



# JOLIET ELEMENTARY SCHOOL

## 2020-2021 Handbook

### *MISSION STATEMENT*

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

### ***Welcome to Joliet Elementary***

The staff of Joliet Schools welcomes you as a member of its student body. This school belongs to you, to your parents/guardians, and to the community. The Joliet School has a reputation for a high level of academic and athletic achievement. We hope to continue this tradition and strive for excellence in all we do.

This handbook has been carefully prepared and presented so it will be of great value in helping you adjust to and become an integral part of Joliet Schools. Since it is difficult to address all issues that may arise during the year, we have limited the comments to the more common rules, expectations, and opportunities for our students. Students and parents/guardians are encouraged to discuss any questions or suggestions with the staff and administration.

The Joliet School is a school for all students. We have a high level of expectations for our academic and extra-curricular programs. We encourage you to take advantage of the academic and extra-curricular opportunities that are available. Get involved, have fun, and have a great year.

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

# J-Hawks S O A R

Safe and Welcoming

Organized

Accountable

Responsible & Respectful

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## AGE OF ADMITTANCE

### **Kinder 1**

Kinder 1 is open to all in-district students who will be 4 years of age by September 10. Parents may elect to enroll their 5 year old in Kinder 1 if they feel their child would benefit from an additional year of development before Kindergarten. Kinder 1 will run Monday through Friday from 8am to 2:30pm. Kinder 1 students may elect to ride the bus in the morning. Parents will be responsible for picking up their child at 2:30pm.

*\*\*\*Kinder 1 will utilize the District's full Kindergarten curriculum\*\*\**

### **Kindergarten**

*Kindergarten* is open to students who will be 5 years of age by September 10. *Kindergarten* runs Monday through Friday 8am to 3:30pm.

## ACADEMICS

### **Standards Based Reporting System**

4	Advanced Understanding of Grade Level Standards
3	Adequate Understanding of Grade Level Standards
2.5	Some success at "Adequate" Understanding
2	Partial Understanding of Grade Level Standards
1.5	Some success at "Partial Understanding" Near Proficient" criteria
1	Minimal Understanding of Grade Level Standards Novice
0.5	Some success at "Minimal Understanding" criteria
0	Insufficient Understanding of Grade Level Standards
ND	No Data

### **Incomplete Grades**

All incomplete grades must be made up within five (5) school days of when the grades are posted by the individual teachers at quarter/semester time. If incomplete grades are not made up within the time limit, grades will be posted with incomplete assignments receiving ND (No Data).

### **Report Cards**

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

### **Progress Reports**

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

### **School Day and Time Schedule**

The school day begins as soon as students arrive on the school grounds. Students are not to enter the building before 7:50 a.m. without permission. They are to report to their classroom before 8:15 a.m. There are various activities from 8:15 a.m. to 8:30 a.m. depending on the elementary age and discretion of the teacher, but the elementary day officially commences at 8:15 a.m. Students are considered tardy after this time.

### **Checking out of school**

Students may leave school premises after school has started if they are checked out through the District Secretary Office by a parent/guardian.

### **Tardy**

It is a reasonable expectation that each student arrive to school on time. Students who are tardy excessively from the instructional program will fall behind in academic achievement. A student who is tardy to school, not only places his/her own learning in jeopardy, but also interrupts the learning of other students. Students are considered tardy if they are not in their classroom by 8:15 a.m.

Rules and consequences for tardiness should attempt to mitigate educational disruptions as well as teach and encourage the value of being on time. For this reason, teachers are in the best position to regulate tardiness and have the authority to resolve their own problems.

In their classrooms, teachers and students will engage in a discussion about:

- o why it is important to be in class on time
- o why people are most often late
- o what kinds of disruptions latecomers cause
- o appropriate manner for students to enter the classroom without disturbing the learning environment

In situations where students are late, teachers may hold students after class to discuss the reason. Teachers and students will work towards a mutually agreeable plan to remedy the situation in the future.

**Attendance**

We appreciate your cooperation with your child’s attendance each day. Absences are hard on students. However if your child is going to be absent, please call the school first thing in the morning and report the absence. An absence is excused when a parent or guardian calls the elementary office (962-3541 ext. 207). A student is tardy if he/she is not present in the classroom at 8:15 AM. Letters will be sent home regarding student absences and tardiness as warranted.

**Absence Policy**

Students may have up to ten (10) absences (excused or unexcused) per semester. Absences are defined as:

**Excused Absences**

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

**Unexcused Absences**

- Being absent from a class or from school without permission or parental knowledge is an unexcused absence and considered truancy. (School Laws of Montana (§ 20-5-106).
- Truancy may result in outside agencies being contacted due to our necessary compliance with Compulsory Enrollment Statutes (§ 20-5-102). Please see discipline grid on p. 17.

**Exceptions to the absence rules**

- The following will not be included in a student’s ten day absence policy:
- Participation in co-curricular or extra-curricular activities
- Bereavement/funeral absences
- Major medical/other emergencies if approved by the principal

**Consequences of excessive absences (per class)**

8 <sup>th</sup> absences	A copy of the policy will be sent home for the parents to review.
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	Co/extra-curricular activities that take the student away from school may be limited by the administrator.
10 <sup>th</sup> absences	<p>Parents are notified.</p> <p>Co/extra-curricular activities that take the student away from school may be limited.</p> <p>Note: After 10 consecutive absences students are dropped from school roster unless administrative approval has been granted.</p>

**Return to School**

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

**Make-up Work in Advance**

- Students will ask each teacher for required assignments

**Personal planned absences:**

- Parents are encouraged to have their student complete a make-up in advance prior to departure

**Co/extra-curricular planned absences:**

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

**Confidentiality of Records**

The Family Educational Right and Privacy Act (FERPA) was enacted by Congress in 1974 to provide privacy protection for the student and his/her family. Joliet School District No.7 adheres to the procedures mandated by this Act, and will only release information under the following conditions:

- Through “Directory Information” such as name, address, and date of birth, which will be released under certain conditions.
- By judicial order or subpoena.



- When an emergency exists and the release of information is necessary to protect the health and safety of the student or other persons.

### **Library Guidelines**

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

### **Guidance Program**

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

### **Withdrawal from School**

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

### **Text Books**

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

### **Student Visitors**

Student visitors will be allowed for a one day visit only if the student's name and school they are attending is given to the elementary principal two (2) days in advance, and if the student is then approved by the principal.

## **EDUCATIONAL PROGRAMS**

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

### **IAT (Intervention Assistance Team)**

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

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

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

### **Title I**

The District provides Title I assistance in English and math to assist students in reaching higher levels of achievement, classroom instruction, and building leadership as determined by state and national standards. We commit ourselves to develop a comprehensive system of support to assure these outcomes. Students are selected through a referral process. Title services may be delivered in a pull-out or in-class model.

### **Special Education**

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

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

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

### **Gifted and Talented**

The Joliet School GATE program is designed to challenge students at their own level. The screening process involves collecting a variety of data that indicates exceptional achievement. This data includes MAPS achievement scores, CogAT (Cognitive Ability Test) scores, teacher referrals, and parent referrals. The data is then placed into a scoring matrix. Students who gain the necessary amount of points are then recommended for placement in GATE. The current scoring matrix was developed in 2017. The gifted and talented coordinator, the counselor, and administration will evaluate the test scores and talents of the nominated students and will determine intellectually-appropriate, differentiated instruction through individual student projects, and supplementary activities in the classroom.

Gifted and Talented is open to students in Grades 3 through 6.

### **Education of Homeless Children**

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

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

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

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

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

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

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

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

Cross Reference: 1700 Uniform Complaint Procedure

Legal Reference: 42 U.S.C. § 11301 *et seq* 11431, et seq.  
McKinney Homeless Assistance Act  
§ 20-5-101, MCA Admittance of child to school

## **BEHAVIOR EXPECTATIONS AND POLICIES**

### **State Law**

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

A pupil shall:

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

### **Student Responsibility**

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

### **Parent/Guardian Responsibility**

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

### **School Responsibility**

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

## **DISCIPLINE**

### **Forms of Discipline**

#### **Detention**

- Students with undesirable patterns of tardiness, or other disciplinary problems may be assigned detention by the administration or by any member of the faculty. Each detention will be a minimum of fifteen minutes, and can be set before school, at the noon hour, or after school. The procedure will be as follows:
  - The teacher will inform student and notify parents.
  - The detention will be recorded in *Infinite Campus*, and parents will receive electronic notification.
  - The teacher issuing a detention will assign a specific time and place, but a one (1) day notice will be given before the detention is to be served.
  - No student will be excused from detention to participate in any school practice or activity or ride the bus.
  - If a student fails to show up for the assigned detention, the detention time will be doubled and re-assigned.
  - If the student fails to show up for the second time, a further consequence will be assigned by the principal at this time.

#### **Suspension**

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

#### **In School-Suspension:**

- In school-suspension is used for more serious offenses, cheating, and/or an excessive amount of detentions.

- o In school-suspensions will be assigned in designated elementary school or office locations.
- o The teachers will provide the student with assignments that will be missed. Credit will be given for completed assignments.

**Out-Of-School Suspension, with credit:**

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

**Out-Of-School Suspension, without credit:**

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

**Expulsion:**

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

**DISCIPLINE PROCEDURE**

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

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

Joliet Elementary School has discipline guidelines with five (5) levels.

1. **Level I** – are minor infractions that affect the daily educational processes. Level I infractions alone cannot be grounds for expulsion. Individual teachers will determine some of the rules and guidelines for conduct in their own classroom. These rules will be explained to students during their first day. The teacher will also explain the consequence if the rules are violated.
2. **Level II** – are deemed more serious in nature resulting in increasing disruption to the educational processes. Level II infractions alone or in combination with Level I cannot be grounds for expulsion, but may be subject to long-term suspension.

*Level I and Level II seek to create a situation where the student, especially one with a chronic behavior problem, can be isolated from the rest of the students, counseled, and given an opportunity to consider his/her behavior and how he/she can change that behavior.*

3. **Level III** – are those offenses that are more aggressive or threatening in nature and cause concern for the safety of self, students, and staff. After a hearing with the principal, consequences could be out-of-school suspension up to 5 days. **When the student finishes an out-of-school suspension of three days or longer**, his/her parents/guardians will be asked to bring the student back to school for a conference with the administrator and teacher in charge of the disciplinary action. The goal of this meeting is to provide the student and his/her parents/guardians with an opportunity to jointly develop a course of action to improve the student's behavior and educational experiences. A fourth infraction at Level III will result in long-term suspension and may result in a recommendation for expulsion to the school board.
4. **Level IV** – are those offenses that are malicious and defiant in nature where there is an immediate concern for the safety or welfare of self, students, staff, and property. Level IV offenses will result in out-of-school suspension no less than 5 days. **When the student finishes his/her out-of-school suspension, his/her parents/guardians will be asked to bring the student back to school for a conference with the administrator and teacher in charge of the disciplinary action.** The goal of this meeting is to provide the student and his/her parents/guardians with an explanation of the seriousness of the offense and an understanding that a second Level IV offense will result in long-term suspension and may result in a recommendation for expulsion to the school board.
5. **Level V** – are extreme and unacceptable offenses resulting in immediate suspension until an expulsion hearing before the school board. "Expulsion" is the exclusion of a student from school by action of the Board of Trustees for not less than the rest of the semester for which the student is presently enrolled and for not more than one complete academic

year after that semester. If a student is expelled during a semester, the student will not receive credit for that semester.

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

**The following discipline grid outlines specific behaviors and recommended consequences:**

**DISCIPLINE GRID**  
*Occurrences and Discipline*

<b>Level I Offense-# occurrences</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Persistent lack of effort, preparation, participation*	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	2 days ISS or OSS
Classroom disruption	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	1 day ISS or OSS
Inappropriate behavior	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	1 day ISS or OSS
Inappropriate dress	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	1 day ISS or OSS
Parking lot violations	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	1 day ISS or OSS
Rude, inappropriate language	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	1 day ISS or OSS
Inappropriate materials	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	1 day ISS or OSS
Cut class/left school without permission	½ hr. detention	1 hour detention	1 day ISS or OSS	1 day ISS or OSS	1 day ISS or OSS
*Teachers will assign detention for the amount of time necessary for the student to complete work or missing assignments.					
<b>Level II Offense-# occurrences</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
Truancy	1 day ISS	1-2 days ISS or OSS	2 days ISS or OSS	3 days OSS	
Disruption at an assembly	1 day ISS or OSS	1-2 days ISS or OSS	1-2 days ISS or OSS	3 days OSS	
Disrespect of staff/environment	1 day ISS or OSS	1-2 days ISS or OSS	1-2 days ISS or OSS	3 days OSS	
Damage to school property or on school grounds/restitution required	1 day ISS or OSS	1-2 days ISS or OSS	1-2 days ISS or OSS	3 days OSS	



Inappropriate Use of Technology	1 day ISS or OSS	1-2 days ISS or OSS	1-2 days ISS or OSS	3 days OSS
Failure to serve detention	1 day ISS or OSS	1-2 days ISS or OSS	1-2 days ISS or OSS	3 days OSS
Verbal or physical peer to peer conflict	1 day ISS or OSS	1-2 days ISS or OSS	1-2 days ISS or OSS	3 days OSS
<b>Level III Offense-# occurrences</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Fighting	1 day ISS or OSS	3 days OSS	5 days OSS	Long term OSS w/recommended expulsion
Fire play/endangerment	1 day OSS	3 days OSS	5 days OSS	Long term OSS w/recommended expulsion
Harassment/Intimidation (may vary depending of severity)	1 day ISS or OSS	2 days OSS	3 days OSS	Long term OSS w/recommended expulsion
Tobacco/possession or use (in addition to training rules enforcement)(Police contacted)	1 day OSS	2 days OSS	3 days OSS	Long term OSS w/recommended expulsion
Flagrant, vulgar, deliberate misbehavior	1 day ISS or OSS	2 days OSS	3 days OSS	Long term OSS w/recommended expulsion
Gross disrespect of faculty/staff	1 day ISS or OSS	2 days OSS	3 days OSS	Long term OSS w/recommended expulsion
Verbal assault/insubordination/outburst w/profanity	1 day ISS or OSS	2 days OSS	3 days OSS	Long term OSS w/recommended expulsion
<b>Level IV Offense-# occurrences</b>			<b>1</b>	<b>2</b>
Open and persistent defiance/profane insubordination			5 days OSS	Long-term OSS w/recommended expulsion
Indecent Exposure			5 days OSS	Long-term OSS w/recommended expulsion
Felony Theft/vandalism <\$300/restitution required			5 days OSS	Long-term OSS w/recommended expulsion
Threatening behavior (Written, verbal, or physical) (May be covered under harassment policy)			5 days OSS	Long-term OSS w/recommended expulsion
Use or possession of alcohol during school or activities (in addition to training rules enforcement)(Police contacted & required counseling)			5 days OSS	Long-term OSS w/recommended expulsion
Possession of any illicit or illegal drugs, or possession of drug paraphernalia (In addition to training rules enforcement)(Police contacted & required counseling)			5 days OSS	Long-term OSS w/recommended expulsion
<b>Level V Offense-# occurrences</b>				<b>1</b>
Possession or use of firearms, dangerous weapons, or explosives				Recommended expulsion
Possession or use or prosecutable amounts of illicit or illegal drugs				Recommended expulsion
Physical assault with intent to seriously harm				Recommended expulsion

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

## **CLASSROOM/SCHOOL DISCIPLINE LEVELS**

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

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

The following are examples of behaviors that are of sufficient seriousness to warrant in-school or out-of-school suspension:

### **Vandalism**

Students who destroy or vandalize school, a staff member's property, or another student's property will be required to pay for losses or damages.

If a student willfully destroys said property, suspension and subsequent expulsion may be necessary. M.C.A. 40-6-237 will be followed as a result of willful destruction of property.

If a student should happen to damage something by accident, it should be reported to a teacher or the office immediately.

### **Defiance of Authority/Insubordination**

Open defiance to school personnel includes using obscene gestures and/or language, refusing to follow the directive of a staff member, or insulting a staff member or his/her class.

The refusal to follow a reasonable directive of a teacher or administrator will be considered insubordination and may result in immediate disciplinary action. This behavior will be dealt with immediately and with severe consequences when a student defies the teacher, staff member, or administrator. The directive of a teacher or administrator shall be presumed reasonable and therefore, the burden of proving the directive unreasonable will be upon the student.

### **Physical Aggression/Fighting**

When a punch or kick is thrown with the intent to do harm or a student is involved in physical or verbal intimidation and/or posturing, immediate disciplinary action will be taken against the individual who participated or encouraged the fight.

The student, parent/guardian and administrator will meet to determine disciplinary action to be taken against individuals who participate in a fight or encourage it in any way.

A student, who assaults or batters another student or staff member while under the supervision of the school, may be recommended for expulsion and may face criminal prosecution.

### **Abuse of Teachers or Staff**

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

### **Use of Profanity**

Use of profanity includes obscene gestures. Students will receive consequences varying from detention to suspension, depending on the severity of the offense.

### **Hazing or Harassment**

Hazing and harassment includes sexual harassment, intimidation and initiation activities.

### **Theft**

If an incident of theft occurs and the item(s) value is under \$10.00, the student must replace the item or pay the valued amount, make restitution with a written and verbal apology, and serve 2 (two) hours of school service.

If the stolen item(s) are valued over \$10.00, the consequences will be at the discretion of the administration.

### **Violation of School Safety**

Any action that endangers students or staff safety will result in discipline to include out-of-school suspension as determined by the principal.

### **Cell Phones, Cameras, Etc.**

In order to maintain an educational environment free from distractions, students cannot use cell phones, MP3 players, iPods, headphones, pagers, or other electronic devices in the school building from 8:15 to 3:35.

Electronic devices are to be turned off during the school day. If a student is observed using any of these items while in school the item will be confiscated until picked up by a parent. The only exception is when a teacher is using the devices in a lesson or for academics.

Cell phones, MP3 players, iPods, headphones, pagers, or other electronic devices are to be turned off during the school day from 8:15 a.m. until 3:35 p.m.

### **Cheating, Plagiarism, and Dishonest Behavior**

Whenever a student is suspected of cheating or plagiarism, the teacher shall collect the student's paper and have the student meet with the teacher after class to further investigate the matter. If after the investigation the teacher still feels the student was cheating, the teacher will mark a zero for the work.

- The student will notify the parent/guardian by phone.

- The principal will issue a one day out of school suspension with credit (or a similar consequence.)
- Parents/guardian will be informed that a second offense of plagiarism or cheating will result in a three day out-of-school suspension without credit assigned by the principal.
- Should any further incidences of this type occur within the school year, the student will be suspended and be required to appear before the Board of Trustees.
- Students who allow others to copy their work are part of this dishonest behavior.

**Possession of tobacco, alcohol, illegal drugs, guns, knives, or other weapons**

The possession, selling or use of illegal drugs, any tobacco substance, guns, knives, or alcohol shall be strictly prohibited. Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, tobacco, or alcohol in or on school property, including buses, or at school sponsored activities shall be subject to one of the following:

Students who are found to be under the influence of, or in possession of, alcohol or other habit forming chemical dependent drugs will be recommended to see a chemical dependency counselor. Parents/guardians and law enforcement will be notified.

Five (5) day suspension from school and a conference with parents/guardians, student and administration. An agreement of the consequences will be determined when parents are notified. Possible referral to Board for permanent expulsion. For violation of any or all parts of this policy a student may expect to have his/her case turned over to the proper authorities and to be suspended and/or expelled from school. Past student action and records may be brought into the case.

**Gun-Free Schools**

The Board will expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm, for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case-by-case basis. The building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school. *For purposes of this section a “firearm” means any device as defined in 18 U.S.C. 921.*

“Firearm” also includes any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including but not limited to air guns, pellet guns, BB guns, fake (facsimile) weapons, all knives, blades, clubs, metal knuckles, nunchucks, explosives, fireworks, mace or other propellants; stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

In the event that a student brings a pocket knife to school in error, it needs to be turned in to the administrator to be picked up by the parent. In addition, this policy shall apply to any object

brought to school with the expressed purpose of being used to threaten or cause bodily injury. If a student violating this policy is identified as a child with disabilities either under the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days. Any student subject to expulsion shall be entitled to a hearing before the board of trustees in accordance with Section 20-5-202, MCA. Nothing in this policy shall prevent the Board of Trustees from making an alternative placement for a student in lieu of expulsion provided that such placement removes the student from the regular school program. The district shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to local law enforcement authorities and other governmental agencies as required by law. This policy does not apply to law enforcement personnel.

## **STUDENT RESPONSIBILITIES**

### **Public Display of Affection (PDA)**

The inappropriate public display of affection can be embarrassing to adults as well as students. PDA shall not take place on Joliet School campus.

### **Dress Code**

- Students must come to school clean, neat, and suitably dressed. Students shall be permitted to dress and appear in a fashion that is acceptable and which does not interfere with the student's health and welfare or that of other students and which does not cause disruption or interfere with the educational environment or the educational process.
- Students are not to wear clothing that may:
  - create material or substantial disruption of the educational process
  - be destructive to persons or property
  - represent or encourage gang activity
  - advertise alcoholic beverages or tobacco products
  - contain sexual connotations
  - exhibit offensive or suggestive language or graphics
  - be considered offensively revealing or distasteful
- Headgear in the school building is prohibited. (Caps, head covers, bandanas, sunglasses, etc.) Headbands may be worn in school as long as they are no wider than three inches. If a staff/faculty member is suspicious of a student wearing a headband in affiliation with a gang then the student can be directed to remove it immediately. If this provision is abused, the provision will be removed from the handbook.
- Undergarments and shoes are required. However, undergarments should be fully covered including bra straps and waistbands and tops of "boxers." At no time should undergarments be showing through holes or tears in jeans/shirts or below the length of a skirt/shoes, etc.

- Bare midriff, see-through and backless garments are not appropriate nor are tops tied together by strings across the back or around the neck such as the bandana or halter tied tops.
- “Muscle Shirts” (for either boys or girls), tube tops, tops with straps that do not cover the bra strap are not appropriate.
- Tank tops are acceptable if the depth of the armhole does not reveal undergarments or allow the chest and back to be visible through the armhole, and shoulders are covered.
- Shorts/skirts should not be shorter than three inches above the knee.
- The administration reserves the right to define what is excessive or disruptive to the educational environment and to require the student to change clothes or face disciplinary action.
- Sports uniforms are not school dress; therefore are not dictated by the dress code.

### **Gum Chewing**

- Elementary school students are allowed to chew gum in the classroom at the discretion of the teacher.

### **Telephones and Copier**

- Students may use the school phone in the District Secretary’s Office, the Administrative Assistant’s office, or the teacher lounge with the permission of a staff member.

### **Use of the Buildings**

- Students are allowed into the school building only after 7:50 a.m.
- Students are not allowed in the building after 4:00 unless supervised by school personnel. This is for the safety of students and property as the teachers’ day ends at 4:00 and there is no set or required supervisory personnel.
- The outside doors of the building will be locked at 4:30 p.m. every school day unless the office gives notice to the contrary.
- Students in the building must be supervised by a teacher or designated advisor.
- Students are not to be in the gymnasium or weight room without an approved adult supervisor or coach.
- Any activities planned for after school must be approved by the principal.

### **Backpacks**

Students must make arrangements with their teacher for the appropriate storage of larger bags and backpacks.

### **Lost and Found**

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

### **Medication**

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

### **Respect for Property**

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

## **SCHOOL RESPONSIBILITY**

### **Out of District Attendance**

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

### **Retention Policy**

Young children often repeat a grade because teachers and parents feel they have not acquired the appropriate academic or social skills to advance to the next grade level. By spending an extra year at the earlier level, children will be able to gain the skills needed for success in the next grade.

Documented exceptions to these procedures may be made in special situations (e.g., special education students) with the approval of the building principal and superintendent.

- If the student is failing to make normal progress, the parents must be notified of concerns early, so that the school and home may cooperate in helping him/her achieve greater success.
- Most retentions should be at the primary level. However, older students may be considered if it is strongly felt retention will help the student.
- No student shall be retained more than one year.
- The teacher is to discuss possible retention with the school principal prior to discussion with the parent.
- A student retention worksheet and signed parent letter must be on file at the school for each student retained.

- Parent notification of the recommendation to retain or promote is to be given as early as possible in the school year, but no later than 10 school days following the end of the third quarter. Notification of retention is to include a note on the report card for the fourth quarter.

### **Video Surveillance**

The Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

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

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

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

### **Canine Searches**

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

### **Search and Seizure**

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

### **Due Process**

Each student is afforded the right to due process, including:

1. The right to be informed regarding his/her right to counsel and the privilege against self-incrimination.
2. The right to have someone represent his/her interest in the early stages of investigation.
3. The right to written charges, a fair hearing, and a record of the proceedings.
4. The right to appeal.



(This is for more serious offenses, not the day to day discipline for inappropriate student behavior.)

### **Fire and Emergency Procedure Drills**

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

### **Cafeteria and Lunch Program**

- A hot lunch program is provided in the school cafeteria for a cost of \$2.00 for students in grades K-5. The price for elementary breakfast will be \$1.25.
- Each student is issued an Accu-scan number at the beginning of the school year.
- Lunch credit can be purchased for the Accu-scan system in the District Secretary office and online at the school website [www.jolietsschools.org](http://www.jolietsschools.org).
- There is a charge limit of \$10.00. Once the charge limit is reached, the student will not be allowed to use his/her number until the charge is paid.
- Extra milk is available for a cost of \$.50 per carton.
- Student behavior in the cafeteria is based on courtesy and cleanliness.
- Students are expected to clean their area when they are finished.
- No food is to be taken from the cafeteria.

### **School Insurance**

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

## **TITLE IX**

### **Bullying/Harassment/Hazing/Sexual Harassment/Intimidation Policy**

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

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any school-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or

permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate. "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

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

### **Retaliation and Reprisal**

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

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

The District prohibits retaliation against any student because he or she has made a report of alleged sexual harassment, or a student who testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

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

### **Reporting Harassment or Intimidation**

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

- Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. It should not be assumed that the problem will go away.
- The counselor, principal, or Title IX coordinator should be notified right away. Early reporting assists in any investigation.

- A copy of the districts sexual harassment policy should be requested.
- Notes should be kept. A record of dates, times, places, witnesses and descriptions of each incident is helpful during the investigation.
- In cases of any degree of sexual assault or serious physical assault, law enforcement or social services will be contacted. At this time, the investigation will be done by these experts.

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

### **Confidentiality**

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

### **Consequences**

- Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Individuals may be referred to social services or to law enforcement officials.
- Any step of discipline may be superseded, depending on the severity of the violation.
- The following disciplinary steps will be followed:

**Step #1**      The individual will be made aware of the violation and will have the district policy verbally explained by the Title IX coordinator. Parents/guardians will be contacted by a phone call and certified letter. The student(s) will write a paper explaining why they committed the violation and why it is wrong. The student will serve a minimum of two (2) hours school service and one day out of school suspension.

**Step #2**      School officials will notify parents by phone and meet with the parents/guardian to discuss the violation and corrective measures to cease further violations. A formal letter/documentation will be signed by parent and administration at the meeting. The student will serve a minimum of six (6) hours school service and two days out of school suspension.

**Step #3**      The individual will be suspended from Joliet Schools for a period of three (3) scheduled school days.

**Step #4** The individual will be suspended from Joliet Schools until a formal meeting of the School Board can take place. The recommendation of school officials may be permanent expulsion from Joliet Schools.

### **Title IX Grievance Procedure**

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

### **Levels of the Grievance Process**

#### *Level 1: Informal*

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

- a) The appropriate teacher, counselor, or instructor

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

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

- b) The building principal.

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

school).

*Level 2: Building Principal*

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

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

*Level 3: Superintendent*

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

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

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

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

The Board of Trustees will either affirm the Superintendent's decision to dismiss or reverse the Superintendent's decision to dismiss and remand the complaint for further action by the

Superintendent. The Board officers' decision concerning the Superintendent's dismissal of the complaint is final.

*Level 4: Complaints against Superintendent or Clerk.*

If a complaint is submitted alleging a violation of District policy by the Superintendent or the Clerk, the Board holds jurisdiction over the complaint as the supervisor of the Superintendent and the Clerk. The Board will respond to the complaint. In doing so, the Board may refer the matter to a panel of not less than three Trustees to review the complaint and make a recommendation to the Board.

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

**Sexual Harassment or Title IX Violation**

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

**TRANSPORTATION**

**Bus Transportation Expectations**

The Joliet School District operates and maintains a safe, economical, and efficient system of transportation of students to and from school and other activities, which will enrich and extend

the educational objectives of the school. It is understood that all students will behave appropriately and safely while riding on a school bus. By following these simple rules, our drivers will not be prevented from providing safe student transportation. Riding the bus is a privilege, not a right.

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

### **Consequences**

**1<sup>st</sup> offense:** Conference between student, parents, and building principal.

**2<sup>nd</sup> offense:** Five (5) school days suspension of bus privileges.

**3<sup>rd</sup> offense:** Ten (10) school days suspension of bus privileges.

**4<sup>th</sup> offense:** **Suspension of transportation privileges for the remainder of the year.**

**For each offense, the driver will:**

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

### **Parents and Riders**

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

## **CO/EXTRA-CURRICULAR ACTIVITIES**

### **Attendance at Events Outside of School**

- Students are expected to act in a manner to represent the school in a positive way when attending school events away from Joliet Elementary School.
- Any activity not expressly approved and scheduled by school authorities cannot use the name of the school, class, or organization.

- All excursions outside the school where students will be representing or be associated with the school shall follow these guidelines:
  - Must offer educational value.
  - Must have administrative approval, and in cases of extended time, approval of the Board of Trustees.
  - Parents of students involved must provide written permission.
  - The management of the facility involved must be aware of details of the activity.
- Students must travel in:
  - School buses or vans.
  - Faculty cars driven by a faculty member.
  - Parent/guardians' cars driven by parent/guardian.
- Failure to follow policies covering attendance shall carry a non-participation penalty in that particular event, with possible suspension or expulsion for irresponsible behavior.
- Team members are expected to use school transportation and ride with the team/group to and from the event.
- Students may be released to their parent/guardian in order to ride home with them after an event.
- The parent/guardian must contact the coach after the event and sign the release sheet.
- If the parent wishes their son/daughter to be released to a person other than the parent/guardian, **prior** arrangements must be made with the administration.

### **Joliet Schools Athletic/Activities Code**

- It is the belief of the administration and staff that participation in athletics is a privilege, which is earned by attaining good grades and setting good examples in behavior and attitude. The ultimate success of the athletic/activity programs is dependent on a cooperative effort between the parent and the school. It is in the student's best interest and to that of their fellow team members if they discipline themselves to accept a few simple guidelines. These guidelines have demonstrated their value in assisting athletes who strive for championship performance.
  - Eligibility will be figured on a weekly basis, from Monday to Monday.
  - Students will receive eligibility requirements from classroom teachers.
  - Athletes/participants are expected to exemplify the highest standards of conduct and sportsmanship at all times.
  - Athletes/participants are expected to wear appropriate clothing while in school and while attending school activities.
  - Athletes/participants will not be able to practice or draw equipment until:
    - Handbook Release/Receipt form has been returned
    - Physical examination completed and returned
    - Student information sheet is completed and returned
    - Activity Fee is purchased through the school office.
  - Each athlete is responsible for the school equipment issued to their care. Lost/damaged equipment must be paid for by the athlete.



- o All Athletes/participants are required to travel to and from out-of-town games with the team. When travel with parents/guardians is requested, contact must be made with the coach, athletic director, principal, or superintendent in order of availability.
- o If an athlete/participant must be late or absent from practice, game or activity the coach/advisor must be informed before, not after the fact. Failure to notify the coach/advisor will result in an unexcused absence. Two unexcused absences may result in being released from the sport/activity for the rest of the season.
- o Athletes/participants are expected to be in school the full day of a game, activity or practice. If a game, activity or practice is scheduled for a Saturday, athletes/participants must be in school the full day prior. Athletes/participants that are not in school the full day of a game/activity or practice will not be allowed to participate. The only exceptions are medical appointments or prior permission from the principal.
- o Report any and all injuries to the coach/advisor immediately.
- o The coach/advisor has the final authority to supplement any rules as needed. These rules need to have the support and approval of the principal.

### **Training Rules**

- No consumption (or association) with intoxicating beverages.
- No use, possession or association with illegal drugs.
- No smoking, chewing tobacco or carrying or association with any such substance.
- Adhere to curfews specified by coaches.
- Demonstrate proper sportsmanship and conduct at all times.

### **Consequences:**

- 1<sup>st</sup> offense - Breaking training rules will result in a suspension from all competition for two weeks with a minimum of two contests. During the suspension, the athlete must continue to practice with the team and sit with the team at all home games dressed in street clothes. The athlete will not travel with the team to away games. If the suspension occurs with less than two weeks remaining in the season, the balance of the suspension will be served beginning when the athlete reports for the next sport. The athlete must complete the season for the suspension to be considered complete. For alcohol, tobacco, or drug related infractions, the athlete will be required to participate in a chemical dependency program.
- 2<sup>nd</sup> offense - Breaking training rules for the second time will result in suspension from all competition for a period of one (1) calendar year, beginning on the day the report of the second offense is presented to the athletic director. If an athlete is suspended for the second time for alcohol, tobacco, or drug related infractions, he/she will forfeit the right to any athletic award.

### Procedure for Reporting Violations

- When a written report is received by a school official or coach concerning breaking of training rules, the athletic director and middle school principal must be notified immediately.
- The athletic director will notify all parties concerned and call a meeting to take appropriate action.
- For offenses requiring suspension, the athlete shall immediately be suspended upon notification of the offense to the athletic director.
- An emergency session of the athletic committee may be called to dispose of certain cases requiring immediate suspension of an athlete.

### Activity Fee

- Activity Fee may be purchased at the high school office.
- This fee entitles the purchaser to enter all home games at no cost.
- Students must purchase an activity fee in order to participate in any extra-curricular activity. Cost of activity fee are as follows:

▪ Students	\$40
▪ Senior Citizens (60+ years)	\$30
▪ Adults	\$60
▪ Family Pass (immediate family only)	\$160

### Gate Prices

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

## **JPS INTERNET / ELECTRONIC NETWORKS POLICY**

### **STUDENTS**

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

### Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and

inappropriate use will result in cancellation of those privileges. The system administrator (and/or building principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.

3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another, without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
  
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
  - a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.

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

manager of the Website displaying the material may not be considered a source of permission.

- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and the student.

**Internet Safety**

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

Legal Reference: Children’s Internet Protection Act, P.L. 106-554  
Broadband Data Services Improvement Act/Protecting Children in  
the 21<sup>st</sup> Century Act of 2008 (P.L. 110-385)  
20 U.S.C. § 6801, et seq. Language instruction for limited English  
proficient and immigrant students  
47 U.S.C. § 254(h) and (l) Universal service

**Procedure History:**

Promulgated on: 06/20/13



HEARING CONSERVATION PROGRAM

**Parent Consent Form / Hearing Screening Results**

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

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

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

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

Your child is not in one of the test grades or on the Annual Recheck list and they have been referred for a hearing screening, which cannot be done without your written consent. Your signature gives consent for your child, \_\_\_\_\_, to have their hearing screened during the **2020-2021** school year.

\_\_\_\_\_  
Signature of child’s parent/guardian

\_\_\_\_\_  
Date

# **Joliet Elementary School Handbook Signature Sheet (REQUIRED)**

## **2020-2021**

### *Receipt and Review of Student Handbook*

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

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

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

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name Printed \_\_\_\_\_