

# LEWISTOWN SCHOOLS

## HELPFUL HINTS FOR PARENTS

### Contact Information

Please keep addresses, phone numbers, email addresses and emergency contact information current at the office or on the portal. It is important that we are able to reach you or a designee in each case of illness or emergency.

### Absences – Planned & Unplanned

It is very important that you **call the school when your child will be absent**. **Please call by 9:00AM**. If your child is going to be absent for more than one day, please let us know so we can avoid making daily calls. If we have not received a call from you in the morning, we will contact you concerning your child's absence.

During the school day, **students are not allowed to leave the school grounds until a parent has checked them out at the school office**. If someone other than those that you have listed as a contact person will pick up your child, please call the office beforehand.

Bus students need a note from a parent if they are to ride a different bus. This note must be signed by the office.

### Meals

**Parents may join their child for lunch. If you plan to do so, please call the school by 9AM to let the secretary know you plan to eat lunch.** Students are issued their own food service identification number. You may pay for lunches online through the parent portal. Lunch prices are as follows:

Adult Breakfast.....	\$2.00	Adult Lunch.....	\$4.00
JH/FHS Breakfast.....	\$1.80	JH/FHS Lunch.....	\$3.25
Elementary Breakfast.....	\$1.65	Elementary Lunch.....	\$3.00

### Medical/Health

If a student is to receive any prescription medicine while at school, a signed order from the doctor, including parent signature, is needed. The medicine needs to be brought in its original container and stored in the office. Over the counter medicine (including cough drops) requires a signed parent permission slip and will also be stored in the office.

We will follow Montana's immunization laws. If you need any information, please contact the school.

Student accident insurance envelopes are available at the office. If you want to insure your child, please enclose the premium money in the sealed envelope and return it to school. If you have a claim, you must contact the school to obtain a claim form.

### Lost and Found

We encourage parents to check our "Lost and Found" frequently, especially when something is missing. Please label coats, boots, hats, etc. to help us return items when lost.

### Student Handbook

Every school has a student handbook (found in the digital backpack on each schools web page), which each student is required to read. Please pay special attention to the **Dress Code**. Clothing and/or accessories judged to be disruptive to the education process or a safety issue will be dealt with in the office. This may include but is not limited to attire that is too short, too tight, or too bare, has inappropriate language/logos, hats, etc.

**Please see handbook for complete details on all expectations for student behavior at school.**

TIME	GARFIELD	
	Kindergarten	1 <sup>st</sup> Grade
8:20	First Bell	First Bell
8:25	AM Tardy Bell	AM Tardy Bell
11:20-11:40	Lunch	
11:45-12:05		Lunch
3:00	Class Dismissal	Class Dismissal

TIME	HIGHLAND PARK		
	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade
7:45	Doors Open – Breakfast available		
8:20	First Bell Rings		
8:25	AM Tardy Bell		
11:45-11:55		Lunch	
11:55-12:05			Lunch
12:20-12:45	Lunch		
3:00	Class Dismissal	SAB/Clean up	SAB/Clean up
3:10		Class Dismissal	Class Dismissal

TIME	LEWIS & CLARK	
8:12	First Bell	All Students
8:20	Tardy Bell	All Students
11:30 – 12:10	Lunch Dismissal	5 <sup>th</sup> Grade
11:50 – 12:30	Lunch Dismissal	6 <sup>th</sup> Grade
3:20	Dismissal	All Students

TIME	JUNIOR HIGH SCHOOL	
8:10	First Bell	All Students
8:13	Tardy Bell	All Students
11:55 – 12:25	Lunch Dismissal	8 <sup>th</sup> Grade
12:15 – 12:45	Lunch Dismissal	7 <sup>th</sup> Grade
3:20	Dismissal	All Students

TIME	FERGUS HIGH SCHOOL	
8:05	First Bell	All Students
8:10	Tardy Bell	All Students
12:04 – 12:44	Lunch	All Students
12:48	Tardy Bell	All Students
3:20	Dismissal	All Students