

AGENDA for the REGULAR MEETING
OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1

*** 6:30 p.m. *Tuesday, November 17, 2015* * Jefferson High School Library**

(Board packet available upon request at the Central Office.)

This agenda is subject to changes until the Friday preceding the meeting. Please check the school website at www.jhs.k12.mt.us for the most current agenda and the packet of associated materials for the meeting.

A. Call to order-Chairperson

1. Pledge of Allegiance

B. Announcements and Public Comment. *Please see information printed on the back of the agenda and in the brochure at the entrance to the meeting about speaking to the board during this time.*

C. Student Report

D. Staff Report

E. Committee Reports - brief review

F. Administration Reports – *The board briefly reviews the written reports provided in board packet. Some specific, anticipated items are listed below. Board action is not taken on items in a report unless the item is listed as an action item in the new or unfinished business sections of the agenda.*

1. Clerk/Business Manager
2. Principal/A.D.
3. Superintendent

G. Unfinished Business- Action is always possible for Unfinished Business items.

H. New Business – Action is always possible for New Business items.

1. Personnel – Action
 - a. Substitute applications – Beth Schmidt, Curt Phelps, Loren Nelson, Lori Giulio
 - b. Coaching positions – Asst. Wrestling, Asst. Boys' Basketball
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. Fund Balance Classifications – adjustment suggested by Auditor
4. Uniform rotation
5. Technology review
6. Transportation for routes and scheduling transportation for extra-curricular activities
7. First Reading of Policies

3300	Suspension and Expulsion	2410P	High School Grad Requirements
5222	Evaluation of Non-Admin Staff	3210	Equal Ed, Nondiscm, Sex Equity
6110	Superintendent	3231	Searches and Seizure
6140	Duties and Quals of Admin Staff	3600p	Student Records
6210	Principals	5336	Comp time
6310	Internships	3210	Equal Ed, Nondiscm, Sex Equity
3231P	Searches and Seizure	3612	Internet use
3300P	Suspension and Expulsion	3612P	Internet use
3600P	Student Records	3612F	Internet use
1310	Dist Pol and Proc		

8. Second Reading of Policies

1105	Membership	2110	Objectives
1110	Taking Office	2120	Curriculum and Assessment
1111	Elections	2158	Family Engagement
1112	Resignation	3110	Entrance, Placement and Transfer
1113	Vacancies	3130	Students of Legal Age
1120	Annual Organization Meeting	3226	Bullying/Harassment
1130	Committees	3310	Student Discipline
1135	School Board Advocacy	3410	Student Health
1135P	School Board Advocacy	3121P	Enrollment and Attendance
1210	Quals, Terms and Duties of Officers	3226	Bullying Harassment
1230	Clerk	3310	Student Discipline
1240	Duties of Indiv Trustees	3413	Student Immunization
1310	Dist Pol and Proc	3431	Emergency Treatment
1310P	Procedure	3510	School-Sponsored Activities
1312	Administrative Proc	4332	Conduct on School Property
1312P	Procedure	5210	Assignments, Reassignments
1400	Board meetings	6310	Internships
1635	Internships	7525	Lease-Purchase Agreement
2100	Professional Development	8301	District Safety

9. Overview of Administrative staff evaluation process

10. JHS Kitchen Equipment status and use

I. Communication and Comments

1. Letters to the Board

J. Commendations and Recognition

K. Consent Agenda

1. Approval of Previous Minutes and High School Claims and Accounts – action

L. Follow-up/Adjournment – upcoming three months

1. Chair/Superintendent article for paper

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: 6:30 P.M.

BOARD CHAIR-APPROVED AGENDA ITEMS ARE DUE IN THE DISTRICT OFFICE BY THE LAST FRIDAY OF THE MONTH PRIOR TO THE BOARD MEETING.

All board meetings are generally held in the Jefferson High School Library, on the third Tuesday of each month at 6:30 p.m. (Exceptions often occur in May and August to follow legal requirements.) For updates, call the district office at 225-3740.

Jefferson High School Board Members

Sabrina Steketee, chair (Boulder area position)

Michele LeTexier (Basin area position)

Travis Pierce vice-chair (At-Large position)

Larry Rasch (At-Large position)

Pat Lewis, (At-Large position)

Terry Street (Clancy area position)

Denise Brunett (MT City area position)

Draft Mission Statement

The Jefferson High School District #1's mission is to provide the best possible education for our youth for whatever path of life they choose; to be the school of choice for students, teachers, and staff; and to be the heart of the communities we serve.

Our vision for the future, second draft:

Students:

- Achieve high test scores and graduation rates that are competitive nationally;
- Graduate with a plan for life that they feel well equipped to pursue;
- Choose our school over other options because of our solid reputation;
- Feel happy, challenged, safe and supported throughout their time here;
- Appreciate and fully engage in our activities that augment our core curriculum; and
- Have access to technology that enhances their learning opportunities.

Teachers:

- Actively support students with their time, attention and obvious commitment;
- Have the tools and resources necessary to do optimal work;
- Are proud to work here and of their contribution to the school;
- Are committed to continuing education and the use of best practices;
- Look at our District as a long-term career commitment; and
- Feel confident about the Board's decisions and plans.

Our Administration and Board

- Commit to be knowledgeable about best practices
- Establish, devote themselves to, and evaluate their priority goals on a regular basis; and
- Work as a collaborative team to make decisions that always focus on what's best for students, teachers and our communities.

Our communities:

- Are knowledgeable of and highly respect our commitment to excellence; and
- Support our work in many ways – their time, funds, levy votes, ideas, and enthusiasm about our students and their activities.

Announcements and Public Comment. The board welcomes and encourages public comment and wishes the public comment process to be fair and orderly. Written comments may be submitted to the board through the District Clerk's office. Individuals wishing to address the board at the board meeting must sign in on the sheet provided. The clerk will collect the sheet when the meeting begins. Comments on topics that are on the agenda may be made when the meeting reaches that item's point on the agenda. Comments on non-agenda items may be made during the "Public Comment" agenda item. The Board would like to remind everyone in attendance that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments that would infringe upon the privacy rights of any student, staff member, or member of the general public during his/her designated time to speak. Abusive or obscene comments will not be allowed. Time allowed for comments may be

limited. Individuals will only be called upon twice for the same topic after all persons have been called upon and as time permits. The Board may not respond to and will not take action on non-agenda topics at this meeting but may schedule the topic on the agenda of a subsequent meeting.

From the desk of:



November 2015

Since October the items occupying my time are:

General Office:

The 3rd period aide just finished the scanning of agendas, minutes, and packets for the website. If Mr. Smith doesn't have the time to upload them, he'll teach Maddi how to do it so that the project can be completed as soon as possible.

When you receive this report, I'll have attended an election workshop in Bozeman. It was suggested that we invite county elections officers. Leslie Martini will be going with me since Bonnie Ramey has to be in Great Falls. Hopefully it'll put us all on the same page.

The Christmas party will be December 2, Wednesday. I have posted it in the teacher's room and the front office. All the paperwork for use of the center has been completed.

NOW for the good stuff!!!!

The audit, which was completed the 9th of November, was without findings! Woohoo!!! The only finding we had last year was the lack of a technology inventory. Mr. Smith remedied that and was able to give her a complete listing of items.

The auditor had a few minor suggestions for Ms. Allen's activity accounts and a couple for the district. She suggested that we consider time clocks to support our time cards; spot check on inventory; and possibly reduce the retirement levy. We seem to be carrying over more than we need. Finding the balance between over-levying and not levying a consistent amount will have to occur. All in all Sharon was quite pleased with our audit and said it went very smoothly.

Whitehall is transitioning to a new business manager so I've been helping her a bit.

Jefferson High School
Fund Balance Classifications as of June 30, 2015

Fund	Unassigned	Authority to Spend				Non-Spendable	Total	Purpose
		Clerk/Supt.	Assigned	Board	3rd party			
201 General	\$ 105,493.83	\$ 189,069.26				\$ 294,563.09	Instruction	
221 Comp Abs		\$ 9,974.40				\$ 9,974.40	Instruction	
224 Hard Rock			\$ 211,517.41			\$ 211,517.41	Instruction/Cap purchase	
229 Flex	\$ 19,256.61					\$ 19,256.61		
210 Transportation				\$ 98,281.65		\$ 98,281.65	Student Transportation	
213 Tuition				\$ 2,351.73		\$ 2,351.73	Instruction	
214 Retirement				\$ 95,296.85		\$ 95,296.85	Instruction	
215 Miscellaneous		\$ 90,087.23				\$ 90,087.23	Instruction	
217 Adult Ed				\$ 31,982.01		\$ 31,982.01	Instruction	
218 Drivers Ed				\$ 33,227.47		\$ 33,227.47	Instruction	
228 Technology				\$ 37,709.44		\$ 37,709.44	Instruction	
261 Building Reserve				\$ 7,500.00		\$ 7,500.00	Safety in building	
	\$ 124,750.44	\$ 289,130.89	\$ 211,517.41	\$ 306,349.15	\$ -	\$ 931,747.89		

Flex may be unassigned.
Committed - locked money. Need board

285 Private P Trust				\$ 38,239.54		\$ 38,239.54	Community service
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MINUTES

Jefferson High School Dist. I
Regular Meeting

October 20, 2015
JHS Board Meeting

Board members present:

Sabrina Steketee
Travis Pierce

Terry Street
Larry Rasch

Pat Lewis
Denise Brunett

Michelle LeTexier

Board members absent:

Administrators present:

Tim Norbeck, Superintendent

Greg Liedle, Principal

Lorie Carey, Business Manager

Visitors: Jan Anderson, Joe Michaud, Tim Keener, Sallie Keener

CALL TO ORDER

Ms. Steketee called the meeting to order at 6:30. The pledge was said.

PUBLIC COMMENT

Sallie and Tim Keener asked to meet the board privately about a matter with a student. Ms. Steketee will contact MTSBA to see if a meeting can occur sooner than 48 hours.

STUDENT REPORT

A.J. Eckmann (Student Council Vice-President) presented a short report in written form.

STAFF REPORT

Mr. Joe Michaud gave the staff report. He reviewed a few of the activities in which the staff members have been participating. MBI, school improvement plan. We no longer have Altacare so the leadership team is looking for alternatives, the school nurse was concerned as well. JHS received a grant for \$2500 for Graduation Matters to help develop a college-going culture.

COMMITTEE REPORTS

Committee reports: Policy met twice.

CLERK REPORT

Clerk Report. Submitted in writing. Christmas Party will be either the 1st or the 2nd of December.

PRINCIPAL REPORT

Principal report.

SUPERINTENDENT
REPORT

Superintendent report. Presented in written form.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Personnel.

Substitutes S. Hays and G. Clifford were recommended as substitute teachers. Mr. Pierce moved to accept the recommendation. Mr. Rasch seconded the motion which passed unanimously.

Superintendent community and family evaluation: closed session 7:11 to 7:35

Approval of Attendance Agreements – AYA/Elk Park/North End Ms. LeTexier moved to approve the attendance agreements. Mr. Rasch seconded the motion which passed unanimously.

Transportation - possibility of extending the northernmost route. Mr. Norbeck gave a brief overview of the possibility. There were no objections to exploring the option.

Uniform Rotation update - deferred to November.

First reading of policies – Mr. Pierce moved to approve the policies on 1st reading. Mr. Rasch seconded the motion. (Ms. Lewis left at 8:30 in the middle of policies)

The following notes were made for the policies:

Revision date should be November 17, 2015 on all policies

1111 line 34-38 regarding once each calendar year

1210 line 15 "subject to board consensus" line 47 and 48 update revision note

1312 P should all be stricken

2100 line 20 page 1 add Friday CHECK WITH MTSBA pg 2 line 24

3110 Pg 1 line 21 department? DPHHS Pg 1 line 31 "appeal to"? not "subject to review"

3110 revision note

3121P pg 2 line 9 period after "District" possibly remove "Special education"

3226 correct references 10.55.719 ARM Student Protection Procedures etc.

3226 pg 2 line 29 admin remedies. On what basis can we prevent one from going to the authorities.

NEW BUSINESS Cont.

~~Ms. Brunett asked to divide 3300 out. Ms. LeTexier asked to have 3300P divided out~~

3410 line 15 pg 1 should it also include local health dept.
3413 pg 1 ;line 6 "department" line 22 has the department specified
3431 add revision note
4332 add revision note
6310 should be stricken
7525 spelling of management
8301 pg 1 Line 21 eliminate "conspicuous"

Motion passed unanimously by the 6 remaining with the preceding revisions/corrections and the two divided out.

COMMUNICATIONS

Letters. None.

COMMENDATIONS

Commendations. Ms. Steketee commended Mr. Smith on the policy revision system. Ms. LeTexier commended A.J. Eckmann for his suicide prevention work. Many wished to commend Mr. Bowman, Ms. Staniec, and Ms. Smartnick, and Mr. Michaud. Mr. Norbeck commended Ms. Steketee for receiving the Marvin Heintz award for school board training. Jan Anderson suggested that the Gradation Matters committee be commended for all their work. All board members expressed appreciation to the community for support of homecoming.

CONSENT AGENDA

Minutes Mr. Pierce moved to accept the minutes and claims. Mr. Rasch seconded the motion which passed unanimously with the correction of Ms. LeTexier and Ms. Brunett in attendance.

ADJOURNMENT

Follow-up/Adjournment. .

Chair/Superintendent article -

Chair, Jefferson High School Board

Clerk, Jefferson High School Board

MINUTES

Jefferson High School Dist. 1
Special Meeting

October 22, 2015
JHS Library

Board members present:

Sabrina Steketee Travis Pierce Terry Street Larry Rasch Denise Brunett Pat Lewis

Administrators present: Tim Norbeck, Superintendent Lorie Carey, Business Manager
Greg Liedle, Principal

Visitors:

CALL BOARD TO ORDER Ms. Steketee called the meeting to order at 7:30 p.m.

PUBLIC COMMENT None.

NEW BUSINESS **Student Issue.** At 7:31 Ms. Steketee determined that the individual's right to privacy exceeded the public's right to know and closed the meeting.

At 8:55 the open meeting resumed. Ms. Steketee stated that the minutes of the closed session had been approved in that session.

ADJOURNMENT The meeting adjourned at 8:56 p.m.

Chair, Jefferson High School Board

Clerk, Jefferson High School Board

MINUTES

Jefferson High School Dist. 1
Special Meeting

Sept. 14, 2015
JHS Library

Board members present:

Sabrina Steketee Travis Pierce Terry Street Larry Rasch Denise Brunett Pat Lewis

Administrators present: Tim Norbeck, Superintendent Lorie Carey, Business Manager
Greg Liedle, Principal

Visitors: Brian Ehli, Mary Drynan, Mark Kelly, Jan Anderson, James Drynan, Sheila Drynan, Laura Butler, Fritz Bieler, Lynnsey Williams, Megan Marsh, Lori Giulio, Cathy Carey, Rik Evans, Lisa Fjeldseth

CALL BOARD TO ORDER Ms. Steketee called the meeting to order at 6:00 p.m.

PUBLIC COMMENT None.

NEW BUSINESS **Student Issue.** At 6:02 Ms. Steketee determined that the individual's right to privacy exceeded the public's right to know and closed the meeting. Ms. Anderson asked for some indication of the nature of the issue. Ms. Steketee responded that the issue involved a staff member and a student.

ADJOURNMENT At 7:12 the open part of the meeting resumed. Ms. Steketee stated that no board action would be taken at this time.

The meeting adjourned at 7:12 p.m.

Chair, Jefferson High School Board

Clerk, Jefferson High School Board

10/22/15
09:30:03

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 10/15

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Report ID: AP100H

High School

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
16788		1451 L & P GROCERY	14.90					
1		0139564x02 10/20/15 biology supplies	14.90	8736	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
		Claim Total for District	14.90					
16790		4061 MSU-SCIENCE/MATH RESOURCE CENTER	275.00					
1		154 09/03/15 Science O reg/manuals	275.00*	8814	201	710-3400	582	
		Claim Total for District	275.00					
16791		4716 DAKOTA SUPPLY GROUP INC	50.32					
1		665816 10/13/15 3/4" stop kits	35.32*	8815	201	100-2600	615	
2		665816 10/13/15 shipping	15.00*	8815	201	100-2600	615	
		Claim Total for District	50.32					
16792		3402 CAREY, LORIE	12.00					
1		937060 10/14/15 MCEL Wed eve meal	12.00*		201	100-2500	582	
		Claim Total for District	12.00					
16793		4639 WEX BANK	461.28					
1		42106854 09/25/15 route fuel	345.65*		210	100-2700	624	
2		42106854 09/25/15 admin fuel	60.97*		201	100-2300	582	
3		42106854 09/25/15 custodial fuel	54.66*		201	100-2600	624	
		Claim Total for District	461.28					
16794		4633 COMMERCIAL ENERGY OF MT INC.	497.54					
1		NWE031542 10/06/15 gas	486.72*		201	100-2600	411	
2		NWE031543 10/06/16 gas	10.82*		201	100-2600	411	
		Claim Total for District	497.54					
16795		4639 WEX BANK	2,540.16					
1		42465361 10/12/15 Jr./Sr. trips to Butte	53.04*		201	710-3400	582	
2		42465361 10/12/15 Ft ball fuel	204.90*		201	720-3500	582	
3		42465361 10/12/15 ft ball fuel Griz game Miss	101.66*		201	720-3500	582	
4		42465361 10/12/15 vball fuel	359.28*		201	720-3500	582	
5		42465361 10/12/15 custodial fuel	25.66*		201	100-2600	624	
6		42465361 10/12/15 admin fuel	25.14*		201	100-2300	582	
7		42465361 10/12/15 athletic general fuel	212.50*		201	720-3500	582	
8		42465361 10/12/15 Activity fuel	195.30*		201	710-3400	582	
9		42465361 10/12/15 foods fuel	35.22*		201	910-3100	624	
10		42465361 10/12/15 route fuel	1,327.46*		210	100-2700	624	
		Claim Total for District	2,540.16					
16796		1183 HARLOW'S SCHOOL BUS SERVICE, INC.	4,822.59					
1		09/30/15 activity	280.56*		201	710-3400	582	
2		09/30/15 activity downtime	120.00*		201	710-3400	582	
3		09/30/15 football	1,083.83*		201	720-3500	582	

10/22/15
09:30:03

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 10/15

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Report ID: AP100H

High School

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
4		09/30/15 football downtime	240.00*		201	720-3500	582		
5		09/30/15 football griz game	537.74*		201	720-3500	582		
6		09/30/15 football griz game downtime	60.00*		201	720-3500	582		
7		09/30/15 vball	1,900.46*		201	720-3500	582		
8		09/30/15 vball downtime	600.00*		201	720-3500	582		
		Claim Total for District	4,822.59						
16797		3766 ACADIA MONTANA	67.98						
1		9108355 10/12/15 Altacare	67.98*		215	280-1000	330	524	
		Claim Total for District	67.98						
16798		157 HARDWARE HANK	468.05						
1		81346 09/02/15 paint,roller,mousetrap	116.74*		201	100-2600	610		
2		81348 09/02/15 paint brush	27.98*		201	100-2600	610		
3		81350 09/02/15 paint	54.00*		201	100-2600	610		
4		81366 09/02/15 anchor, screws	7.39*		201	100-2600	610		
5		81386 09/02/15 soldering iron,rosin,glue,ba6t	49.55*		201	100-2600	610		
6		81468 09/05/15 brush, goo gone	12.48*		201	100-2600	610		
7		81629 09/11/15 paint supplies	17.94*		201	100-2600	610		
8		81704 09/15/15 pipe pex, coupling etc.	60.43*		201	100-2600	610		
9		81769 09/17/15 saw blade	6.98*		201	100-2600	610		
10		81878 09/23/15 screws, antifreeze	61.92*		201	100-2600	610		
11		81885 09/23/15 lag bolts, washers	7.00*		201	100-2600	610		
12		81899 09/24/15 grease and gun	27.98*		201	100-2600	610		
13		82004 09/29/15 shims, screws	17.66*		201	100-2600	610		
		Claim Total for District	468.05						
16799		3374 J.W.PEPPER & SON, INC.	69.00						
1		03450127 09/23/15 music selections	19.00	8747	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-610-							
2		03452486 10/08/15 music selections	50.00	8747	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-610-							
		Claim Total for District	69.00						
16800		1608 MASBO	80.00						
1		1332 10/21/15 elections workshops	80.00*	8816	201	100-2500	582		
		Claim Total for District	80.00						
		Total High School	49,523.02						

10/27/15

JEFFERSON HIGH SCHOOL

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13:07:18

Claim Approval List

Report ID: AP100H

For the Accounting Period: 10/15

High School

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
16801	4761 PEAK 1 ADMINISTRATION	60.00						
1	23399 10/15/15 Cobra admin for 3	60.00*		201	100-1000		260	
	Claim Total for District	60.00						
	Total High School	60.00						

10/27/15

JEFFERSON HIGH SCHOOL

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13:07:19

Fund Summary for Claims

Report ID: AP110H

For the Accounting Period: 10/15

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND 101	\$60.00
Total	\$60.00
Grand Total	\$60.00

11/17/2015

Principal's report:

- Students in the Freshman, Junior and Senior classes earned an ice-cream reward for having a class attendance percentage of 96% or greater for the month of September. As part of the MBI work we will be rewarding such behaviors.
- As a staff we are working to develop and implement an instructional framework.
- The digital portfolio continues to be developed.
- Our mentoring program continues to assist students to develop their academic success.

AD's report:

- Fall sports at JHS have all concluded. Our cross country team competed very well with AJ Eckmann earning all-state honors again. The football team won the district title and battled a very good Huntley team in the playoffs. Panther volleyball earned a spot at the divisional tournament and battled in both matches there.
- Winter sports begin practice 11/19/15. Preliminary numbers for wrestling are up to 13 wrestlers. We need more basketball players to have three full squads.
- I have had several phone calls and e-mails about running an early bus if practice is to be held in the morning.

**Jefferson High School District #1
Board of Trustees**

Superintendent's Report

Date: November 17, 2015

Agenda Item: E-3

3a-Bullying Prevention

I have enclosed a PowerPoint presentation that discusses bullying and the Olweus Bullying Prevention Program. I have visited with a program coordinator at the national level and have also visited with Montana schools using the program. Initial costs for training an on-site coordinator are roughly \$4,000. This includes professional training at a national level and all materials required for implementing the program in the school district.

An immediate avenue that can occur is to compensate a local certified Olweus trainer to provide guidance and in-service for the district. East Helena School District uses the program and has trainers on staff. I have reached out to see if they might be available and expect an answer in the near future.

Recommendation:

Adopt a bullying prevention program.

3b-Montana Behavioral Institute (MBI)

The JHS MBI team will be participating in the MBI high school forum November 17-18th. Enclosed is the agenda of events that are included in the two day workshop. This is the 2nd step as JHS continues full implementation of the MBI process at JHS.

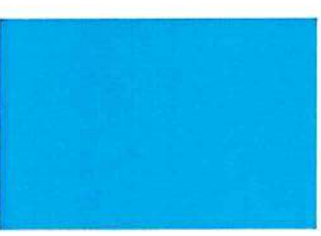
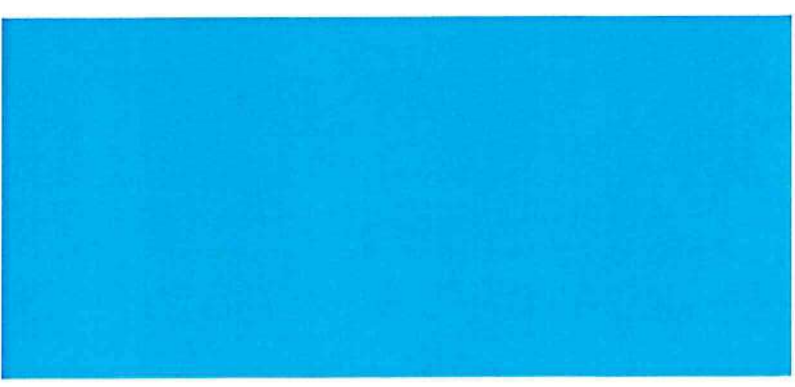
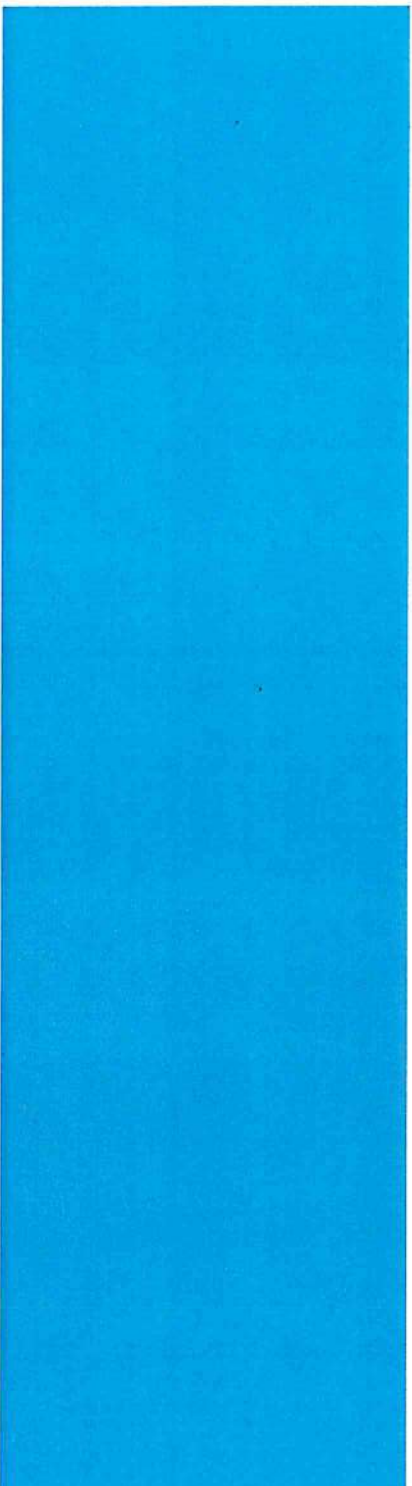
3c-Samsung State Finalist

JHS is one of the state finalists for the Samsung STEM competition. To date, JHS has won 2 Galaxy tablets. The project adopted and recognized at JHS involves reducing traffic-animal related collisions along the nearby I-15 corridor.



OBPP Overview

**[Insert Your Name(s)
and Contact Information]**



Olweus Definition of Bullying:

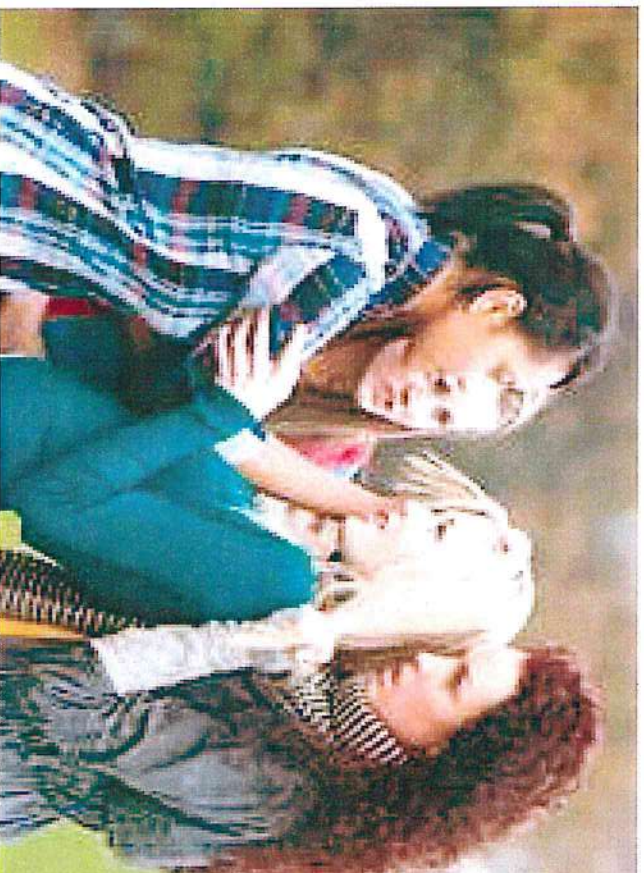
“Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.”

OBPP Teacher Guide, p. xii



“Bullying is peer abuse.”

Dan Olweus





Three Key Components of Bullying Behavior

1. Involves an aggressive behavior
2. Typically involves a pattern of behavior repeated over time
3. Involves an imbalance of power or strength



Types of Bullying

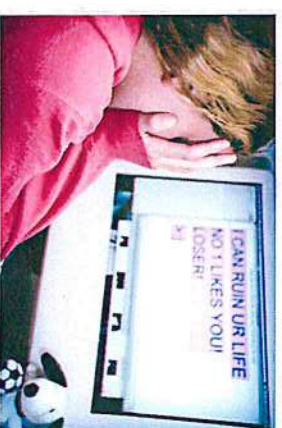
Direct

- hitting
- taunting
- name calling



Indirect

- rumors
- exclusion
- cyber bullying



Effects of Being Bullied



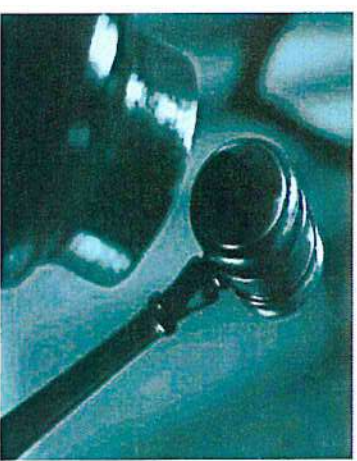
- Lower self-esteem
- Depression & anxiety
- Absenteeism & lowered school achievement
- Thoughts of suicide
- Illness



Concerns about Children Who Bully

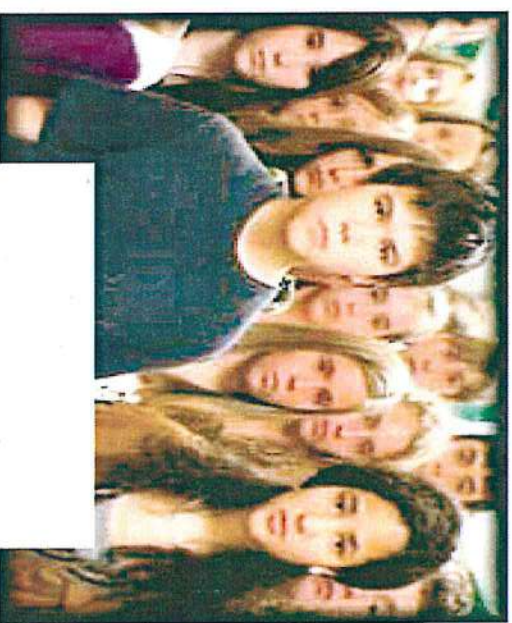
Children who bully are more likely to:

- Get into frequent fights
- Be injured in a fight
- Steal, vandalize property
- Drink alcohol, smoke
- Be truant, drop out of school
- Report poorer academic achievement
- Perceive a negative climate at school
- Carry a weapon



Effects of Bullying on Bystanders

- Bystanders may feel:
 - Afraid
 - Powerless to change the situation
 - Guilty for not acting
 - Diminished empathy for bullied students over time



*I see it
all the time,
but I never
know what
to do.*



Effects of Bullying on School Climate

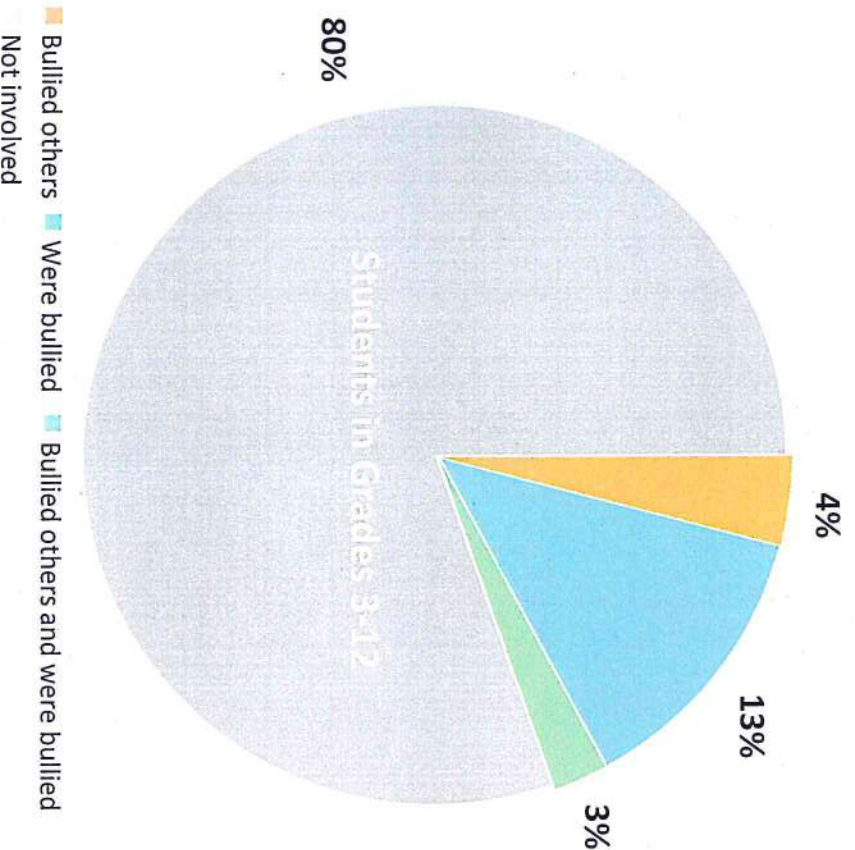


- Creates a climate of fear and disrespect
- **Interferes with student learning**
- Students may feel insecure and not like school as well
- **Students may perceive a lack of control/caring from adults**



Percentage of Students Bullied 2-3 times/month or more

(Limber et al., 2013)

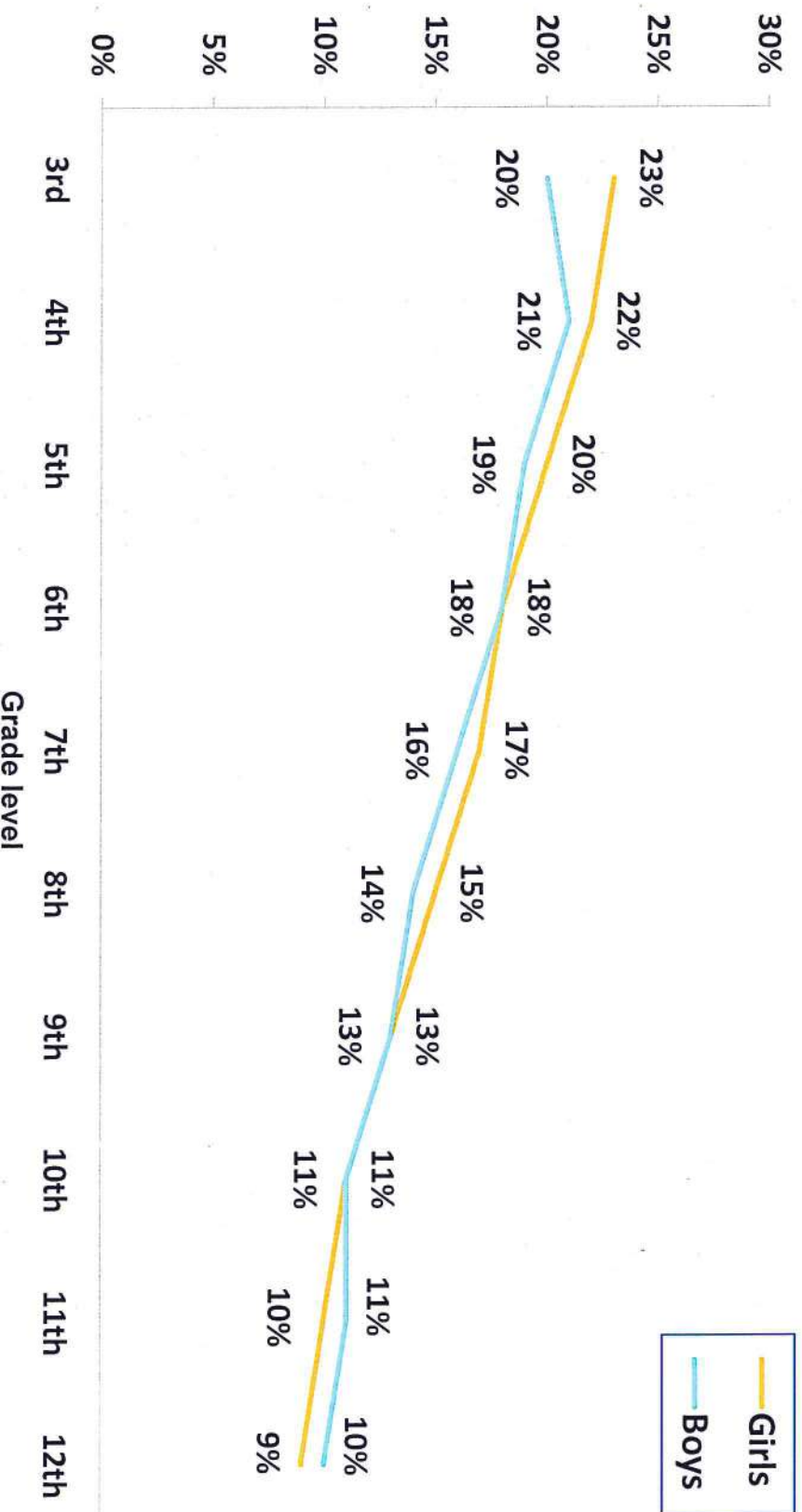


- 20% of students were directly involved in bullying:
 - 16% had been bullied
 - 7% had bullied others



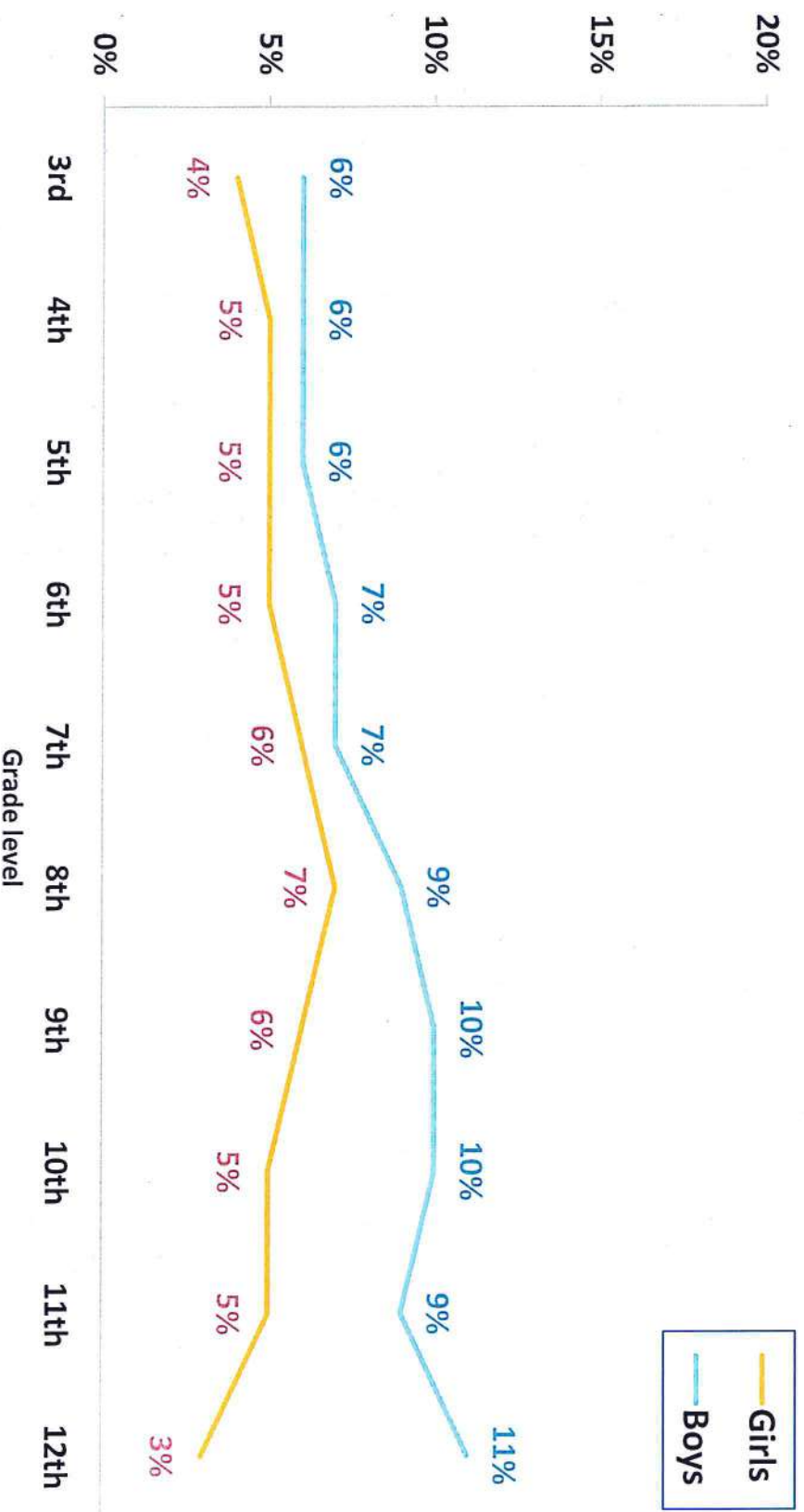
Girls' and Boys' Experiences with Being Bullied 2-3 times/month or more

(Limber et al., 2013)



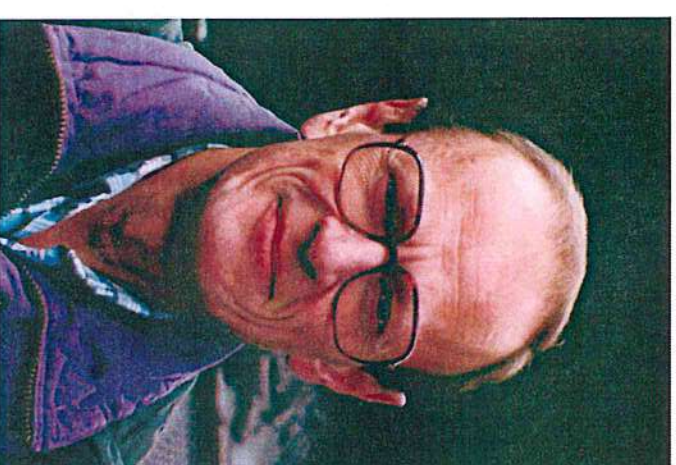
Girls' and Boys' Experiences with Bullying Others 2-3 times/month or more

(Limber et al., 2013)



The Olweus Bullying Prevention Program

- First systematic research on bullying conducted in early 1970s.
- OBPP part of Norway's national campaign against bullying in early 1980s.
- The most-researched and best-known bullying prevention program available today.



Goals of OBPP

- To reduce existing bullying problems among students
- To prevent the development of new bullying problems
- To achieve better peer relations at school



Program Components



OBPP Training/Consultation Information

- Training and consultation is essential for successful program implementation and fidelity
- Training for BPCC is provided by a Certified OBPP Trainer/Consultant
- Consultation is required for at least 12 months
- Committee trains and supports staff every year for program sustainability





For more information about OBPP Training

www.clemson.edu/olweus

864-656-6271

Jane Riese, Director of Training

jriese@clemson.edu

1-717-870-7992

Dr. Marlene Snyder, Director of Development

nobully@clemson.edu

1-864-710-4562





For more information about OBPP Materials

www.violencepreventionworks.org

Hazelden Publishing

1-800-328-9000 in the U.S.

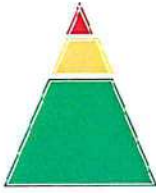
1-651-213-4590 outside the U.S.



Take-Home Message

- *It is possible to reduce bullying.*
- *It requires a team effort.*
- *It requires a long-term commitment.*





HIGH SCHOOL FORUM

Multi-Tiered Systems of Support

MOTIVATING STUDENTS IN THE 21ST CENTURY

Agenda—November 17, 2015

8:30-9:00

Welcome, "Housekeeping," and Schedule Review
Susan Bailey-Anderson
Welcome, Graduation Matters Montana
Deb Halliday

Strand One - MBI 101

9:00 - 4:00

This session is introductory for those schools just beginning the MBI process, for new team members, or for those simply seeking a refresher. Be prepared to be inspired by the underlying philosophy of MBI! You will find assistance in completing an application to the MBI process, and your team will be prepared for participation in the MBI Session II Winter training.

Strand Two

9:00 - 12:00

Participants have the opportunity to choose from three 1.5-hour mini-sessions or two 4-hour sessions. These sessions were chosen based upon participants' feedback on the 2014 High School Forum evaluations.

MBI Strand One - Agenda November 17, 2015

Keith Hoyer - MBI Consultant

Joe Moriarty - MBI Consultant

9:00 – 10:30 Module 1—Overview

Module 2—Staff Commitment

Module 3— Developing 3-5 Universal Expectations and a Teaching Matrix

10:30-10:45 Break

10:45-12:15 Module 4— Teaching School-wide Expectations

Module 5— Establishing Procedures for Encouraging Expected Behaviors

12:15-1:45 Working Lunch (On Your Own)—Action Planning

1:45-2:30 Module 6— Establishing MBI Leadership Teams Staff

2:30-2:45 **Break**

2:45 - 3:45 Module 7— Establishing Procedures for Implementation Data Collection

Module 8— What's Next?

3:45-4:00 Complete Evaluation Forms

Closing - Susan Bailey-Anderson

Strand Two Agenda - Half Day Sessions

November 17, 2015

Participants have the opportunity to choose from two four hour session. These sessions were chosen based upon participants' feedback on the 2014 High School Forum evaluations.

9:00-12:00 Early Warning Systems and the High School Implementation Guide

The Montana Early Warning System (EWS) is used to identify students that are at-risk for dropping out well before it may happen. This presentation will include how to use the EWS reports, prepare the data needed, and ways the EWS can be utilized by the schools, such as evaluating interventions. More information, including a full manual, can be found about the EWS at

<http://gems.opi.mt.gov/StudentCharacteristics/Pages/EarlyWarningSystemOverview.aspx>.

Presenter Bio

Eric Meredith has been at OPI as a Research Data Analyst for four years. He has a master's degree in statistics from Montana State University and a bachelor's degree in Secondary Education with a major in Mathematics from the University of Montana-Western. He taught high school math for three years while also coaching track, basketball, and football.

9:00-12:00 Motivating, Believing in, and Succeeding with Students

Believing in students is one of the most powerful change agents in schools. Getting students to believe in themselves occurs when we show students we believe in them, listen to our students, earn our students' trust, value what students value, give students a voice, and celebrate what students do right. This session will share how a staff can work together to put their students first and establish a model culture with a personalized environment where every student is known, feels valued, and achieves.

Presenter Bio

Dr. Laurie Barron is in her twentieth year in education, serving as a high school English teacher, a middle school assistant principal, and nine years as a middle school principal. She is currently in her third year as the superintendent of the Evergreen School District in Kalispell, Montana. Barron is a National Board Certified Teacher and is a previous Teacher of the Year and STAR Teacher. Barron is the 2013 MetLife/NASSP National Middle Level Principal of the Year.

10:30-10:45

Break

*Montana Behavioral Initiative Response To Intervention Graduation Matters
Montana*

12:15-1:45 Working Lunch (On Your Own)—Action Planning

1:45-2:45 Collaboration Time -

Teams will return to their morning session where the breakout session presenter will facilitate a discussion based upon your questions. An MBI Consultant will be present to assist with any MBI related questions.

2:45-3:00 Break - Meet back in (Large) Room

3:00-3:45 Team Work Time

**3:45-4:00 Complete Evaluation Forms
Closing - Susan Bailey-Anderson**

Strand Two Agenda - 1.5 Hour Breakout Sessions November 17, 2015

Participants have the opportunity to choose from two 1.5-hour mini-sessions. These sessions were chosen based upon participants' feedback on the 2014 High School Forum evaluations.

9:00-10:30 Share My Lesson, Virtual Conference

& Dan O'Brien - MBI Consultant

10:45-12:15 This session will explore Share My Lesson website and other online sites as helpful resources.

9:00-10:30 Family Engagement at the High School Level

& 10:45-12:15 Family engagement in high school looks different than elementary and preschool, and it's essential to understand the shift in roles and responsibilities. Together we will: explore the research; assess where we are with family engagement; and look at specific examples of strategies, tools and resources to effectively engage families in education.

Present Bio

Jennifer Calder is the Outreach Director for Montana KIDS COUNT at the University of Montana. She works with the Montana OPI, MBI, local schools and districts, providing training

*Montana Behavioral Initiative Response To Intervention Graduation Matters
Montana*

and TA on the implementation of evidence-based models and strategies for family engagement in schools. Previously, she worked for the Montana Parent Information and Resource Center, taught fourth grade, worked at a residential treatment center and at a community-based teen center.

9:00-10:30 & 10:45 - 12:15 **An Example of Systematic Implementation of Student Voice Into High School Culture**

Rich Ferris - MBI Consultant

This session will give an example of the systematic implementation of the Student Voice into high school culture from several of our top MBI high schools. Hot link for Student Voice: <http://svsurveys.corwin.com>.

10:30-10:45 Break

12:15-1:45 Working Lunch (On Your Own)—Action Planning

1:45-2:45 Collaboration Time -

Teams will return to one of the morning session they attended and would like to learn more about. The breakout session presenter will facilitate a discussion based upon your questions. An MBI Consultant will be present to assist with any MBI questions.

2:45-3:00 Break - Meet back in (Large) Room

3:00-3:45 Team Work Time

**3:45-4:00 Complete Evaluation Forms
Closing - Susan Bailey-Anderson**



HIGH SCHOOL FORUM

Multi-Tiered Systems of Support

MOTIVATING STUDENTS IN THE 21ST CENTURY

Agenda—November 18, 2015

- 8:30-8:45 **Welcome and Schedule Review**
Susan Bailey-Anderson
- 8:45-10:30 **Paul Andersen - Motivating Students in the 21st Century**
Paul began his career teaching all the science classes at a small rural school in northern Montana. He is currently an AP biology teacher and technology mentor at Bozeman High School. Paul has been teaching science on YouTube for the last three years. Paul uses technology and game mechanics to increase engagement in his classroom. Paul is the 2011 Montana Teacher of the Year and was one of four finalists for National Teacher of the Year. For more information on Paul's work visit <http://www.bozemanscience.com>.
- 10:30-10:45 **Break**
- 10:45-12:00 **Paul Andersen - Motivating Students in the 21st Century**
- 12:00-1:30 **Working Lunch (On Your Own)—Action Planning**
- 1:30-2:30 **Question & Answer with Paul/Team Work Time**
Monitored by MBI Consultants and Paul Andersen
- 2:30-2:45 **Break - Complete Evaluations**
- 2:30-4:00 **Team Time (45 min.)**
Action Plan Forms and Team Planning (30 min.)
Closing & Pick Up CEU's (15 min.)

THE BOARD OF TRUSTEES

1310

District PolicyAdoption and Amendment of Policies

Proposed new policies and proposed changes to existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Interested parties may submit view, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to the ~~second (2nd) final~~ reading. The final vote for adoption shall take place not earlier than at the second (2nd) reading of the particular policy. New or revised policies that are required, or have required language changes based on State or Federal law, or are required changes by administrative rule, may be adopted after the first (1st) reading if sufficient notice has been given through the board agenda.

All new or amended policies shall become effective on adoption unless a specific effective date is stated in the motion for adoption.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and also shall be included in the District's policy manual. Policies of the District shall be reviewed annually by the Board at the regular June Board meeting.

Policy Manuals

The Superintendent shall develop and maintain a current policy manual which includes all policies of the District. Every administrator, as well as staff, students, and other residents, shall have ready access to District policies. ~~All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at any time.~~

Suspension of Policies

Under circumstances that require waiver of policy, the policy may be suspended by a majority vote of the trustees present. To suspend policy, however, all trustees must have received written notice of the meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.

Administrative Procedures

The superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item.

Legal References: §20-3-323, MCA District policy and record of acts
10.55.701, ARM Board of Trustees

Policy History:

Adopted on: February 2007

Revised on: February 15, 2011

Revised on: July 2013, September 2015

Timeline Index Entry: June

September 2015 revision note: Removed language about distributed manuals remaining property of the school. Added Administrative Procedures section.

Jefferson High School District #1

INSTRUCTION

2410P
Page 1 of 3

High School Graduation Requirements

Publication of Graduation Requirements

Prior to registering in high school, each student will be provided with a copy of the current graduation requirements. Graduation requirements shall also be included in the student handbook.

Credits

Students shall be expected to earn a total of twenty-four (24) units in order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

Waiver of Requirement

Graduation requirements generally will not be waived under any circumstances. However, in rare and unique hardship circumstances, the principal may recommend and the Superintendent approve minor deviation from the graduation requirements.

Alternative Programs

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, and correspondence courses.

Credit for work experience may be offered, when the work program is a part of and supervised by the school.

All classes attempted at Jefferson High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average and class rank. Credit shall be awarded only once, regardless of repetition of the course.

Dual Credit

Dual credit allows high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a postsecondary degree or certificate, or toward transfer to another college. The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high-performing high school students. The Jefferson High School district has dual credit partnerships with post-secondary institutions. Students interested in dual credit opportunities must meet with their building administration to determine available options.

Students should be aware of Montana High School Association on-campus attendance eligibility requirements for activity participation.

Jefferson High School District #1

INSTRUCTION

2410P
Page 2 of 3

Honor Roll

A student must have a minimum grade-point average of 3.00 to be placed on the regular honor roll. Specific information regarding honors at graduation are included in the student handbook.

Class Rank (Grade Point Average)

Class Rank is compiled from semester grades. Courses not eligible for GPA are designated with an asterisk on the report card.

2410P

Honors and Awards

~~To be recognized during graduation ceremonies for any honors and awards, the graduating senior must have attended Jefferson High School for at least one (1) semester and an accredited high school which issues letter grades for at least seven (7) semesters.~~

Early Graduation

Students who want to complete their high school career prior to ~~their fourth (4th) year of eight semesters or the equivalent amount of~~ attendance may do so under the following conditions:

1. They present a written request for early graduation to the principal prior to their last semester in attendance.
2. They have completed all classes for graduation either at JHS or in residence at an accredited high school.
3. No diploma will be issued until the date of normal graduation during the school year in which they complete their requirements.
4. They will be allowed to participate in graduation ceremonies during that year provided that they notify the school in writing not less than two (2) weeks prior to the date of graduation and that they attend scheduled rehearsals.

In accordance with provisions of § 20-9-313, MCA, the ANB of a school may be increased when a high school district provides early graduation for a student who completes graduation requirements in less than eight semesters or the equivalent amount of secondary school enrollment. The increase must be established by the trustees as through the student had attended to the end of the school fiscal year and must be approved, disapproved, or adjusted by the superintendent of public instruction.

The Board hereby authorizes the administration to grant permission to students who have completed the minimum requirements for graduation in less than eight semesters.

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Jefferson High School District #1

INSTRUCTION

2410P
Page 3 of 3

1 Legal Reference: § 20-9-313, MCA Circumstances under which regular average number
2 belonging may be increased
3
4 Procedure History:
5 Promulgated on: February 2007
6 Revised on:

1st Reading

STUDENTS

3210

Equal Education, Nondiscrimination and Sex Equity

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity.

No student, on the basis of sex, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity, will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint Procedure (Policy 1700).

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

Cross Reference: 1700 Uniform Complaint Procedure

Legal Reference: Art. X, Sec. 7, Montana Constitution- Nondiscrimination in education
§ 49-2-307, MCA Discrimination in education
24.9.1001, et seq., ARM Sex discrimination in education
Title IX of the Educational Amendments, 20 U.S.C. § 1681, et. Seq.
34 CFR Part 106 Nondiscrimination on the basis of sex in
Education programs or activities receiving
Federal financial assistance
OCR's Questions and Answers on Title IX and Sexual Violence:
<http://www2.ed.gov/about/offices/list/ocr/docs/qa-101404-title-ix.pdf>

Policy History:

Adopted on: February 2007

Revised on: October 2015

STUDENTS

3210

October 2015 revision notes: Procedural review: The inclusion of “gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity” as protected classes under this discrimination policy is optional for each school district. The option is included based on guidance provided by the Office of Civil Rights of the U.S. Department of Education (OCR), and represents OCR’s position with regard to what Title IX requires regarding discrimination against transgender students. The OCR’s assertion of authority for transgender issues is based on the prohibition in Title IX from discrimination on the basis of gender. There is nothing in the text of Title IX or the rules implementing Title IX, however, that specifically prohibits discrimination under Title IX on the basis of transgender status.

Worth considering, however, is the process that occurs when a complaint is made to OCR. If a complaint is made alleging that a district has discriminated on the basis of gender, OCR will conduct an investigation. If the investigator concludes that a violation of federal law has occurred or is ongoing, OCR is required to attempt to resolve the matter informally. OCR accomplishes informal resolution by generating a list of requirements that the school district must meet in order to achieve compliance with federal law – basically a corrective action plan. Compliance is purely voluntary, but failure to comply results in the case being set for hearing. The hearing is conducted in Washington, DC, at the OCR offices, and the point of the hearing is to determine whether the district has violated or is in violation of a federal law. If the hearing officer determines that a violation has occurred or is occurring, the hearing officer has the authority to suspend all federal financial assistance to the school district until the school district complies with the requirements set forth in the hearing officer’s order.

Upon receipt of an adverse OCR decision, a school district can request a review by the US Secretary of Education, or can request judicial review by a federal district court. A stay of the suspension of federal funding pending judicial review is not automatic. Rather, it is within the discretion of OCR to postpone suspension of funding, or not. The federal judge is authorized to stay suspension of funding only when necessary to prevent “irreparable injury” (5 USC § 705). Thus, it is possible that the impacted school could be left entirely without federal funding pending court review of the adverse OCR decision. The federal district court would have the authority to either uphold or reverse the order of the OCR, but that decision does not necessarily bring the matter to a conclusion, as the court’s decision could then be appealed by either party to the appropriate appellate circuit, and then to the US Supreme Court.

Because of the onerous OCR complaint process, the related expense of possibly protracted litigation, and the potential for loss of all federal funding (at least temporarily) as a result, it is advisable to consult with the district’s legal counsel when making the policy decision of whether or not to include transgender status as a protected class under district policy. It is also advisable to inquire with the district’s insurance carrier as to whether or not the district has coverage for the above-described legal proceedings. Many standard school district policies include exclusions from coverage for injunctive proceedings with no money damages, which could likely include the OCR complaint process and subsequent judicial review litigation.

STUDENTS

3231

Searches and Seizure

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A "pat down" of the exterior of the student's clothing.
2. A search of the student's clothing including pockets;
3. A search of any container or object used by, belonging to or otherwise in the possession or control of a student; and/or
4. Devices or tools such as breath-test instruments, saliva test strips, etc.

School Property and Equipment and Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots).

The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, 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. The "pat down" or "search" of a student, if conducted, will be conducted by a school official or employee of the same gender as the student being searched.

Students

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

STUDENTS

3231

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert trained dogs, the student's vehicle will be searched, and the student expressly consents to such a search.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

Seizure of Property

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

Legal Reference: Redding v. Safford Unified School District,
---F.3d---, 2007 WL 2743594 (C.A. 9 (Ariz.))
Terry v. Ohio, 392 U.S. 1, 20 (1968)
B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260

Policy History:

Adopted on: February 2007

Revised on: April 21, 2009

Note” The revision included the addition of lines 10-21 on page 1.

STUDENTS

3231P

Searches and Seizure

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.

If the authorized administrator has reasonable suspicion to believe that any locker, car, or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car, locker, or container and to seize any such item or substance of any kind on school premises without notice or consent.

~~1. If the authorized administrator has reasonable suspicion to believe that any locker, car, or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.~~

~~The authorized administrator may perform random searches of any locker or container of any kind on school premises without notice or consent.~~

~~2. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.~~

4. No student shall hinder, obstruct, or prevent any search authorized by this procedure.

5. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date, and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.

6. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.

~~7. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.~~

Procedure History:

Jefferson High School District #1

STUDENTS

3231P

1 Promulgated on: February 2007

2 Revised on: September 2015

3

4 September 2015 revision note: Moved search requirements to section 1.

1st Reading

STUDENTS

3300

Suspension and Expulsion – Corrective Actions and Punishment

The Board recognizes that every student is entitled to due process rights that are provided by law.

Suspension

~~The District recognizes and honors students' constitutional right to education opportunity. However, as provided under Montana law, the District will exercise its right to suspend or expel a student when necessary. The District expects all students to know and follow District policies and rules. The District considers a student's failure or refusal to comply with District policies and rules cause for discipline, including short term suspension, long term suspension, or expulsion.~~

~~The following definitions apply for purposes of this policy:~~

- ~~• "Suspension" means the exclusion of a student from attending individual classes or school and participating in school activities for an initial period not to exceed ten (10) school days. An administrator may order suspension of a student.~~

The procedure set forth below will be followed when a proposed punishment of a student is to include denial of the right of school attendance from any single class or from a full schedule of classes for at least one (1) day.

Before any suspension is ordered, a building administrator will meet with a student to explain charges of misconduct, and the student will be given an opportunity to respond to the charges.

When a student's presence poses a continuing danger to persons or property or poses an ongoing threat of disruption to the educational process, a pre-suspension conference will not be required, and an administrator may suspend a student immediately. In such cases, a building administrator will provide notice of and schedule a conference as soon as practicable following the suspension.

A building administrator will report any suspension immediately to a student's parent or legal guardian. An administrator will provide a written report of suspension that states reasons for a suspension, including any school rule that was violated, and a notice to a parent or guardian of the right to a review of a suspension. An administrator will send a copy of the report and notice to the Superintendent.

The Superintendent will conduct a review of any suspension on request of a parent or legal guardian. A student and parent or legal guardian may meet with the Superintendent to discuss suspension. After the meeting and after concluding a review, the Superintendent will take such final action as appropriate.

Upon a finding by a school administrator that the immediate return to school by a student would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a student may be suspended for one (1) additional period not to exceed ten (10) school days, if the student is granted an informal hearing with the school administrator prior to the additional suspension, and if the decision to impose the additional suspension does not violate the Individuals with Disabilities Education Act (IDEA) or Rehabilitation Act.

Students who are suspended from any class or from school entirely have the right to make up any work missed according to the student handbook.

- ~~• "Expulsion" is any removal of a pupil-student for more than twenty (20) school days without the provision of educational services. Expulsion is a disciplinary action available only to the Board.~~

The Board, and only the Board, may expel a student from school and may do so only after following due process procedures set forth below.

The Board will provide written notice to a student and parent or legal guardian of a hearing to consider a recommendation for expulsion, which will be sent by registered or certified mail at least five (5) school days before the date of the scheduled hearing. The notice will include time and place of hearing, information describing the process to be used to conduct the hearing, and notice that the Board intends to conduct the hearing in closed session unless a parent or legal guardian waives the student's right to privacy.

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Within the limitation that a hearing must be conducted during a period of student suspension, a hearing to consider expulsion may be rescheduled when a parent or legal guardian submits a request showing good cause to the Superintendent at least two (2) school days before a hearing date as originally scheduled. The Superintendent will determine if a request shows good cause to reschedule a hearing.

At hearing the student may be represented by counsel, present witnesses and other evidence, and cross-examine witnesses. The Board is not bound by formal rules of evidence in conducting the hearing.

Each school shall maintain a record of any disciplinary action that is educationally related, with explanation, taken against the student. When the Board of Trustees takes disciplinary action against a student, the Board must keep a written record of the action taken, with detailed explanation, even if the disciplinary action is decided during a closed session. A disciplinary action that is educationally related is an action that results in the expulsion or out-of-school suspension of the student. This record must be maintained/destroyed consistent with Montana Local Government Records Schedule 7, and is subject to transfer to a local education agency, accredited school, or nonpublic school pursuant to 20-1-213, MCA.

Procedures for Suspension and Expulsion of Students with Disabilities

The District will comply with provisions of the Individuals with Disabilities Education Act (IDEA) and Rehabilitation Act when disciplining students. The Board will not expel any special education student when the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. The Board may expel pursuant to its expulsion procedures any special education student whose gross disobedience or misconduct is not a manifestation of the student's disability. A disabled student will continue to receive education services as provided in the IDEA or Rehabilitation Act during a period of expulsion.

A building administrator may suspend a child with a disability from the child's current placement for not more than ten (10) consecutive school days for any violations of school rules, and additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement under 34 CFR 300.519(b), whether or not a student's gross disobedience or misconduct is a manifestation of a student's disabling condition. Any special education student who has exceeded or who will exceed the (10) days of suspension may temporarily be excluded from school by court order or by order of a hearing officer, if the District demonstrates that maintaining the student in the student's current placement is substantially likely to result in injury to the student or to others. After a child with a disability has been removed from his or her placement for more than ten (10) school days in the same school year, during any subsequent days of removal the public agency must provide services to the extent required under 34 CFR 300.121(d).

An administrator may remove from current placement any special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function. The District will place such student in an appropriate interim alternative education setting for no more than forty-five (45) school days in accordance with the IDEA or Rehabilitation Act.

~~Students with disabilities will be suspended or expelled pursuant to provisions of the Individuals with Disabilities Education Act (IDEA) and corresponding Montana law.~~

~~Upon a finding by a school administrator that the immediate return to school by a pupil would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a pupil may be suspended for one additional period not to exceed ten (10) school days if the pupil is granted an informal hearing with the school administrator prior to the additional suspension and if the decision to impose the additional suspension does not violate the Individuals With Disabilities Education Act (IDEA); 20- U.S.C. 1400, et.seq.~~

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~~The Superintendent will develop procedures to implement this policy and submit the procedures to the Board for its advice and consent.~~

The trustees shall annually, at the regularly scheduled June meeting, review ~~its weapons~~ this policy and ~~any update this~~ policy ~~adopted under 20-5-202(2)(a) and update the policies~~ as determined necessary by the trustees based on changing circumstances pertaining to school safety

Legal Reference:

20 U.S.C. 1400, et seq.	Individuals with Disabilities Education Act
34 CFR 300.519-521	Procedural Safeguards
<u>§ 20-1-213, MCA</u>	<u>Transfer of School Records</u>
§ 20-4-302, MCA	Discipline and punishment of pupils –definition of corporal punishment – penalty – defense
§ 20-4-402, MCA	Duties of district superintendent or county high school principal
§ 20-5-105, MCA	Attendance officer – powers and duties
§ 20-5-106, MCA	Truancy
§ 20-5-201, MCA	Duties and sanctions
§ 20-5-202, MCA	Suspension and expulsion
ARM 10.16.3346	Aversive Treatment Procedures
<u>ARM 10.55.910</u>	<u>Student Discipline Records</u>
<i>Goss v. Lopez</i> , 419 US 565 (1975)	
<u>Section 504 IDEA</u>	

Policy History:

Adoption on: February 2007
 Revised on: July 2013, October 2015

Note: Revisions included lines 9-14, 19-24 and 29-31.

October 2015 revisions were a substantial rewrite of this policy in conformance with language from statute. Of particular note is the insertion of a paragraph regarding maintenance of records even if done in closed session.

COMMITTEE NOTE: REVIEW THE TIMELINE ENTRY FOR THIS

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Corrective Actions and Punishment

The Board recognizes that every student is entitled to due process rights that are provided by law.

Suspension

The procedure set forth below will be followed when a proposed punishment of a student is to include denial of the right of school attendance from any single class or from a full schedule of classes for at least one (1) day.

Before any suspension is ordered, a building administrator will meet with a student to explain charges of misconduct and a student will be given opportunity to respond to the charges.

When a student's presence poses a continuing danger to persons or property or poses an ongoing threat of disruption to the educational process a pre-suspension conference will not be required and an administrator may suspend a student immediately. In such cases, a building administrator will provide notice of and schedule a conference as soon as practicable following the suspension.

A building administrator will report any suspension immediately to a student's parent or legal guardian. An administrator will provide a written report of suspension that states reasons for a suspension, including any school rule that was violated, and a notice to a parent or guardian of the right to a review of a suspension. An administrator will send a copy of the report and notice to the Superintendent.

The Superintendent will conduct a review of any suspension on request of a parent or legal guardian. A student and parent or legal guardian may meet with the Superintendent to discuss suspension. After the meeting and after concluding a review the Superintendent will take such final action as appropriate.

Specific discipline measures, regarding make-up work, for students who are suspended from any class or from school entirely can be found in the student handbook.

Expulsion

The Board and only the Board may expel a student from school and may do so only after following due process procedures set forth below.

The Board will provide written notice to a student and parent or legal guardian of a hearing to consider a recommendation for expulsion, which will be sent by registered or certified mail at least five (5) school days before the date of the scheduled hearing. A notice will include time and place of a hearing, information describing the process to be used to conduct a hearing and notice that the Board intends to conduct a hearing in closed session unless a parent or legal guardian waives a student's right to privacy.

Within the limitation that a hearing must be conducted during a period of student suspension, a hearing to consider expulsion may be rescheduled when a parent or legal guardian submits a request showing good cause to the Superintendent at least two (2) school days before a hearing

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1 date as originally scheduled. The Superintendent will determine if a request shows good cause to
2 reschedule a hearing.

3
4 At hearing the student may be represented by counsel, present witnesses and other evidence, and
5 cross-examine witnesses. The Board is not bound by formal rules of evidence in conducting the
6 hearing.

7
8 Procedures for Suspension and Expulsion of Students with Disabilities

9
10 The District will comply with provisions of the Individuals with Disabilities Education Act
11 (IDEA) when disciplining students. The Board will not expel any special education student
12 when a student's particular act of gross disobedience or misconduct is a manifestation of a
13 student's disability. The Board may expel pursuant to its expulsion procedures any special
14 education student whose gross disobedience or misconduct is not a manifestation of a student's
15 disability. A disabled student will continue to receive education services as provided in the
16 IDEA during a period of expulsion.

17
18 The building administrator may suspend a child with a disability from the child's current
19 placement for not more than ten (10) consecutive school days for any violation of school rules,
20 and additional removals of not more than ten (10) consecutive schools days in that same school
21 year for separate incidents of misconduct, as long as those removals do not constitute a change of
22 placement under 34 CFR 300.519(b), whether or not a student's gross disobedience or
23 misconduct is a manifestation of a student's disabling condition. Any special education student
24 who has exceeded or who will exceed ten (10) days of suspension may temporarily be excluded
25 from school by court order or by order of a hearing officer, if the District demonstrates that
26 maintaining a student in a student's current placement is substantially likely to result in injury to
27 a student or to others. After a child with a disability has been removed from his or her placement
28 for more than ten (10) school days in the same school year, during any subsequent days of
29 removal the public agency must provide services to the extent required under 34 CF 300.121(d).

30
31 An administrator may remove from current placement any special education student who has
32 carried a weapon to school or to a school function or who knowingly possesses or uses illegal
33 drugs or sells or solicits the sale of a controlled substance while at school or a school function.
34 The District will place such student in an appropriate interim alternative educational setting for
35 no more than forty-five (45) school days in accordance with the IDEA.

36
37 Procedure History:

38 Promulgated on: February 2007

39 Revised on: November 20, 2007

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Student Records

Maintenance of School Student Records

The District maintains two (2) sets of school records for each student – a permanent record and a cumulative record.

The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction
- ~~Record of any disciplinary action taken against the student, which is educationally related~~

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location.

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information
- Camera footage only for those students directly involved in the incident

Information in the permanent record will indicate authorship and date and will be maintained in perpetuity for every student who has been enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent.

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Access to Student Records

The District will grant access to student records as follows:

1. The District or any District employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. A parent of any student is allowed to view the footage but not permitted to receive a copy unless the parents of the other involved students provide consent. Consent from parents of students in the background is not required. Access to the records will be granted within fifteen (15) days of the District's receipt of such request.

Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. The District will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including pupil-parent interaction.

~~When the student reaches eighteen (18) years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to the parent become exclusively those of the student. A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not prevent their parents from accessing and inspecting their student records if they are a dependent of their parents in accordance with Internal Revenue Service regulations.~~

Access will not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to or release information from student records without

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1 prior written cconsent to employees or school officials of the District or the Montana
2 State Board of Education, provided
3 a current, demonstrable educational or administrative need is shown, without parental consent or
4 notification. Access in such cases will be limited to the satisfaction of that need, with a
5 legitimate education interest in the information. A school official is a person employed
6 by the district in an administrative, supervisory, academic or support staff position
7 (including but not limited to administrators, teachers, counselors, paraprofessionals,
8 coaches, and bus drivers), and the board of trustees. A school official may also include a
9 volunteer or contractor not employed by the district but who performs an educational
10 service or function for which the District would otherwise use its own employees and
11 who is under he direct control of the district with respect to the use and maintenance of
12 personally identifying information from education records, or such other third parties
13 under contract with the District to provide professional services related to the District's
14 educational mission, including, but not limited to, attorneys and auditors. A school
15 official has a legitimate educational interest in student education information when the
16 official needs the information in order to fulfill his or her professional responsibilities for
17 the District. Access by school officials to student education information will be restricted
18 to that portion of a student's records necessary for the school official to perform or
19 accomplish their official or professional duties.

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21 4. The District may grant access to or release information from student records without
22 parental consent or notification to any person, for the purpose of research, statistical
23 reporting, or planning, provided that no student or parent can be identified from the
24 information released, and the person to whom the information is released signs an
25 affidavit agreeing to comply with all applicable statutes and rules pertaining to school
26 student records.

28 5. The District may grant release of a child's education records to child welfare agencies
29 without prior written consent of the parents.

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31 6. The District will grant access to or release information from a student's records pursuant
32 to a court order, upon receipt of such order, of its terms, the nature and substance of the
33 information proposed to be released, and an opportunity to inspect and copy such records
34 and to challenge their contents.

36 6. The District may grant release of a child's education records to child welfare agencies
37 without prior written consent of the parents.

39 7. The District will grant access to or release information from any student record, as
40 specifically required by federal or state statute.

42 8. The District will grant access to or release information from student records to any person
43 possessing a written, dated consent, signed by the parent or eligible student, with
44 particularity as to whom the records may be released, the information or record to be

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released, and reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy will be mailed to the parent or eligible student by the Superintendent. Whenever the District requests consent to release certain records, the records custodian will inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.

9. The District may release student records to the superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
10. Prior to release of any records or information under items 5, 6, 7, and 8, and 9, above, the District will provide prompt written notice to the parents or eligible student of this intended action. This notification will include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will notify the parents or eligible student, as soon as possible, of the information released, date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.
12. The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
13. The District will comply with an ex parte order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
14. The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship.
15. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person. The record of release will include:

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- a. Information released or made accessible.
- b. Name and signature of the records custodian.
- c. Name and position of the person obtaining the release or access.
- d. Date of release or grant of access.
- e. Copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

- Student's name
- Address
- Telephone listing
- Photograph (including electronic version)
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors and awards received
- Most recent educational agency or institution attended

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

~~The parents may challenge the accuracy, relevancy, or propriety of the records, except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has:~~

The District shall give a parent or eligible student, on request, an opportunity for a hearing to

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challenge content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

The hearing required by 34 CFR 99.21 must meet, at a minimum, the following requirements:

- The District shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.
- The District shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
- The hearing may be conducted by any individual including an official of the District who does not have direct interest in the outcome of the hearing.
- The District shall make its decision in writing within a reasonable amount of time after the hearing.
- The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

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The parent or eligible student has:

- The right to present evidence and to call witnesses;
- The right to cross-examine witnesses;
- The right to counsel;
- The right to a written statement of any decision and the reasons therefore;
- ~~The right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.~~

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates. ~~include the statement in any release of the information in dispute.~~

Legal Reference:	Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. 99
	§ 20-5-201, MCA Duties and sanctions
	§ 40-4-225, MCA Access to records by parent
	§ 41-5-215, MCA Youth court and department records – notification of school
	10.55.909, ARM Student records
	<u>10.55.910, ARM Student Discipline Records</u>

Procedure History:

Promulgated on: February 2007

Revised on: July 2013, October 2015

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- 1 October 2015 revision note: added reference to parents retaining access to student records past
- 2 age of majority if the student is a dependent of the parent. Also compared our policy with the
- 3 full MTsBA recommended policy and added information we were missing.

1st Reading

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Page 1 of 6District-Provided Access to Electronic Information, Services, and NetworksGeneral

~~The District now offers students and staff access to the Internet, in accordance with the District Mission Statement. Those parts pertaining to acceptable Internet use include:~~

~~It is the mission and purpose of all persons associated with Jefferson High School to promote the highest quality educational experience for the students of the district, . . . promote respect for authority, peers, other persons, and property, . . . promote high moral standards, good decision making, a strong work ethic, . . . and promote communication. . . .~~

~~The Internet provides a wealth of information for research and inquiry. The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the fact that users may come across material inappropriate in the educational setting. The District has limited control over the information accessed through the Internet; therefore, the District cannot be held responsible for the Internet's content.~~

~~Internet access presents an excellent opportunity for parents to have a discussion with their child about family values and their expectations for their child's activities on the Internet. Parents have the opportunity and bear the responsibility of conveying their values to their children.~~

~~No user shall have access to the network without having a signed individual user release form on file with the District. Students under eighteen (18) years of age must also have the signed approval of a parent/guardian.~~

~~Network storage areas, computer hard drives, and data disks may be treated like school lockers. Network managers may review files and communications to maintain system integrity and ensure that users are using the system properly. Users should not expect that files stored on District servers are private.~~

The District makes Internet access and interconnected computer systems available to District students and faculty. The District provides electronic networks, including access to the Internet, as part its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

Curriculum

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Use of District electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students, and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum, consistent with the District's educational goals.

Terms and Conditions of Internet Access and Use**Privileges**

Since Internet access is a privilege, not a right, users have the responsibility to utilize the Internet in an appropriate manner.

Students are responsible for good behavior on school computer networks, just as they are in a classroom or during school activities. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Appropriate Acceptable Uses

Use of the Internet must be in support of education or research and must adhere to District educational goals and objectives. Guidelines have been established for network users to ensure that Internet use is appropriate to the educational setting. Individuals using the Internet have the responsibility to make themselves aware of these guidelines and follow them at all times.

- Internet use at Jefferson High School is in support of legitimate educational and curricular pursuits.
- Disks used outside of school must be checked for viruses by a teacher/librarian before being used in school computers.
- Users are prohibited from accessing, transmitting, or downloading pornographic, obscene, or threatening materials; materials whose primary purpose is to incite violence or advocate harm to people; and inflammatory or "hate" mail.
- Users are not allowed to violate copyrights, transmit materials protected by trade secrets, or engage in any commercial, for-profit activities.
- Illegal activities of any kind are strictly forbidden.
- When material inappropriate to the school environment is accessed in the context of legitimate academic research, student and adult users have the responsibility to inform a

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~~librarian and/or the supervising teacher.~~

1. Educational Purposes Only. All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.
2. Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a violation of this policy:
 - A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
 - B. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
 - C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
 - D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

Network Etiquette

~~Each Internet researcher is expected to abide by the generally accepted rules of user etiquette, commonly termed "netiquette." These rules include but are not limited to the following:~~

- ~~• Users are not allowed to send or encourage others to send abusive, vulgar, or harassing messages.~~
- ~~• Individuals using school-sponsored Internet access are representatives of the District. As members of the school community, users are expected to be polite and adhere to all school policies and procedures.~~
- ~~• Individuals will not give out personal information such as names, addresses, phone~~

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~~numbers, or credit card information pertaining to themselves or any other person.~~

- ~~● If a site is particularly valuable, and a user would like it bookmarked for future reference, a teacher/librarian should be consulted.~~

Communications Issues

- ~~● Email will be taught and used only in the context of collaborative class projects. Students with personal accounts are to access those accounts from other sites. Students who need email access for independent research may contact the network manager for special arrangements. District employees with email accounts may use school facilities to access those accounts, provided such use does not interfere with research priorities.~~
- ~~● Under the present Internet services, students will not be allowed to subscribe to listservs and news groups. Students with personal accounts are not to access listservs and news groups or post messages to those groups while on the school's computers. Students with independent research needs may contact the network manager for special arrangements. District employees wishing to subscribe to listservs or news groups should discuss it with the network manager in order that such use does not conflict with the needs of other users.~~

Misuse of Internet Resources

~~Any misuse of the District's Acceptable Use Policy will be subject to penalization. Examples of misuse include but are not limited to:~~

- ~~1. Disrupting the operation of the system for other users.~~
- ~~2. Destroying, modifying, or in any way abusing system components, including hardware, software, or property of the facility.~~
 - ~~● Tampering with or altering security codes or passwords.~~
 - ~~● Hacking, altering, dismantling, or disfiguring any field data, including without limitation student data, District, school, or staff files.~~
 - ~~● Downloading information or messages without authority.~~
 - ~~● Introducing viruses to the network.~~
 - ~~● Introducing foreign software to the network.~~
- ~~3. Support of or opposition to political candidates, groups, or ballot measures.~~
- ~~4. Use of the system for charitable purposes which have not been approved in advance by the Superintendent or designee.~~
- ~~5. Use of the system for non-District commercial purposes or solicitations.~~

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~~6. Unauthorized installation, use, storage, or distribution of copyrighted software and/or materials.~~

Penalties for Misuse

~~1. Misuse may result in loss of access.~~

~~2. Additional disciplinary action may be determined at the building level, in line with existing practice regarding inappropriate language or behavior.~~

~~3. Any misuse of the system which results in employing technical support and/or replacing software or hardware may require compensation for damages.~~

~~4. Law enforcement agencies may be involved when applicable.~~

~~5. Misuse or abuse may result in suspension and/or expulsion from school.~~

~~6. If a parent or student feels they have been discriminated against or mistreated in educational opportunities or in any other situation, they are encouraged to appeal the decision by filing a grievance. This is to be done by first discussing the situation with the person who made the decision; if not resolved, then by proceeding to higher levels in the following order:~~

~~— A. Teacher/staff member~~

~~— B. Building principal~~

~~— C. Superintendent~~

~~— D. Board~~

~~— E. County Superintendent~~

~~At level D the issue should be brought to the attention of the Board Chairman, who will place the issue on the agenda for the next regularly scheduled Board meeting.~~

Reliability

~~The District makes no warranties of any kind, expressed or implied, for the services it is providing and specifically denies any responsibility for the accuracy or quality of information obtained through its online services.~~

~~This policy and its provisions are subject to revision as deemed necessary by District staff, administration, and the Board.~~

Warranties/Indemnification

STUDENTS

3612

Page 6 of 6

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

Violations

Violation of this policy will result in a loss of access and may result in other disciplinary or legal action. The principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

Policy History:

Adopted on: February 2007

Revised on: October 2015

October 2015 revision note: Substantially revised policy. Moved use rules and agreement to a new 3612F – student forms. Added Warranties/Indemnification section and Violations section.

STUDENTS

—Policy#3612F
Page 1 of 2

INTERNET ACCESS CONDUCT AGREEMENT

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

I have read, understand, and agree to abide by the terms of the Jefferson High School District'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.

User's Name (Print): _____ Home Phone: _____
User's Signature: _____ Date: _____
Address: _____

Status: 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, 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 access is being provided to the students for educational purposes only. However, I also 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: _____
Home Phone: _____ Address: _____
Date: _____

This Agreement is valid for the _____ school year only.

Legal Reference: _____

Policy Form History:

Adopted on: October 2015

STUDENTS

- 1 Revised on:
- 2
- 3 *Revision Note:*

1st Reading

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 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
 - c inappropriate language.
 - d Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - e Recognize that electronic mail (e-mail) 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. 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.

6

Internet Safety-7

8

1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures. 9-Internet safety is almost assured if users will not engage in “unacceptable uses,” as 10-detailed in these procedures, and will otherwise follow these procedures. 11

12

2. Staff members shall supervise students while students are using District Internet access, 13-to ensure that the students abide by the Terms and Conditions for Internet access, as 14 contained in these procedures. 15

16

3. Each District computer with Internet access has a filtering device that blocks entry to 17-visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate 18-for students, as defined by the Children’s Internet Protection Act and determined by the 19-Superintendent or designee. 20

21

4. The district shall provide age-appropriate instruction to students regarding appropriate 22-online behavior. Such instruction shall include, but not be limited to: positive interactions 23-with others online, including on social networking sites and in chat rooms; proper online 24-social etiquette; protection from online predators and personal safety; and how to 25-recognize and respond to cyberbullying and other threats. 26-27

5. The system administrator and principal shall monitor student Internet access. 28-29-30-31

Legal Reference:

Children’s Internet Protection Act, P.L. 106-554 32

Broadband Data Services Improvement Act/Protecting Children in 33

the 21st Century Act of 2008 (P.L. 110-385) 34

20 U.S.C. § 6801, et seq. Language instruction for limited English 35

proficient and immigrant students 36

47 U.S.C. § 254(h) and (l) Universal service 37

38

39

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

PERSONNEL

5222

Evaluation of Non-Administrative Staff

Each non-administrative staff member's job performance will be evaluated by the staff member's direct supervisor. ~~The evaluation process includes scheduled annual evaluations using forms applicable to the job classification and description, and day to day appraisals. Non-tenured certified staff shall be evaluated, at a minimum, on at least an annual basis. Tenured~~ ~~C~~certified staff members may be evaluated according to the terms stated in the current collective bargaining agreement if applicable. The evaluation model shall be aligned with applicable district goals, standards of the Board of Public Education, and the district's mentorship and induction program. It shall identify what skill sets are to be evaluated, include both summative and formative elements, and include an assessment of the educator's effectiveness in supporting every student in meeting rigorous learning goals through the performance of the educator's duties.

The supervisor will provide a copy of the completed evaluation to the staff member and will provide opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the Superintendent. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent.

Legal Reference: ARM 10.55.701(4)(a)(b) Board of Trustees

Policy History:

Adopted on: February 2007

Revised on: October 2015

October 2015 revision notes: Added reference to non-tenured vs. tenured. Added evaluation model and skill set requirements.

Note: Do we want to add a month to this one?

PERSONNEL

5336

Compensatory Time and Overtime for Classified Employees

Non-exempt classified employees who work more than forty (40) hours in a given workweek may receive overtime pay of one and one-half (1½) times the normal hourly rate, unless the District and the employee agree to the provision of compensation time at a rate of one and one-half (1½) times all hours worked in excess of forty (40) hours in any workweek. The Superintendent must approve any overtime work of a classified employee.

Under Montana law and the Federal Fair Labor Standards Act, a classified employee may not volunteer to work without pay in an assignment similar to his or her regular work.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

Blended Time

Classified Employees working two or more jobs for the District at different rates of pay shall be paid overtime at a weighted average of the differing wages. This shall be determined by dividing the total regular remuneration for all hours worked by the number of hours worked in that week to arrive at the weighted average. One half that rate is then multiplied times the number of hours worked over 40 to arrive at the overtime compensation due.

Example: Employee works one job at 30 hrs./week at \$10.00/hr. The same employee works a different job at 20 hrs./week at \$12.00/hr. (Same district). The employee would get \$300.00 per week for the 30 hr/week job (\$10.00X30) and \$240.00 per week for the 20 hr./week job (\$12.00X20). A total of \$540.00 (regular remuneration). Divide \$540.00 by 50(total hours worked) = \$10.8/hr (weighted average). One-half that rate (\$10.80/2 = \$5.40) is multiplied by 10 (number of hours over 40). \$54.00 is the amount of overtime compensation due the employee based on the "blended time".

NOTE: Please be advised that comp time is not required. If a district adopts a comp time policy, there are basically two (2) types of employees: 1) Those who are covered before the policy was adopted need to be treated on a case-by-case basis, and the agreement to allow comp time must be entered into before the work is performed. 2) Those hired after the policy is in place – the Department of Labor has determined that the employee agreed to the policy. Some experts have said comp time is a credit card, not a savings account. The employee has broad latitude to decide when the time will be taken.

Legal Reference: 29 USC 201, et seq. Fair Labor Standards Act

Policy History:

Adopted on: February 2007

Revised on:

Note: For this revision the word "non-exempt" was added in line 16 to clarify overtime personnel.

ADMINISTRATION

6110

SuperintendentDuties and Authorities

The Superintendent is the District's executive officer and is responsible for the administration and management of District schools, in accordance with Board policies and directives and state and federal law. The Superintendent is authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities; however, delegation of a power or duty does not relieve the Superintendent of responsibility for that which was delegated.

Qualifications and Appointment

The Superintendent will have the experience and skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must ~~hold a valid administrative certificate with superintendent's endorsement issued by the State Certification Board~~ be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules; or considered appropriately assigned if the Superintendent is enrolled in an internship program as defined in ARM 10.55.602 and meets the requirements of ARM 10.55.607 and ARM 10.55.702..

~~When the Superintendent position becomes vacant, the Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.~~

The Superintendent is required to live within the district boundaries of Jefferson High School District #1.

Evaluation

At least annually the Board will evaluate the performance of the Superintendent, using standards and objectives developed by the Superintendent and Board, which are consistent with District mission and goal statements. At the regular January Board meeting a specific time shall be designated for a formal evaluation session. The evaluation will include a discussion of professional strengths, as well as performance areas needing improvement.

Compensation and Benefits

The Board and the Superintendent will enter into a contract which conforms to this policy and state law. The contract will govern the employment relationship between the Board and the Superintendent.

Legal Reference:	§ 20-4-402, MCA	Duties of district superintendent or county high school principal
	<u>ARM 10.55.602</u>	<u>Definition of Internship</u>
	<u>ARM 10.55.607</u>	<u>Internships</u>
	<u>ARM 10.55.702</u>	<u>Licensure and Duties of District Administrator – District Superintendent</u>

ADMINISTRATION

6110

1 Policy History:

2 Adopted on: February 2007

3 Revised on: February 15, 2007, October 2015

6 *Revision Note: Line 29 January Board meeting listed specifically.*

7 *October 2015 revision note: Added option for internship. Removed search process statements.*

9 *NOTE: Do we want to add reference to our superintendent evaluation process? As a procedure*
10 *with forms?*

1st Reading

ADMINISTRATION

6140

Duties and Qualifications of Administrative Staff Other Than SuperintendentDuty and Authority

As authorized by the Superintendent, administrative staff will have full responsibility for day-to-day administration of the area to which they are assigned. Administrative staff are governed by Board policies and are responsible for implementing administrative procedures relating to their assigned responsibilities.

Each administrator's duties and responsibilities will be set forth in a job description for that particular position.

Qualifications

All administrative personnel must ~~hold valid administrators' certificates with appropriate endorsements, issued by the State Certification Board,~~ be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, or be considered appropriately assigned if the administrator is enrolled in an internship as defined in ARM 10.55.602 and meets the requirements of ARM 10.55.607, and must meet other qualifications as specified in their position's job description.

Administrative Work Year

The administrators' work year will correspond with the District's fiscal year, unless otherwise stated in an employment agreement. In addition to legal holidays, the administrators will have vacation periods as approved by the Superintendent.

Compensation and Benefits

Administrators will receive compensation and benefits as stated in their employment agreements.

The administrators (other than Superintendent) are required to live within ten (10) minutes travel time of their schools to have easy year round access to plant and staff.

Legal Reference:	§ 20-4-401, MCA	Appointment and dismissal of district superintendent or county high school principal
	§ 20-4-402, MCA	Duties of district superintendent or county high school principal
	10.55.701, ARM	Board of Trustees
	<u>ARM 10.55.602</u>	<u>Definition of Internship</u>
	<u>ARM 10.55.607</u>	<u>Internships</u>

Policy History:

Adopted on: February 2007

ADMINISTRATION

6140

- 1 Revised on: October 2015
- 2
- 3 October 2015 revision note: added provisions for internship

1st Reading

ADMINISTRATION

6210

Principals

Principals are the chief administrators of their assigned schools and are responsible for the day-to-day operations of their building. The primary responsibility of Principals is the development and improvement of instruction. The majority of the Principals' time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding the school rules, accomplishments, practices, and policies with parents and teachers. Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget, and communication between the school and the community. Principals will be evaluated in accordance with ARM 10.55.701(4)(a)(b)-on their instructional leadership ability and their ability to maintain a positive education and learning environment.

Legal Reference:	§ 20-4-403, MCA	Powers and duties of principal
	10.55.701, ARM	Board of Trustees
	<u>10.55.703, ARM</u>	<u>Licensure and Duties of School Principal</u>

Policy History:

Adopted on: February 2007

Revised on: October 2015

October 2015 revision notes: added day-to-day operations segment of first sentence. Added reference to ARM 10.55.701 which directs us to use the model evaluation instrument developed by OPI.

ADMINISTRATION

Internships

The Board recognizes the need to provide training opportunities for prospective administrators. Internships for those in the process of acquiring administrative credentials shall be considered and approved on an individual basis. The Superintendent or designee and the District administrator involved will review the internship proposal with the candidate and the university representative, much in the same manner as student teachers are assigned.

Policy History:

Adopted on: February 2007

Revised on:

1st Reading

THE BOARD OF TRUSTEES

1105

Membership and Terms of Office

The District is governed by a Board of Trustees consisting of seven (7) members. The powers and duties of the Board include the broad authority to adopt and enforce all policies necessary for the management, operations and government governance of the public schools District. Except as otherwise provided by law, trustees shall hold office for terms of three (3) years, or until their successors are elected and qualified. Terms of trustees shall be staggered as provided by law.

~~Official action by Board members must occur at a duly called and legally conducted meeting. "Meeting" is defined as the convening of a quorum of the constituent membership of the Board, whether in person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or advisory power.~~
All Trustees shall participate on an equal basis with other members in all District business transactions pertaining to the high school maintained by the District. Only those trustees elected from the elementary districts may participate in business transaction pertaining to the elementary schools maintained by the District

~~Board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.~~

Legal References:	§ 20-3-301, MCA	Election and term of office
	§ 20-3-302, MCA	Legislative intent to elect less than majority of trustees
	§ 20-3-305, MCA	Candidate qualification and nomination
	§ 20-3-306, MCA	Conduct of election
	§ 20-3-307, MCA	Qualification and oath
	§ 20-3-341, MCA	Number of trustee positions in elementary districts – transition
	§ 20-3-344, MCA	Nominating of candidates by petition in first-class elementary district
	§ 20-3-351, MCA	Number of trustee positions in high school districts
	§ 20-3-352, MCA	Request and determination of number of high school district additional trustee positions – nonvoting trustee
	§ 20-3-361, MCA	Joint board of trustees organization and voting membership

Policy History:

Adopted on: February 2007

Revised on: September 2015

Revision Note: Cleans up language as per MTSBA Jan, 2014 Policy Notes

Taking Office

A newly elected trustee shall take office as soon as election results have been certified and the newly elected trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability. A newly appointed trustee shall take office, after the trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability. The person shall qualify by taking an oath of office administered by the county superintendent, the superintendent's designee, or any officer provided for in 1-6-101, MCA or 2-16-116, MCA. Such oath must be filed with the county superintendent not more than fifteen (15) days after the receipt of the certificate of election or the appointment.

Cross Reference: Policy 1113 Vacancies

Legal References:	§ 1-6-101, MCA	Officers who may administer oaths
	§ 2-16-116, MCA	Power to administer oaths
	§ 20-1-202, MCA	Oath of office
	§ 20-3-307, MCA	Qualification and oath

Policy History:

Adopted on: February 2007

Reviewed on:

Revised on: April 15, 2008, November 15, 2011, September 2015

Note: Line 5-7 was added to clarify when a trustee (who has been appointed mid-term) becomes official and can vote at meetings.

Note: The sentence in lines 7-9 were added as the revision, as well as two legal references (lines 15 and 16).

Sept. 2015 Revision adds Cross Reference

THE BOARD OF TRUSTEES

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Election

Elections conducted by the District are nonpartisan and are governed by ~~general applicable~~ election laws as found in Titles 13 & 20 of the ~~state of~~ Montana Code Annotated. The ballot at such elections may include candidates for trustee positions, various public policy propositions, and advisor questions.

Board elections shall take place on the first (1st) Tuesday after the first (1st) Monday in May of each year. Any person who is a qualified voter of the District is legally qualified to become a trustee. ~~Any five (5) qualified electors may nominate as many trustee candidates as there are trustee positions subject to election at the ensuing election. The name of each person nominated for candidacy shall~~ A declaration of intent to be a candidate must be submitted to the District Clerk ~~not less than at least~~ forty (40) days before the regular school election day. If different terms are to be filled, the term for the position for which ~~each the~~ candidate is ~~nominated filing must also~~ also shall be indicated. Any person seeking to become a write-in candidate for a trustee position shall file a declaration of intent no later than 5:00 p.m. on the day before the ballot certification deadline in 20-20-401. Any person seeking to become a write-in candidate in a mail ballot election or for a trustee position in a school board election shall file a declaration of intent on the ~~twenty-sixth (26th-d)~~ day before the election. If the number of candidates filing for vacant positions or filing a declaration of intent to be a write-in candidate is equal to or less than the number of positions to be elected, the trustees may give notice no later than ~~thirty (30) twenty-five (25)~~ days before the election that a trustee election will not take place. If a trustee election is not held, the trustees shall declare the candidates elected by acclamation and shall issue a "certificate of election" to each candidate.

A candidate intending to withdraw from the election shall send a statement of withdrawal to the clerk of the district containing all information necessary to identify the candidate and the office for which the ~~candidate was nominated filed~~. The statement of withdrawal must be acknowledged by the clerk of the district. A candidate may not withdraw ~~less than thirty-eight (38) days after 5:00 p.m. the day before the school election~~ ballot certification deadline in 20-20-401.

~~Except in the event of an unforeseen emergency occurring on the date scheduled for the election, a proposition requesting additional funding pursuant to § 20-9-353, MCA, may be submitted to electors only once each calendar year, on the regular school election day. In the event of an unforeseen emergency occurring on the date scheduled for the funding election, the district will be allowed to reschedule the election for a different day of the calendar year.~~

In years when the legislature meets in regular session or in a special session that affects school funding, the trustees may order THE election on a date other than the regular school Election Day in order for the electors to consider a proposition requesting additional funding under 20-9-353.

THE BOARD OF TRUSTEES

1111

Page 2 of 2

1	Legal Reference:	§ 13-10-211, MCA	Declaration of intent for write-in candidates
2		§ 20-20-204, MCA	Election Notice
3		§ 20-3-304, MCA	Annual election
4		§ 20-3-305, MCA	Candidate qualification, nomination and
5			withdrawal
6		§ 20-3-313, MCA	Election by acclamation – notice
7		§ 20-3-322, MCA	Meetings and quorum
8		§ 20-3-322(5), MCA	Meetings and quorum (unforeseen emergency
9			definition)
10		§ 20-3-324(4), MCA	Powers and duties
11		§ 20-3-344, MCA	Nomination of candidates by petition in first-
12			class elementary district
13		§ 20-9-353, MCA	Additional funding for general fund-election
14			for Authorization to impose
15		§ 20-20-105, MCA	Regular school election day and special
16			school elections
17		§ 20-20-301, MCA	Qualifications of elector

Policy History:

Adopted on: February 2007

Reviewed on:

Revised on: November 15, 2011

Revised: September 2015

Note: Lines 22-26 (page 1) were added based on the 2011 Legislative session. The word (withdrawal) was also added in legal reference 20-3-305, MCA.

Sept: 2015 Revision Note: Updated to match current law.

THE BOARD OF TRUSTEES

1112

Resignation

~~The R~~esignation of a trustee, ~~for whatever reason,~~ must be submitted in writing to the Clerk. A resignation is effective seventy-two (72) hours after its submission unless withdrawn during that period by the ~~resigner-trustee~~ through written notification of withdrawal made to the Clerk.

~~The Board will ratify the resignation at its next regularly scheduled meeting and will proceed to fill the vacancy as provided by statute and Board policy.~~

Trustees retiring from the Board may be recognized for their service to the District by presentation of a service plaque or other appropriate activities.

Legal Reference: § 2-16-502, MCA Resignations
 § 20-3-308, MCA Vacancy of trustee position

Policy History:

Adopted on: February 2007

Revised on: [September 2015](#)

[Revision Note: Remove board ratification](#)

2nd Reading

THE BOARD OF TRUSTEES

1113

Vacancies

A trustee position becomes vacant before the expiration of a term, when any of the following occurs:

1. Death of the ~~incumbent~~ trustee;
2. Resignation, in writing, filed with the Clerk;
3. ~~Incumbent Trustee~~ moves out of the nominating district, establishing residence elsewhere;
4. ~~Incumbent Trustee~~ is no longer a registered elector of the District under the provisions of § 20-20-301, MCA;
5. ~~Incumbent Trustee~~ is absent from the District for sixty (60) consecutive days;
6. ~~Incumbent Trustee~~ fails to attend three (3) consecutive meetings of the trustees without good reason;
7. ~~Incumbent Trustee~~ has been removed under the provisions of § 20-3-310, MCA; or
8. ~~Incumbent Trustee~~ ceases to have the capacity to hold office under any other provision of law.

A trustee position also shall be vacant when an elected candidate fails to qualify.

When a trustee vacancy occurs, the remaining trustees shall declare such position vacant and fill such vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The Board will appoint one (1) candidate to fill the position.

Should the Board fail to fill a vacancy within sixty (60) days from the creation of a vacancy, the county superintendent shall appoint, in writing, a competent person to fill such vacancy. An appointee shall qualify by completing and filing an oath of office with the county superintendent within fifteen (15) days after receiving notice of the appointment and shall serve until the next regularly scheduled school election and a successor has qualified.

Cross Reference: 1240 Duties of Individual Trustees
1112 Resignations

Legal References: § 20-3-308, MCA Vacancy of trustee position
§ 20-3-309, MCA Filling vacated trustee position – appointee qualification and term of office

Policy History:

Adopted on: February 2007

Revised on: September 2015

September 2015 revision notes: replaced word “incumbent” with “Trustee”

Annual Organization Meeting

After issuance of election certificates to newly elected trustees in May, and no later than fifteen (15) days after the election, the Board shall elect from among its members a Chairperson and a Vice Chairperson to serve ~~one (1) year terms~~ until the next annual organizational meeting. If a Board member is unable to continue to serve as an officer, a replacement shall be elected ~~immediately at the earliest opportunity to serve the remainder of the term~~. In the absence of both the Chairperson and the Vice Chairperson, the Board shall elect a Chairperson *pro tempore*, who shall perform the functions of the Chairperson during the latter's absence. The Clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly elected Board members by the current Chairperson
2. Swearing in of newly elected trustees
3. Call for nominations for Chairperson to serve during the ensuing year
4. Election of a Chairperson
5. Assumption of office by the new Chairperson
6. Call for nominations for Vice Chairperson to serve during the ensuing year
7. Election of a Vice Chairperson
8. Appointment of a Clerk

~~Policies and bylaws remain in effect until and unless changed by the Board.~~

Legal References:	§ 20-3-321, MCA	Organization and officers
	§ 20-3-322(a), MCA	Meetings and quorum
	§ 1-5-416(1)(b), MCA	Powers and duties of Notary Public

Policy History:

Adopted on: February 2007

Reviewed on:

Revised on: November 15, 2011

September 2015

Note: The revision included the date for when the Annual Organization Meeting must be

- 1 *held and the addition of the legal reference in line 34.*
- 2 *Sept 2015 Revision: Clarified Officer Terms of Office*

2nd Reading

THE BOARD OF TRUSTEES

Committees/Meetings

Generally, trustees will function as a whole and will not form committees of the Board. Nevertheless the Board may create Board committees as deemed necessary or useful. All committees created by the Board ~~to serve a clear public and governmental purpose~~ shall comply with the open meeting laws and all other laws applicable to school board meetings.

~~Standing~~ Committees of the Board may be created and their purposes defined by a majority of the Board. The Board Chairperson shall appoint trustees to serve on such committees. Trustees serving on committees shall be limited to fewer than one-half (½) of the Board.

~~In determining whether any meeting within the school system should be held in compliance with the Open Meeting Act, the following factors, although not exhaustive or dispositive in nature, should be considered:~~

- ~~• Frequency of the meetings being held;~~
- ~~• Whether the committee is deliberating or simply gathering facts;~~
- ~~• Whether the deliberations concern matter of policy rather than merely ministerial or administrative functions;~~
- ~~• Whether the committee members have executive authority and experience; and~~
- Results of the meeting.

Legal Reference: § 2-3-203, MCA Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
Bryan v. Yellowstone (2002), 2002 MT 264
Crofts v. Associated Press (2004), 2004 MT 120

Policy History:

Adopted on: February 2007

Revised on: September 2015

September 2015 revision note: broadened application of open meeting laws by removing examples.

School Board Advocacy

The Board of Trustees of Jefferson High School District believes it has a responsibility to the students, parents, and community to advocate for student achievement and quality education. In order to meet these responsibilities, the District may work for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

~~As~~ Trustees, ~~we~~ should ~~must~~ keep ~~ourselves-themselves and community members~~ informed of pending legislation and actively communicate board positions and concerns to elected representatives at both the state and national level. ~~We~~ The Board should work with legislative representatives (both state and federal), with the Montana School Boards Association, the National School Boards Association, and other concerned groups in developing an annual as well as long-range legislative program.

~~We may encourage e~~Each Trustee is encouraged to participate in the MTSBA Delegate Assembly and the MTSBA Board Legislative Contact Program and the caucuses. We also encourage each board and trustee to be aware of the importance of building a relationship with the community, to be used to increase student success.

In doing so, the Board ~~should~~will~~may~~:

1. At its annual organizational meeting appoint a member as its Board Legislative Contact (BLC) to the Montana School Boards Association (MTSBA). This person may:
 - a. Serve as the Board's liaison to MTSBA;
 - b. Attend the Day of Advocacy during each legislative session;
 - c. Attend other state and regional association meetings as approved by the Board and
 - d. Advise MTSBA of the Board's views regarding MTSBA's legislative positions and activities.
2. At least once each month, the Board meeting agenda may include an opportunity for the BLC to report on educational issues pending on the state and federal levels.
3. Work with the BLC, MTSBA, the National School Boards Association (NSBA), and other concerned groups and organizations on matters of mutual interest.

Policy History:

Adopted on: April 21, 2009

Reviewed on:

Revised on: September 2015

September 2015 revision note: format corrections, added caucuses, ~~changed "may" to will~~

- | 1 Timeline index entry: Regular board meeting every May
2

2nd Reading

School Board Advocacy

Once the Board of Trustees has determined that it is in its best interest to actively become an advocate for the education of the students in its District, the following guidelines are established to help facilitate the process.

1. An additional item on the agenda of the Annual Organizational Meeting, usually held in May of each year, may include the appointment of one (1) of its trustees as the Board Legislative Contact (BLC) to the Montana School Boards Association (MTSBA).
 - a. In the event of an appointment, the District Clerk will submit the name ~~of the Director of Member Services to the Administrative Service Specialist~~ at MTSBA no later than one (1) month after the appointment.
2. The Board will identify this appointee and/or additional trustees as registered lobbyists for the District.
 - a. If the appointment is made, the District Clerk will make sure that the appointed trustee(s) are sufficiently registered as lobbyists for the District
3. The threshold for reimbursement of expenses before the lobbying license requirement becomes effective will be determined by the Commissioner of Political Practices.
4. The BLC, or designee, may attend the Day of Advocacy during each legislative session.
5. The BLC, or designee, may attend the annual Delegate Assembly.
6. The Board may set additional parameters, including the number of trips to the Legislature, the number of regional and state meetings approved, etc.
7. The Board may include an item on its monthly agenda, giving the BLC an opportunity to discuss advocacy information.

Legal Reference:	§ 5-7-112, MCA	Payment threshold – inflation adjustment
	ARM 44.12.204	Payment threshold – inflation adjustment

Procedure History:

Promulgated on: April 21, 2009

Reviewed on:

Revised on: September 2015

September 2015 Revision note: Changed who to report the appointment to at MTSBA

THE BOARD OF TRUSTEES

1210

Qualifications, Terms, and Duties of Board Officers

The Board officers are the Chairperson and Vice Chairperson. These officers are elected at the annual organizational meeting.

Chairperson

~~The Board elects a Chairperson from its members for a one (1) year term.~~ The Chairperson may be any trustee of the board, including an additional trustee as provided for in 20-3-352(2). ~~If an additional trustee is chosen to serve as the Chairperson of an elementary district described in 20-3-351(1)(a), the additional trustee may not vote on issues pertaining only to the elementary district.~~ The duties of the Chairperson include the following:

- Preside at all meetings and conduct meetings in the manner prescribed by the Board's policies;
- Make all Board committee appointments, ~~subject to Board approval;~~
- Sign all papers and documents as required by law and as authorized by action of the Board;
- Close Board meetings as authorized by Montana law; and
- Act as spokesperson for the Board.

The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board members, including the right to participate in debate and to vote. The Chairperson may not make a motion, but may second motions.

Vice Chairperson

The Vice Chairperson shall preside at all Board meetings in the absence of the Chairperson and shall perform all the duties of the Chairperson during the Chairperson's absence or unavailability. The Vice Chairperson shall work closely with the Chairperson and shall assume whatever duties the Chairperson may delegate.

Legal References:	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
	§ 20-3-321(2), MCA	Organization and officers
	§ 20-3-351(1)(a), MCA	Number of trustee positions in high school districts
	§ 20-3-352(2), MCA	Request and determination of number of high school district additional trustee positions –nonvoting trustee

Policy History:

Adopted on: February 2007

Reviewed on:

Revised on: November 15, 2011. September 2015

Note: The definition and duties of a chairperson (lines 8-12) were changed according to the 2011 Legislative session. Also, legal references in lines 34-38 were added.

September 2015 revision note: Removed term of chair because is covered in other policy. Removed Board approval of Chair committee appointments.

THE BOARD OF TRUSTEES

1230

Clerk

The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chairperson, and shall keep an accurate ~~journal of its~~ permanent record of all proceedings.

The Clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the trustees will have one (1) of their members or a District employee act as clerk for the meeting, and said person will supply the Clerk with a certified copy of the proceedings.

The Clerk will keep accurate and detailed accounts of all receipts and disbursements made by the District. The Clerk shall draw and countersign all warrants for expenditures that have been approved by the Board.

The Clerk will make the preparations legally required for the notice and conduct of all District elections.

The Clerk shall prepare and submit to the Board a financial report of receipts and disbursements of all school funds on an annual basis unless the Board requests such reports on a more frequent basis. The Clerk shall perform all functions pertaining to the preparation of school elections.

The Clerk shall perform other duties as prescribed by state law or as directed by the Board and the Superintendent.

Legal references:	§ 20-3-321, MCA	Organization and officers
	§ 20-3-325, MCA	Clerk of the district
	§ 20-4-201, MCA	Employment of teachers and specialists by contract
	§ 20-9-133, MCA	Adoption and expenditure limitations of final budget
	§ 20-9-165, MCA	Budget amendment limitation, preparation, and adoption procedures
	§ 20-9-221, MCA	Procedure for issuance of warrants
	§ 20-20-401, MCA	Trustees' election duties – ballot certification

Policy History:

Adopted on: February 2007

Revised on: September 2015

September 2015 revision note: added language that record of proceedings be permanent. Added that Clerk prepares for school elections.

THE BOARD OF TRUSTEES

1240

Duties of Individual Trustees

The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual trustee, except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each trustee shall review the agenda and attendant materials in advance of a meeting and shall be prepared to participate in discussion and decision making for each agenda item. Each trustee shall visit the school at least once per year to examine its management, conditions, and needs.

All trustees are obligated to attend Board meetings regularly. Whenever possible, a trustee shall give advance notice to the Chairperson or Superintendent, of the trustee's inability to attend a Board meeting. A majority of the Board may excuse a trustee's absence from a meeting if requested to do so. ~~The Board shall declare a position vacant after three (3) consecutive unexcused absences from regular Board meetings, or when a trustee has been absent from the District for sixty (60) consecutive days.~~

Board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.

Cross Reference: 1113 Vacancies

Legal References:	§ 20-3-301, MCA	Election and term of office
	§ 20-3-308, MCA	Vacancy of trustee position
	§ 20-3-324(21), MCA	Powers and duties
	§ 20-3-332, MCA	Personal immunity and liability of trustees

Policy History:

Adopted on: February 2007

Revised on: September 2015

September 2015 revision note: Removed sentence declaring a trustee position vacant after three unexcused absences or 60 day absence. Added sentence regarding no individual authority.

THE BOARD OF TRUSTEES

1310

District PolicyAdoption and Amendment of Policies

Proposed new policies and proposed changes to existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Interested parties may submit view, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to the ~~second (2nd)~~ final reading. The final vote for adoption shall take place not earlier than at the second (2nd) reading of the particular policy. New or revised policies that are required, or have required language changes based on State or Federal law, or are required changes by administrative rule, may be adopted after the first (1st) reading if sufficient notice has been given through the board agenda.

All new or amended policies shall become effective on adoption unless a specific effective date is stated in the motion for adoption.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and also shall be included in the District's policy manual. Policies of the District shall be reviewed annually by the Board at the regular June Board meeting.

Policy Manuals

The Superintendent shall develop and maintain a current policy manual which includes all policies of the District. Every administrator, as well as staff, students, and other residents, shall have ready access to District policies. ~~All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at any time.~~

Suspension of Policies

Under circumstances that require waiver of policy, the policy may be suspended by a majority vote of the trustees present. To suspend policy, however, all trustees must have received written notice of the meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.

Administrative Procedures

The superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item.

Legal References: §20-3-323, MCA District policy and record of acts
10.55.701, ARM Board of Trustees

Policy History:

Adopted on: February 2007

Revised on: February 15, 2011

Revised on: July 2013, September 2015

Timeline Index Entry: June

September 2015 revision note: Removed language about distributed manuals remaining property of the school.
Added Administrative Procedures section.

Formatted: Superscript

THE BOARD OF TRUSTEES

1310P

Page 1 of 2

1 District Policy

2
3 Procedure for Maintenance of District Policy and Policy Manual

4
5 The official copy of the policies of Jefferson High School District #1 is maintained as an
6 electronic PDF (Adobe portable document file). The singular location for this official Policy
7 Manual is on the JHS server and it is accessed via the JHS website on a page designated for this
8 purpose in the district information section of the site.

9
10 Generally, each year the Board establishes a policy committee. The purpose of the committee is
11 to review or construct policy additions or change proposals and make recommendations to the
12 full Board for action.

13
14 The policy committee may develop its own methods for tracking and processing their work. This
15 may include internet or other posting of materials, working copies of policy proposals and
16 methods for incorporating public input in the process. All methods used by the committee will
17 adhere to open meeting law requirements.

18
19 All policies that include a due date or other date-related requirement for the Board,
20 administration, staff or other persons or entities will be listed on a "Board Timeline Index" which
21 will follow the Master Index in the district policy manual.

22
23 The procedure for processing policy proposals is:

- 24
25 1. Committee meets as needed to review and research policy proposals and may revise or
26 construct drafts of the policy proposals.
- 27 2. Proposed policy draft is submitted to the Superintendent to be included on the agenda at
28 the next regularly scheduled board meeting. For policy changes, written drafts must be
29 the current policy language with deleted language formatted with a strike through and
30 new language underlined. The agenda item will include the policy number, title and a
31 brief description of the proposal.
- 32 3. District Clerk disseminates proposed policy marked as "1st Reading Draft" to trustees.
- 33 4. If approved on 1st reading, the District Clerk incorporates any changes made on 1st
34 reading in the draft policy with markup formatting and disseminates the updated draft to
35 the Board marked as "2nd Reading Draft" and adds the proposed policy for 2nd reading to
36 the agenda for the next regularly scheduled board meeting.
- 37 5. If approved on 2nd reading, the District Clerk incorporates any changes made on 2nd
38 reading, removes the markup formatting, and emails the final approved policy Word
39 document to the District's provider of policy maintenance services, if any, as soon as
40 possible but not more than ten (10) working days after approval.
- 41 6. Policy maintenance vendor adds the approved policy document to our word documents
42 on their site, updates the Board Timeline Index if needed, and posts a new full Policy
43 Manual PDF to our directory on their website. The file name of the official policy manual

THE BOARD OF TRUSTEES

1310P

Page 2 of 2

PDF will include the date and time the file was generated. Example: Jefferson High School District Policies–20110610-1259pm.pdf

7. District Clerk downloads the updated PDF and posts it to the JHS website. The District Clerk moves the former versions of the official policy manual to a linked page on the site where they will be maintained for historical purposes.
8. If the District does not use a policy maintenance service, then the District Clerk will update the PDF file locally.

Administrative Procedures

The goals of written administrative procedures are:

- A clear understanding and expectation of how recurring important tasks are done consistently and well within the district is shared among administration, staff, students, trustees and the public, and
- Achievement of district goals is enhanced through communication and implementation of procedures tied to goals, and
- Transitions between former and new staff are improved less time is spent “reinventing the wheel.”

To this end, the Superintendent shall develop and maintain administrative procedures in such a way that:

1. An electronic manual of procedures is created and maintained by the district office under the direction of the superintendent and available in PDF format to the public upon request.
2. Any recurring task for which it is important that the task be done consistently and in a certain manner has a written procedure in the procedure manual.
3. A timeline index is created and maintained as part of the procedures manual.
4. Each procedure clearly identifies the need for the task, the steps involved, who is responsible, when the task must be done, any measurements for success that are appropriate and a reference to any corresponding district goals or policy.
5. The manual uses a style, format and numbering scheme, consistent with the District policy manual.

Policy History:

Adopted on: August, 14 2012

Revised : November 2015

Revision Note: Moved Administrative Procedure from 1312P to 1310P when 1312 was incorporated into 1310

THE BOARD OF TRUSTEES

Administrative Procedures

~~The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.~~

~~When a written procedure is developed, the Superintendent shall submit it to the Board as an information item. Such procedures usually need not be approved by the Board, although the Board may revise them, when it appears they are not consistent with Board intentions as expressed in its policies. On controversial matters the Superintendent shall submit proposed procedures to the Board for review prior to their adoption.~~

Policy History:

Adopted on: February 2007

Revised on:

Revoked : November 2015

Revision note: Refer to 1310

2nd Reading

Administrative Procedures

The goals of written administrative procedures are:

- A clear understanding and expectation of how recurring important tasks are done consistently and well within the district is shared among administration, staff, students, trustees and the public, and
- Achievement of district goals is enhanced through communication and implementation of procedures tied to goals, and
- Transitions between former and new staff are improved less time is spent “reinventing the wheel.”

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3. A timeline index is created and maintained as part of the procedures manual.
4. Each procedure clearly identifies the need for the task, the steps involved, who is responsible, when the task must be done, any measurements for success that are appropriate and a reference to any corresponding district goals or policy.
5. The manual uses a style, format and numbering scheme, consistent with the District policy manual.

Legal Reference:

Policy History:

Adopted on: October 2013

Revised on:

Revision Note:

THE BOARD OF TRUSTEES

1400

Page 1 of 2

Board Meetings

Meetings of the Board and/or committees of the Board must occur at a duly called and legally conducted meeting. "Meeting" is defined as the convening of a quorum of the constituent membership of the Board, whether in person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or advisory power.

Regular Meetings

Unless otherwise specified, all meetings will take place in the Jefferson High School Library. Regular meetings shall take place at ~~7:00~~ 6:30 p.m. on the third (3rd) Tuesday of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in school buildings or, upon the unanimous vote of the Trustees, in a publicly accessible building located within the District. If regular meetings are scheduled at places other than as stated above or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. The Trustees may meet outside the boundaries of the school district for collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. Adequate notice of the meeting as well as an agenda must be provided to the public in advance. Decision making may only occur at a properly noticed meeting held within the school district's boundaries. When a meeting date falls on a legal holiday, the meeting shall take place the next business day.

Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

Budget Meetings

Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date, time, and place trustees will meet for the purpose of considering and adopting a final budget for the District, stating that the meeting of the trustees may be continued from day to day until final adoption of a District budget and that any taxpayer in the District may appear at the meeting and be heard for or against any part of the budget. This notice shall be published in the *Boulder Monitor*.

On the date and at the time and place stated in the published notice (on or before August 20) trustees shall meet to consider all budget information and any attachments required by law. The meeting may continue from day to day; however, the Board must adopt a final budget not later than August 25.

Special Meetings

Special meetings may be called by the Chairman or by any two (2) trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to every trustee not less than forty-eight (48) hours before the time of the meeting, except that the 48-hour notice is

1 Waived in an unforeseen emergency as stated in 20-3-322(5), MCA. Such written notice shall be
2 posted conspicuously within the District in a manner that will receive public attention.
3 Written notice also shall be sent not less than twenty-four (24) hours prior to the meeting, to each
4 newspaper and radio or television station that has filed a written request for such notices. **Business**
5 **transacted at a special meeting will be limited to that stated in the notice of the meeting.**
6

7 Closed Sessions

8

9 Under Montana law, the Board may meet in closed sessions to consider matters of individual
10 privacy. Before closing a meeting, the presiding officer must determine that the demands of
11 individual privacy exceed the merits of public disclosure and so state publicly before going into
12 closed session. The Board also may go into closed session to discuss a strategy to be followed with
13 respect to litigation, when an open meeting would have a detrimental effect on the litigating position
14 of the District. This exception does not apply if the litigation involves only public bodies or
15 associations as parties. Before closing a meeting for litigation purposes, the District may wish to
16 consult legal counsel on the appropriateness of this action. No formal action shall take place during
17 any closed session.
18

19 Legal References:	§ 2-3-103, MCA	Public participation – governor to insure
20		guidelines adopted
21	§ 2-3-104, MCA	Requirements for compliance with notice
22		provisions
23	§ 2-3-105, MCA	Supplemental notice by radio or television
24	§ 2-3-201, MCA	Legislative intent – liberal construction
25	§ 2-3-203, MCA	Meetings of public agencies and certain
26		associations of public agencies to be open to
27		public – exceptions
28	§ 20-3-322, MCA	Meeting and quorum
29	§ 20-9-115, MCA	Notice of final budget meeting
30	§ 20-9-131, MCA	Final budget meeting
31	10.55.701, ARM	Board of Trustees
32		

33 Policy History:

34 Adopted on: February 2007
35 Reviewed on:
36 Revised on: November 15, 2011, September 2015
37

38 *Note: Lines 11-14 (page 1) were added, by legislative action, allowing full boards to meet outside*
39 *of their district, with other boards, for purposes of educational issues.*

40 *Note: The dates in the “Budget Meetings” section were changed based on 2011 Legislature and the*
41 *addition of legal reference on line 27.*
42

43 September 2015 revision note: Add paragraph below “Board meetings” header. Added language
44 notice that meeting notice postings be conspicuously in a manner that will receive public attention.

Internships

Internship means an agreement between a fully licensed Class 1, 2, or 3 educator, the school district, and a Montana accredited educator preparation program. Internships are permitted in endorsement areas approved by the Board of Public Education.

The Board recognizes the need to provide training opportunities for prospective teachers and administrators. Internships for those in the process of acquiring teaching endorsements and/or administrative credentials shall be considered and approved on an individual basis. The Superintendent or designee involved will review the internship proposal with the candidate and the university representative, much in the same manner as student teachers are assigned.

As part of an internship agreement, the parties must agree to the following:

(a) The intern will complete the requirements for the appropriate endorsement within three years;

(b) the school district will provide local supervision and support of the intern; and

(c) the accredited educator preparation program will approve the coursework and provide support and periodic supervision.

A superintendent intern shall be supervised through the year by a licensed and endorsed superintendent contracted by the district, including participation in, and review of, and written concurrence in all performance evaluations of licensed staff completed by the intern.

An emergency authorization of employment granted by the Superintendent of Public Instruction pursuant to §20-4-111, MCA is not a license; therefore is not eligible for an internship.

Legal Reference:	<u>§20-4-111, MCA</u>	<u>Emergency authorization of employment</u>
	<u>ARM 10.55.602</u>	<u>Definitions</u>
	<u>ARM 10.55.607</u>	<u>Internships</u>
	<u>ARM 10.55.702</u>	<u>Licensure and duties of District Administrator</u>
		<u>- District Superintendent</u>
	<u>ARM 10.57.412</u>	<u>Class 1 and 2 Endorsements</u>
	<u>ARM 10.57.413</u>	<u>Class 3 Administrative License</u>

Policy History:

Adopted on: November 2015~~on:~~

Revised on:

Revision Note:

INSTRUCTION

2100

School Year Calendar and DaySchool Calendar

Subject to §§ 20-1-301 and 20-1-308, MCA, and any applicable collective bargaining agreement covering the employment of affected employees, the trustees of a school district shall set the number of hours in a school term, the length of the school day, and the number of school days in a school week. When proposing to adopt changes to a previously adopted school term, school week, or school day, the trustees shall: (a) negotiate the changes with the recognized collective bargaining unit representing the employees affected by the changes; (b) solicit input from the employees affected by the changes but not represented by a collective bargaining agreement; (c) and from the people who live within the boundaries of the school district.

Commemorative Holidays

Teachers and students will devote a portion of the day on each commemorative holiday designated in § 20-1-306, MCA, to study and honor the commemorated person or occasion. The Board may from time to time designate a regular school day as a commemorative holiday.

Saturday School

Pupil instruction may be held on a Saturday at the discretion of a school district for the purpose of providing additional pupil instruction, provided that: (a) Saturday school is not a pupil instruction day and does not count toward the minimum aggregate hours of pupil instruction; and (b) student attendance is voluntary.

School Fiscal Year

At least the minimum number of aggregate hours must be conducted during each school fiscal year. The minimum aggregate hours required by grade are:

- a) A minimum of 360 aggregate hours for a kindergarten program;
- b) 720 hours for grades 1 through 3;
- c) 1,080 hours for grades 4 through 12; and
- d) 1,050 hours may be sufficient for graduating seniors.

In addition, seven (7) pupil instruction-related days may be scheduled for the following purposes:

1. Pre-school staff orientation for the purpose of organization of the school year;
2. Staff professional development programs (minimum of three (3) days);
3. Parent/teacher conferences; and
4. Post-school record and report (not to exceed one (1) day, or one-half (½) day at the end of each semester or quarter).

The Board of Trustees has may established an advisory committee to develop, recommend, and evaluate the school district's yearly professional development plan. Each year the Baord of

INSTRUCTION

2100

Trustees shall adopt a professional development plan for the subsequent school year based on the recommendation of the advisory committee.

Legal References:	§ 20-1-301, MCA	School fiscal year
	§ 20-1-302, MCA	School day and week
	§ 20-1-303, MCA	Conduct of School on Saturday or Sunday prohibited - exceptions
	§ 20-1-304, MCA	Pupil-instruction-related day
	§ 20-1-306, MCA	Commemorative exercises on certain days
	ARM 10.55.701	Board of Trustees
	ARM 10.65.101-103	Pupil-Instruction-Related Days
	<u>ARM 10.55.714</u>	<u>Professional Development</u>
	ARM 10.55.906	High School Credit

Policy History:

Adopted on: February 2007

Reviewed on:

Revised on: April 15, 2008, November 15, 2011, September 2015

Note: Revisions included lines 12-16, lines 27-30(change from days to aggregate hours), and a better clarification of lines 34-37.

Note: Revisions included the addition of "Saturday School" and the legal reference of 20—303, MCA.

September 2015 revision note: Added paragraph establishing with option to establish an advisory committee and approval of annual plan.

INSTRUCTION

Objectives

Accreditation Standards

~~The Board will review state accreditation standards annually, at the regular June Board meeting, and provide in each school building at least one (1) copy of the standards, for staff and public review.~~

Continuous Progress Education

The Board acknowledges its responsibility to develop and implement a curriculum designed to provide for sequential intellectual and skill development necessary for students to progress on a continuous basis from elementary through secondary school.

The Superintendent is directed to develop instructional programs which will enable each student to learn at the student's best rate. The instructional program will strive to provide for:

1. Placement of a student at the student's functional level;
2. Learning materials and methods of instruction considered to be most appropriate to the student's learning style; and
3. Evaluation to determine if the desired student outcomes have been achieved.

Each year, the Superintendent will determine the degree to which such instructional programs are being developed and implemented. Accomplishment reports submitted annually, at the regular June Board meeting, will provide the Board with the necessary information to make future program improvement decisions.

Policy History:

Adopted on: February 2007

Revised on: February 15, 2011, September 2015

September 2015 revision note: Removed section on Accreditation Standards

INSTRUCTION

2120

Curriculum ~~Development~~ and Assessment

The Board is responsible for curriculum adoption and must approve all significant changes, including the adoption of new textbooks and new courses, before such changes are made. The Superintendent is responsible for making curriculum recommendations. ~~The curriculum will be designed to accomplish learning objectives and goals for excellence contained in the District's educational philosophy, mission statement, objectives, and goals. The District shall ensure their curriculum is aligned to all content standards and the appropriate learning progression for each grade level.~~

~~Development and Assessment~~

A written sequential curriculum will be developed for each subject area. The curricula will address learner goals, content and program area performance standards, and District education goals and will be constructed to include such parts of education as content, skills, and thinking. ~~A curriculum review cycle and timelines for curriculum development and evaluations will be developed, as well. The District shall review curricula at least every five (5) years or consistent with the state's standards revision schedule, and modify, as needed, to meet educational goals~~ goals of the continuous school improvement plan pursuant to ARM 10.55.601.

The staff and administration will suggest materials and resources, to include supplies, books, materials, and equipment necessary for development and implementation of the curriculum and assessment, which are consistent with goals of the education program. ~~These materials will be reviewed at least every five (5) years.~~

The District shall maintain their programs consistent with the state's schedule for revising standards.

~~In all program areas and at all levels, the District will assess student progress toward achieving learner goals and program area performance standards, including content and data; accomplishment of appropriate skills; development of critical thinking and reasoning; and attitude. The District shall assess the progress of all students toward achieving content standards and content-specific grade-level learning progressions in each program area. The District will shall use assessment results to improve examine the education program and will use effective and appropriate tools for assessing such progress measure its effectiveness. These may include but are not limited to standardized tests; criterion-referenced tests; teacher-made tests; ongoing classroom evaluation; actual communication assessments such as writing, speaking, and listening assessments; samples of student work and/or narrative reports passed from grade to grade; samples of students' creative and/or performance work; and surveys of carryover skills to other program areas and outside of school.~~

The District shall use appropriate multiple measures and methods, including state-level achievement information obtained by administration of assessments pursuant to the requirements of ARM 10.56.101, to assess student progress in achieving content standards and content-specific grade-level learning progressions in all program areas. The examination of program effectiveness using assessment results shall be supplemented with information about graduates and other students no longer in attendance.

Cross Reference: 2000 Goals
 2110 Objectives

INSTRUCTION

2120

Legal Reference: § 20-3-324, MCA Powers and duties
 § 20-4-402, MCA Duties as district superintendent or county high
 school principal
 § 20-7-602, MCA Textbook selection and adoption
 10.55.603, ARM Curriculum Development and Assessment

Policy History:

Adopted on: February 2007

Revised on: September 2015September 2015 revision notes: Big rewrite of policy to match language to current law and accreditation standards.

2nd Reading

INSTRUCTION

2158

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Family Engagement Policy

The Jefferson High School Board of Trustees believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Office of Public Instruction (OPI), the district, parents/families and the community.

Parent/Family Involvement Goals and Plan

The Board of Trustees recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals;

1. Promote families to actively participate in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class;
2. Promote families and school staff to engage in regular, two-way meaningful communication about student learning;
3. Promote families and school staff to continuously collaborate to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
4. Empower parents to be advocates for their own and other children, to ensure that students are treated equitably and have access to learning opportunities that will support their success;
5. Encourage families and school staff to be partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and
6. Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic participation.

The district's plan for meeting these goals ~~is to~~ will:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including:

INSTRUCTION

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- Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
 - Providing access to educational resources for parents/families to use together with their children.
 - Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
 4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
 5. Perform regular evaluations of parent/family involvement ~~at each school and at the district level.~~
 6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
 7. If practical, provide information in a language understandable to parents.
 8. Other options as Administration determines.

The board will review the plan and progress at the regular June board meeting.

Legal Reference:

Policy History:

Adopted on: November 2015

Revised on:

Timeline Index: June

Revision Note:

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Entrance, Placement, and Transfer

Entrance, Date, and Age

The District requires proof of identity and an immunization record for every child to be admitted to District schools. The trustees may at their discretion assign and admit a child to a school in the district who is under 6 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision.

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141. Homeless students shall be admitted pursuant to state and federal law, and Policy 3125.
2. To be admitted to the District school, in accordance with the Montana Immunization Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents approved by the department. ~~(except that pertussis vaccination is not required for children seven (7) years or older).~~ Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.

Placement

The District goal is to place students at levels and in settings that will increase the probability of student success. Developmental testing, together with other relevant criteria including, but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent or the Board.

Transfer

District policies regulating the enrollment of students from other accredited elementary and secondary schools are designed to protect the educational welfare of children.

Secondary Grades (9-12) Credit Transfer: A transfer of credits from any secondary school is subject to a satisfactory examination of the following:

1. Appropriate certificates of school accreditation;

~~1 For the purposes of this section "proof of identity" means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary~~

1 For the purposes of this section "proof of identity" means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

2. Length of course, school day, and school year;
3. Content of applicable courses;
4. School building as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction);
5. Appropriate evaluation of student performance leading toward credit issuance.

The District will follow Montana Accreditation Rules and Standard, along with local alternate procedures for earning credit, in reviewing requests for transfer of credits. The high school principal has authority for approving credit transfers, subject to review by the Superintendent or the Board.

Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-404, MCA	Conditional attendance
	§ 20-5-405, MCA	Medical or religious exemption
	§ 20-5-406, MCA	Immunization record
	§ 44-2-511, MCA	School enrollment procedure
	10.55.601 et seq., ARM	Accreditation Standards: Procedures

Policy History:

Adopted on: February 2007

Revised on: April 15, 2008

Revised on: September 2015

Note: The revisions included the age range acceptance in lines 7-8 Page 1 as well as the footnote defining “proof of identity”.

Sep. 2015 revisions include addition of varicella and clarification of immunization manner as per 2015 Montana Legislature.

1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

Enrollment and Attendance Records

Average Number Belonging

Average Number Belonging (ANB) is the enrollment measure used for the State Foundation Program calculations as defined in § 20-9-311, MCA. The ANB of one year is based on the attendance records of the preceding year. Funding for districts is based on ANB, which is based on “aggregate hours” per year and must be accurate. “Aggregate hours” means the hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled.

For a child to be counted for ANB purposes:

- a) The child must meet the definition of pupil as found in § 20-1-101(11), MCA;
- b) Attending 181 to 359 aggregate hours = One-quarter time enrollment
- c) Attending 360 to 539 aggregate hours = One-half time enrollment
- d) Attending 540 to 719 aggregate hours = Three-quarter time enrollment
- e) Attending 720 aggregate hours or more = Full-time enrollment

Enrollment in a program for fewer than 180 aggregate hours of pupil instruction per school year may not be included for ANB purposes unless the pupil has demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The ANB must be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency. 20-9-311(4)(d).

Homebound Students

Students who are receiving instructional services, who were in the education program and, due to medical reasons certified by a medical doctor, are unable to be present for pupil instruction, may be counted as enrolled for ANB purposes, if the student:

- a) Is enrolled and is currently receiving organized and supervised pupil instruction;
- b) Is in a home or facility which does not offer a regular educational program; and
- c) Has instructional costs during the absence, which are financed by the District’s general fund.

If a homebound student does not meet the criteria set forth above, the District may request a variance through the Office of Public Instruction, for consideration of the student in the enrollment count for ANB purposes beyond the tenth (10th) day of absence.

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Attendance Accounting

Days present and absent for every student are to be recorded in each building, for the purpose of informing parents of a student's attendance record.

On the first (1st) Monday in October, ~~first Monday in December~~ and on February 1st (or the next school day if those dates do not fall on a school day), the number of all enrolled students (whether present or absent) by grade level and class will be recorded on the forms provided by the District Special education children who are enrolled in special programs sixteen (16) hours or more a week will be listed separately. The Director of Special Education should be contacted to verify this count. Monthly student counts of enrolled children by grade and classroom will be provided by the office.

Legal Reference:	10.20.102, ARM	Calculation of Average Number Belonging (ANB)
	§ 20-1-101, MCA	Definitions

Procedure History:

Promulgated on: February 2007

Revised on: July 2013

Revised: September 2015

Note: The revision allows the District to count a student for ANB if they attend less than 180 aggregated hours. The revision also requires a third (3rd) ANB count in December.

Sept. 2015 Revision removes the December count date as per 2015 Montana Legislature

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Students of Legal Age

Every student eighteen (18) years of age or older will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and state law.

Admission to School

The residence of an adult student who is not residing with a parent or guardian will be considered the residence for school purposes.

Field Trips/Athletic Programs

Approved forms for participation will be required of all students. The form should indicate that the signature is that of the parent or the adult student. Sponsors or coaches will be required to confirm the ages of those students signing their own forms.

Absence/Lateness/Tuancy

Absence notes, normally signed by parents or guardians, may be signed by adult students. Excessive absences will result in consequences according to policy 3122P and will be reported on the report card.

Suspension/Expulsion

All suspension and/or expulsion proceedings will conform to the requirements of state statutes. Notification of all such proceedings will be sent to parents or guardians. Adult students, however, are permitted to represent themselves if they so choose.

Withdrawal from School

Adult students may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance. Parents will be notified of impending dropouts by the school.

Permission to Inspect Student Records

~~Adult students may request permission to inspect their school records if they are eligible students according to FERPA.~~

A student that attains the age of legal majority is an “eligible student” under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not prevent their parents from accessing and inspecting their student records if they are a dependent of their parents in accordance with Internal Revenue Service regulations.

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Report Cards

Progress reports will be sent to the parent or legal guardian.

Excuses from School

The school will verify requests from students who wish to leave school early for reasons such as job interviews, college visits, driver testing, etc., with the organization being visited. Permission to leave school early may be denied for what is considered a non-valid reason.

Financial Responsibility

Students of legal age can be held financially responsible for damage to school property.

Policy History:

Adopted on: February 2007

Revised on: September 2015

September 2015 revision notes: Replaced paragraph in Permission to Inspect Student Records section.

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Bullying/Harassment/Intimidation/Hazing

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. ~~This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).~~

Definitions

1. “Third parties” include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

2. “District” includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.

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

4. ~~“Harassment, intimidation, or bullying” means any act~~ “Bullying” means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication (“cyberbullying”) or threat directed against a student that is persistent, severe, or repeated, and 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, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, 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.

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d. Substantially and materially disrupts the orderly operation of a school.

5. “Electronic communication device” means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying 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 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. As part of the investigation, the guidance counselor will meet with the victim to make sure he/she is comfortable with the resolution of the problem

Exhaustion of administrative remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Responsibilities

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

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by

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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.

Cross Reference: 3225F Harassment Reporting Form for Students

Legal Reference: 10.55.701(1)(g), ARM Board of Trustees

10.55.801(1)(d), ARM School Climate

Policy History:

Adopted on: February 2007

Revised on: April 21, 2009; June 2012, September 2015

Note: The revisions included the addition of lines 5-6 and #5 of page 1.

June 2012 revision added page 2 line 8 thru 10 last sentence.

Sept. 2015 revision clarifies "Bullying" and adds ~~section~~ section on Exhaustion of administrative remedies.

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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 products including ~~e-cigarette~~ alternative nicotine and vapor products as defined in 16-11-302, MCA.
- 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 a Weapon in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- 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:

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- On, or within sight of, 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 from class
- In-School Suspension
- Clean-up duty
- Loss of student privileges
- 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.

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 at any setting that is under the control and supervision of the District, for a definite period of time of at least one (1) calendar year, except that the trustees may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis. The Board may modify an expulsion period on a case-by-case basis. Any modification from the one-(1)-year mandatory expulsion must be in writing. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

When a student violating this gun-free policy is identified as disabled, either under the IDEA or Section 504 of the Rehabilitation Act of 1973, a building administrator must determine whether a

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1 student's conduct is related to disability. If a violation of policy is owing to a disability
2 recognized by the IDEA or Section 504, lawful procedures for changes in placement must be
3 followed.

4
5 The Board will grant a hearing for any student subject to an expulsion in accordance with § 20-5-
6 202, MCA, and Policy 3300.

7 Possession of a Weapon in a School Building
8

9 The District will refer to law enforcement for immediate prosecution any person who possesses,
10 carries, or stores a weapon in a school building, except as provided below, and the District may
11 take disciplinary action as well in the case of a student. In addition the District will refer for
12 possible prosecution a parent or guardian of any minor violating this policy on grounds of
13 allowing a minor to possess, carry, or store a weapon in a school building.

14
15 For the purposes of this section only, "school building" means all buildings owned or leased by a
16 local school district that are used for instruction or for student activities; "weapon" means any
17 object, device, or instrument designed as a weapon or through its use is capable of threatening or
18 producing bodily harm or which may be used to inflict self-injury, including but not limited to
19 any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile)
20 weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives;
21 fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and
22 objects that have been modified to serve as a weapon.

23
24 No person shall possess, use, or distribute any object, device, or instrument having the
25 appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons,
26 including but not limited to weapons listed above which are broken or non-functional, look-alike
27 guns; toy guns; and any object that is a facsimile of a real weapon.

28
29 No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts,
30 combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be
31 treated as the possession and use of a weapon.

32
33 The Board may grant persons and entities advance permission to possess, carry, or store a
34 weapon in a school building. All persons who wish to possess, carry, or store a weapon in a
35 school building must request permission of the Board at a regular meeting. The Board has sole
36 discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school
37 building.

38
39 This policy does not apply to on-duty law enforcement personnel.

40
41 Delegation of Authority
42

43 The Board grants authority to any teacher and to any other school personnel to impose on
44 students under their charge any disciplinary measure, other than suspension or expulsion,

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corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

Cross Reference: 3300 Corrective Actions and Punishment
3226 Bullying, Harassment
5015 Bullying, Harassment

Legal Reference:

§ 20-4-302, MCA	Discipline and punishment of pupils
<u>§ 16-11-302(1)(7), MCA</u>	<u>Definitions</u>
	definition of corporal punishment – penalty– defense
§ 20-5-202, MCA	Suspension and expulsion
§ 45-8-361, MCA	Possession or allowing possession of
	weapon in school building – exceptions –
	penalties – seizure and forfeiture or return
	authorized – definitions
<u>§ 45-5-637, MCA</u>	<u>Possession or consumption of tobacco products, alternative</u>
	<u>nicotine products, or vapor products by persons under 18</u>
	<u>years of age is prohibited – unlawful attempt to purchase</u>
	<u>- penalties</u>
20 U.S.C. § 8921, et seq.	Gun Free Schools Act of 1994
29 U.S.C. § 701	Rehabilitation Act of 1973

Policy History:

Adopted on: February 2007

Revised on: January 20, 2009, February 15, 2011, September 2015

Revision Note: September 2015 Clarifies e-Cigarette as alternative nicotine product and referances MCA, Legal References updated.

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Student Health/Physical Screenings/Examinations

The Board may arrange each year for health services to be provided to all students. Such services may include but not be limited to:

1. Development of procedures at each building for isolation and temporary care of students who become ill during the school day;
2. Consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening;
5. Immunization as provided by the Department of Public Health and Human Services.

Parents/guardians will receive written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.

In general the District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year ~~when any non-emergency, invasive physical examination or~~ when screening administered by the District is conducted, which is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described ~~non-emergency, invasive physical examination or~~ screenings.

~~As used in this policy, the term "invasive physical examination" means any medical examination involving exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but this does not include a hearing, vision, or scoliosis screening.~~

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Montana High School Association will be required to follow the

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rules of that organization, as well as other applicable District policies, rules, and regulations.

All parents will be notified of requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Legal Reference: § 20-3-324(20), MCA
20 U.S.C. 1232h(b)

Powers and duties
General Education Provisions Act

Policy History:

Adopted on: February 2007

Revised on: October 2015

October 2015 revision note: removed references to non-emergency invasive physical examination

2nd Reading

STUDENTSStudent Immunization

The Board requires all students to present evidence of their having been immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus in the manner and with immunizing agents approved by the department. ~~Pertussis immunization is not required for students who are seven (7) years or older.~~ Haemophilus influenza type “b” immunization is required for students under age five (5).

Upon initial enrollment, an immunization status form shall be completed by the student’s parent or guardian. The certificate shall be made a part of the student’s permanent record.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the student to the school district to which the student transfers. Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student’s immunization record. The permanent file of students with exemptions shall be marked for easy identification, should the Department of Public Health and Human Services order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The Superintendent may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in § 20-5-403, MCA, if that student has received one or more doses of varicella, polio, measles (rubeola), mumps, rubella, diphtheria, pertussis, ~~Haemophilus influenza type “b”~~, and tetanus vaccine, except that Haemophilus influenza type “b” vaccine is required for children under 5 years of age.

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student, or file an exemption for personal or medical reasons.

Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	§ 20-5-402 - 410, MCA	Health
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-405, MCA	Medical or religious exemption

Policy History:

Adopted on: February 2007

Revised on: September 2015

Revision Note: Sept. 2015 Revision updates with 2015 Montana Legislative Session

STUDENTS

Emergency Treatment

The Board recognizes that schools are responsible for providing first aid or emergency treatment to a student in case of sudden illness or injury; however, further medical attention is the responsibility of a parent or guardian.

The District requires that every parent or guardian provide a telephone number where a parent or designee of a parent may be reached in case of an emergency.

When a student is injured, staff will provide immediate care and attention until relieved by a superior, a nurse, or a doctor. The District will employ its normal procedures to address medical emergencies without regard to the existence of a do not resuscitate (DNR) request, ~~as such DNR requests do not apply to school-based programming or eventualities attendant thereto.~~ A principal or designated staff member will ~~immediately~~ call a parent or parental designee so that the parent may arrange for care or treatment of an injured student.

When a student develops symptoms of illness while at school, a responsible school official will do the following:

~~Immediately~~ isolate the student from other children to a room or area segregated for that purpose;

Inform a parent or guardian as soon as possible about the illness and request a parent or guardian to pick up the child; and

Report each case of suspected communicable disease the same day by telephone to a local health authority or as soon as possible thereafter if a health authority cannot be reached the same day.

When a parent or guardian cannot be reached, and it is the judgment of a principal or other person in charge that immediate medical attention is required, an injured student may be taken directly to a hospital ~~and treated by a physician on call.~~ Once located, a parent or a guardian is responsible for continuing treatment or for making other arrangements.

Legal Reference: ARM 37.111.825 Health Supervision and Maintenance

Policy History:

Adopted on: February 2007

Revised on:

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School-Sponsored Student Activities

1. Student Organizations:

- a. All student organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
- b. Bylaws and rules of student organizations must not be contrary to Board policy or to administrative rules and regulations.
- c. Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.

2. Social Events

- a. Social events must have prior approval of the administration.
- b. Social events must be held in school facilities unless approved by the Board.
- c. Social events must be chaperoned at all times.
- d. Attendance at high school social events and dances shall be limited to high school students unless prior permission is received from the principal.

3. Extracurricular Activities

- a. Academic and behavior eligibility rules are established by MHSA rules and District policy.
- b. Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide.
- c. In establishing an interscholastic program, the Board directs the administration to:
 - i. Open all sports to all students enrolled in the District, with an equal opportunity for participation.
 - ii. Recommend sports activities based on interest inventories completed by the students.

Cross Reference: Policy 3233

Policy History:

Adopted on: February 2007

Revised on: October 2015

October 2015 Revision Note: Added cross-reference to policy 3233

COMMUNITY RELATIONS

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Conduct on School Property

In addition to prohibitions stated in other District policies, no person on school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the District;
3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
4. Smoke or otherwise use tobacco or nicotine products, including ~~e-cigarettes~~ alternative nicotine and vapor products as defined in 16-11-302, MCA, or other similar products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess weapons (as defined in Policy 3311) at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
8. Willfully violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. District administrators will take appropriate action as circumstances warrant.

Cross Reference: Policy 3311 Firearms and Weapons

Legal Reference: Pro-Children Act of 1994, 20 U.S.C. § 6081

Smoke Free School Act of 1994

16-11-302, MCA Definitions

§ 20-1-220, MCA Use of tobacco product in public school building or property prohibited

§ 20-5-410, MCA Civil penalty

Policy History:

Adopted on: February 2007

Revised on: September 2015

COMMUNITY RELATIONS

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- 1 *Note: Revision included the insertion of the word “nicotine” in #4 and the change of policy in*
- 2 *the Cross Reference.*
- 3 *Sept. 2015 Revision adds definitions as per 16-11-302 MCA*

2nd Reading

PERSONNEL

Assignments, Reassignments, Transfers

The Superintendent may assign, reassign, and/or transfer positions and duties of all staff. Teachers will be assigned at the levels and in the subjects for which ~~their certificates they~~ are licensed and endorsed, or for which they are enrolled in an internship as defined in ARM 10.55.602 and meet the requirements of ARM 10.55.607. The Superintendent will provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy prevents reassignment of a staff member during a school year.

Classified Staff

The District retains the right of assignment, reassignment, and transfer. Written notice of reassignment or involuntary transfer will be given to the employee. The staff member will be given opportunity to discuss the proposed transfer or reassignment with the Superintendent.

Teaching

Notice of their teaching assignments relative to grade level, building, and subject area will be given to teachers before the beginning of the school year. All District employees assigned extracurricular activities as a contract obligation must honor this obligation as a condition of employment unless released from this responsibility by the Board.

Provisions governing vacancies, promotions, and voluntary or involuntary transfers may be found in negotiated agreements or employee handbooks.

<u>Legal Reference</u>	<u>Bonner School District No. 14 v. Bonner Education Association, MEA-MFT, NEA, AFT, AFL-CIO, (2008) 2008 MT 9</u>
	<u>SS 20-4-402, MCA Duties of District Superintendent or County High School Principal</u>
	<u>ARM 10.55.602 Definition of Internship</u>
	<u>ARM 10.55.607 Internships</u>

Policy History:

Adopted on: February 2007

Revised on: October 2015

October 2015 revision note: added information regarding internships for teachers

ADMINISTRATION

Internships

The Board recognizes the need to provide training opportunities for prospective administrators. Internships for those in the process of acquiring administrative credentials shall be considered and approved on an individual basis. The Superintendent or designee and the District administrator involved will review the internship proposal with the candidate and the university representative, much in the same manner as student teachers are assigned.

Policy History:

Adopted on: February 2007

Revised on:

2nd Reading

Lease-Purchase Agreement

The trustees of a district can lease property with an option to purchase.

Personal property -- the lease cannot be more than seven (7) years.

Real property -- the lease cannot be more than fifteen (15) years.

The terms of the lease must comply with 20-6-625, MCA. If real property is acquired, the trustees shall comply with 20-6-603, MCA.

The trustees of any district may lease buildings or land suitable for school purposes when it is within the best interests of the district to lease the buildings or land from the county, municipality, another district, or any person. The term of the lease may not be for more than fifteen (15) years unless prior approval of the qualified electors of the district is obtained in the manner prescribed by law for school elections, in which case the lease may be for a term approved by the qualified electors, but not exceeding ninety-nine (99) years. Whenever the lease is for a period of time that is longer than the current school fiscal year, the lease requirements for the succeeding school fiscal years shall be an obligation of the final budgets for such years.

Cross Reference: Policy 7251 Disposal of school district property without a vote.

Legal Reference: § 20-6-603, MCA Trustees' authority to acquire or dispose of sites and buildings – when election required.
§ 20-6-609, MCA Trustees' authority to acquire property by lease-purchase agreement.
§ 20-6-625, MCA Authorization to lease buildings or land for school purposes.

Policy History:

Adopted on:

Reviewed on:

Revised on:

Policy History:

Adopted on:

Revised on:

Revision Note:

District Safety

For purpose of this policy, “disaster means the occurrence or imminent threat of damage, injury, or loss of life or property”.

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents will be posted in compliance with Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents will be reported to the District office.

The board of trustees has identified the following local hazards that exists within the boundaries of its school district: [Fire, Earthquake, Avalanche, High Winds, Tornadoes, Intruders, Firearms, etc.]

~~Prior to July 1, 2014, the~~ Superintendent building principal shall design and incorporate drills in its school safety or emergency operations plan to address the above stated hazards. The trustees will certify to the office of public instruction ~~on or before July 1, 2014~~ that a school safety or emergency operations plan has been adopted. This plan and procedures will be discussed and distributed to each teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year in a school. All teachers will discuss safety drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. The drills must be held at different hours of the day or evening to avoid distinction between drills and actual disasters. A record will be kept of all fire drills.

The trustees shall review the school safety or emergency operations plan ~~periodically at its regular June meeting~~ and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety. Once the trustees have made the certification to the Office of Public Instruction, the trustees may transfer funds pursuant to Section 2, 20-1-401, MCA to make improvements to school safety and security.

The Superintendent will develop safety and health standards which comply with the Montana Safety Culture Act.

Legal Reference:	§20-1-401, MCA	Disaster drills to be conducted regularly – districts to identify disaster risks and adopt school safety plan
	§ 20-1-402, MCA	Number of disaster drills required – time of drills to vary
	§§ 39-71-1501, et seq., MCA	Montana Safety Culture Act
	§§ 50-71-311, MCA	Montana Safety Act

- 1 Policy History:
- 2 Adopted on: February 2007
- 3 Revised on: July 2013, Sept 2015
- 4 *Revision Note: September revision adds “emergency operations” language, added Board*
- 5 *review in June.*
- 6
- 7 *Timeline Index entry: June to review plan*

2nd Reading