cheerleading

J-Club

Yearbook

Athletics

FFA

Speech and Drama

Pep Band

Swing Choir

Honor Band

School Play

Policies, constitutions, guidelines or any other information may be obtained from the advisor or coach of each activity. Coaches and advisors are encouraged to allow two excused absences without penalty during an activity or season.

Activities on Holidays

School sponsored activities and practices on holidays must have administrative approval, and will not be required. There will be **no** school sponsored practices or activities on Sundays.

Dress Expectations for School Events

Activity sponsors and coaches can set reasonable dress expectations for our students with approval of the administration. The minimum requirements are to be in compliance with the school dress code. Teams will dress up on game days or days of competition. No blue jeans are allowed for team members and managers.

Cheer/Band Post Season Travel

Cheer and band support groups will attend the higher level of competition in postseason play. This policy is necessary when there is more than one event at the same time.

The band will perform unless student numbers are insufficient, i.e., boys and girls tournament at the same time and members are on teams, or as band advisor determines participation.

When logistically possible, the district will try to make arrangements for band and cheerleaders to attend. This is with administrative approval.

FFA Trip

The FFA will be allowed one out-of-state convention trip per year with the District making a donation towards expenses if funds are available.

Field Trips

Field trips must be approved by the building principal and have an educational purpose and itinerary. Overnight field trips are not allowed. A minimum of one chaperone for every eight students is required. The teacher is to sit at the back of the bus and chaperones sitting throughout the students on the bus.

Senior Trip

The Senior Class must have representatives attend the regularly scheduled Board meeting at least thirty (30) days prior to the finalization of the trip's plans. The presentation to the Board must include:

- ✓ The proposed destination and route.
- ✓ The day requested from school. No overnight trips are allowed.
- ✓ The mode of transportation.
- ✓ The name of the driver and back-up driver.
- ✓ A list of chaperones. (1 to 8 ratio)

Attendance at Events Outside of School

Students are expected to act in a manner to represent the school in a positive way when attending school events away from Joliet High School. Any activity not expressly approved and scheduled by school authorities cannot use the name of the school, class, or organization. All excursions outside the school where students will be representing or be associated with the school shall follow these guidelines:

- ✓ Must offer educational value.
- ✓ Must have administrative approval, and in cases of extended time, approval of the Board of Trustees.
- ✓ Parents of students involved must provide written permission.
- ✓ The management of the facility involved must be aware of the details of the activity.
- ✓ Students must travel in:
 - a. School buses.
 - b. Faculty cars driven by a faculty member.
 - c. Parent/guardians' cars driven by parent/guardian.

Failure to follow policies covering attendance shall carry a non-participation penalty in that particular event, with possible suspension or expulsion for irresponsible behavior.

Team members are expected to use school transportation and ride with the team/group to and from the event. Students may be released to their parent/guardian in order to ride home with them after an event. The parent/guardian must contact the coach after the event and sign the release sheet. If the parent wishes his/her son/daughter to be released to a person other than the parent/guardian, arrangements must be made with the Principal prior to the event.

Management of Sports Related Concussions (MTSBA 3415R)

The Joliet School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. Therefore, all K-12 competitive sport athletic activities in the District will be identified by the administration.

Consistent with guidelines provided by the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, the National Federation of High School (NFHS) and the Montana High School Association (MHSA), the District will utilize procedures developed by the MHSA and other pertinent information to inform and educate coaches, athletic trainers, officials, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. Resources are available on the Montana High School Association Sports Medicine page at www.mhsa.org; U.S. Department of Health and Human Services page at : www.hhs.gov; and: the Centers for Disease and Prevention page at www.cdc.gov/concussion/sports.index.html.

Annually, the district will distribute a head injury and concussion information and sign-off sheet to all parents and guardians of student –athletes in competitive sport activities prior to the student-athlete’s initial practice or competition.

All coaches, athletic trainers, officials, including volunteers participating in organized youth athletic activities, shall complete the training program at least once each school year as required in the District procedure. Additionally, all coaches, athletic trainers, officials, including volunteers participating in organized youth athletic activities will comply with all procedures for the management of head injuries and concussions.

Reference: Montana High School Association, Rules and Regulations
Section 4, Return to Play

JOLIET SCHOOLS ATHLETIC/ACTIVITIES CODE

It is the belief of the administration and staff that participation in athletic/activities is a privilege, which is earned by attaining good grades and setting good examples in behavior and attitude. The ultimate success of the athletic/activity program is dependent on a cooperative effort between the parent and the school. It is in the student's best interest and to that of their fellow team members if they discipline themselves to accept a few simple guidelines. These guidelines have demonstrated their value in assisting athletes who strive for championship performance.

1. The rules of the Montana High School Association will be the minimum guidelines for participation in the Joliet Athletic/Activity Program.
2. In addition, the following Joliet School standards must be maintained:
 - a. If a student receives an (F), or no credit in any class on a mid-term, quarter or semester grade report, he/she will be ineligible for participation in extracurricular activities for the next 4 ½ week grading period.
 - b. Eighth grade students who receive an (F) in any class for the final grading period of their eighth grade year will be ineligible for participation in extra-curricular activities for the first 4 ½ week grading period of their freshman year.

- c. **6th & 7th grade eligibility will be figured on a weekly basis, from Monday to Monday and will be based on Habits of the Mind. The criteria will be available from classroom teachers.**
- d. **8th grade eligibility requires that a student be passing all subjects. Eligibility will be figured on a weekly basis, from Monday to Monday.**
- e. Students taking a summer school class to correct the failing grade still must fulfill their ineligibility period. Ineligibility will carry from the end of one year to the beginning of the next year.
- f. Athletes/participants are expected to adhere to all training rules while ineligible.
- g. Athletes/participants are expected to exemplify the highest standards of conduct and sportsmanship at all times. Profanity will not be tolerated. Student athlete/participant will be removed from the competition by coach.
- h. Athletes/participants are expected to wear appropriate clothing while in school and while attending school activities. (No pajama pants or physical education attire are allowed.)
- i. Athletes/participants will not be able to practice or draw equipment until their pledge sheet, concussion sheet, physical examination and information card are signed and returned to the athletic/activity director.
- j. Each athlete/participant is responsible for the school equipment issued to their care. Lost/damaged equipment must be paid for by the student.
- k. All athletes/participants are required to travel to and from out-of-town games/activities with the team. If a parent/guardian wants their child to ride home with them from an activity, they must contact the coach or advisor and sign the travel sheet. Any other alternative travel arrangements must have the prior approval of the principal and be in writing.
- l. If an athlete/participant must be late or absent from practice or game, the coach must be informed before, not after the fact. Failure to notify the coach will result in an unexcused absence. Two unexcused absences may result in being released from the sport for the rest of the season.
- m. Athletes/participants are expected to be in school the full day of a game, activity or practice. Athletes/participants that are not in school the full day of a game/activity or practice will not be allowed to participate. The only exceptions are medical appointments with a note from the doctor/dentist or prior permission from the principal.
- n. Report any and all injuries to the coach/advisor.
- o. The head coach/advisor has the final authority to supplement any rules as needed. These rules need to have the support and approval of the principal.
- p. Practices after tryouts are to be limited to two hours.

Training/Participation Rules

- ✓ No consumption or association with intoxicating beverages.
- ✓ No use, possession or association with illegal drugs.
- ✓ No smoking, chewing tobacco or carrying or association with any such substance.

1st offense - Breaking training rules will result in a suspension from all competition for eight weeks. During the suspension, the athlete/participant may continue to practice with the team at the coach's discretion. The athlete/participant will not travel with the team to away games/activities and may forfeit the right to any award for that sport/activity. For alcohol, tobacco, or drug related infractions, the athlete may be required to participate in a chemical dependency program.

2nd offense - Breaking training rules for the second time within the current school year will result in suspension from all competition for a period of one (1) calendar year, beginning on the day the report of the second offense is presented to the athletic director. If an athlete is suspended for the second time for alcohol, tobacco, or drug related infractions, he/she will forfeit the right to any athletic award.

Drug Testing

The Joliet School reserves the right to test sports teams and all extra-curricular groups for alcohol, tobacco, and illegal drugs during the school year. Only the entire group or team can be tested. *Individual student body members will be randomly selected for testing at any time.*

Procedure for Reporting Violations

1. Upon receiving a written report concerning breaking of training rules, the athletic director and high school principal must be notified immediately.
2. The athletic director will notify all parties concerned and call a meeting to take appropriate action.
3. For offenses requiring suspension, the athlete shall immediately be suspended upon notification of the offense to the athletic director and high school principal.
4. An emergency session of the athletic committee may be called to dispose of certain cases requiring immediate suspension of an athlete.
5. An athlete may request a hearing with the athletic committee for the purpose of appealing his/her right to continue to participate in the interscholastic athletic program. This request for a hearing must be in writing. The committee will consist of the following:
 - a. Athletic Director
 - b. Head Coach
 - c. Superintendent
 - d. Board Chair or Representative
 - e. High School PrincipalThe power of the committee cannot override the duties and powers of the administration as directed by State Statutes, and the Board of Trustees and/or the Montana High School Association.
6. Further appeals will be forwarded through the administration to the Montana High School Association Executive Office, and eventually, to the MHSA Board of Control. Any action on the part of the MHSA Board of Control would finalize the appeal on any matter relating to the MHSA Constitution and By-Laws and Rules of Eligibility. (Due Process Procedure)
7. No infraction will be handled by the athletic director that has occurred ten (10) or more days in the past. This is to protect athletes from being blackmailed by fellow students.

Varsity Athletic Cut Policy

Choosing the members of varsity athletic squads will be the responsibility of the coaches of said squads. Prior to tryouts, the coach shall provide the following information to all candidates of the team:

- ✓ Extent of tryout period
- ✓ Criteria that will be used to select the team, (Number of players to be selected)
- ✓ Practice commitment for players selected, (Game commitments)
- ✓ All other information the head coach deems necessary

Whenever a squad cut becomes necessary, the process will include these important elements. Each candidate shall have:

- ✓ Competed in a minimum of five (5) practice sessions. (Less in some instances, i.e. injuries, excused absence)
- ✓ Performed in at least one intrasquad game.
- ✓ Been personally informed of the cut by the coach.
- ✓ Been given reason(s) for the cut.

Athletic Honors Policy

To letter in any sport at Joliet High School, an athlete must uphold the rules and regulations set forth in the athletic code. Misbehavior at a MHSA sanctioned event (to include Divisional and State competitions) may disqualify athletes for letters. Participation awards will be given to varsity athletes who did not letter. All awards and requirements will be explained to the players at the beginning of the season. Awards are subject to coaches' and athletic director's discretion. Letters will be awarded by the following guidelines. **Additional letters may be awarded at the discretion of the head coach in special instances.**

Guidelines for Lettering

Cheerleading

Cheerleaders must earn a minimum of 90% of the points possible in the "Joliet Cheerleading Point System". The point system will be based upon the cooperativeness with the sponsor and administration, promptness in attending games, involvement, hard work, and the quality of performance.

Football

Players must participate in one-half of the quarters of varsity football games played.

Cross Country

Runners must attend the State Meet (maximum 7 members).

Girls and Boys Basketball

Players must play in one-half the total quarters played that season. Students selected for the tournament teams may be awarded letters at the discretion of the coach.

Volleyball

Players must play in one-half of the total number of games played that season. Students selected for the tournament team may be awarded letters at the discretion of the coach.

Girls and Boys Track

Players must be at all practices unless properly excused by head coach. They must have a score of 20 points in meets with five or more teams during the track season or qualified for divisional competition.

Student Council

Members must not miss more than two meetings during the year. Members must participate in one civic volunteering project during the year. Members must man the student store a minimum of four times each month, or as needed. If students miss their assigned times, each is responsible for notifying the store manager and arranging for a substitute. Member attendance is required at all major Student Council and Joliet High School events such as Homecoming, dances, spirit week, etc. Students are expected to represent Student Council and Joliet High School in a mature, responsible manner.

High School Student Board

A Student Board composed of seven members will be chosen. The outgoing Board and teaching staff will vote on the applicants for the upcoming Board. A chairman, secretary/treasurer, and activities director will be chosen by the Board. A representative from each class and organization will be selected during class meetings. The four top offices require that a candidate have a minimum cumulative GPA of 2.5. The offices of Special Activities Coordinators are two positions appointed by the Student Board and require that the student holding this position have a minimum cumulative GPA of 2.5. Class and organization representatives must maintain a cumulative GPA of 2.5 or higher. The Student Board provides student activities, serves as a training experience for leaders, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs, and helps solve problems that may arise.

Awards

The type and number of awards must be equitable for comparable girls and boys activities. (The awards do not have to be exactly the same.) Awards must be approved by the school administration to assure compliance with MHSA equity guidelines.

Activity Fee

Activity fees may be purchased at the high school office. This fee entitles the purchaser to enter all home games at no cost. Students must pay an activity fee in order to participate in any extra-curricular activity.

Joliet Students	\$ 40.00
Senior Citizens (60+ years)	\$ 30.00
Adults	\$ 60.00
Family Pass (immediate family only)	\$160.00

Gate Prices

All home games will have a gate price of \$5.00 for adults and \$3.00 for students. When both girls and boys games are played in the same session, the prices will be \$6.00 for adults and \$4.00 for students. There is no charge for children who are not yet in kindergarten.

Joliet Public Schools Internet/Electronic Networks Policy

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or building principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
 - a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy

- or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
 7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
 8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.
 9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.
 10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
 - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
 - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and the student.

Internet Safety

1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
5. The system administrator and building principals shall monitor student Internet access.

Legal Reference: Children’s Internet Protection Act, P.L. 106-554

Broadband Data Services Improvement Act/Protecting Children in the 21st Century Act of 2008 (P.L. 110-385)

20 U.S.C. § 6801, et seq.	Language instruction for limited English proficient and immigrant students
47 U.S.C. § 254(h) and (l)	Universal service

Procedure History:

Promulgated on: 06/20/13

HEARING CONSERVATION PROGRAM

Parent Consent Form/Hearing Screening Results

Hearing screening is conducted at your child's school or at Early Childhood Clinics (preschool screenings) as part of the Office of Public Instruction's Hearing Conservation Program. Test grades are K, 1, and 9 or 10. Children with a history of hearing loss or middle ear dysfunction are also automatically screened. The following types of screening may be performed:

Pure Tone Screening: This screening is designed to determine a child's ability to hear varying pitches, from low to high pitch. The tones are presented at a level that is very quiet and the child is asked to indicate when he/she hears a tone by, for example, raising his/her hand. If a child does not hear these soft tones, his or her hearing may be impaired. A hearing impairment may, and often does, affect a child's speech and language development or school performance.

Otoacoustic Emissions (OAEs) Screening: This is a measure of cochlear (inner ear) function that does not require the child to respond behaviorally. It is used with infants or children who are unable to indicate when they hear a tone. Certain pitches are screened and a passing response indicates that hearing levels are at least 30 dB or better. This does not replace pure tone screening but does provide useful information when pure tone results cannot be attained.

Immittance Screening: This screening measures the movement of the eardrum and assesses the condition of the middle ear. It is a very sensitive test and can identify the presence of a middle ear problem. A common middle ear problem is fluid behind the eardrum. If fluid builds up behind the eardrum, it may act as a plug, impairing a child's ability to hear.

Your child is not in one of the test grades or on the Annual Recheck list and they have been referred for a hearing screening, which cannot be done without your written consent.

Your signature gives consent for your child, _____, to have their hearing screened during the 2020-2021 school year.

Signature of child's parent/guardian

Date

Joliet MS/HS Handbook Signature Sheet (REQUIRED)

2020-2021

Receipt and Review of Student Handbook

Under the Family Education Rights and Privacy Act (FERPA), no personally identifiable information maintained by the district may be released without the consent of the parent/guardian or eligible student. An exception to this rule is when the district publishes directory information about its students: a student's name, participation in officially recognized activities and sports, weight/height of members of athletic teams, photographs, dates of attendance, and awards received in school. This information may be published in sports programs, music and drama programs, news releases, yearbooks, webpage, etc. Parents/guardians may request that the school not publish this information on their child by contacting the school with their request.

I have read a copy of the Joliet MS/HS Student Handbook and I have had my questions answered. I have also shared and discussed this handbook with my parent/guardian. I understand that I am responsible for the contents. I also understand that I will be allowed to participate in co/extra-curricular activities after my parents/guardians and I have signed this page and it is returned to the office.

As a student, I have read the Joliet School District Computer Acceptable Use Policy and agree to abide by its provisions. As a parent/guardian, I have read the Joliet School District Computer Acceptable Use Policy and understand that it is impossible for the Joliet School District to restrict access to all controversial material, and I will not hold the District responsible for controversial material my child acquires on the internet.

I have read and agree to abide by the Athletic/Activities Code section of this handbook. I understand that training rules are in effect from the first day of school through the last day of school. I understand that there are consequences for breaking these rules that include but are not limited to suspension from competitions and possible termination of participation in the activity. As a parent/guardian I give my child permission to travel with the team or group on school sanctioned contest and activities. I understand that if my child misses class for one of these activities, he/she is responsible for the material missed, and may not use participation in the activity as an excuse not to turn in an assignment when due. I give my permission for the trainer, coach, and qualified (First Aid Certified) school personnel to apply first aid treatment until the family doctor can be contacted. I give my consent for athletic trainers to evaluate & provide ongoing treatment and assessment for sports injuries.

Student Signature: _____ Date: _____

Parent/guardian Signature: _____ Date: _____

Student Name Printed _____