

Chester-Joplin-Inverness Public Schools



Home of the Hi-Line Hawks

Parent/Student sign off, Student Information Release OPT OUT form, Internet Access Conduct Agreement and Medical Consent forms on the back pages must be signed and returned to the office by August 31, 2018.

**2018-2019
Student/Parent Handbook**

Chester, Joplin, Inverness School 2018-2019 Student Handbook

Calendar

First Day of School-all students	Wednesday, August 22
Graduation	Sunday, May 19
Last Day of School	Friday, May 24
New Teacher In-service	Wednesday, August 15 & Thursday, August 16
Teacher In-service Day	Monday, August 20 & Tuesday, August 21
Labor Day	Monday, September 3
MEA/Teacher In-service	Thursday & Friday, October 18 & 19
Parent-Teacher Conference	Thurs., Nov. 1 and Thurs. March 21
Thanksgiving Vacation	Thursday & Friday, November 22 & 23
Christmas Vacation	December 24- January 1
No School District Tournament	Friday, February 15
No School Divisional Tournament	Friday, February 22
No School	Friday, March 22
Spring Break	April 18-22
Memorial Day	Monday, May-27

Grading Periods

1st Nine Weeks	Midterm, September 21 End of 1st Quarter, October 26
2nd Nine Weeks	Midterm, November 30 End of 2nd Quarter, January 11
3rd Nine Weeks	Midterm, February 8 End of 3rd Quarter, March 15
4th Nine Weeks	Midterm, April 17 End of 4th Quarter, May 24

Administration

Superintendent	Tim Bronk
Principal	Rita Chvilicek

Elementary Faculty

Kindergarten	Jada Fraser
1 st Grade	Leny Madrid
2 nd Grade	Shania Maloney
3 rd Grade	Whitney Aschim
4 th Grade	Kari Tempel
5 th Grade	Ruby Jimeno & Jill Dahinden
6 th Grade	Ruby Jimeno & Jill Dahinden
Sage Creek	Rachel Ghekiere

Secondary Faculty

Art K-12	Rebecca Manska
English Language Arts 7-8/Journalism 9-12	Ally Jones
English Language Arts 9-12	Teresa Tompkins
Family Consumer Science 7-12	Kaitlyn Lyders
Guidance K-12	Lyndsey Oraw
Industrial Arts 7-12	Kalee Knust
Library K-4	Gloria Behem
Math 9-12	Tasha Padmos
Math 7-10	Brittney Anderson

Music K-12
Physical Education K-12
Science 7-12
Social Studies 7-12
Special Education K-12
Title I K-12

Thomas Murphy
Patrick Neumann
Rhonda Petersen
Don Forbes
Trish Tempel

Clerical Staff and Instructional Support

Administrative Secretary
Business Manager
Elementary Secretary
Activities Director
Instructional Aide
Instructional Aide
Instructional Aide
Instructional Aide
Title 1 Aide
Maintenance Director

Jenifer Anderson
Renee Richter
Macy Malone
Kylie Richter
Carol Fulbright
Kelli Nelson
Tesla Kantorowicz
Samantha Habets
Stefanie Leach
CJ Manska

DISTRICT OFFICE HOURS

The district office is open between the hours of 8:00 am – 4:00 pm Monday- Thursday and 8:00 am – 3:00 pm Friday's during the school year.

During summer months' the office is open between the hours of 8:00 am – 4:00 pm Monday-Friday.

My Schedule of Classes

Name: _____

P1 _____

P1 _____

P2 _____

P2 _____

P3 _____

P3 _____

P4 _____

P4 _____

P5 _____

P5 _____

P6 _____

P6 _____

P7 _____

P7 _____

Table of Contents

Academic Intervention	6
Academic Misconduct	6
Activity Eligibility Policy	7
Activity Tickets	11
Asbestos Management	11
Attendance Procedures	12
Authorized Searches of School Property	13
Bullying/Harassment/Intimidation/Hazing	14
Cafeteria	15
Cellular Telephone and Electronic Signaling Device Policy	15
Class Rank	16
Complaint Procedure	17
Dances	23
Dangerous Weapons	23
Directory/Student Information	23
Discipline	24
Dog Search Procedures	13
Distance, Online, Technology-Delivered Learning Courses (MDA)	27
Distribution of Materials	27
Dress	27
Dropping/Adding Classes	28
Drugs and Alcohol	28
Emergency Closures	28
Equal Education and Employment	29
Extreme Misbehavior	11
FERPA	29
Fines	30
Grade Classification	30
Grading Guidelines for Honors/Pre-AP/AP Classes	30
Grading System	30
Graduation Ceremony	31
Graduation Requirements	31
Guns and Firearms	31
Honor Roll	31
Honor Scholarships	31
How to Succeed in School	31
Immunization	31
Insufficient Preparation	16
Law Enforcement	32
Lockers	33
Lost and Found	33
Manners	33
Mission Statement	6
Montana University System Requirements	16
Motor Vehicle & Parking Lot Regulation	33

Office vs Staff Managed Behaviors	25
Protection of Student Rights	33
Public Display of Affection	34
Religious Practices	34
Safety Drills	34
Scholarships and Awards	34
School Sponsored Trips	35
Semester Tests	35
Senior Student to Work	35
Smarter Balanced Assessment	36
Staff	2-3
Student Activity Transportation Policy	36
Student Behavior on School Buses	36
Student Rights	37
Tardy Policy	13
Tobacco	10
Video Surveillance	37
Visitors	37
Weekly and Monthly Bulletin	37
Withdrawal from School	38
Sign Off Pages	39-46

Each student's cooperation is needed to make Chester-Joplin-Inverness School a pleasant place to study. The rules that are found here were established to expedite the main purpose of school, which, of course, is learning. We need and expect your compliance to the rules at all times. These regulations apply to all students regardless of age.

Chester-Joplin-Inverness School is a Montana Behavioral Initiative (MBI) School. The MBI assists educators, parents, and other community members in developing the attitudes, skills, and systems necessary to ensure that each student, regardless of ability or disability, leaves public education and enters the community with social and academic competence.

This Student Handbook is not intended to be all inclusive. Federal law, State law, and CJI School Board Policy are also applied to expedite the main purpose of school, which, of course, is learning.

Chester-Joplin-Inverness does not discriminate on the basis of sex in its education programs or activities. Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. Title IX protects students, employees, and applicants for employment, regardless of their gender, from sex discrimination, which includes sexual harassment and sexual misconduct.

Questions to the District regarding the application of Title IX and the regulations that implement it may be directed to the District's Title IX Coordinator, Ms. Rita Chvilicek, (406)759-5108 ext. 103, 511 Main St/PO Box 550 Chester, MT 59522, rchvilicek@cji.k12.mt.us.

CJI Schools Mission Statement

Through a shared commitment, the mission of Chester-Joplin-Inverness School District is to help all students reach their full potential and to promote learning as a life-long process.

ACADEMIC INTERVENTION FOR STUDENTS WITH FAILING GRADES OR MISSING ASSIGNMENTS

Chester-Joplin-Inverness Schools began a new program to help reduce student apathy and raise classroom expectations in the 2017-2018 school year. This program is called "ICU."

Description of Program

ICU is designed to make sure each student learns the material presented in every class. The goal is to create accountability with students and have them complete every assignment to a satisfactory level. There will be time during the school day for students to receive the extra help they need. Currently we have scheduled ICU time from 11:58-12:24 M-TH and 11:22-11:46 on Friday.

ICU provides time for students that may require more individualized instruction to work with teachers in the specific content areas requiring attention. ICU is **not** optional for students; they are assigned to ICU by teachers on an "as needed" basis. With that, ICU is **not** a disciplinary tool, rather it's a time for students to have the guidance they may require to be more successful in the classroom. Students may also assign themselves to ICU if they would like extra instructional time with their teacher.

Reason for Incorporating ICU

One issue facing middle and high school students is incomplete and/or poorly completed assignments. Teachers have been trying to hold these students accountable for a long time. We push our students to turn in their assignments or complete them to a satisfactory level, however we were still seeing grades suffer.

To fix this, we feel the necessity to have a method for holding students accountable for their work. We feel that ICU is that method. Students that have a missing assignment, unsatisfactorily completed assignment, poor quiz or test grade, will be assigned to ICU by the teacher in which the issue has occurred. The student will then report to the teacher during ICU period to work toward solving the problem. The best feature of ICU is our ability to keep parents notified of their student's ICU status. When a student is added to the ICU list, parents will receive either an email, text, or phone call informing them of the situation.

We at Chester-Joplin-Inverness Schools feel that ICU will help us meet our mission of helping all students reach their full potential and promote learning as a lifelong process.

All incomplete work must be made up. Students will not be given credit until all work is completed.

Students must complete with work within 5 days of being put on the ICU list in order to travel for extra-curricular activities.

ACADEMIC MISCONDUCT

Academic misconduct is a term that includes several behaviors but is not limited to cheating/electronic cheating, plagiarism, forgery, fabrication, theft of school owned instructional materials/equipment, improper or unauthorized access of computer programs/records, and/or other attempts to complete work, obtain grades or credit through dishonest means.

Individual knowledge is best achieved if it is arrived at through one's own effort or through a collaborative effort in which two or more individuals share equally in the acquisition and understanding of the educational material being studied. With respect to academic learning and integrity, the following definitions are provided for clarification:

Cheating is anything that presents someone else's efforts as your own. Cheating, regardless of the form, includes giving or receiving unauthorized aid in academic work such as the use of another student's notes, tests or papers; writing down answers as papers are graded; not contributing to the group in collaborative or cooperative group situations; looking at another person's work; or providing another person with answers or completed assignments.

Plagiarism is the use of someone else's work, ideas, or data without proper documentation. Students must acknowledge the use of another person's work through proper formatting and referencing of someone else's work.

Fabrication is the presentation of written or oral work/statements known by the student to be false.

Unauthorized access is entry into any school owned or operated property, documents, records, or files.

Procedures for dealing with academic misconduct will vary with the infraction. In general, work completed through dishonest means will be completed by the student/s and will be assigned a grade of zero per ICU guidelines. For cases involving fabrication or unauthorized access, infractions will be reviewed on a case-by-case basis and offenses will normally result in suspension.

It is the responsibility of the student to clearly understand the expectations of this policy and corresponding consequences. Additionally, students must clearly understand the expectations held in each classroom setting related to testing, completion of daily work, individual and group projects. Instructors are expected to clarify expectations for students, and students are responsible for seeking clarification with instructors when questions arise. (Note: Teachers have been provided with administrative procedures for dealing with all academic misconduct.) (See Office vs Staff Managed Behaviors under discipline pg. 25)

ACTIVITY ELIGIBILITY POLICY

The Board of Trustees of the CJI School District has established the following rules governing participation in extra/co-curricular activities. It is the Board's belief that participation in organized activities can contribute to the all-around development of young men and women and that implementation of these rules will serve the following purposes:

1. To emphasize concern for the safety of students while participating in activities.
2. To promote a sense of order and discipline among students.
3. To emphasize appropriate standards of conduct for those students who through their participation are leaders and role models for their peers and younger students.
4. To promote a chemical-free environment that will encourage healthy development.
5. To emphasize the importance of academics.
6. To involve, inform, and gain input from parents.

It is the position of the CJI School District that participation in these activities is a PRIVILEGE afforded to students who are willing to make the commitment to adhere to the following rules.

This policy applies to all middle and high school activities. These rules apply during each activity season, regardless of where any misconduct occurs, and consequences for misconduct may carry over from season to season depending on the particular circumstances.

I. ACADEMIC ELIGIBILITY

DEFINITIONS:

A. 2.0 Average is the minimum grade average for all classes in which the student is scheduled during the previous grading period. It is not a student's overall Grade Point Average (GPA).

B. Failing Grade is any grade that indicates an unacceptable level of performance, including F, NC, and LC.

1. Loss of Credit (LC) means ten or more absences per semester in any course by students except for those absences legally excused.
2. No Credit (NC) means the student's level of performance is unacceptable.

C. Eligibility Period is the period for eligibility from the day that a grade report is issued. The eligibility period is sustained until the day the next grade report is issued. (1st quarter midterm, 1st quarter, 2nd quarter midterm, 2nd quarter, 3rd quarter midterm, 3rd quarter, 4th quarter midterm, 4th quarter.)

PROCEDURES:

A. Eligibility

1. Students who have a 2.0 average with no failing grades at a grade measurement point (midterm or quarter) will be academically eligible to participate or practice during the following or subsequent eligibility period in any extracurricular activity requiring academic eligibility.
2. Grades reported as incomplete as a result of legally excused absences shall be considered passing grades until changed. Incomplete grades that are not changed to a passing grade within ten school days after report cards are issued will be considered failing grades for eligibility purposes until they are changed.
3. Student Withdrawal from Courses
 - a) A student may withdraw from a class with administration approval only. Drop/Add of a class is on a case by case basis.
 - b) There will be no dropping or adding of a class at the beginning of the school year unless it is for academic or a legitimate concern. Students must meet with the counselor to request a change in their schedule at semester time. All drop/adds must be approved by administration and are on a case by case basis.
 - c). Teacher, parent and administration approval are required for any drop/add.
4. When a student transfers from CJI School District to another school and subsequently re-enters CJI School District, the grades from the other high school will be used to determine academic eligibility, provided the student has attended the other high school for at least one entire grading period. If the student has not completed at least one grading period at another high school, the grades from CJI School District will be used to determine eligibility.
5. On the day that each report card is issued, every activity sponsor, athletic director, or coach will verify student eligibility for extracurricular participation requiring academic eligibility.
6. Students who do not maintain a 2.0 average with no failing grades during the final (fourth) marking period will not be eligible in the fall. Students have the opportunity to replace only one fourth marking period grade in which they received a "D" or failing grade by repeating the course in summer school. If none of the fourth marking period courses in which the student received a "D" or failing grade are offered in summer school, the student will be allowed to take another course in the same subject area. If a course in the same subject area is not available, then the student and his/her counselor may decide on an appropriate alternative

course. The summer session grade from the appropriate alternative course will replace the lowest course grade from the fourth marking period and will be applied to determine the student's eligibility status. This alternative course will replace the grade for eligibility purposes only; credit earned will be applied according to the course taken.

7. Any student who finds themselves academically ineligible at grade checks will be placed on a two-week academic probationary period. During this time, the student will be allowed to practice but not compete. If the student is passing the class in question and is above a 2.0 average at the end of the two week probationary period, the student will be removed from probationary status. If a student is failing the class in question after the two-week probationary period, the student will not be allowed to practice and compete for the remaining time of that current extracurricular season. Only one probationary period will be allowed during an extracurricular season.

B. Exceptions

1. Students who enter CJI School District for the first time are automatically academically eligible upon enrollment. Eligibility is determined at the conclusion of each grading period thereafter.
2. An unsatisfactory evaluation in a noncredit-bearing course is not considered failing for student eligibility.
3. In cases where there are extenuating circumstances, procedures may be followed in accordance with CJI 1700 Grievance Procedure.

C. Local School Responsibilities

1. Schools should have a broad range of activities to refer students to in order to help students retain or regain academic eligibility for all extracurricular activities including contracts, tutoring programs, mentoring and monitoring programs, academic support classes and counseling, study halls during or after school, outreach programs, ICU and/or other programs.
2. Schools should develop mechanisms to evaluate the effectiveness of support programs. The *Intervention Team* will determine the best means possible to support and provide additional assistance for students. i.e. Before and/or after school tutoring.

II. Substance Use

Philosophy

CJI School District recognizes that mind-altering chemicals are a significant health problem for all students, resulting in negative effects on behavior, learning, and the total development of each individual. Student use of mind-altering chemicals affects academic growth, achievement in activities and the development of related skills. Family, faculty, teammates, schoolmates, and others are affected by illegal use of mood-altering substances. Chemical dependency is a primary disease that is progressive and treatable.

- CJI School District believes the close association of teachers, coaches, sponsors and students in the classroom or in activities, can provide a unique opportunity to observe, confront and assist one another.
- It is the philosophy of CJI School District that students should be encouraged and supported in their efforts to develop and maintain a chemical free lifestyle.

Alcohol or Drugs

CJI School District holds high standards and high expectations for its students and believes that its students represent the greater community that it serves. In the event CJI School District is notified by self-referral, drug testing service, a school employee, or federal, state, or local law enforcement agencies that a student has violated laws involving the use, possession or being under the influence of alcohol, drugs,

marijuana or other mood-altering drugs, CJI School District will enforce its Chemical Use Policy SBP 3340 and the procedures laid out in this handbook.

First Offense:

- Conference with student, coach/sponsor/teacher and administrator.
- Parent/guardian notification.
- Assessment and follow-up plan.
- Activity suspension for fifteen (15) school days, to include three (3) weekends from the date the infraction was acted upon by the coach/activity sponsor or administrator. SBP 3340. The student is expected to attend practices.

Additional Offense:

Any drug or alcohol offense beyond the first will result in the student being recommended to the Board of Trustees for suspension from further participation in athletic/activity programs as determined by the Board of Trustees.

-CJI School District reserves the right to test its students for drugs as a condition of admission, attendance or participation in school or school sponsored activities. See School Board Policy 3350.

-Suspension from school may include either “in-school” or “out-of-school” suspension as determined by the school administration.

Tobacco

CJI School District is a tobacco free site where the use, possession, purchase, or selling tobacco products and alternative nicotine and vapor products in any form may result in the following consequences:

First Offense:

- Student conference with administrator.
- Parent/Guardian notification.
- Activity suspension for up to 2 competitive weeks.

Second Offense:

- Conference with student, Parent/Guardian and administration.
- Activity suspension for up to 4 competitive weeks. The student is expected to attend practices.

Third Offense:

- Conference with student, Parent/Guardian and administration.
- Smoking cessation classes at student’s expense
- Recommendation to the Board of Trustees for activity suspension as determined by the Board of Trustees or 8 weeks, whichever is longer.

Note: Tobacco use violations will accumulate and carry over from year to year.

*Any student-athlete or participant in extracurricular activities found to be using, possessing, or distributing tobacco, alcohol, illegal substances or steroids, or misusing prescription drugs on or off campus will be subject to denial of a varsity letter, loss of position of officer or team captain. In addition, the student may be referred for outside counseling (at family expense) and/or law enforcement authorities, in accordance with Board policies.

*In addition to the above sanctions, any student who violates school rules or Board policy

regarding tobacco, alcohol, drugs and other illegal substances, will also be subject to further discipline, up to and including suspension and/or expulsion from school, in accordance with Board policy. (See office vs staff managed behavior under discipline pg. 25)

III. EXTREME MISBEHAVIOR

Student conduct is expected to conform to reasonable standards and socially-accepted behavior. Unacceptable behaviors include, but are not limited to: theft, incidents involving lewd conduct, inappropriate use of the Internet, extreme insubordination, and destruction of property, violent behavior, and flagrant violation of any school or activity regulation. Any of the above unacceptable behaviors may result in a recommendation to the Board of Trustees for suspension from activities for a period of up to twelve calendar months as determined by the Board of Trustees. (See office vs staff managed behavior under discipline pg. 25)

ACTIVITY TICKETS and PARTICIPATION FEES

Activity Tickets: All students are encouraged to purchase activity tickets at the time of registration. The activity card is not transferable (only the cardholder may use the card) and must be presented for admission to activities.

- 1. \$20 fee for K-5 students and \$30 fee for 6-12 students.
- 2. \$200 for a family activity ticket. This is for immediate family only.

Extra and Co-Curricular Participation Fees: All students 6-12 participating in extra and co-curricular activities must fill out and sign the Activities Participation Agreement form.

Besides meeting academic and physical eligibility, students who participate in extracurricular activities at CJI School District are responsible for the following participation fees.

The cost is as follows:

1st Extracurricular Activity.....	\$40
2 or More Extracurricular Activities (per individual).....	\$80
Family Participation Fees (Max.).....	\$160

*Participation Fee Reductions: Students who qualify under federal guidelines for free or reduced school meals shall be granted a fifty percent reduction of the participation fees.

Music Instrument Rental

There is an annual rental fee of \$40 for music instruments. Students will receive an incomplete if fees haven't been paid. Students/parents are responsible for lost and damaged instruments (normal wear and tear is covered by the school district annually).

*Music Instrument Rental Reductions: Students who qualify under federal guidelines for free or reduced school meals shall be granted a fifty percent reduction of the music instrument fees.

ASBESTOS MANAGEMENT

Asbestos Notice: This school district has completed an extensive survey and inspection of all buildings. Based on the results of this inspection, a management plan was prepared which details the response actions that this district will take regarding asbestos containing material. The Management Plan is available for review in the school office without cost or restriction during normal business hours.

It is the policy of this school that a safe environment will be maintained for students, teachers, and employees. Our procedures for dealing with asbestos reflect that concern. Please let us know if you have any question concerning these procedures.

ATTENDANCE PROCEDURES

The entire process of education requires a continuity of instruction, classroom participation, learning experiences, and the individual study in order to reach the goal of educational benefits for each student. This is an established principle of education which underlies and gives purpose to the requirement of compulsory education in this and every other state in the nation. The materials that schools have to offer can only be presented to students who are in attendance. Attendance reflects a student's dependability and is a significant factor on a student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. All students shall attend school regularly. State Law requires a student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law.

(Reference: Board Policy 3120, 3121, 3122, 3300)

Absence Notification

Verbal communication from either a parent or legal guardian is necessary when a student is absent or late. Students are reminded that attendance is their responsibility and that having their absences excused is the responsibility of the student and their parent or guardian. Phone calls should be received by 9:00 a.m. on the day of the absence. Any students who call in or misrepresent themselves as a parent will have disciplinary consequences assigned.

Absence Policy

Students can accumulate up to ten (10) absences each semester. This includes excused and unexcused absences, but does not include school-related absences.

Absences - Pre-planned

It is the student's responsibility to notify teachers prior to being absent because of a planned event. Teachers may require the work to be completed and turned in prior to departure, or they will make arrangements with the students for work completion. Each teacher may have a more stringent policy for late work, if they desire. Absences for school-sponsored activities are excused, but students are held responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school during the day of the date of the event or during the day on the last school day prior to the activity, if the activity falls on a non-school day. Exceptions may be made by the administration.

Absences - Unexcused

It is the responsibility of a parent to provide a reason for a student's absence. Parents/Guardians will have 10 school days to provide a reason for a student's absence. Based on the reason, an administrator will determine if the absence is excused or unexcused. Unexcused absences are not acceptable in the District, excessive absences will be referred to the Administration.

During the School Day: Checkout

Students leaving school during the school day for any reason are required to check out in the Attendance office or with the administration. Failure to do so may result in disciplinary action. Students shall not be removed from school grounds during school hours except by a person duly authorized. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the administrator, evidence of his/her proper authority to remove the student.

Tardies

Students are expected to arrive at class on time, with the appropriate materials, and be ready to learn. The teacher will handle classroom tardies. Excessive tardies will be referred to Administration. All students who are late at the beginning of the school day must report to the Attendance Office and obtain a pass before going to class. A tardy of more than 15 minutes will be counted as an absence.

AUTHORIZED SEARCHES OF SCHOOL PROPERTY (Policy 3231-3231p)

Our school district has a contract with Montana Interquest Detection Canines to conduct periodic inspection of our campus. These inspections will be carried out by a nationally certified canine and handler. These units are specially trained to find contraband items that include illegal drugs, gun powder related items, alcoholic beverages and over-the-counter and prescription medications. Student lockers, classrooms, locker rooms, athletic facilities, common area, vehicles, desks, backpacks and any other articles on school property are subject to inspection. All inspections will be completed within the scope of the law and with the knowledge of the students.

Searches and Seizure: To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment as Well as Personal Effects Left by Students: School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs. The use of specially trained dogs may be used on vehicles parked on school property.

Students/Personal Effects: School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable suspicion that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. This applies to student vehicles parked on school property. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

Dog Search Procedures: In the event a dog alerts on a locker or a student's personal property or vehicle, contents are removed and the property is searched in the presence of the canine handler and an administrator. The parents are notified that a dog alerted on the student's property. If illegal substances are found, the parents are asked to come to the school and local law enforcement is notified. The school drug, alcohol and firearms policy will be implemented as warranted.

Bullying/Harassment/Intimidation/Hazing

Between Students

Bullying is any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe, or repeated and that:

- *causes a student physical harm, damages a student's property, or places a student in reasonable fear of harm to the student or the student's property;
- *creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or
- *substantially and materially disrupts the orderly operation of a school.

Bullying also includes acts of hazing associated with athletics or school-sponsored organizations or groups. (See office vs Staff managed behavior guidelines under discipline pg. 25)

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

See **Board Policy 3226** for more information.

Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of bullying, hazing, harassment, or intimidation, in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints involving allegations of bullying, hazing, harassment, or intimidation involving sex/gender or disability shall be handled through the appropriate grievance procedure; all other complaints are addressed through the District's Uniform Grievance Procedure. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

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

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

Of Staff by Parents or Guardians

As stated in board policy 5015, bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying"). "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

"Harassment, intimidation, or bullying" means any act that substantially interferes with an employee's opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere such conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, and that has the effect of:

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

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

CAFETERIA

The District participates in the National School Lunch Program. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. See Ms. Rita Chvilicek to apply. Daily meal costs for K-6 students is \$1.25 for breakfast and \$2.50 for lunch. Daily meal costs for 7-12 students is \$1.75 for breakfast and \$3.00 for lunch. It is the responsibility of the student and the parent to see that meal accounts are maintained appropriately.

CELLULAR TELEPHONE AND ELECTRONIC SIGNALING DEVICE POLICY

Student possession and use of cellular phones, pagers and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees, is a privilege which shall be permitted only under the circumstances described herein. At no time shall any student operate a cell phone or other electronic device with video capabilities in a classroom, locker room, bathroom or other location where such operation may violate the privacy right of another person.

Students may use cellular phones, iPods, headphones, pagers and other electronic signaling devices on campus before school begins and after school ends. Students may also use such devices during the scheduled lunch period for all students. These devices may be used for educational purposes with permission of a staff member. ***If unauthorized use of such devices disrupts the instructional program and distracts from the learning environment, school officials, including classroom teachers, may confiscate the device.*** Confiscated devices will be kept in plain sight and will be returned to the student at the end of the period. Should a student have the device confiscated 3 or more times, the phone will be given to administration and will be returned at the end of the day. Unauthorized use of such devices will result in disciplinary action. (See Office vs Staff Managed behavior guidelines under discipline pg. 25)

CLASS RANK

1. The senior with the highest overall grade point average (to three decimal places) will be Valedictorian. The senior with second highest overall grade point average (to three decimal places) will be Salutatorian.
2. To break a tie for either award, the award will be given to the student who has (in order of preference)
 - a. Taken the most advanced placement/honors courses that are offered at CJI High School. If a student is a transfer student, they must attend the first semester of school at CJI their senior year to be eligible and only comparable courses offered from the previous school and at CJI High School will be allowed.
 - b. Received the highest grades in advanced placement /honors courses.

MONTANA UNIVERSITY SYSTEM REQUIREMENTS

1. Three credits in mathematics which shall include Algebra I, Geometry and Algebra II. Students are encouraged to take a math course in their senior year. Students who need to follow rigorous core need 4 years of Math.
2. Four credits in English - in each year the content of the courses should have an emphasis upon development of written and oral communication skills and literature.
3. Three credits in social studies:
 - a. World History
 - b. American History
 - c. Government, Economics, or other third-year course.
4. Two credits in laboratory science which must be chosen from Earth Science, Biology, Chemistry, and Physics, including advanced courses in these areas.
5. Two credits selected from foreign language, visual and performing arts, computer science or career tech education.

Honor Scholarships: A new policy for the MUSHS was implemented on March 1, 2007, which provides for a revised application and award process. The changes will be in effect beginning with students graduating in the 2007-2008 academic year.

As opposed to each Montana high school being awarded a certain number of scholarships based on senior class enrollment, students who are eligible for the scholarship will be competing on a statewide basis. There will be up to 200 awardable scholarships per academic year.

To be eligible to receive the scholarship, students must meet the following criteria:

- Have a cumulative 3.4 GPA at the end of their junior year in high school.
- Meet Board of Regents rigorous core policy requirement
- Have been enrolled at and graduate from a Montana Board of Public Education accredited high school for at least three years prior to graduation. During their senior year, the student must be enrolled in a Montana high school accredited by the Montana Board of Public Education.
- Have taken the ACT or SAT no later than December.
- Will attend an MUS or eligible community college.

To apply for the scholarship, students need to contact their school counselor.

Insufficient Preparation: Students who enter units of the Montana University System without sufficient academic background may find it necessary to enroll in remedial courses which will add time and expense to the student's educational experience. Students who have not completed the Montana University System college preparatory program will not be allowed to enroll in a unit of the system.

COMPLAINT PROCEDURE (Policy 1700)

The School District recognizes that open communications alleviate numerous problems. In order to handle complaints, the following procedure shall be followed. Every effort shall be made to solve complaints at Level I. Complaints involving allegations of discrimination or harassment on the basis of sex or gender shall be addressed through the Title IX Grievance Procedures. Complaints involving allegations of discrimination or harassment on the basis of disability shall be addressed through the Section 504 Grievance Procedures.

Level 1: Informal

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

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint 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 thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident.

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

If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator's decision, either may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

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 Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

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. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon

receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting; [or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board.] The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting [at which the Board considered the appeal or the recommendation of the panel]. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Level 5: County Superintendent

When a matter falls within the jurisdiction of a county superintendent of schools, the decision of the Board may be appealed to the county superintendent by filing written appeal within thirty (30) calendar days of the Board's decision, pursuant to Montana law.

Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual discrimination, including sexual harassment.

Title IX Grievance Procedure

Chester-Joplin-Inverness Public Schools has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts. Sexual harassment is a form of sex discrimination. The District does not discriminate on the basis of sex in its education programs and activities. All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or in the case of an employee denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status;

OR Has the purpose or effect of:

- substantially interfering with a student's educational environment or employee's work environment;
- creating an intimidating, hostile, or offensive educational or work environment;
- depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of the benefits of or deprives that employee of employment opportunities; or
- making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion.

Title IX Coordinator

Inquiries concerning the application of Title IX may be referred to the District's Title IX Coordinator:

Ms. Rita Chvilicek
K-12 Principal
511 Main St/PO Box 550
Chester, MT 59522
406-759-5108 ext. 103
rchvilicek@cji.k12.mt.us

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

Filing a Complaint

An individual believing that he or she has been the victim of sex discrimination should file a complaint with the Title IX Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

An individual wishing to make a complaint will be provided with a copy of these procedures.

Informal Resolution

An individual alleging sex discrimination by an employee, student, or third party may access an informal mechanism to attempt to resolve the situation. The individual making the complaint is not required to invoke any informal mechanisms to resolve the situation. The decision to invoke the informal resolution process is voluntary.

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution.

The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

The informal process, including mediation, will not be available to individuals alleging sexual assault.

Formal Complaints

An individual may make a formal complaint of sex discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute sex discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.

Investigation

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still conduct an investigation to determine whether sex discrimination has occurred when it has knowledge of allegations of sex discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that sex discrimination occurred).

Parties (the alleged victim and alleged perpetrator(s)) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the alleged victim and alleged perpetrator

to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law.

Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

Notice of Outcome

Both the alleged victim and alleged perpetrator shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual found to have engaged in harassment when that sanction directly relates to the individual. This may include an order that the harasser stay away from the victim.

Time Frames

The District shall complete its investigation within 60 days of receipt of the complaint or knowledge of allegations of sex discrimination. With the consent of the parties and the Superintendent, the investigation may be extended for an additional 15 days in extenuating circumstances. The investigator shall contact both parties once it appears that the investigation will require a longer period of time. The Notice of the Outcome of the investigation will be sent within that 60-day period, unless extended as described herein.

Appeals

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the nonappealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the nonappealing party may present argument opposing the appeal in writing. Within twenty (20) days of receipt of the initial appeal, regardless of whether the nonappealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

If either party is not satisfied with the Superintendent's written decision, that party may submit a written appeal to the Board of Trustees within ten (10) days of receipt of the Superintendent's decision. The Board shall hold a hearing to determine whether the Superintendent's decision shall be affirmed or rejected. Depending on the unique circumstances of the complaint, the Board may arrange for alternative means of participation for one of the parties. The Board shall issue a written decision within thirty (30) days of the hearing affirming or rejecting the Superintendent's decision.

Remedies

The District shall take all reasonable and necessary prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Any individual participating in a sex discrimination investigation shall notify the Title IX Coordinator if he or she believes that he or she is being retaliated against for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination.

Section 504 Grievance Procedure

Chester-Joplin-Inverness Public Schools has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504). Section 504 prohibits the discrimination against individuals on the basis of disability or handicap.

Section 504 prohibits a school district from excluding an “otherwise qualified individual with a disability” from participation in, or be denied the benefits of, or be subjected to discrimination on the basis of that disability. Under Section 504, an individual with a disability qualifies for protection under the act if that individual: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. All references to “disability” refer to disability or handicap as protected by Section 504.

These procedures do not pertain to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services. Inquiries relating to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services should be directed to Mr. Tim Bronk

Section 504 and Americans with Disabilities Act (ADA) Coordinator

Inquiries concerning discrimination under Section 504 may be referred to the building administrator.

Mr. Tim Bronk Superintendent
511 Main St/PO Box 550
Chester, MT 59522
406-759-5945
tbronk@cji.k12.mt.us

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

Filing a Complaint

An individual believing that he or she has been the victim of disability discrimination should file a complaint with the building administrator or the Section 504 Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

An individual wishing to make a complaint will be provided with a copy of these procedures.

Informal Resolution

An individual alleging disability discrimination by an employee, student, or third party may access an informal mechanism to attempt to resolve the situation. The individual making the complaint is not required to invoke any informal mechanisms to resolve the situation. The decision to invoke the informal resolution process is voluntary.

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution.

The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

Formal Complaints

An individual may make a formal complaint of disability discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute disability discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.

Investigation

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still conduct an investigation to determine whether disability discrimination has occurred when it has knowledge of allegations of disability discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that disability discrimination occurred).

Parties (the alleged victim and alleged perpetrator(s)) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the alleged victim and alleged perpetrator to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law.

Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

Notice of Outcome

Both the alleged victim and alleged perpetrator shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual found to have engaged in discrimination or harassment when that sanction directly relates to the individual. This may include an order that the perpetrator stay away from the victim.

Time Frames

The District shall complete its investigation within 60 days of receipt of the complaint or knowledge of allegations of disability discrimination. With the consent of the parties and the Superintendent, the investigation may be extended for an additional 15 days in extenuating circumstances. The investigator shall contact both parties once it appears that the investigation will require a longer period of time. The Notice of the Outcome of the investigation will be sent within that 60-day period, unless extended as described herein.

Appeals

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the nonappealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the nonappealing party may present argument opposing the appeal in writing. Within twenty (20) days of receipt of the initial appeal, regardless of whether the nonappealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

If either party is not satisfied with the Superintendent's written decision, that party may submit a written appeal to the Board of Trustees within ten (10) days of receipt of the Superintendent's decision. The Board shall hold a hearing to determine whether the Superintendent's decision shall be affirmed or rejected. Depending on the unique circumstances of the complaint, the Board may arrange for alternative means of participation for one of the parties. The Board shall issue a written decision within thirty (30) days of the hearing affirming or rejecting the Superintendent's decision.

Remedies

The District shall take all reasonable and necessary measures to prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Any individual participating in a disability discrimination investigation shall notify the building administrator or Section 504 Coordinator if he or she believes that he or she is being retaliated against for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.

DANCES

Dancing Guidelines

Students are expected to dance in a respectable manner. School officials reserve the right to make decisions on suitable dancing and individuals who engage in inappropriate behaviors will be removed from the dance and parents/guardians will be notified.

Guests and Proper Identification

Dances are held for the enjoyment of CJI students. Guests 20 years of age or older and 8th grade or younger are not permitted to attend the dances. Dance tickets must be presented at the door for admission to the dance. CJI students must also obtain administrative approval to bring a guest. CJI students are responsible for the guest's behavior at school dances.

DANGEROUS WEAPONS

No student in CJI School District will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school sponsored activity. Such weapons include, but are not limited to, a firearm, a pellet or BB gun, a knife with a blade, or a belted sheath knife, a straight razor, ice pick, explosive smoke bomb, incendiary device, slingshot, blowgun, artificial knuckles, pepper spray, or any object that can reasonably be considered a weapon or dangerous instrument whether by threatened or actual use. (See Office vs Staff Managed behavior guidelines under discipline pg. 25)

DIRECTORY/STUDENT INFORMATION

At times, CJI School District will disclose directory information. Requests for directory information often come from post-secondary institutions and all branches of military service for recruitment purposes. Directory information is information in a student's educational record that is not generally considered to be harmful, and its release is not considered an invasion of the student's privacy. Examples of directory information include, but are not limited to, the following data about a student: name, address and telephone, date and place of birth, official activities, dates of attendance, height and weight, honors and photographs. Parents retain the right to object to the disclosure of directory information; consequently, parents who wish to object to the disclosure of their child's directory information must notify the school in writing by October 1. If you wish to not have your child's image or name shared via the school website, Facebook page, Hawk Hi-Lights, Hawk Happenings, or local paper you must notify the school in writing by October 1.

DISCIPLINE

Student Discipline:

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

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

*Using, possessing, distributing, purchasing, or selling tobacco or vapor products, including e-cigarettes, alternative nicotine products, or other similar products.

*Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.

*Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.

*Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons other than Firearms" section in policy 3311.

*Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in policy 3311.

*Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.

*Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.

*Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.

*Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.

*Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.

*Hazing or bullying.

*Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

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

*On school grounds before, during, or after school hours or at any other time when school is being used by a school group.

*Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.

*Travel to and from school or a school activity, function, or event.

*Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures include but are not limited to:

- *Expulsion
- *Suspension- ISS or OSS
- *Detention- before or after school
- *Clean-up duty
- *Loss of student privileges- leaving campus, phones, attending events (games, dances), athletics
- *Loss of bus privileges
- *Notification to juvenile authorities and/or police
- *Restitution for damages to school property

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

Classroom Managed Level 1 (Incidental violations Non-referred/recorded)	Office Managed Level 2 (Major violations referred and recorded)
<ul style="list-style-type: none"> *Running in halls *Loud voices, yelling *Off-task behavior *Insubordination/Defiance *Out of seat w/out permission *Unprepared for learning *Disruptive/Distracting others *Incompletion of work *Inappropriate behavior in bathroom *Dress Code Violation (hats, clothing etc.) *Tardy *Damage to classroom materials *Possession/Unauthorized use of electronic devices *Indirect verbal/written use of profanity or gestures *Lying to school employee *Leaving class w/out permission *Inappropriate physical contact with others *Inappropriate use of school technology *Unsafe use of playground equipment *Inappropriate/unwanted displays of affection *Unsupervised presence before/after school 	<ul style="list-style-type: none"> *Repeated Level 1 Offense (4 or more) *Direct verbal/written inappropriate language/gestures *Fighting/physical aggression *Harassment/Bullying/ Hazing *Overt defiance *Destruction of school property *Theft of property private or school *Cheating/Plagiarism *Internet misuse/cyberbullying *Truancy *Taking video or pictures in locker room or w/o permission/sexting *Possession of real/imitation firearm *Sexual harassment *Instigating a fight *Failure to serve detention *Credible threats *Misbehavior at off campus activity *Use, sale or possession of drugs or drug paraphernalia *Arson *Bomb threat *Vandalism *Assault-threat of harm *Battery- causing actual harm *Disruption of school activities with willful defiance of school authority *Robbery/Extortion *Harassment or intimidation of witness *Use, possession, or sale of nicotine/tobacco/vaping products

Consequences for Level 1 Behaviors

1st Offense

- Student will conference with teacher
- Parents will be contacted
- Reteach correct behavior-discuss expectations
- Student will make up time before or after school detention with teacher

2nd Offense

- Student will conference with teacher/administration
- Parent will be contacted
- Reteach correct behavior-discuss expectations
- Student will make up time before or after school detention with teacher

3rd Offense

- Student will conference with administration
- Parent will be contacted and meeting will be set up with administration
- Reteach correct behavior-reiterate expectations
- Student will make up time after school with administration

4th Offense

- Student will conference with administration, parent and teacher
- Reteach correct behavior
- Referral will be written
- ISS for at least 1 day
- OSS is possible depending on severity

Consequences for Level 2 Behaviors

1st Offense:

- Immediate ISS with student and parent/guardian conference with administration
- Loss of privileges, athletics, attending events, (dances, games), leaving campus, phone (quarter)
- Referral will be written
- 2 days OSS

2nd Offense

- Immediate ISS with student and parent/guardian, teacher conference with administration
- Loss of privileges, athletics, attending events (dances, games), leaving campus, phone (semester)
- Referral will be written
- 5 day OSS

3rd Offense

- Immediate ISS with student and parent/guardian, teacher conference with administration
- Loss of privileges, athletics, attending events (dances, games), leaving campus, phone (remainder of year)
- Referral will be written
- 10 day OSS
- Referral to superintendent/board for possibility of expulsion

4th Offense

- Immediate ISS with student and parent/guardian, teacher conference with administration
- Referral to superintendent/board for expulsion for remainder of school year
- Loss of privileges for the next school year athletics, events (dances, games), leaving campus, phone
- Referral will be written
- Referral to law enforcement (if necessary)

Distance, Online, Technology-Delivered Learning Courses - Montana Digital Academy (MTDA)

Distance, Online, Technology-Delivered Learning Courses will not replace a required course offered by the District. Reference SBP 2168 and SBP 2170.

Distribution of Materials

School Materials

School publications distributed to students include: Hawk Hi-Lights and The Hawk Happenings. All school publications are under the supervision of a teacher, sponsor, and the principal and are part of the curriculum. School officials have the discretion to edit or delete material which is inconsistent with the District's educational mission. School-sponsored groups are permitted to distribute materials directly to students upon approval of the building Principal or Superintendent.

Non-School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not contain material that is obscene, libelous, invasive of the privacy of others, substantially disruptive to the proper and orderly operation and discipline of the school or school activities, or which advocates conduct inconsistent with the shared values of civilized social order are not permitted. Outside groups, including governmental agencies, parent and student organizations not sponsored by the school, and community organizations are permitted to display their materials on a centrally-located bulletin board and/or table available for the displaying of these materials.

Any student who posts material without prior approval will be subject to disciplinary action. Prior approval must be obtained before displaying these materials. Materials should be submitted to Mr. Tim Bronk at least one week prior to the requested distribution.

DRESS

Pride in personal appearance and in grooming has always been encouraged at CJI School District. Because we wish to maintain this pride and for basic health and grooming considerations, certain minimum standards of dress have been approved by the Administration and Board of Trustees.

Following these simple guidelines will keep students in school, rather than having them sent home to change. Short shorts, cutoffs, ragged clothing, and excessively revealing clothing as determined by the administration, are not appropriate. No representation (written, pictures, symbols) of alcohol, drugs, tobacco, profanity or crude phrasing (implicit or explicit) will be allowed.

The "Four B's" will be enforced: no Breast, no Backs, no Belly, no Butts. Guidelines that apply to student dress include 3 inch top straps on shirts, tops and dresses; top clothing that does not reveal midriff, cleavage, or underwear; shorts, skirts and dresses that pass the mid-thigh requirement.

Health regulations require shoes to be worn at all times. Slippers of any kind or pajamas are not appropriate for school as this is the student's' workplace. Hats, bandanas, caps, visors or other headgear are not to be worn at school except as approved by an administrator where necessary for safety in a particular course or consistent with a religious practice. Sunglasses are not allowed unless worn for medical reasons. These guidelines apply to girls as well as boys.

Not all rules are written. This is the student's' workplace. Part of being in a workplace is knowing what's appropriate and what's not. The teachers and the staff have a responsibility to help students learn the unwritten rules of what is right and appropriate for the workplace.

Teachers will refer students to administration should they be challenged by the student when enforcing any portion of the above-outlined guidelines for student dress and appearance.

DROPPING or ADDING CLASSES

The following rules apply:

1. Schedules will be created at the end of each school year. Students will meet with the Guidance Counselor to set their schedules. Any changes must be accomplished at this time. There will be NO dropping or adding classes at the beginning of the year unless it is for academic or a legitimate concern. Students must meet with the counselor to request a change in their schedule at semester time. All drop/adds must be approved by administration and are on a case by case basis.
2. Teacher, Parent, and Administration's approval are required for any drop/add.

DRUGS AND ALCOHOL

The consumption, possession, or active promotion of the use of illicit drugs or alcohol by students while under school supervision, or while attending an activity in which CJI School District are involved, is prohibited. Students who violate this rule will be placed on a three day, in or out of school suspension. In all instances, law enforcement officials will be contacted and the student will be turned over to law enforcement. Parents will also be contacted by school officials. (See Office vs Staff managed behavior guidelines under discipline pg. 25) If the offense occurs on an out-of-town trip, parents will be notified and the student will be referred to local law enforcement. Parents will be asked to pick up their child from law enforcement or to make other arrangements for their return home.

A second violation of this rule during a school year will result in suspension until the Board can meet to consider the case and suspension from extracurricular activities for one calendar year.

All chemical use violations, whether in school or out of school, are cumulative for grades six (6) through eight (8) and grades nine (9) through twelve (12). (note: a student moving from the middle school to the high school would start over with all policies.)

CJI School District recognizes that chemical dependency, both alcohol and illicit drugs, is a treatable illness. Health problems of youth are primarily the responsibility of the home. Community and schools share in that responsibility because chemical problems often interfere with behavior, learning and the fullest possible development of each student.

CJI School District, wishing to intervene early in the disease process, will have personal contact with students and the parents of students, manifesting signs of misuse or abuse and make an effort to educate and aid them.

EMERGENCY CLOSURES

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Additionally, the following radio stations regularly report delayed openings and school closures: KSEN 96.7 FM or 1150 AM A robocall will also go out informing of closures or delays.

EQUAL EDUCATION AND EMPLOYMENT

As provided in the Constitution of the Great State of Montana, the CJI School District is committed to equality of educational opportunity.

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extracurricular activities and other school-related activities.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords you, the parents, certain rights with respect to your child's education records. These rights are:

1. The right to inspect and review your child's education records within 45 days of the day we receive a request for access. If you wish to do this, you should submit to the principal a written request that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
2. The right to request the amendment of your child's education records that you believe are inaccurate, misleading, or otherwise in violation of your child's privacy rights under FERPA. If you wish to ask us to amend a record, you should write the principal, clearly identify the part of the record you want changed, and specify why it should be changed. If we decide not to amend the record as requested by you, we will apprise you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in your child's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including secretarial, counseling, health, or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which your child seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the CJI School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

FINES

All fines assessed for damage to school property or other reasons must be paid before grades or credit will be issued in any course. See SPB 2410 or MCA 20-5-201 § 4

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<u>Credits Earned</u>	<u>Grade Placement</u>
< 5	9
6-9	10
10-15	11
16	12

GRADING GUIDELINES FOR HONORS/AP CLASSES:

Grade: Letter Grade given at the end of each Quarter based upon the numerical grade received in the class.

Honors/Pre-AP/AP weight: Has no bearing on your report card grades; it is factored only in your GPA calculation which appears on your transcript.

GPA: A transcript calculation done at the end of each semester in which the following is factored:

- Letter grade is assigned a numerical value on a scale of 4.33
- Honors /Pre-AP classes receive an additional .33 to the GPA calculation
- AP classes receive an additional .67 to the GPA calculation
- Each individual semester GPA appears on your transcript under the respective grades.

Your cumulative GPA appears at the top of the transcript under GPA Summary.

A student/parent is welcome to request a GPA calculation report at any time.

GRADING SYSTEM 7-12

***K-6 Grading System Available Upon Request**

The following common grading system is used for all subjects:

Passing Grades

<u>Grades</u>	<u>Quality of Work</u>	<u>Percentage for Each Credit</u>	<u>Regular</u>	<u>Honors</u>	<u>AP</u>
A	Excellent	93%-100%.....	4.0.....	4.333.....	4.667
A-	Excellent.....	90%-92%.....	3.667.....	4.00.....	4.333
B+	Above Average	87%-89%.....	3.333.....	3.667.....	4.0
B	Above Average.....	83%-86%.....	3.0.....	3.333.....	3.667
B-	Above Average.....	80%-82%.....	2.667.....	3.0.....	3.333
C+	Average.....	77%-79%.....	2.333.....	2.667.....	3.00
C	Average.....	73%-76%.....	2.0.....	2.333.....	2.667
C-	Average.....	70%-72%.....	1.667.....	2.0.....	2.333
D+	Passing.....	67%-69%.....	1.333.....	1.667.....	2.00
D	Passing.....	63%-66%.....	1.0.....	1.333.....	1.667
D-.....	Passing.....	60%-62%.....	0.667.....	1.00.....	1.333
P	Pass	0			
W	Withdraw	0			

Non Passing Grades

<u>Grades</u>	<u>Quality of Work</u>	<u>Grade Points for Each Credit</u>	<u>Percentage</u>
---------------	------------------------	-------------------------------------	-------------------

F Failing 0.....0%-59%
I Incomplete 0

GRADUATION CEREMONY

In order to participate in the graduation ceremony, a student must have completed the State of Montana and CJI Public School's graduation requirements. Additionally, participation in CJI High School’s graduation ceremony is a PRIVILEGE and the trustees may deny a high school student the honor of participating in commencement (MCA 20-5-201).

Requirements for a Diploma:

Twenty-four (24) credits are required to include the following:

- 4 credits of English
- 4 credits of Social Studies
- 3 credits of Math
- 2 credits of Science
- 2 credits of PE/Health
- 2 credits of Vocational elective
- 2 credits of Fine Art

Alternatively, a student with a disability qualifying under the Individuals with Disability Act who has successfully completed the goals of his or her Individualized Education Program (IEP) is eligible to receive a diploma.

GUNS OR FIREARMS

Any student who brings a firearm or imitation firearm onto school property without prior approval of the Board of Trustees pursuant to MCA § 45-8-361 shall be suspended immediately. Parents and local law enforcement officials will be contacted. Students in violation of this policy will be expelled for a period of not less than one calendar year unless modified by the Board of Trustees. (See Office vs Staff managed behavior guidelines under Discipline pg. 25)

HONOR ROLL

CJI Schools will have an honor roll for grades 6-12 published at the end of each grading period. A student must have a GPA of no less than 3.25, have no Fs, and no incompletes to be listed on the honor roll. If incompletes are made up in time, the student’s name will be added to that quarter’s honor roll.

HOW TO SUCCEED IN SCHOOL

1. Be courteous and friendly to everyone.
2. Follow your teacher’s suggestions for developing proper study habits.
3. Have a definite schedule for studying.
4. Participate in class discussions and learn how to use the library.
5. Ask your teacher for help when you need it.
6. Keep physically fit. Get sufficient sleep and eat three nourishing meals each day.
7. Be regular in attendance. If it is necessary to be absent, make up the work missed.
8. Know and follow the suggestions and rules in this handbook.

IMMUNIZATION

State laws require that all students be immunized against diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5). Exemptions may be granted for religious or medical reasons. Students who are not properly immunized

or who have not completed the necessary exemption forms must be excluded from school. ALL students must have a second MMR shot before they can attend school.

LAW ENFORCEMENT

Questioning of Students

Law enforcement or social service workers must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:

- The principal shall verify and record the identity of the officer or other authority.
- If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order, deny the request for an immediate interview of a student.
- The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- In the event that a parent cannot be present or cannot be reached, the principal will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.

The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Service of Process

At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons). Absent a court order, the principal has the discretion to determine whether service at school is disruptive to the educational environment. If service is directed by a court or is not disruptive to the educational environment, the principal will make reasonable attempts to contact the parents regarding the service. Where the principal has determined that service would be disruptive to the educational environment, the principal will make a reasonable attempt to coordinate with law enforcement to serve the student when school is not in session. Service on a student will be accomplished out of the view of other students in the administration offices.

LOCKERS

All students will use their lockers to store their backpacks. All bags must be placed in the locker or carried with the student. There will be no bags in the hall or auditorium as this is a safety concern. (Each student in 7-12 will be given 2 lockers.)

Lockers are the property of CJI School District.

1. Keep your locker clean and keep it closed.
2. Changes in locker assignments may be made only through the office. Detention will be assigned to students who change lockers without office permission.
3. If your locker is not functioning properly, report it at once to administration.
4. The administration reserves the right to inspect all lockers.
5. Valuables should NOT be kept in lockers. The vault in the office may be used for safekeeping of valuables.

LOST AND FOUND

If you find a library book, return it to the librarian. Other articles should be taken to an Administrator's Office. Call there for any lost articles and to report missing articles.

MANNERS

Good manners and concern for the rights, feelings and safety of others require certain standards of conduct. The following regulations will be enforced at CJI School District:

1. Respect for adults and peers
2. Hats off in the building during school hours.
3. Hands, feet, and all objects kept to self.
4. Profanity and obscene gestures are unacceptable
5. No running in the halls.

MOTOR VEHICLE AND PARKING LOT REGULATIONS

Student use of motor vehicles during the school day is prohibited except with specific parental permission.

The parking lot is for student convenience. Certain parking and driving regulations are in effect and will be enforced in the interest of safety and convenience.

1. Obey posted signs, proper parking procedures and traffic routing.
2. Students are reminded that driving speed on and adjacent to school property is 15 mph.
3. Keep exit lanes and fire lanes clear.
4. Parking in a designated handicapped zone without proper vehicle decals will be dealt with by the proper law enforcement authority (\$120.00 fine for improper parking).
5. Students are not to be in their automobiles or in the parking lot during class time.

Failure to obey parking and traffic regulations may result in detention and referral to law enforcement agencies, notification of parents and loss of parking privileges.

PROTECTION OF STUDENT RIGHTS

Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing

The District will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the District will seek parental consent prior to and will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

PUBLIC DISPLAY OF AFFECTION

Public Display of Affection is not allowed on school property or when representing the school on any school related event. (See office vs staff managed behaviors under discipline pg. 25)

RELIGIOUS PRACTICES

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. For additional information, please see Policy 2332.

SAFETY DRILLS

Special directions are given about the safety/security drills in the classroom and in study halls. It is imperative that students work with staff in providing a safe and secure school environment. All potential safety concerns should be reported to the administration immediately.

SCHOLARSHIPS AND AWARDS

There are literally thousands of scholarships, loans, gratuities and other educational aids offered by universities, colleges, foundations, private organizations and by federal and state legislatures. The student with initiative and

ability will probably find that he/she fits into one program or another. The three qualifications most often needed are:

1. Academic Ability;
2. Leadership Ability;
3. Financial Need.

Contact the Guidance Office for scholarship information.

SCHOOL SPONSORED TRIPS

Students participating in school sponsored trips, whether for the day or overnight, are regarded by CJI School District and the public as representatives of the school system. As representatives of the school system, public image is projected by the conduct, the attitudes and the reputations of those students who take a leading role in extracurricular activities. Therefore, student participants must comply with rules of the school system, the rules of their coaches or advisors, and the civil laws of society.

Student conduct on any school sponsored trip that does not adhere to the reasonable standards established will be dealt with using the attendant rules governing participation listed in the Student Eligibility Policy – Extreme Misbehavior. (See office vs staff managed behavior guidelines under discipline pg. 25) As a minimum, students will be prohibited from traveling with any group on any district sponsored overnight trip for a period of 90 pupil instruction days, and 180 pupil instruction days for the activity in which the violation occurred. As a maximum, a student will not be allowed to travel with any organization, club or team for a period of twelve calendar months. In all instances, parents will be notified of the incident. In extreme cases of behavior (i.e., theft, destruction of property, curfew violations on away trips), parents will be contacted about the incident and will be asked to pick up their student. In the event a parent refuses or cannot pick up their student, the student will be placed under direct supervision for the duration of the trip and will not participate in any scheduled activities until such time as the incident has been reviewed fully and a decision rendered. In all cases involving a violation of criminal law, the student will be referred to local law enforcement and parents will be asked to pick up their child from law enforcement or to make other arrangements for their return home.

SEMESTER EXAMS (Grades 7-12)

Semester Exams are required in all core classes and are permissible in any elective course by teacher discretion. Students are not permitted to take any early exams before their scheduled date and time except in rare instances as approved by the administration.

Semester exams are a significant portion of the final grade in each course.

Semester Test calculations:

- 1st quarter grade (40%) + 2nd quarter grade (40%) + 1st semester test (20%)
- 3rd quarter grade (40%) + 4th quarter grade (40%) + 2nd semester test (20%)

If your student does not take an exam, he/she may not receive full credit for the course. Please reinforce the importance of final exams by reviewing this information with your student.

Graduating seniors will take their second semester exams prior to the graduation ceremony.

All students (grades 7-11) are expected to be in attendance for their scheduled exams. Semester exams will be scheduled in accordance with the CJI master academic calendar and will be posted. Students will not be allowed to make up any examination without a legitimate excuse and authorization from the administration (a minimum notice of 10 school days is required except in the case of an emergency).

SENIOR SCHOOL TO WORK

Seniors meeting the following requirements may be released one period a day to work.

1. Applicant must have a regular job.
2. Applicant must have parental permission.

3. Applicant must be a student in good academic standing.
 - A. Student must be passing in all subjects on a nine-week basis;
 - B. Student must be taking 6 subjects;
4. Upon termination of the job, the student must report to the main office or other assigned placement. Failure to do so constitutes truancy or an absence. Applications are available in the counselor's office.

SMARTER BALANCED ASSESSMENT (and any other academic test)

During testing periods, a student can refuse to participate in the testing but the District **does not** offer any alternative programming in the grade levels and subject matter being assessed. Parents have the option of keeping their child at home during these testing periods, and a student will be marked as excused absent provided that the parent notifies the school of their student's intended excused absence. The assessment schedule for the school as assessment periods are a small portion of the school day and students are encouraged to be in attendance during the rest of the day.

STUDENT ACTIVITY TRANSPORTATION POLICY

Only students traveling in school authorized transportation may represent CJI in an activity. Extenuating situations may only be considered by the school principal and the athletic director. NOTE: The activity sponsor does not have the authority to waive this rule.

STUDENT BEHAVIOR ON SCHOOL BUSES

Student Conduct on School Bus:

Riding a school bus to and from school is a privilege. In order to facilitate the safe transportation of students, the bus driver needs to be able to concentrate on the responsibilities of driving. The following regulations have been established to promote safe travel on school busses and will be followed by all bus students/passengers.

Students shall:

1. Immediately obey the requests and/or directives of the bus driver.
2. Riders shall be on time for busses. Students not on time or those who delay bus departure from the scheduled pickup site may be left.
3. Enter the bus in an orderly manner and immediately be seated.
4. Remain seated while the bus is in motion.
5. Keep all parts of the body inside the bus at all times.
6. Keep the aisles clear at all times.
7. Remain quiet and orderly.
8. Be courteous and respectful to the driver and fellow passengers.
9. When leaving the bus, leave in an orderly manner and be alert to other traffic which might be present.
10. Conduct themselves on the bus as they would in the classroom.

Consequences:

Bus drivers will assume all discipline responsibilities for their routes and have the responsibility to insure that students behave in such a manner so as to not become a safety liability to other passengers. Any violation of bus rules, as listed above, will result in a warning to the student and parent/parents for the first offense and suspension from the bus for the (same) second offense for a maximum of two school days. All violations will be reported to the appropriate building administrator. Misbehavior resulting in a third offense will be written up and submitted to the school superintendent with a recommendation for permanent termination of bus privileges. If the superintendent's recommendation is termination of service, the termination may be appealed to the Board of Trustees. During the appeal process, suspension of transportation services will remain in effect until the District Trustees have met with the parents at the next regular School Board meeting. No further

appeal shall be allowed. (Note: Extreme misbehavior will result in the immediate suspension of bus services and a recommendation for termination of bus privileges.)

Parents should:

- 1.) Make plans for weather emergencies. If parents are not home during the day, make prior arrangements for their children should school be dismissed early. Advise the building administrator of these arrangements.
- 2.) Be sure the school has an emergency phone number where you can be reached.
- 3.) Explain to your student(s) that riding a school bus is a privilege and convenience for you. Appreciation for this privilege is best exhibited by guaranteeing that students follow the rules and regulations enumerated above. Failure to follow the rules and regulations may result in forfeiture of the privilege to access district transportation services.

STUDENT RIGHTS

Before a student is suspended from school the suspending official must: (1) inform the student of the rule violated, (2) explain evidence, (3) provide the student with an opportunity to explain the situation, and (4) have the student contact parents.

TOBACCO

The possession or use of smoking or chewing tobacco or vapor products, while on school property or while under school supervision, will result in the appropriate penalties. Since the possession or use of tobacco or vapor products by persons under 18 years of age is prohibited by law, parents and local law enforcement officials will be notified.

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 buildings, grounds, and equipment.

VISITORS

Parents and others are welcome to visit the CJI School District. For the safety of those within the school, all visitors must first report to the office to obtain a visitors pass. Visits to individual classrooms during instructional time are permitted only with prior approval of the building administrator first, and the teacher second and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Students wishing to bring visitors to school should seek permission from their teacher and the administration at least 48 hours in advance of said visit.

WEEKLY SCHOOL BULLETIN and MONTHLY SCHOOL BULLETIN

Each Friday a calendar of events for the following school week is made available by the principal. A copy of the bulletin is posted on the main bulletin board on the CJI School District's Webpage.

At the end of each month a calendar of events for the succeeding month is made available by the principal's office. A copy of the bulletin is posted on the CJI School District's Webpage.

WEDNESDAY ENVELOPES (K-6)

On Wednesday of each week an envelope containing the past week's work and school notices will be sent home with each student. This envelope has a place for a parent to verify with a signature that the envelope was received. The envelope should be returned with the student the following day.

WITHDRAWAL FROM SCHOOL

If it is necessary for you to withdraw from school, take a note from your parents to an Administrator's Office and obtain a withdrawal slip from the counselor. Take all your books out of your locker, present both your books and withdrawal slip to the teacher who issued the books, and have the slip signed by teachers, the librarian and the counselor. The signed slip is then returned to the Administrator's Office. The best time to do this is the last day on which you will be attending classes. If you find this to be impossible, it should be done before school in the morning or immediately after school. Student withdrawal must not interrupt classes.

**CHESTER-JOPLIN-INVERNESS PUBLIC SCHOOLS
MEDICAL/ATHLETIC CONSENT FORM K-12**

In the event of an accident, injury, or emergency, I understand that a reasonable attempt will be made to contact me as the parent or guardian of the above named student. However, if the school is not able to contact me, permission is hereby granted to seek the emergency medical treatment necessary for the best interest of the above named student. Medical expenses are the parents/guardians financial responsibility. In case of an emergency or disaster, all students will be at the Lutheran Church Fellowship Hall. This form can be filled out for the entire family.
Fill in each section for students that will participate in any of the listed activities.

Signature of Parent or Guardian

Date

Phone number where parents/guardian may be reached:

Work: _____ Name of family physician: _____
Home: _____ Parent email address: _____
Cell: _____
Mailing & Physical Address _____

Two local emergency contact numbers if parents cannot be reached:

Name and Relationship: _____
Phone: _____
Name and Relationship: _____
Phone: _____

Student Name: _____

Health History	Yes	No
Asthma	___	___
Kidney injuries	___	___
While competing, do you wear Glasses or contacts	___	___
Heart condition or disease	___	___
*Allergy (medication/foods)	___	___

Please state: _____

The above student has my permission to participate in the following activities for the current school year:

- | | | |
|----------------|--------------------|--------------------|
| ___ Basketball | ___ Tennis | ___ 4-5 Basketball |
| ___ Football | ___ Track | ___ Wrestling |
| ___ Volleyball | ___ Speech & Drama | ___ 5-6 Basketball |

Student Name: _____

Health History	Yes	No
Asthma	___	___
Kidney injuries	___	___
While competing, do you wear Glasses or contacts	___	___
Heart condition or disease	___	___
*Allergy (medication/foods)	___	___

Please state: _____

The above student has my permission to participate in the following activities for the current school year:

- | | | |
|----------------|--------------------|--------------------|
| ___ Basketball | ___ Tennis | ___ 4-5 Basketball |
| ___ Football | ___ Track | ___ Wrestling |
| ___ Volleyball | ___ Speech & Drama | ___ 5-6 Basketball |

Student Name: _____

Health History	Yes	No
Asthma	___	___
Kidney injuries	___	___
While competing, do you wear		
Glasses or contacts	___	___
Heart condition or disease	___	___
*Allergy (medication/foods)	___	___

Please state: _____

The above student has my permission to participate in the following activities for the current school year:

___ Basketball	___ Tennis	___ 4-5 Basketball
___ Football	___ Track	___ Wrestling
___ Volleyball	___ Speech & Drama	___ 5-6 Basketball

Student Name: _____

Health History	Yes	No
Asthma	___	___
Kidney injuries	___	___
While competing, do you wear		
Glasses or contacts	___	___
Heart condition or disease	___	___
*Allergy (medication/foods)	___	___

Please state: _____

The above student has my permission to participate in the following activities for the current school year:

___ Basketball	___ Tennis	___ 4-5 Basketball
___ Football	___ Track	___ Wrestling
___ Volleyball	___ Speech & Drama	___ 5-6 Basketball

**CHESTER-JOPLIN-INVERNESS PUBLIC SCHOOLS
INTERNET ACCESS CONDUCT AGREEMENT
2018-2019**

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of District # 48-1J & 2J's policy regarding District-Provided Access to Electronic Information, Services, and Networks (Policy No. 3612). Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. This form can be filled out for the entire family. Have each child sign that they agree to the Internet Access Conduct Agreement.

User's Name (Print): _____

User's Signature: _____

Date: _____

Status: Student _____ **Patron** _____ **I am 18 or older** _____ **I am under 18** _____

User's Name (Print): _____

User's Signature: _____

Date: _____

Status: Student _____ **Patron** _____ **I am 18 or older** _____ **I am under 18** _____

User's Name (Print): _____

User's Signature: _____

Date: _____

Status: Student _____ **Patron** _____ **I am 18 or older** _____ **I am under 18** _____

User's Name (Print): _____

User's Signature: _____

Date: _____

Status: Student _____ **Patron** _____ **I am 18 or older** _____ **I am under 18** _____

User's Name (Print): _____

User's Signature: _____

Date: _____

Status: Student _____ **Patron** _____ **I am 18 or older** _____ **I am under 18** _____

User's Name (Print): _____

User's Signature: _____

Date: _____

Status: Student _____ Patron _____ I am 18 or older _____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student(s), I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services, and Networks for the student's access to the District's computer network and/or the Internet. I understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of or access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

Parent/Legal Guardian (Print): _____

Signature: _____ Date: _____

Home Phone: _____ Address: _____

DIRECTORY INFORMATION OPT OUT FORM
CHESTER-JOPLIN-INVERNESS SCHOOL DISTRICT 48-1J & 48-2J
2018-2019

If you do not want CJ Schools to disclose any type of information designated below as directory information from your child’s education records without your prior written consent, you must notify the School in writing by *October 1, 2018*. CJ Schools has designated the following information as directory information: (This form can be filled out for the entire family.)

- Student’s name
- Address
- Telephone listings
- Electronic mail address
- Photograph
- Date and Place of Birth
- Major Field of Study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

If you do not want directory information provided to the following, please check the appropriate box.

Armed Forces Recruiters _____ Institutions of Higher Education _____

Student Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Parent/Legal Guardian Name

Signature of Parent/Legal Guardian _____ **Date** _____

CJ's Open Campus Policy

1. Off-campus lunch is a privilege that applies to 7- 12 grade students only.
2. Off-campus lunch privileges are just that, a privilege, not a right. Administration can revoke the off-campus lunch privilege of any student that does not maintain good standing in the following areas:
 - A. Academic – A student must maintain academic eligibility to go off-campus for lunch. If a student fails a class they will not be allowed to go off-campus for lunch until they have re-gained their academic eligibility.
 - B. Attendance – A student must be in good standing with their attendance.
 - C. Discipline – A student must be in good standing with their behavior and discipline. A student who violates school rules may not be allowed off-campus lunch privileges at the discretion of the administration. (See office vs staff managed behavior guidelines under discipline pg. 25)
3. The campus will be closed by the administration during dangerous weather: ice, snow, thunderstorms, tornado warnings, etc.
4. The campus can be closed by the administration for safety and security reasons as necessary.
5. The student's parent has the right to call and remove their child's off-campus lunch privilege if they deem necessary. When a parent requests removal of their child's privilege, it will be for the remainder of the year and not reinstated.
6. The administration's decision regarding a student's off-campus lunch privileges are final and non-negotiable.
7. Students of legal driving age may drive home for lunch if they have parental/guardian approval and a legal driver's license. They may also drive their sibling(s) home during a shared lunch period. There will be no exceptions made to this part of the rule.

*Please complete the Off-Campus lunch request form on the next page.

CHESTER-JOPLIN-INVERNESS PUBLIC SCHOOLS

Off-Campus Lunch Request

2018-2019

This form must be completed and turned into the office before the student is allowed to leave campus for lunch.

Student's Name _____ Grade _____
Student's Name _____ Grade _____
Student's Name _____ Grade _____
Student's Name _____ Grade _____
Student's Name _____ Grade _____

Date _____

I, _____, certify that I am the parent/guardian of the above listed student. I am requesting that _____ be allowed to leave campus for lunch. I take full responsibility for my child and his/her safety. I understand and acknowledge that there are risks associated with my child leaving campus for lunch that may be unknown, unforeseeable, or unanticipated that may result in injury or death, but consent to my child leaving campus for lunch despite such risks. I have read and understand CJ's open campus policy on the reverse side of this form and understand that my child must meet and maintain all requirements to earn the privilege of going off-campus for lunch. I understand that if my child violates this agreement that he or she may lose their off-campus lunch privilege at the discretion of and for a time to be determined by the administration.

Student will walk _____ Student will drive _____

Student will drive home with sibling _____

Parent's Signature

Date