

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

*** 6:30 p.m. Tuesday, January 16, 2018 ***

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. The Board will not take action on items in a report unless the item appears 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.

1. Transportation Survey review/approve
2. Sports and activities program surveys.

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

1. Personnel – Action
 - a. Substitute applications – N. Wright, D. Vanio,
 - b. History position recommendation – C. Ottman
 - c. Custodian recommendation – K. Lyons
 - d. Coaching - fall evaluations
 - e. Superintendent evaluation - possible closed session Policy 6110
 - f. Classified personnel – Policy maintenance employee
 - g. Resignations – C. Pallister, G. Liedle, V. Foster
 - h. Cash-out of unused vacation Policy 5334P
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. Instructional plan and evaluation Policy 2130
4. 1st Reading Policies
 - a. 7400 – Credit/Procurement Card Use – concerning additional credit limit
 - b. 5331 – Insurance Benefits for Employees – anniversary dates of health insurance policy
 - c. 2333 – Participation in Commencement Exercises
 - d. 3110 – Entrance, Placement, and Transfer
 - e. 3121 – Enrollment and Attendance
 - f. 3125 and 3125f – Education of Homeless Children
 - g. 3210 – Equal Education, Non-Discrimination, and Sex Equity
 - h. 5120 – Hiring Process and Criteria
 - i. 1531 – Trustee Expenses
 - j. 3300 – Suspension and Expulsion – Corrective Action and Punishment
 - k. 4210 – School-Support Organizations, Booster, and Fundraising
 - l. 4330F – School Facilities/Grounds Use and Liability Release Agreement
 - m. 5010 – Equal Employment Opportunity and Non-Discrimination
 - n. 5330 – Maternity Leave
 - o. 8100 – Transportation
 - p. 3413F1 – Medical Exemption Form
 - q. 3413F2 – Affidavit of Exemption on Religious Grounds
 - r. 3126FE – Proficiency-Based ANB
 - s. 7535FE – Transfers for School Safety
 - t. 5445FE – Flexible Instructor Licensing
 - u. 3224 – Student Dress
 - v. 3416 – Administering Medicine to Students
 - w. 5122F – Applicant Rights and Consent to Fingerprint

- x. 7231 and 7231P – Federal Impact Funds
- y. 7540FE and 7540FE-F1 – Intent to Increase Non-Voted Levy and Form
- z. 3124 – Military Compact Waiver
- aa. 4350 – Website Accessibility and Non-Discrimination
- 5. Budget Amendment – due to increased enrollment
- 6. Montana Comprehensive Literacy Project
- 7. Wrestling mats

I. Communication and Comments

- 1. Letters to the Board – V. Foster, G. Liedle, C. Pallister, Boulder Association of Teachers

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
- 2. February – Count Day Policy 3121P

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: February 20, 2018 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)
 Travis Pierce vice-chair (At-Large 2 position)
 Larry Rasch (At-Large 3 position)

Pat Lewis, (At-Large 1 position)
 Terry Street (Clancy area position)

Stacy Hale (Basin area position)
 Denise Brunett (MT City area position)

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:

 *orie*

January 2018

GENERAL REPORT ITEMS

PAYROLL REPORT

Payroll warrants from 40347-40432 and direct deposits from -89006 to -88947 were approved by the superintendent and paid in December and January.

DISTRICT OFFICE PROCEDURES

Did some packaging of old documents for storage.

MASBO REGION 4

February 1 and 2 MASBO will be holding the first of two wintertime meetings. We will be addressing strategic planning and have contracted with a Bozeman person to help us through the process.

MD&A

I started the MD&A and plan to complete it by the end of the week of the board meeting.

**JEFFERSON HIGH SCHOOL BOARD OF TRUSTEES
2017-18**

Sabrina Steketee, Chair

PO Box 566
Boulder, MT 59632
Home 225-3428
Cell 431-1285
sabrina@gopanthersz.com
2020 (Boulder Elem. District)

Patricia Lewis

PO Box 1247
Boulder, MT 59632
Cell 422-6512
radon.gal@gmail.com
2018 (At-large 1 position)

Stacy Hale

PO Box
Basin, MT 59631
Cell 406-465-6360.
rshale93@gmail.com
2019 (Basin Elem. District)

Terry Street

PO Box 153
Jefferson City, MT 59638
Home 933-5352
Work 4494900
tekelaka@gmail.com
2018 (Clancy Elem. District)

Denise Brunett

56 Martinez Gulch Rd
Clancy, MT 59634
Cell 439-8504
ihspanther_fan@yahoo.com
2020 (Mt. City Elem District)

Larry Rasch

69 Whitetail Lane
Clancy, MT 59634
Cell 461-8204
lcrasch@juno.com
2020 (At-large 3 position)

Travis Pierce, Vice-Chair

PO Box 356
Jeff City, MT 59638
Home 933-5860
Cell 422-6292
tetepierce@msn.com
2019 (At-large 2 position)

Principal's Report January 16, 2018

- We held our first Olweus Class Meetings January 9
- The first semester ended January 11
- We had Active Shooter Training January 12
- We have moved the Winter MAP testing to January 22-25.
- Mr. Norbeck and the Math teachers will visit Corvallis High School February 2nd

AD's Report

- The Fall Sports Survey information is included in the packet
- Basketball, Wrestling and Cheer all have good numbers and are performing well
- The new wrestling mat was shipped just before our Mixer on January 11
- We attended the MHSA Annual meeting January 14 and 15

All fall sports 2017						
Prompt	SA	A	DA	SDA	NA	NR
My participation in this sport assisted me in making appropriate decisions.	51%	45%	2%		2%	
While involved in this sport, I feel I have learned life skills that I will be able to use in the future (responsibility, teamwork, etc)	37%	55%	6%		2%	
My skill level improved from the beginning of the season to the end of the season.	51%	39%	4%	4%	2%	
Individual and team goals were set and work towards during the season.	45%	47%	4%	2%	2%	
Adequate equipment and facilities were provided for my sport.	45%	25%	16%	14%		
I believe my sport is treated equally and fairly as other sports.	20%	41%	20%	18%	2%	
Overall our facilities are equal to or better than our opponents.	18%	45%	16%	20%	2%	
Our team was required to be respectful to officials.	71%	25%	2%		2%	
Athletic injuries were treated promptly and properly.	47%	45%	4%	4%		
While involved in this sport, I felt more connected to our school.	39%	47%	12%	2%		
Team practice sessions were well organized and prepared me for games, matches or meets.	39%	45%	14%	2%		
My coaches encouraged me to make good decisions related to drug, alcohol and/or tobacco use.	61%	31%	6%		2%	
The athletic director was helpful with the needs and concerns of our program.	20%	53%	16%	10%	2%	
The athletic director has a good working knowledge of the athletic programs.	25%	59%	16%			
My coaches clearly explained what was expected of me.	41%	47%	6%	6%		
My coaches possessed the technical knowledge and teaching ability to coach this sport	49%	37%	10%	4%		
My coaches are good at teaching me the skills necessary to improve and compete at my position.	49%	31%	10%	8%	2%	
I feel my coaches really care about me as a person, as well as a player. I know I can talk to them about my concerns.	41%	29%	20%	8%	2%	
If I could start this season over, I would still play on this team.	53%	35%	10%		2%	
Overall I would consider my participation in the athletic program to be a positive experience that has enriched me.	55%	37%	8%			

Cheer 2017						
Prompt	SA	A	DA	SDA	NA	NR
My participation in this sport assisted me in making appropriate decisions.	40%	40%	20%			
While involved in this sport, I feel I have learned life skills that I will be able to use in the future (responsibility, teamwork, etc)	20%	60%	20%			
My skill level improved from the beginning of the season to the end of the season.	80%	20%				
Individual and team goals were set and work towards during the season.	20%	60%	20%			
Adequate equipment and facilities were provided for my sport.	20%		60%	20%		
I believe my sport is treated equally and fairly as other sports.	20%		40%	40%		
Overall our facilities are equal to or better than our opponents.	20%		20%	60%		
Our team was required to be respectful to officials.	60%	40%				
Athletic injuries were treated promptly and properly.	40%	60%				
While involved in this sport, I felt more connected to our school.	60%	20%	20%			
Team practice sessions were well organized and prepared me for games, matches or meets.	20%	40%	40%			
My coaches encouraged me to make good decisions related to drug, alcohol and/or tobacco use.	60%	40%				
The athletic director was helpful with the needs and concerns of our program.	20%	40%		40%	2%	
The athletic director has a good working knowledge of the athletic programs.	20%	60%	20%			
My coaches clearly explained what was expected of me.	20%	60%		20%		
My coaches possessed the technical knowledge and teaching ability to coach this sport	60%	40%				
My coaches are good at teaching me the skills necessary to improve and compete at my position.	60%	20%	20%			
I feel my coaches really care about me as a person, as well as a player. I know I can talk to them about my concerns.	60%	20%		20%		
If I could start this season over, I would still play on this team.	60%	40%				
Overall I would consider my participation in the athletic program to be a positive experience that has enriched me.	40%	40%	20%			

Volleyball 2017						
Prompt	SA	A	DA	SDA	NA	NR
My participation in this sport assisted me in making appropriate decisions.	48%	52%				
While involved in this sport, I feel I have learned life skills that I will be able to use in the future (responsibility, teamwork, etc)	43%	52%	5%			
My skill level improved from the beginning of the season to the end of the season.	48%	48%	5%			
Individual and team goals were set and work towards during the season.	67%	33%				
Adequate equipment and facilities were provided for my sport.	57%	24%	5%	14%		
I believe my sport is treated equally and fairly as other sports.	14%	48%	24%	14%		
Overall our facilities are equal to or better than our opponents.	24%	62%	10%	5%		
Our team was required to be respectful to officials.	71%	29%				
Athletic injuries were treated promptly and properly.	43%	57%				
While involved in this sport, I felt more connected to our school.	33%	67%				
Team practice sessions were well organized and prepared me for games, matches or meets.	43%	48%	10%			
My coaches encouraged me to make good decisions related to drug, alcohol and/or tobacco use.	71%	29%				
The athletic director was helpful with the needs and concerns of our program.	19%	43%	33%	5%		
The athletic director has a good working knowledge of the athletic programs.	24%	52%	24%			
My coaches clearly explained what was expected of me.	43%	52%	5%			
My coaches possessed the technical knowledge and teaching ability to coach this sport	43%	38%	14%	5%		
My coaches are good at teaching me the skills necessary to improve and compete at my position.	48%	38%	5%	10%		
I feel my coaches really care about me as a person, as well as a player. I know I can talk to them about my concerns.	33%	38%	19%	10%		
If I could start this season over, I would still play on this team.	52%	38%	10%			
Overall I would consider my participation in the athletic program to be a positive experience that has enriched me.	57%	43%				

Girls Cross Country 2017						
Prompt	SA	A	DA	SDA	NA	NR
My participation in this sport assisted me in making appropriate decisions.		100%				
While involved in this sport, I feel I have learned life skills that I will be able to use in the future (responsibility, teamwork, etc)		100%				
My skill level improved from the beginning of the season to the end of the season.		50%		50%		
Individual and team goals were set and work towards during the season.	50%				50%	
Adequate equipment and facilities were provided for my sport.		50%	50%			
I believe my sport is treated equally and fairly as other sports.				50%	50%	
Overall our facilities are equal to or better than our opponents.		50%	50%			
Our team was required to be respectful to officials.	50%	50%				
Athletic injuries were treated promptly and properly.		100%				
While involved in this sport, I felt more connected to our school.	50%		50%			
Team practice sessions were well organized and prepared me for games, matches or meets.		50%	50%			
My coaches encouraged me to make good decisions related to drug, alcohol and/or tobacco use.	50%	50%				
The athletic director was helpful with the needs and concerns of our program.		100%				
The athletic director has a good working knowledge of the athletic programs.		100%				
My coaches clearly explained what was expected of me.		100%				
My coaches possessed the technical knowledge and teaching ability to coach this sport		100%				
My coaches are good at teaching me the skills necessary to improve and compete at my position.		50%			50%	
I feel my coaches really care about me as a person, as well as a player. I know I can talk to them about my concerns.		100%				
If I could start this season over, I would still play on this team.		50%			50%	
Overall I would consider my participation in the athletic program to be a positive experience that has enriched me.		100%				

Boys Cross Country 2017						
Prompt	SA	A	DA	SDA	NA	NR
My participation in this sport assisted me in making appropriate decisions.	71%	29%				
While involved in this sport, I feel I have learned life skills that I will be able to use in the future (responsibility, teamwork, etc)	29%	57%			14%	
My skill level improved from the beginning of the season to the end of the season.	57%	29%	14%			
Individual and team goals were set and work towards during the season.	57%	43%				
Adequate equipment and facilities were provided for my sport.	57%	43%				
I believe my sport is treated equally and fairly as other sports.		57%	14%	29%		
Overall our facilities are equal to or better than our opponents.	29%	43%		14%	14%	
Our team was required to be respectful to officials.	86%					14%
Athletic injuries were treated promptly and properly.	71%	14%	14%			
While involved in this sport, I felt more connected to our school.	57%	43%				
Team practice sessions were well organized and prepared me for games, matches or meets.	71%	14%	14%			
My coaches encouraged me to make good decisions related to drug, alcohol and/or tobacco use.	57%	29%	14%			
The athletic director was helpful with the needs and concerns of our program.	29%	57%			14%	
The athletic director has a good working knowledge of the athletic programs.	43%	57%				
My coaches clearly explained what was expected of me.	71%	29%				
My coaches possessed the technical knowledge and teaching ability to coach this sport	71%	29%				
My coaches are good at teaching me the skills necessary to improve and compete at my position.		50%			50%	
I feel my coaches really care about me as a person, as well as a player. I know I can talk to them about my concerns.	71%	29%				
If I could start this season over, I would still play on this team.	57%	29%			14%	
Overall I would consider my participation in the athletic program to be a positive experience that has enriched me.	71%	29%				

Football 2017						
Prompt	SA	A	DA	SDA	NA	NR
My participation in this sport assisted me in making appropriate decisions.	56%	38%			6%	
While involved in this sport, I feel I have learned life skills that I will be able to use in the future (responsibility, teamwork, etc)	44%	50%	6%			
My skill level improved from the beginning of the season to the end of the season.	50%	38%		6%	6%	
Individual and team goals were set and work towards during the season.	25%	63%	6%	6%		
Adequate equipment and facilities were provided for my sport.	38%	25%	19%	19%		
I believe my sport is treated equally and fairly as other sports.	38%	44%	13%	6%		
Overall our facilities are equal to or better than our opponents.	6%	38%	25%	31%		
Our team was required to be respectful to officials.	69%	25%	6%			
Athletic injuries were treated promptly and properly.	50%	31%	6%	13%		
While involved in this sport, I felt more connected to our school.	31%	38%	25%	6%		
Team practice sessions were well organized and prepared me for games, matches or meets.	31%	56%	6%	6%		
My coaches encouraged me to make good decisions related to drug, alcohol and/or tobacco use.	50%	31%	13%		6%	
The athletic director was helpful with the needs and concerns of our program.	19%	63%	6%	13%		
The athletic director has a good working knowledge of the athletic programs.	25%	63%	13%			
My coaches clearly explained what was expected of me.	38%	38%	12%	12%		
My coaches possessed the technical knowledge and teaching ability to coach this sport	50%	31%	13%	6%		
My coaches are good at teaching me the skills necessary to improve and compete at my position.	44%	25%	19%	12%		
I feel my coaches really care about me as a person, as well as a player. I know I can talk to them about my concerns.	44%	13%	38%	6%		
If I could start this season over, I would still play on this team.	50%	31%	19%			
Overall I would consider my participation in the athletic program to be a positive experience that has enriched me.	50%	31%	19%			

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

Superintendent's Report

Date: January 16, 2018

Agenda Item: E-3

3a-Enrollment funding increase

The unanticipated increase in student enrollment allows the Jefferson High School District to solicit additional state funds to offset costs associated with the enrollment increase. The form has been completed and must be approved and voted on by the board to continue the process to receive the funds. The funds are placed in the district's general fund.

Recommendation:

Approve the process of asking for additional funds.

3b-Olweus Progress

Tuesday January 9th, the first small group meetings were held during 8th period. These meetings will be held twice a month for the remainder of the school year. 20-25 students with equal numbers from grades 9-12 meet with two adults to discuss bullying, harassment, and the treatment of each other. There is an Olweus script to follow although the discussions will expand since the idea is to have these meetings students centered. The first meeting went well and a follow up meeting was held with staff to discuss successes and areas in need of expansion.

3c-Active Shooter Training

4 hours of Active Shooter Training were held with all faculty and staff on Friday January 12th. The training included videos and discussion, personal self-defense techniques, and live scenarios within the building. There were many positive comments regarding the training.

JEFFERSON HIGH SCHOOL SUMMER EXTRA DUTY CONTRACT

This agreement, made and entered into this **January 16, 2018** between Jefferson High School District Number 1 of Boulder, Montana, Jefferson County, Montana hereinafter referred to as the School District, and «**FirstName**» «**LastName**», thereafter referred to as the teacher, WITNESSETH:

(1) That said School District hereby agrees to employ the said employee to render related professional services as and where assigned by the Superintendent of Jefferson High School District Number 1 for the summer of 2018.

(2) The teacher's salary will be paid at the rate as dictated by the collective bargaining agreement (10.4), less deductions required under Federal and State laws, and such other deductions as shall be mutually agreed. That the said School District shall pay to the above named teacher the sum of \$«**Total Salary**».

(3) Should the teacher be found incompetent in the discharge of his or her duties or disloyal to the interests of the school or guilty of unprofessional conduct, the Board of Trustees reserves the right to cancel his or her employment at any time; and in such case the part of the annual salary to be paid the teacher will be prorated for the actual time of his or her service.

(4) The teacher will be required to comply with the provisions of the State Laws concerning the duties of teachers; with all the Rules and Regulations of the Board of Trustees, copy of which has been received by the teacher and which are made a part of this agreement by reference; and to faithfully observe and execute the directions of the Superintendent of Schools and the Building Principal.

(5) That this instrument shall operate as notice of election of the teacher for the school year designated herein, and that, unless the teacher shall accept, sign, and return said instrument to the office of the Clerk of said District, on or before May 1, 2018 the said instrument shall be without legal effect.

(6) That the rights and obligations of the parties to this contract shall be governed by the laws of the State of Montana, and personnel policies which have been approved and adopted by the Board of Trustees of said School District, copy of which has been received by the Teacher and which are made a part hereof by reference.

(7) The School District agrees to abide by the Code of Ethics of the Montana School Boards Association and the Teacher agrees to abide by the Code of Ethics of the teaching profession.

(8) Health insurance benefits are not provided as part of this contract.

IN WITNESS WHEREOF, the parties hereto cause this agreement to be duly signed in duplicate originals each of which shall be entitled to full faith and credit.

Teacher's Signature

Chairman, BOARD OF TRUSTEES, DISTRICT NUMBER 1 (JHS)

Date

Attest: Clerk

10.4 Certified personnel of specialized programs, (with the recommendation of the building principal and superintendent), will have the option of receiving an extended contract for more than a standard year of teaching. They will receive salary and leaves figured on the hours beyond a standard school year, commensurate with the collective bargaining agreement in effect at that time.

(1) Salary divided by one thousand three hundred nine (1309) hours then added as extended salary for each hour worked.

(2) Leaves (sick/personal) calculated as per sections 3.1 and 3.6. Exclusions to this would be drivers' ed./coaching/workshops and clinics)

Extra-duty Pay Calculation

FIRSTNAME	LASTNAME	SALARY	REG HRS	\$/HR	# WEEKS	DAYS/WK	TOTAL DAYS	HRS/DAY	TOTAL HRS	TOTAL SALARY
Joseph	Michaud	55705	1309	42.56	11	2	22	7	154	6553.53

**Boulder Association of Teachers
P.O. Box 838
Boulder, MT 59632**

January 9, 2018

Jefferson High School Dist. #1
P.O. Box 848
Boulder, MT 59632

Dear Mr. Norbeck and Members of the Board of Trustees,

This letter serves as notification that the Boulder Association of Teachers, in accordance with sections 9.1 and 9.2 of the Negotiated Agreement, intend to open contract negotiations. All sections of the Negotiated Agreement shall be considered, with specific items delineated during the negotiation process.

The Association members serving on the negotiations committee are: **Matt Bowman, Mary Drynan, Cathy Carey and Mike Hesford.**

Please contact the JHS negotiations committee members with some proposed dates and times for our initial negotiations session.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Bowman', with a long horizontal flourish extending to the right.

Matthew Bowman
President, BAT
High School Representative

Cc: Mike Hesford
Cathy Carey
Mary Drynan

January 4, 2018

Dear Jefferson High School Board,

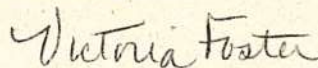
For those I have not yet personally told...I have decided to retire from Jefferson High School at the end of this 2017-2018 school year. As I am sure you have heard from others who have retired before me, this has been a very difficult decision to make. However, it will allow me the time to finally pursue hobbies and interests that have been put on hold...but it also takes me away from a profession I dearly love.

I want you to know that I am blessed to have had so many remarkable, thoughtful, challenging, talented, gifted and memorable students go through my classroom. I also feel honored to have worked alongside, and with, many teachers who have earned my respect, trust and admiration. I will truly miss some of the profound and meaningful work relationships that have developed over the years.

I want to thank you for the opportunity to touch and inspire the students...and to be touched and inspired by the same. There are very few professions where one can make such a profound impact on so many lives...and I am honored to have been part of a team that most certainly has made that impact.

Blessings and good wishes to all of you.

Sincerely,

A handwritten signature in cursive script that reads "Victoria Foster".

Victoria Foster
JHS English/Spanish Instructor and
JHS NHS Co-Advisor

December 7, 2017

Dear Mr. Norbeck,

I am writing to officially resign my position as a History Teacher at Jefferson High School, effective December 22, 2017.

Sincerely,

Casey Pallister

Mr. Norbeck and Jefferson High School Board of Trustees,

I am writing to resign my position as Principal at Jefferson High School effective 1 June, 2018. I wish to thank you for the great opportunity you have given me as the Principal at JHS. I will continue to strive to do what is best for students at JHS. Also, I will always treasure the relationships built here at JHS. Thank you for your support and thoughtful consideration.

Sincerely,



Gregory Liedle

MINUTES

Jefferson High School Dist. 1
Regular Meeting

November 21, 2017
JHS Board Meeting

Board members present:

Larry Rasch
Terry Street

Pat Lewis
Travis Pierce

Stacy Hale

Board members absent: **Sabrina Steketee,** **Denise Brunett**

Tim Norbeck, Superintendent

Lorie Carey, Business Manager

Greg Liedle, Principal

Visitors: Rochelle Hesford

CALL TO ORDER	Mr. Pierce called the meeting to order at 6:34. The pledge was said.
PUBLIC COMMENT	None.
STUDENT PRESENTATION	None.
STAFF REPORT	None.
COMMITTEE REPORTS	None. Policy Monday Dec. 4 at 6:30.
NEW BUSINESS #4	21ST Century Program. Ms. Hesford asked JHS to consider joining the BES 21 st Century Grant. After her presentation, Ms. Lewis moved to proceed with the plan. Mr. Rasch seconded the motion, which passed unanimously.
NEW BUSINESS #10	MT comprehensive literacy project. Mr. Rasch moved to be part of this project. Ms. Lewis seconded the motion, which passed unanimously.
ADMINISTRATIVE REPORTS	Clerk report. Presented in written form. Principal report. Presented in written form. Superintendent report. Presented in written form.
UNFINISHED BUSINESS	Transportation Survey review/approve. Tabled Sports and activities program surveys. Mr. Liedle presented a single-page summary.
NEW BUSINESS	Board Reorganization. Committee assignments finalized. Personnel Substitutes: Mr. Norbeck recommended Ms. Brooks Rudolph for a substitute teaching position. Mr. Rasch moved to accept the recommendation. Mr. Street seconded the motion, which passed unanimously. Coaching positions. Mr. Liedle recommended Ms. Sarah Layng for the assistant GBB position. Ms. Lewis moved to accept the recommendation. Ms. Hale seconded the motion, which passed unanimously. Superintendent evaluation. None. Classified Personnel – Policy employment - addressed when policy meets Resignations. Ms. Lewis moved to accept Mr. Ekblom's resignation as XC coach. Mr. Rasch seconded the motion, which passed unanimously. Attendance Agreements. Ms. Lewis moved to approve the current attendance agreements from AYA. Mr. Rasch seconded the motion, which passed unanimously. 21st Century Grant. Addressed above. Annual Objectives. Tabled Instructional plan and evaluation. Tabled 1st reading of policies 7400 and 5331. Tabled Board Self-Evaluation. Deferred. Budget amendment. Ms. Lewis moved to go forward with a budget amendment made possible by increased enrollment. Mr. Street seconded the motion, which passed unanimous.

NEW BUSINESS cont.

MT Comprehensive Literacy Project. Addressed above.

Wrestling Mats. Mr. Norbeck and Mr. Liedle recommended that the board consider purchasing new wrestling mats. The current mats are well over 14 years old. New mats would cost about \$10,000. Mr. Rasch moved to purchase new mats. Ms. Hale seconded the motion, which passed unanimously.

LETTERS

Letters. None.

COMMENDATIONS

Commendations. Solar Panels, GVB to state, fall GPA's of student athletes, Christmas Carol play, Veterans' Day ceremony and all involved,

CONSENT AGENDA

Consent agenda. Mr. Rasch moved to approve the consent agenda. Mr. Street seconded the motion, which passed unanimously.

ADJOURNMENT

Follow-up/Adjournment. 8:21 p.m.

Chair, Jefferson High School Board

Clerk, Jefferson High School Board

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 11/17

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Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
18593	44215S	2129 PICCOLO'S MUSIC	180.00					
1		54112 10/14/17 sousaphone repair	120.00*		201	100-1470	440	
2		54002 10/12/17 Alto Sax repair	60.00*		201	100-1470	440	
18595	44222S	4854 SUNLIFE FINANCIAL	114.51					
1		dec 17 11/18/17 Ret. Dent/Vis Hoh	114.51		289	675		
18596	44221S	5021 PACIFIC SOURCE HEALTH PLANS	1,079.69					
1		1731800004 11/15/17 Ret Prem Hoh	694.44*		201	100-1000	260	
2		1731800004 11/15/17 Ret Prem Hoh	385.25		289	675		
# of Claims		3	Total:	1,374.20				

1,374.20

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JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 11/17

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$874.44
289 RETIREE/COBRA INSURANCE FUND	
101	\$499.76
Total:	\$1,374.20

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 12/17

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
18597	44226S 4898 KEARNEY, BILL	107.37						
1	BB Choteau 12/02/17 BBall Ref	72.00*		215	720-3500	340	720	
2	BB Choteau 12/02/17 BBall Ref	35.37*		215	720-3500	582	720	
18598	44227S 5126 KESSEL, SYDNEY	78.48						
1	BB Choteau 12/02/17 Bball ref	72.00*		215	720-3500	340	720	
2	BB Choteau 12/02/17 Bball ref	6.48*		215	720-3500	582	720	
18599	44224S 5127 ENGLISH, KEVIN	107.37						
1	BB Choteau 12/02/17 BB ref	72.00*		215	720-3500	340	720	
2	BB Choteau 12/02/17 BB ref	35.37*		215	720-3500	582	720	
18600	44223S 4917 CUMMINS, SAMUEL K	78.48						
1	BB Choteau 12/02/17 BB ref	72.00						
		*		215	720-3500	340	720	
2	BB Choteau 12/02/17 BB ref	6.48*		215	720-3500	582	720	
18601	44225S 5100 FOSTER, JACK G	155.37						
1	BB Choteau 12/02/17 BB ref	120.00*		215	720-3500	340	720	
2	BB Choteau 12/02/17 BB ref	35.37*		215	720-3500	582	720	
18602	44228S 4897 OBRIGEWITCH, ERIC	126.48						
1	BB Choteau 12/02/17 BB ref	120.00*		215	720-3500	340	720	
2	BB Choteau 12/02/17 BB ref	6.48*		215	720-3500	582	720	
18603	44229S 4896 WIEDEMAN, A. F.	126.48						
1	BB Choteau 12/02/17 BB ref	120.00*		215	720-3500	340	720	
2	BB Choteau 12/02/17 BB ref	6.48*		215	720-3500	582	720	
18604	44244S 1451 L & P GROCERY	4.39						
1	01-425791 12/04/17 FCS groceries	4.39*	9382	201	390-1710	610		
18605	44232S 3766 ACADIA MONTANA	1,613.73						
1	1303073 12/04/17 Altacare	1,613.73*		215	280-1000	330	524	
18606	44238S 4633 COMMERCIAL ENERGY OF MT INC.	2,003.31						
1	NWE044708 11/01/17 Gas	748.69*		201	100-2600	411		
2	NWE044709 11/01/17 Gas	29.49*		201	100-2600	411		
3	NWE045129 12/01/17 Gas	1,176.18*		201	100-2600	411		
4	NWE045130 12/01/17 Gas	48.95*		201	100-2600	411		
18607	44230S 899 360* OFFICE SOLUTIONS	558.70						
1	WI42099 09/07/17 Copier charges	340.20*		201	100-2400	840		
2	in38119 10/27/17 repairs	218.50*		201	100-2400	440		

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 12/17

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
18608	44235S	385 BOULDER MONITOR & JEFFERSON CO.	46.40						
1		00022439 11/07/17 Custodial ad	24.40*		201	100-2300	540		
2		00022439 11/07/17 Coaching ad	22.00*		201	720-3500	540		
18609	44233S	4326 ACELLUS LEARNING SERVICES	1,000.00						
1		56131 11/29/17 Acellus Student License (20)	500.00*		201	100-1000	680		
2		56131 11/29/17 Acellus Student License (20)	500.00*		215	427-1000	680	250	
18610	44232S	3766 ACADIA MONTANA	1,735.21						
1		1293403 11/27/17 Altacare	1,735.21*		215	280-1000	330	524	
18611	44248S	4911 SCHMIDT, TIM	178.47						
1		Mixer 12/07/17 Wrestling Reg	130.00*		215	720-3500	340	720	
2		Mixer 12/07/17 Wrestling Reg	48.47*		215	720-3500	582	720	
18612	44240S	5128 FRANKLIN, GREG	238.73						
1		mixer 12/07/17 Wrestling Ref	130.00*		215	720-3500	340	720	
2		mixer 12/07/17 Wrestling Ref	108.73*		215	720-3500	582	720	
18613	44243S	4672 ITC INFORMATION TECHNOLOGY CORE	260.00						
1		HDW-12896 11/16/17 Computer mounting brackets	260.00*		215	474-1000	660	244	
18614	44241S	157 HARDWARE HANK	218.65						
1		97607 10/31/17 Antifreeze for foods van	2.49*		201	910-3100	610		
2		97638 11/01/17 Chain tighteners	19.49*		201	100-2600	615		
3		97760 11/07/17 anitfreeze 6	22.74*		201	100-2600	610		
4		97837 11/10/17 windshield de-icer	8.98*		201	100-2600	610		
5		97838 11/10/17 snowbrush	11.99*		201	100-2600	615		
6		97977 11/17/17 tarps	129.97*		201	100-2600	615		
7		98072 11/25/17 concrete screws	22.99*		201	100-2600	610		
18615	44237S	4935 CITI VISA- BUSINESS-Costco	483.83						
1		94388g 11/29/17 FCS groceries	132.60	9301	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
2		64184g 11/22/17 FCS groceries	277.36	9301	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
3		079249 11/29/17 FCS groceries Super 1 foods	23.44	9301	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
4		02-282675 11/29/17 FCS groceries L&P	50.43	9301	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
18616	44231S	4732 ACADEMIC PLANNERS PLUS	663.00						
1		p180 07/31/17 Planners	510.00	9082	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2400-610-							
2		p180 07/31/17 Planners	153.00		201	100-1000	610		

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 12/17

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
18617	44246S	1577 MANHATTAN PUBLIC SCHOOLS	189.09						
1		11/27/17 Volleyball Tourney deficit	189.09*		201	720-3500	582	139	
18618	44242S	4261 HUMPHREY, TROY	65.00						
1		1440040109 07/22/17 Coach clinic fee	65.00*		201	720-3500	582		
18619	44247S	1823 MT BROOM & BRUSH COMPANY	812.00						
1		1252447 11/21/17 black garbage bags	810.00*	9420	201	100-2600	610		
2		1252447 11/21/17 black garbage bags	2.00*		201	100-2600	610		
18620	44243S	4672 ITC INFORMATION TECHNOLOGY CORE	1,498.00						
1		hdw-129038 11/26/17 sonicwall comp. gateway	1,498.00*	9416	228	100-1000	660		
18621	44234S	3571 B & H PHOTO	263.42						
1		133777008 11/19/17 Public Address equip	263.42*	9413	201	100-2600	615		
18622	44236S	2152 CENTURY LINK	378.50						
1		11/13/17 PHone charges	378.50*		201	100-2400	531		
18623	44245S	4498 LERUM AUTO	82.00						
1		11/27/17 Van heater hose	82.00*		201	910-3100	440		
18624	44239S	4065 FOLLET SOFTWARE COMPANY	840.00						
1		1292452 11/14/17 site license support/subs	840.00*	9415	201	100-2220	681		
18625	44271S	4854 SUNLIFE FINANCIAL	114.51						
1		12/17/17 Ret prem reimbursed	114.51		289	675			
18626	44250S	3766 ACADIA MONTANA	2,238.39						
1		1316233 12/11/17 Altacare	2,238.39*		215	280-1000	330	524	
18627	44269S	4908 SHEA, DARA LIANNE	120.47						
1		Man bball 12/15/17 Bball Ref	72.00*		215	720-3500	340	720	
2		Man bball 12/15/17 Bball Ref	48.47*		215	720-3500	582	720	
18628	44268S	5130 PEOPLES, DANNY	80.88						
1		Manh Bball 12/15/17 Bball Ref	72.00*		215	720-3500	340	720	
2		Manh Bball 12/15/17 Bball Ref	8.88*		215	720-3500	582	720	
18629	44270S	5131 SUKUT, KADEN	80.88						
1		Manh Bball 12/15/17 Bball Ref	72.00*		215	720-3500	340	720	
2		Manh Bball 12/15/17 Bball Ref	8.88*		215	720-3500	582	720	

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Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
18630	44254S	5135 CAPRARA, KEATON	80.88						
1		Manh Bball 12/15/17 Bball Ref	72.00*		215	720-3500	340	720	
2		Manh Bball 12/15/17 Bball Ref	8.88*		215	720-3500	582	720	
18631	44258S	4900 HEPOLA, PAUL	84.27						
1		Manh Bball 12/15/17 Bball Ref	60.00*		215	720-3500	340	720	
2		Manh Bball 12/15/17 Bball Ref	24.27*		215	720-3500	582	720	
18632	44259S	5133 JOHNSON, DEANN	68.88						
1		Manh Bball 12/15/17 Bball Ref	60.00*		215	720-3500	340	720	
2		Manh Bball 12/15/17 Bball Ref	8.88*		215	720-3500	582	720	
18633	44265S	5132 OGOLIN, KEITH	128.88						
1		Manh Bball 12/15/17 Bball Ref	120.00*		215	720-3500	340	720	
2		Manh Bball 12/15/17 Bball Ref	8.88*		215	720-3500	582	720	
18634	44253S	4939 BOYER, REBECCA CRANSHAW	84.27						
1		Manh Bball 12/15/17 Bball Ref	60.00*		215	720-3500	340	720	
2		Manh Bball 12/15/17 Bball Ref	24.27*		215	720-3500	582	720	
18635	44262S	5134 MAGNUS, JOHN	68.88						
1		Manh Bball 12/15/17 Bball Ref	60.00*		215	720-3500	340	720	
2		Manh Bball 12/15/17 Bball Ref	8.88*		215	720-3500	582	720	
18636	44266S	5021 PACIFIC SOURCE HEALTH PLANS	1,079.69						
1		Dec 2017 12/15/17 Ret prem hohenthal	694.44*		201	100-1000	260		
2		Dec 2017 12/15/17 Ret prem hohenthal	385.25		289	675			
18637	44261S	4702 LISAC'S TIRE	80.00						
1		203766 10/04/17 Garden tractor tire	80.00*		201	100-2600	615		
18638	44257S	1086 GIULIO DISPOSAL SERVICES, INC.	155.00						
1		533 12/06/17 Disposal	155.00*		201	100-2600	431		
18639	44263S	4754 NORRIS, MELISSA	256.50						
1		12/07/17 Accompanist 14.25# \$18	256.50*		201	710-3400	330		
18640	44260S	1451 L & P GROCERY	57.37						
1		02-285126 12/05/17 FCS groceries	57.37*	9382	201	390-1710	610		
18641	44267S	3537 PALOS SPORTS	84.80						
1		265142-04 12/04/17 PE supplies	84.80	9303	201	999			

PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-660-

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JEFFERSON HIGH SCHOOL
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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
18642	44272S	4820 VIG SOLUTIONS	3,687.00						
1		6025 08/04/17 12 dell E6430	3,687.00*	9356	228	100-1000	660		
18643	44249S	899 360* OFFICE SOLUTIONS	645.66						
1		wi42099 09/07/17 5501 contract	427.16*		201	100-2400	840		
2		in38119 10/27/17 repairs on 5501	218.50*		201	100-2400	440		
18644	44251S	3500 APPLE INC EDUCATION	747.95						
1		4461723384 10/18/17 iPad, case, care	99.00	9239	215	999		244	
		PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-660-244							
2		4463515662 10/26/17 iPad, case, care	599.00	9239	215	999		244	
		PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-660-244							
3		4464695036 11/01/17 iPad, case, care	49.95	9239	215	999		244	
		PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-660-244							
18645	44256S	1002 GENERAL DISTRIBUTING	203.00						
1		589911 11/13/17 welding consumables	100.00	9266	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
2		589911 11/13/17 welding electrodes	103.00	9270	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
18646	44255S	4967 CENTURY LINK	1,610.00						
1		1427003441 12/03/17 Internet	1,610.00*		228	100-1000	530		
18647	44264S	1737 NORTHWESTERN ENERGY	6,213.87						
1		dec 2017 12/01/17 elec. service	3,688.39*		201	100-2600	412		
2		dec 2017 12/01/17 gas service	1,384.76*		201	100-2600	411		
3		dec 2017 12/01/17 elec taxes	552.97*		201	100-2600	412		
4		dec 2017 12/01/17 gas taxes	587.75*		201	100-2600	411		
18648	44252S	173 ARCHIE BRAY FOUNDATION	647.38						
1		18734 12/01/17 clay, tools, glaze	3.00	9264	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-							
2		18736 12/01/17 clay, tools, glaze	644.38	9264	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-							
18649	44274S	3766 ACADIA MONTANA	6,350.88						
1		1267422 11/20/17 Altacare	1,752.54*		215	280-1000	330	524	
2		1327361 12/18/17 Altacare	2,915.20*		215	280-1000	330	524	
3		1256930 11/13/17 Altacare	1,683.14*		215	280-1000	330	524	
18650	44278S	1002 GENERAL DISTRIBUTING	1,603.70						
1		596699 12/05/17 pin adapters, mig guns	1,250.34*	9406	215	451-1640	660	252	
2		597316 12/07/17 gasses	353.36	9271	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							

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JEFFERSON HIGH SCHOOL
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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
18651	44282S	612 SUPPLYWORKS	178.54						
1		421741232 12/07/17 Signs, floor mats	178.54*		201	100-2600	615		
18652	44283S	1645 VERIZON WIRELESS	30.02						
1		9797521490 11/30/17 Counselor communications	30.02*		201	100-2100	531		
18653	44273S	11 A & M FIRE AND SAFETY	22.50						
1		221482 12/13/17 Extinguisher service	22.50*		201	100-2600	440		
18654	44275S	4049 AMAZON.COM	418.67						
1		Biology AP edition	2.27*	9368	215	100-1000	640	99	
2		Anti-bullying materials	56.70	9418	201	100-2220	640		
3		biology books	359.70*	9419	201	100-1000	640		
18655	44280S	4786 MC Mastercard	41.83						
1		CC-68 11/04/17 ADs' meals	29.05		215	625		139	
		PRINDY'S PLACE	CC Accounting: 215-	-720-3500-582-139					
2		CC-68 11/04/17 ADs' meals	12.78		215	625		139	
		MCDONALDS OF LIVINGSTON	CC Accounting: 215-	-720-3500-582-139					
18656	44280S	4786 MC Mastercard	3,284.52						
1		CC-70 11/01/17 Band/cheer lodging vball divis	1,740.00		215	625		139	
		LUPINE INN	CC Accounting: 215-	-720-3500-582-139					
2		CC-70 11/04/17 Band/cheer meals vball divis	317.13		215	625		139	
		WENDY'S BOZEMAN	CC Accounting: 215-	-720-3500-582-139					
3		CC-70 11/03/17 Band/cheer meals vball divis	311.12		215	625		139	
		LA PALMITA RED LODGE	CC Accounting: 215-	-720-3500-582-139					
4		CC-70 11/03/17 Band/cheer meals vball divis	599.10		215	625		139	
		CHINA GARDEN RED LODGE	CC Accounting: 215-	-720-3500-582-139					
5		CC-73 11/09/17 vball cheer band meals	48.40		215	625		139	
		Subway- Three Forks	CC Accounting: 215-	-720-3500-582-139					
6		CC-73 11/10/17 vball cheer band meals	188.99		215	625		139	
		OLIVE GARDEN BOZEMAN	CC Accounting: 215-	-720-3500-582-139					
7		CC-73 11/09/17 vball cheer band meals	84.78		215	625		139	
		FIVE GUYS- BOZEMAN	CC Accounting: 215-	-720-3500-582-139					
8		11/04/17 vball cheer band meals	-5.00*		215	720-3500	582	139	

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Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
18657	44280S	4786 MC Mastercard	11,779.75						
1		27508397 10/17/17 Vuilcan 48" elec range	10,021.50	9328	201	999			
		WEBSTAIRANT STORE							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-730-							
2		CC-71 11/19/17 MUN Rooms	474.52		201	625			
		CC Accounting: 201-			-710-3400-582				
		DOUBLETREE HOTEL							
3		0800620123 11/16/17 Olweus t shirts	1,238.73*		224	100-1000		610	
4		27508397 10/17/17 vulcan range	45.00*		201	910-3100		730	
18658	44280S	4786 MC Mastercard	474.52						
1		CC-71 11/19/17 MUN Rooms	237.26		201	625			
		CC Accounting: 201-			-710-3400-582				
		DOUBLETREE HOTEL							
2		11/19/17 MUN Rooms	237.26		201	710-3400		582	
18659	44280S	4786 MC Mastercard	1,049.76						
1		4119463 11/28/17 tracer and adaptor	12.88*	9423	201	100-2600		615	
		AMAZON.COM							
2		4119463 11/28/17 tracer and adaptor	29.00*	9423	228	100-1000		615	
		AMAZON.COM							
3		4119463 11/28/17 tracer and adaptor	0.08*		201	100-2600		615	
4		5011468 11/06/17 Battery packs	474.04*		228	100-1000		615	
5		8757807 11/06/17 Battery packs	269.88*		228	100-1000		615	
6		143698 09/22/17 cartrodges	263.88*		228	100-1000		610	
18661	44280S	4786 MC Mastercard	2,550.22						
1		CC-69 11/04/17 Vball meals	190.00		215	625		139	
		CC Accounting: 215-			-720-3500-582-139				
		PRINDY'S PLACE							
2		CC-69 11/03/17 Vball meals	95.00		215	625		139	
		CC Accounting: 215-			-720-3500-582-139				
		RED LODGE PIZZA							
3		CC-74 11/09/17 VBall meals	103.40		215	625		139	
		CC Accounting: 215-			-720-3500-582-139				
		JIMMY JOHNS # 1526							
4		CC-74 11/09/17 VBall meals	21.00		215	625		139	
		CC Accounting: 215-			-720-3500-582-139				
		CHIPOTLE							
5		CC-74 11/09/17 VBall meals	151.00		215	625		139	
		CC Accounting: 215-			-720-3500-582-139				
		PANDA EXPRESS							
6		CC-74 11/10/17 VBall meals	169.83		215	625		139	
		CC Accounting: 215-			-720-3500-582-139				
		SOUP AND SUCH							
7		CC-74 11/10/17 VBall meals	228.00		215	625		139	
		CC Accounting: 215-			-720-3500-582-139				
		APPLEBEE'S BOZEMAN							

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 12/17

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
8		CC-74 11/12/17 VBall meals	1,600.76		215	625		139	
		FAIRFIELD INN-BOZEMAN							
		CC Accounting: 215-			-720-3500-582-139				
9		cc-69 11/04/17 Vball meals	-8.77*		215	720-3500	582	139	
18662	44280S	4786 MC Mastercard	586.81						
1		119710 11/09/17 Leica Disto E7100i Tape M	417.00*	9404	215	451-1640	660	252	
		Mountain Productions Inc.							
2		11/09/17 Screws for '66 bench	11.20	9192	215	999		166	
		HOME DEPOT							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-166							
3		11/09/17 Bosch colt router	52.80	9224	215	999		236	
		HOME DEPOT							
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660-236							
4		8041873 12/01/17 plywood and hardware	105.81	9268	201	999			
		HOME DEPOT							
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
18663	44280S	4786 MC Mastercard	70.76						
1		154357 11/12/17 surge protector	70.76*		201	100-2600	615		
18665	44281S	1650 MEADOW GOLD GREAT FALLS	339.28						
1		444426 12/07/17 milk	87.40*		201	910-3100	630		
2		445379 12/14/17 milk	67.28*		201	910-3100	630		
3		443540 11/30/17 milk	108.46*		201	910-3100	630		
4		40019138 11/27/17 milk	76.14*		201	910-3100	630		
18666	44277S	2717 CITY OF BOULDER	1,409.97						
1		122517 12/25/17 water outdoor	15.97*		201	100-2600	421		
2		122517 12/25/17 water tennis court	34.16*		201	100-2600	421		
3		122517 12/25/17 sewer tennis court	47.84*		201	100-2600	421		
4		122517 12/25/17 water	546.56*		201	100-2600	421		
5		122517 12/25/17 sewer	765.44*		201	100-2600	421		
18667	44273S	11 A & M FIRE AND SAFETY	156.00						
1		221343 12/01/17 extinguisher service	156.00*		201	100-2600	440		
18668	44276S	4935 CITI VISA- BUSINESS-Costco	37.74						
1		37583g 11/10/17 FCS groceries	37.74	9301	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
18669	44279S	1451 L & P GROCERY	15.57						
1		01-435030 12/18/17 FCS groceries	11.79*	9382	201	390-1710	610		
2		01-411943 11/13/17 FCS groceries	3.78*	9382	201	390-1710	610		

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 12/17

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
18670	44284S	4841 WOODWINDS AND BRASSWINDS	1,173.70						
1		37139208 07/16/17 instruments	1,173.70		201	999			
18671	44282S	612 SUPPLYWORKS	66.12						
1		2007656 12/06/17 parking sings	66.12*		201	100-2600	615		
		# of Claims	73	Total:	64,172.73				
					64,172.73				

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JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 12/17

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$31,550.58
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$23,051.86
224 HARD ROCK MINING	
101	\$1,238.73
228 TECHNOLOGY FUND	
101	\$7,831.80
289 RETIREE/COBRA INSURANCE FUND	
101	\$499.76
Total:	\$64,172.73

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 1/18

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
18672	44288S	4827 CITI BUSINESS VISA-Costco	1,786.06						
1		86312118 10/20/17 MCEL LODGING Norbeck	198.74*	9214	201	100-2300	582		
		DOUBLETREE HOTEL							
2		86312118 10/20/17 MCEL LODGING Liedle	198.74	9214	201	100-2400	582		
		DOUBLETREE HOTEL							
3		86312118 10/20/17 MCEL LODGING Carey	198.74	9214	201	100-2500	582		
		DOUBLETREE HOTEL							
4		86312118 10/20/17 MCEL LODGING Norbeck	4.28*		201	100-2300	582		
5		86312118 10/20/17 MCEL LODGING Liedleq	4.25		201	100-2400	582		
6		86312118 10/20/17 MCEL LODGING Carey	4.25		201	100-2500	582		
7		335869 10/19/17 MCEL meal	6.00		201	100-2500	582		
8		336238 10/20/17 MCEL meal	8.00		201	100-2500	582		
9		665766 10/18/17 dryerase coordinate brds	30.30*	9399	201	100-1442	610		
		NASCO MODESTO							
10		307100 10/31/17 UI FCS ed	1,020.00*		215	494-1000	321	251	
11		30023 11/16/17 Tech Business Conf	12.25		201	100-2500	582		
12		105216 11/16/17 Tech Business Conf	100.51		201	100-2500	582		
18673	44289S	4935 CITI VISA- BUSINESS-Costco	70.39						
1		80585g 11/05/17 FCS groceries	70.39	9301	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
18675	44288S	4827 CITI BUSINESS VISA-Costco	3,403.38						
1		CC-75 12/20/17 BPA extension cord	29.99		215	625		253	
		MURDOCHS							
2		CC-75 11/28/17 Membership fee	299.00		201	625			
		STAPLES-DEPT. 31-0000064917							
3		CC-75 11/28/17 velcro for south gym windows	75.64		201	625			
		STAPLES-DEPT. 31-0000064917							
4		CC-75 12/04/17 Staff party deco	28.00		201	625			
		DOLLAR TREE							
5		CC-75 12/04/17 Staff party deco	88.94		201	625			
		WAL-MART							
6		CC-75 12/04/17 Staff Party food	50.76		201	625			
		WAL-MART							
7		CC-75 12/04/17 Staff Party food	319.63		201	625			
		COSTCO							
8		CC-75 11/28/17 thread&fabric for south gym cu	153.47		201	625			
		JOANNS FABRIC							

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 1/18

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
9		CC-75 11/29/17 FCS utensils, bakeware, roaster	1,095.67		215 625			252	
		BED, BATH, AND BEYOND				CC Accounting: 215- -451-1710-660-252			
10		CC-75 11/29/17 range hoods	1,262.28		215 625			252	
		HOME DEPOT				CC Accounting: 215- -451-1710-660-252			
18676	44289S	4935 CITI VISA- BUSINESS-Costco	148.26						
1		28992g 12/12/17 FCS groceries	46.30	9301	201 999				
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
2		04168g 12/12/17 FCS groceries	55.12	9301	201 999				
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
3		80624g 12/12/17 FCS groceries	46.84	9301	201 999				
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
18677	44286S	3766 ACADIA MONTANA	2,602.71						
1		1337744 12/25/17 Altacare	2,602.71*		215 280-1000		330	524	
18678	44294S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	19,980.95						
1		8286 11/30/17 Route contract payment #5	16,247.91*		210 100-2700		513		
2		8286 11/30/17 vball divisional & state	1,314.08*		215 720-3500		582	139	
3		8286 11/30/17 vball divisional & state dntim	440.00*		215 720-3500		582	139	
4		8286 11/30/17 vball div/state band/cheer	1,434.48*		215 720-3500		582	139	
5		8286 11/30/17 vball div/state band/cheer dnt	340.00*		215 720-3500		582	139	
6		8286 11/30/17 FCCLA to Butte	144.48		201 710-3400		582		
7		8286 11/30/17 FCCLA to Butte downtime	60.00		201 710-3400		582		
18679	44303S	4639 WEX BANK	4,880.28						
1		52202285 11/30/17 vball	351.44*		215 720-3500		582	139	
2		52202285 11/30/17 vball cheer/band	383.64*		215 720-3500		582	139	
3		52202285 11/30/17 FCCLA	38.64		201 710-3400		582		
4		52202285 11/30/17 vball AD	145.55*		215 720-3500		582	139	
5		52202285 11/30/17 tecj	18.58*		228 100-1000		582		
6		52202285 11/30/17 MUN	44.40		201 710-3400		582		
7		52202285 11/30/17 Science O	33.51		201 710-3400		582		
8		52202285 11/30/17 speech/debate	44.77		201 710-3400		582		
9		52202285 11/30/17 drivers ed	68.10*		218 100-1000		624		
10		52202285 11/30/17 school foods	35.68*		201 910-3100		624		
11		52202285 11/30/17 route fuel	3,715.97*		210 100-2700		624		
18680	44294S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	25,777.21						
1		8310 12/31/17 Route payment #5	21,203.45*		210 100-2700		513		
2		8310 12/31/17 BBB	866.88*		201 720-3500		582		
3		8310 12/31/17 BBB Downtime	270.00*		201 720-3500		582		
4		8310 12/31/17 GBB	854.84*		201 720-3500		582		
5		8310 12/31/17 GBB Downtime	270.00*		201 720-3500		582		
6		8310 12/31/17 Wrestling	1,279.68*		201 720-3500		582		
7		8310 12/31/17 Wrestling Downtime	460.00*		201 720-3500		582		

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 1/18

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
8		8310 12/31/17 Choir	149.64		201	710-3400	582	
9		8310 12/31/17 Choir downtime	60.00		201	710-3400	582	
10		8310 12/31/17 BPA	302.72		201	710-3400	582	
11		8310 12/31/17 BPA downtime	60.00		201	710-3400	582	
18681	44303S	4639 WEX BANK	4,467.10					
1		52579350 12/31/17 BBB	236.16*		201	720-3500	582	
2		52579350 12/31/17 GBB	215.08*		201	720-3500	582	
3		52579350 12/31/17 Wrestling	348.62*		201	720-3500	582	
4		52579350 12/31/17 BPA	82.47		201	710-3400	582	
5		52579350 12/31/17 Choir	40.77		201	710-3400	582	
6		52579350 12/31/17 Wrestling AD	38.61*		201	720-3500	582	
7		52579350 12/31/17 Custodial	88.51*		201	100-2600	624	
8		52579350 12/31/17 Speech/debate	58.33		201	710-3400	582	
9		52579350 12/31/17 Drivers Ed	42.49*		218	100-1000	624	
10		52579350 12/31/17 School foods	30.66*		201	910-3100	624	
11		52579350 12/31/17 Route fuel	3,285.40*		210	100-2700	624	
18682	44296S	1608 MASBO	90.00					
1		4973 10/17/17 Veteran's clerk workshop	90.00		201	100-2500	582	
18683	44295S	5141 HARRIS, NOLAN	107.37					
1		Sheridan 01/08/18 bball ref sheridan	72.00*		215	720-3500	340	720
2		Sheridan 01/08/18 bball ref sheridan	35.37*		215	720-3500	582	720
18684	44304S	5142 WILLIAMS, CY	78.48					
1		SHERIDAN 01/08/18 Bball ref sheridan	72.00*		215	720-3500	340	720
2		SHERIDAN 01/08/18 Bball ref sheridan	6.48*		215	720-3500	582	720
18685	44297S	1650 MEADOW GOLD GREAT FALLS	87.40					
1		40019647 01/02/18 Milk	87.40*		201	910-3100	630	
18686	44301S	1987 PACIFIC STEEL	831.58					
1		705116 12/18/17 metal, plate,	805.28	9269	201	999		
PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-								
2		705507 01/01/18 round tube for uniform hanging	26.30*		201	100-2600	615	
18687	44302S	612 SUPPLYWORKS	94.06					
1		423109958 12/19/17 tow away sign	22.04*		201	100-2600	615	
2		423268440 12/20/17 floor mat	36.01*		201	100-2600	615	
3		422666388 12/14/17 floor mat	36.01*		201	100-2600	615	
18688	44292S	1002 GENERAL DISTRIBUTING	57.12					
1		599524 12/20/17 pin adapters, mig guns	57.12*	9406	215	451-1640	660	252

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 1/18

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
18690	44285S	899 360* OFFICE SOLUTIONS	1,085.41						
1		42512 12/12/17 Copier charges4501I	392.37*		201	100-2400	840		
2		42513 12/12/17 Copier charges5501I	693.04*		201	100-2400	840		
18691	44291S	4716 DAKOTA SUPPLY GROUP INC	184.44						
1		d527406 12/14/17 plumbing supplies	184.44*		201	100-2600	615		
18692	44293S	157 HARDWARE HANK	132.17						
1		98164 12/01/17 torx bits	16.76*		201	100-2600	615		
2		98172 12/01/17 bowl brush	4.49*		201	100-2600	615		
3		98495 12/19/17 bowl brushes,led lights	17.97*		201	100-2600	615		
4		98620 12/27/17 thermostat	30.99*		201	100-2600	615		
5		98647 12/28/17 windshield fluid	4.98*		201	100-2600	610		
6		98596 12/26/17 show shovels	56.98*		201	100-2600	615		
18693	44287S	2152 CENTURY LINK	378.50						
1		dec17 12/13/17 phone charges	378.50*		201	100-2400	531		
18694	44299S	1828 MT HIGH SCHOOL ASSOCIATION	250.00						
1		Drama fee	250.00*		201	720-3500	810		
18695	44300S	4375 NEOPOST USA INC	200.38						
1		55392807 12/13/17 postage meter	200.38*		201	100-2400	532		
18696	44298S	3194 MT DEPT OF LABOR & INDUSTRY	93.00						
1		3784717 12/22/17 boiler cert	31.00*		201	100-2600	440		
2		3784716 12/22/17 boiler cert	31.00*		201	100-2600	440		
3		3784713 12/22/17 boiler cert	31.00*		201	100-2600	440		
18697	44290S	4633 COMMERCIAL ENERGY OF MT INC.	1,520.48						
1		NWE045557 01/03/18 gas	62.43*		201	100-2600	411		
2		NWE045556 01/03/18 Gas	1,458.05*		201	100-2600	411		
18698	44288S	4827 CITI BUSINESS VISA-Costco	1,189.27						
1		Ma18003194 01/04/18 FCS classes	939.27*	9430	201	100-1000	321		
		U of M REGISTRATION							
2		280709 01/04/18 CALL V distance learning	250.00*	9431	201	100-1000	321		
		MSU OFFICE OF FINANCIAL AID SERVICES							

of Claims 25 Total: 69,496.00

69,496.00

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JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 1/18

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$14,251.29
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$44,452.73
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$10,662.81
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	\$110.59
228 TECHNOLOGY FUND	
101	\$18.58
Total:	\$69,496.00

THE BOARD OF TRUSTEES

1531

Trustee Expenses

Expenses for Board Members - In-District

~~A trustee shall not receive remuneration for service as a trustee. Trustees living more than three (3) miles from the meeting place shall be entitled to be reimbursed for mileage at the rate stipulated in § 2-18-503, MCA, for each mile of travel between their homes and the meeting place for each meeting of the Board or for any meeting called by the county superintendent. Reimbursement may be paid as the travel is assumed or may accumulate until the end of the fiscal year, at the discretion of the trustee.~~

The members of the trustees of any district may not receive compensation for their services as trustees. A trustee is entitled to collect mileage at a rate equal to the mileage allotment allowed by the United States internal revenue service for the current year for the first 1,000 miles and 3 cents less per mile for all additional miles traveled within a given calendar month.

The members of the trustees who reside over 3 miles from the trustees' meeting place must be reimbursed at the rate as provided in 2-18-503 for every mile necessarily traveled between their residence and the meeting place and return in attending the regular and special meetings of the trustees, and all trustees must be similarly reimbursed for meetings called by the county superintendent. The travel reimbursement may be accumulated during the school fiscal year and paid at the end of the fiscal year, at the discretion of each trustee.

A trustee must file a reimbursement for mileage form, prior to July 1 of each year, requesting reimbursement for the fiscal year. The form may be obtained from the District Clerk/Business Manager.

Expenses for Board Members at Out-of-District Meetings

Trustees normally attend workshops, training institutes, and conferences at both the state and national levels. The District will pay all legitimate costs for trustees to attend out-of-District meetings, at established rates for reimbursement set by the District:

1. Transportation as approved by the Board;
2. On-site transportation during the course of the meeting, i.e., bus, taxi, or rental car;
3. Hotel or motel costs for trustee, as necessary;
4. Food costs as necessary;
5. Telephone services for necessary communications with business or family, resulting from the trustee being away from Jefferson County;
6. Incidental expenditures for tips and other necessary costs attributable to the trustee's attendance at a meeting; however, the District will not reimburse or pay for such items as liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.

Cross Reference: 7336 Travel Allowances and Expenses

Jefferson High School District #1

THE BOARD OF TRUSTEES

1531

- 1 Policy History:
- 2 Adopted on: February 2007
- 3 Revised on:

STUDENTS

2150

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Suicide Awareness and Prevention

The Administration shall develop and implement a youth suicide prevention program meeting minimum requirements set forth in 10.55.719, ARM.

The District will provide professional development on youth suicide awareness and prevention to each employee of the district who work directly with any students enrolled in the school district. The training materials will be approved by the Office of Public Instruction (OPI).

The District will provide at least two (2) hours of youth suicide and prevention training beginning the 2017-18 school year. The District will provide, at a minimum, two (2) hours of youth suicide awareness and prevention training every five (5) years thereafter. All new employees who work directly with any student enrolled in the school district will be provided training the first year of employment.

Youth suicide and prevention training may include:

- A. In-person attendance at a live training;
- B. Videoconference;
- C. An individual program of study of designated materials;
- D. Self-review modules available online; and
- E. Any other method chosen by the local school board that is consistent with professional development standards.

No cause of action may be brought for any loss or damage caused by any act or admission resulting from the implementation of the provisions of this policy or resulting from any training, or lack of training, related to this policy. Nothing in this policy shall be construed to impose a specific duty of care.

Legal Reference: § 20-7-1310, MCA Youth suicide awareness and prevention training

Policy History:

Adopted on:

Revised on:

Revision Note:

INSTRUCTION

2333

Participation in Commencement ExercisesStatement of Policy

A student's right to participate in a commencement exercise of the graduating class at Jefferson High School is an honor. As such, participation in this ceremony is reserved for those members of the graduating class who have completed all state and local requirements for graduation before the date of the ceremony. Students who complete their requirements after the date of commencement exercises will receive their diplomas at that time.

Organization and Content of Commencement Exercises

The school district will permit students to honor their American Indian heritage through the display of culturally significant tribal regalia at commencement ceremonies. Any item that promotes drug use, weapon use, threats of violence, sexual harassment, bullying, or other intimidation, or violates another district policy, state, or federal law may not be worn during graduation.

The school administration may invite graduating students to participate in high school graduation exercises according to academic class standing or class officer status. Any student who, because of academic class standing, is requested to participate may choose to decline the invitation.

The school administrators will censor any presentation or require any specific content but may advise participants about appropriate language for the audience and occasion. Students selected to participate may choose to deliver an address, poem, reading, song, musical presentation, prayer, or any other pronouncement of their choosing.

The printed program for a commencement exercise will include the following paragraphs:

Any presentation by participants of graduation exercises is the private expression of an individual participant and does not necessarily reflect any official position of the District, its Board, administration, or employees, nor does it necessarily indicate the views of any other graduates.

The Board recognizes that at graduation time and throughout the course of the educational process, there will be instances when religious values, religious practices, and religious persons will have some interaction with the public schools and students. The Board, while not endorsing any religion, recognizes the rights of individuals to have the freedom to express their individual political, social, or religious views.

Legal Reference:	Art. II, Sec. 5, Montana Constitution - Freedom of religion
	Art. X, Sec. 7, Montana Constitution - Nondiscrimination in education
	<u>Art. X, Sec. 1(2), Montana Constitution – Educational Goals and Duties</u>
	§ 20-1-308, MCA Religious instruction released time program
	§ 20-5-201(3), MCA Duties and sanctions
	§ 20-7-112, MCA Sectarian publications prohibited and prayer permitted

Policy History:

Adopted on: February 2007

INSTRUCTION

2333

- 1 Revised on: January 20, 2009
- 2
- 3 *Note: Reference to 20-5-201(3) was added.*

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 child¹ 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 of Health and Human Services or the local county health department. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.
3. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

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 appeal to 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.

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

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;
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: January 2016

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

January 2016 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

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Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

A district may only include, for ANB purposes, an enrolled student who is:

- A resident of the district or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district;
- Unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Living with a caretaker relative under § 1-1-215, MCA
- Receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the student's services are provided at the district's expense under an approved individual education plan supervised by the district;
- Participating in the Running Start Program at district expense under § 20-9-706, MCA;
- Receiving education services provided by the district, using appropriately licensed district staff at a private residential program or private residential facility licensed by the Department of Public Health and Human Services;
- Enrolled in an educational program or course provided at district expense using electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district; or
- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under § 20-9-707, MCA.
- A resident of the district attending a Montana Youth Challenge Program under an 8 interlocal agreement with the district under § 20-9-707, MCA

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Page 2 of 2

• Meets the Criteria for Proficiency based ANB under policy 3126FE

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet the residency requirements for that district; live in the district, and must be eligible for educational services under the Individuals with Disabilities Education Act or under 29 U.S.C. 794; or attend school in the district under a mandatory attendance agreement as provided in § 20-9-707, MCA.

Homeless Youth and Foster Children

Assignment to schools shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a “school of origin” that differs from the assigned school.

Legal Reference:	§ 1-1-215, MCA	Residence – Rules for determining
	§ 20-9-311, MCA	Calculation of average number belonging (ANB)
		--three-year averaging.
	§ 20-9-706, MCA	Running Start Program
	§ 20-9-707, MCA	Agreement with accredited Montana job corps program
	29 U.S.C. 794	Nondiscrimination under Federal grants and programs
	34 CFR 300.1, et seq.	Individuals with Disabilities Education Act

Policy History:

Adopted on: February 2007

Revised on:

STUDENTS

Military Compact Waiver

The State of Montana is one of numerous states across the country that is a member of the Interstate Compact on Educational Opportunity for Military Children. As a school district within the State of Montana subject to the laws of the State of Montana, the District shall follow the requirements of the Compact for students who enroll at the District for whom the Compact applies.

Purpose

The purpose of the Interstate Compact on Educational Opportunity for Military Children is to remove barriers to educational success for children of military families due to frequent relocation and deployment of their parents. The Compact facilitates educational success by addressing timely student enrollment, student placement, qualification and eligibility for programs (curricular, co-curricular, and extra-curricular), timely graduation, and the facilitation of cooperation and communication between various member states' schools.

Applicability

This Compact applies only to children of:

1. Active duty members of the uniformed services as defined in the Compact, including member of the national guard and reserve on active duty orders pursuant to 10 U.S.C., 12301(d) and 12304;
2. Members of the veterans of the uniformed services who are severely injured and medically discharged or retired for a period of 1 year after medical discharge or retirement; and
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of 1 year after death.

Educational Records and Enrollment

1. **Hand Carried/Unofficial Educational Records:** In the event that official educational records cannot be released to a parent for the purpose of school transfer, the custodian of records from the sending school shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission.

Upon receipt of the unofficial educational records, the District shall enroll and appropriately place the student based upon the information the school receives in the unofficial educational records, pending validation by the official records, as soon as possible.

1
2 **2. Official Educational Records/Transcripts:** At the time of enrollment and conditional
3 placement of a qualifying student at the District, the District shall request the student's
4 official educational records from their last school of attendance.

5
6 A school receiving such a request shall process the official educational records request
7 and furnish such within a period of ten (10) days, or within the timeline determined to be
8 reasonable by the Interstate Commission.
9

10 **3. Immunizations:** The District shall provide a period of thirty (30) days from the date of
11 enrollment, or such other time frame as determined by the rules of the Interstate
12 Commission, within which students may obtain any immunizations required by the
13 District. Where the District's requirements include a series of immunizations, initial
14 vaccinations must be obtained within thirty (30) days, or within the timeline determined
15 to be reasonable by the Interstate Commission.
16

17 **4. Kindergarten and First Grade Entrance Age:** Students shall be allowed to continue
18 their enrollment at grade level at the District, commensurate with their grade level from
19 their receiving school, including kindergarten, at the time of transition. However, the
20 provisions of Montana Code 20-5-101 regarding trustees enrolling a child in kindergarten
21 or in first grade whose fifth (5th) or sixth (6th) birthday occurs on or before the tenth (10th)
22 day of September of the school year in which the child is to enroll but is not yet 19 years
23 of age, shall continue to apply.
24

25 A student who has satisfactorily completed the prerequisite grade level in the sending
26 school shall be eligible for enrollment in the next highest grade level in the District, at the
27 receiving school, regardless of age.
28

29 A student who is transferring into the District after the start of the school year shall enter
30 the District on the student's validated grade level from an accredited school in the
31 sending state.
32

33 Placement and Attendance

34
35 **1. Course Placement:** Upon transfer of a qualifying student, the receiving District shall
36 place the student in courses consistent with the student's courses in the sending school
37 and/or the school's educational assessments.
38

39 Course placement includes, but is not limited to honors, international baccalaureate,
40 advanced placement, vocational, technical, and career pathways courses.
41

42 Continuing the student's academic program from the previous school and promoting
43 placement in academically and career challenging courses should be paramount when
44 considering placement. This requirement does not preclude the District from performing

1 subsequent evaluations to ensure appropriate placement and continued enrollment of the
2 student in the course(s).

3
4 **2. Educational Program Placement:** The District shall initially honor placement of the
5 student in educational programs based on current educational assessments conducted at
6 the sending school or participation/placement in similar programs at the sending school.

7
8 Educational program placement includes, but is not limited to, gifted and talented
9 programs and English as a second language. This requirement does not preclude the
10 District from performing subsequent evaluations to ensure appropriate placement of the
11 student.

12
13 **3. Special Education Services:** In compliance with the federal requirements of the
14 Individuals with Disabilities Education Act, the District, as the receiving school, shall
15 initially provide comparable services to a student with disabilities based on his or her
16 current Individual Education Plan.

17
18 In compliance with Section 504 of the Rehabilitation Act and with Title II of the
19 Americans with Disabilities Act, the District, as the receiving school, shall make
20 reasonable accommodations and modifications to address the needs of incoming students
21 with disabilities consistent with his or her existing 504 or Title II Plan.

22
23 This does not preclude the District, as the receiving school, from performing subsequent
24 evaluations to ensure appropriate placement and/or accommodations are made for the
25 student.

26
27 **4. Placement Flexibility:** The District's Administration shall have the flexibility to waive
28 course/program prerequisites or other preconditions for placement in courses/programs
29 offered by the receiving District.

30
31 **5. Absences Relating to Deployment Activities:** A student whose parent/legal guardian is
32 an active duty member of the uniformed services and has been called to duty for, is on
33 leave from, or immediately returned from deployment in a combat zone or combat
34 support position, shall be granted additional excused absences at the discretion of the
35 District's Superintendent to visit with his or her parent/legal guardian relative to such
36 leave or deployment of the parent/guardian.

37
38 Eligibility

39
40 **1. Eligibility for Enrollment:** A Special Power of Attorney pertaining to the guardianship
41 of a student of a military family and executed under applicable law shall be sufficient for
42 the purposes of enrollment and all other actions requiring parental participation and
43 consent.
44

The receiving District shall not charge tuition to a transitioning military student placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.

A transitioning military student, placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which he or she was enrolled when residing with the custodial parent.

2. Eligibility for Extra-Curricular Activity Participation: The District shall facilitate the opportunity for transitioning military students' inclusion in extracurricular activities, regardless of application deadlines, to the extent the student is otherwise qualified.

Graduation

In order to facilitate the on-time graduation of children of military families, the receiving District shall incorporate the following procedure:

1. Graduation Course Requirements – Waiver: The receiving District's Administration, through the Superintendent or designee, shall waive specific courses that are required for graduation if similar coursework has been satisfactorily completed at another school.

If the District does not waive the specific course requirement for graduation, the District shall provide a reasonable justification for the denial. This justification shall be provided to the parent/legal guardian in writing.

If the receiving District does not waive the specific course requirement for graduation and the student would have otherwise qualified to graduate from the sending school, the receiving District shall provide an alternative means of acquiring required course work to ensure that the student's graduation will occur on time.

2. Exit Exams: In lieu of testing requirements required for graduation at the receiving District, the District and the State of Montana shall accept any or all of the following:

A. Exit exams or end-of-course exams required for graduation from the sending school;

B. National norm-referenced achievement tests; or

C. Alternative testing.

In the event the above alternatives cannot be accommodated by the receiving District for a student transferring during his or her senior year, subsection 3, below, shall apply.

3. Transfer During Senior Year of High School: Should a military student transferring at the beginning of or during the senior year be ineligible to graduate from the receiving

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District after all alternatives have been considered, the sending school and the receiving District shall ensure the receipt of a diploma from the sending school if the student meets the graduation requirements of the sending school.

In the event that one of the states in question is not a member of this Compact, the member state shall use best efforts to facilitate the on-time graduation of the student.

Conflicts

All state laws and District policies that conflict with this policy and/or in conflict with the Compact are superseded to the extent of the conflict.

Cooperation

The receiving District, through its administration, shall timely cooperate with all state agency inquiries and other District/school inquiries relating to a student who is covered by the Compact.

<u>Cross Reference:</u>	<u>2333</u>	<u>Participation in Commencement Exercises</u>
	<u>2410 – 2410P</u>	<u>High School Graduation Requirements</u>
	<u>2413</u>	<u>Credit Transfer and Assessment for</u>
		<u>Placement</u>
	<u>3110</u>	<u>Entrance, Placement, and Transfer</u>

<u>Legal Reference:</u>	<u>20-1-230, MCA</u>	<u>Enactment – interstate Compact on</u>
		<u>Educational Opportunity for Military</u>
		<u>Children - provisions</u>

Legal Reference: _____

Policy History:

Adopted on:

Revised on:

Revision Note:

STUDENTS

3125

Education of Homeless Children

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

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

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

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

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

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

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

Cross Reference: 1700 Uniform Complaint Procedure
[3125F McKinney-Vento Homeless Educational Assistance Dispute Resolution Form](#)

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

Policy History:

Adopted on: February 2007

Revised on:



Office of Public
Instruction Elsie Arntzen
Superintendent PO Box
202501
Helena, MT 59620-2501

McKinney-Vento Homeless Education Assistance Dispute Resolution Form

1 School District: _____ Liaison: _____

2 _____ Telephone: _____

3 Date of first contact by homeless individual, guardian, or representative: _____

4 Homeless Student's Name: _____

5 Describe the issue(s) in question: _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 School District Contact: _____ Telephone: _____

12 (Superintendent / Principal)

13 Date: _____ (within 7 business days)

14 Resolution at the Liaison/School District Level (describe below) _____ or

15 Forwarded to OPI Homeless Coordinator [please contact at (406) 444-2036] _____

16 Date: _____ (within 15 business days)

17 Resolution at OPI Homeless Coordinator Level (describe below) _____ or

18 Forwarded to Superintendent of Public Instruction _____

20 Describe Resolution Results: _____

21 _____

22 _____

23 _____

24 _____

25 _____

27 Homeless Coordinator Signature: _____

29 This form must be filed with _____ Heather Denny,
30 _____ Homeless Coordinator
31 _____ Office of Public Instruction
32 _____ P.O. Box 202501
33 _____ Helena, MT 59620-2501

34

35

SECTION STUDENTS

Proficiency-Based ANB

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the provision of law allowing proficiency-based ANB.

[OPTION] The District may include in its calculation of ANB a pupil who is enrolled in a program providing fewer than the required aggregate hours of pupil instruction required under Montana law if the pupil has demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The ANB of a pupil who demonstrates proficiency in any content/subject matter will be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

[OPTION] The District may, on a case-by-case basis, provide fractional credit for partial completion of a course for a student who is unable to attend class for the required amount of time.

[OPTION] The District may waive specific course requirements based on individual student needs and performance levels. Waiver requests shall also be considered with respect to age, maturity, interest, and aspirations of the students and shall be in consultation with the parents or guardians.

[RECOMMENDED] At the discretion of the District, a student may be given credit for a course satisfactorily completed in a period of time shorter or longer than normally required and, provided that the course meets the District's curriculum and assessment requirements, which are aligned with the content standards stated in the education program. Examples of acceptable course work include, but are not necessarily limited to, those delivered through correspondence, extension, and distance learning courses, adult education, summer school, work study, specially designed courses, and challenges to current courses.

<u>Legal Reference:</u>	<u>20-1-301, MCA</u>	<u>School fiscal year</u>
	<u>20-9-311(4)(a)(b)(d), MCA</u>	<u>Calculation of average number belonging</u>
		<u>(ANB) – 3-year averaging</u>
	<u>20-3-324, MCA</u>	<u>Powers and duties</u>
	<u>10.55.906 ARM</u>	<u>High School Credit</u>

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

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.

No student, on the basis of sex, 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, Policy 3200-Student Rights and Responsibilities, Policy 3225-Sexual Harassment/Intimidation of Students, or Policy 3226-Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1700-Uniform Complaint Procedure, 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
	<u>3200</u>	<u>Student Rights and Responsibilities</u>
	<u>3225</u>	<u>Sexual Harassment/Intimidation of Students</u>
	<u>3226</u>	<u>Bullying/Harassment/Intimidation/Hazing</u>

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
	<u>Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.</u>
	<u>34 CFR Part 106 Nondiscrimination on the basis of sex in</u>
	<u>education programs or activities receiving</u>
	<u>Federal financial assistance</u>

Policy History:

Adopted on: February 2007

Revised on:

STUDENTS

Student Dress

The District recognizes that a student's choice of dress and grooming habits demonstrate personal style and preference. The District has the responsibility to ensure proper and appropriate conditions for learning, along with protecting the health and safety of its student body. Even though the schools will allow a wide variety of clothing styles, dress and grooming must not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others.

The building administrator shall establish procedures for the monitoring of student dress and grooming in school or while engaging in extracurricular activities. Students attending public events sponsored by the school district are permitted to honor their American Indian heritage through the display of culturally significant tribal regalia at a public event sponsored by the school district. Any item that promotes drug use, weapon use, threats of violence, sexual harassment, bullying, or other intimidation, or violates another district policy, state, or federal law may not be worn at a public event sponsored by the school district. Specific regulations shall be published annually in student handbooks.

Cross Reference: Policy 2333 Participation in Commencement Exercises

Legal Reference: SB 319-Chapter 229 Tribal regalia and objects of cultural significance allowed at public events

Policy History:

Adopted on: February 2007

Revised on:

1 This form is managed by Montana Department of Public Health and Human Services and can
2 change without intent or knowledge of the District. Please refer to Montana DPHHS form
3 number IZ HES101A, "Medical Exemption Statement"

4
5 Legal Reference:

6
7 Policy History:

8 Adopted on:

9 Revised on:

10
11 *Revision Note:*

This form is managed by Montana Department of Public Health and Human Services and can change without intent or knowledge of the District. Please refer to Montana DPHHS form number HES-11, "Affidavit of Exemption on Religious Grounds From Montana School Immunization Law and Rules"

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

Administering Medicines to Students

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student’s health care provider.

The building principal or other administrator may authorize, in writing, any school employee:

To assist in self-administration of any drug that may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions and with the written consent of a student’s parent or guardian; and

To assist in self-administration of a prescription drug to a student in compliance with written instructions of a medical practitioner and with the written consent of a student’s parent or guardian.

Except in an emergency situation, only a qualified health care professional may administer a drug or a prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit administration of medication to students in schools in its jurisdiction. A school nurse (who has successfully completed specific training in administration of medication), pursuant to written authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a chief medical advisor or a student’s private physician.

In the absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection.

The Board requires that there must be on record a medically diagnosed allergic condition that would require prompt treatment to protect a student from serious harm or death.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student's cumulative health folder.

Self-Administration of Medication

The District will permit students who are able to self-administer specific medication to do so provided that:

- A physician or dentist provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student's parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file; and
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication.

A building principal or school administrator may authorize, in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:

- Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;
- Opening the lid of a container for a student;
- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications;
- and
- Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

Students with allergies or asthma may be authorized by the building principal or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication if the following conditions have been met.

- A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication, acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the student has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to use and administer the medication.
- Documentation of a doctor-formulated written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes of the student and for medication use by the student during school hours.

Authorization granted to a student to possess and self-administer medication shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, and in accordance with documentation provided by the student's doctor, backup medication must be kept at a student's school in a predetermined location or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency.

Immediately after using epinephrine during school hours, a student shall report to the school nurse or other adult at the school who shall provide follow up care, including making a 9-1-1 emergency call.

Administration of Glucagons

School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-412, MCA, only under the following conditions: (1) the employee may administer glucagon to a diabetic student only in an emergency situation; (2) the employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (3) the employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), MCA.

Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent, an individual who has executed a caretaker relative educational authorization affidavit, or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

- Must examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
- Must develop a medication administration plan, if administration is necessary for a student, before any medication is given by school personnel;
- Must record on the student's individual medication record the date a medication is delivered and the amount of medication received;
- Must store medication requiring refrigeration at 36° to 46° F;
- Must store prescribed medicinal preparations in a securely locked storage compartment; and
- Must store controlled substances in a separate compartment, secured and locked at all times.

The District will permit only a forty-five-(45)-school-day supply of a medication for a student to be stored at a school; and all medications, prescription and nonprescription, will be stored in their original containers.

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

The District may maintain a stock supply of auto-injectable epinephrine to be administered by a

school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine in a school setting or at related activities, the district shall adhere to the requirements stated in 20-5-420, Section 2 MCA.

The District may maintain a stock supply of an opioid antagonist to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for an actual or perceived opioid overdose. A school that intends to obtain an order for emergency use of an opioid antagonist in a school setting or at related activities shall adhere to the requirements in law.

Disposal of Medication

The District requires school personnel either to return to a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian or, with permission of the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities.

Legal Reference: _____ § 20-5-412, MCA –Definition – parent-designated adult
-administration of glucagons training
8.32.1733, ARM Tasks Which May Be Routinely Assigned to an
Unlicensed Person in any Setting When a Nurse-
Patient Relationship Exists
HB 323, Chapter #154 Emergency use of an opioid antagonist in school
setting – limit on liability – signed by Governor
4/4/2017 - (effective July 1, 2017)

Policy History:

Adopted on: February 2007

Revised on: April 15, 2008, October, 2011, July 2013

Note: The revision adds references to caretaker relative. It removed the specification of epipen or asthma inhalers and added severe allergy references. It also defined the administration of glucagons.

- 1 *Note: The revision re-defined that an employee may administer glucagon ONLY in an*
- 2 *emergency situation.*
- 3 *Note: July 2013 revision adds the ability of the district to have a stock supply of auto-injectable*
- 4 *epinephrine on hand.*
- 5 *Note: 2017 revision adds the ability of the district to have a stock of Opioid antagonist on hand.*

School-Support Organizations, Boosters and Fundraising

The Board recognizes that parent, teacher, and student organizations are an invaluable resource to District schools and supports their formation and vitality. While parent, teacher, and student organizations have no administrative authority and cannot determine District policy, their suggestions and assistance are always welcome.

School-Support Organizations

Parent or booster organizations are recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name or any logo attributable to the District, provided they first receive the Board's approval during a duly constituted Board meeting. Unauthorized use of the District school's team name, logo, or imagery is strictly prohibited. The District reserves the right to seek all available legal remedies for unauthorized use of the District school's name, logo, or imagery.

In order for the School District to comply with the federal law, state law and MHSA By-Laws, Rules and Regulations, Board recognition as a parent or booster organization along with consent to use one of the above-mentioned names or logos will be granted if the organization has approved and submitted bylaws containing the following:

1. The organization's name and purpose. Acceptable purposes may include enhancement of students' educational experiences, assistance to meet educational needs of students, support of academic clubs, or enrichment of extracurricular activities.
2. The rules and procedures under which it operates.
3. A statement that the membership will adhere to applicable Board policies and administrative procedures when working on District premises or with District officials or programs.
4. A statement that membership is open and unrestricted and the organization will not engage in discrimination based on someone's innate characteristics or membership in a protected classification.
5. A statement that the District is not, and will not be, responsible for the organization's business or the conduct of its members.
6. A designation of the organization's treasurer. A statement that the organization will maintain finances consistent with General Finance Principles in a manner open to review by any member of the organization or the school district.

~~Parent organizations and booster clubs are recognized by the School Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo~~

1 ~~attributable to the District provided they first receive the Superintendent or designee's express~~
2 ~~written consent. Consent to use one of the above mentioned names or logos will generally be~~
3 ~~granted if the organization or club has by laws containing the following:~~

4
5 ~~1. The organization's or club's name and purpose, such as, to enhance students'~~
6 ~~educational experiences, to help meet educational needs of students, to provide extra athletic~~
7 ~~benefits to students, to assist specific sports teams or academic clubs through financial support,~~
8 ~~or to enrich extracurricular activities.~~

9
10 ~~2. The rules and procedures under which it operates.~~

11
12 ~~3. An agreement to adhere to all Board policies and administrative procedures.~~

13
14 ~~4. A statement that membership is open and unrestricted, meaning that membership is open to~~
15 ~~parents/guardians of students enrolled in the school, District staff, and community members.~~¹

16
17 ~~5. A statement that the District is not, and will not be, responsible for the organization's or~~
18 ~~club's business or the conduct of its members.~~

19
20 ~~6. An agreement to maintain and protect its own finances.~~

21
22 ~~7. A recognition that money given to a school cannot be earmarked for any particular expense.~~
23 ~~Booster clubs may make recommendations, but cash or other valuable consideration must be~~
24 ~~given to the District to use at its discretion. The School Board's legal obligation to comply with~~
25 ~~Title IX by providing equal athletic opportunity for members of both genders will supersede an~~
26 ~~organization or club's recommendation.~~²

27
28 ~~Permission to use one of the above mentioned names or logos may be rescinded at any time and~~
29 ~~does not constitute permission to act as the District's representative. At no time does the~~
30 ~~District accept responsibility for the actions of any parent organization or booster club~~
31 ~~regardless of whether it was recognized and/or permitted to use any of the above mentioned~~
32 ~~names or logos.~~³ ~~The Superintendent shall designate an administrative staff member to serve~~
33 ~~as the liaison to parent organizations or booster clubs. The liaison will serve as a resource~~
34 ~~person and provide information about school programs, resources, policies, problems,~~
35 ~~concerns, and emerging issues. Building staff will be encouraged to participate in the~~
36 ~~organizations.~~

37
38
39 7. A recognition that money given to a school cannot be earmarked for any particular
40 expense. Booster organizations may make recommendations, but cash or other valuable
41 consideration must be given to the District to use at its discretion. The Board's legal

obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organizations recommendation.¹

8. A recognition that the School District reserves the right to reject any and all donations.

Permission to use one of the above-mentioned names, logos or imagery may be suspended by the administration and rescinded by the Board for failure to comply with this policy. Authorization to use one of the above-mentioned names, logos, or imagery does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent or booster organization, regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos.² The Superintendent shall designate an administrative staff member to serve as the liaison to parent or booster organization. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff may be encouraged to participate in the organizations.

Individual Boosters or Donors

Individual boosters or donors not covered by the bylaws of an organization governed by this policy may still assist in school operations. The Board encourages the involvement of local communities in school activities and operations. In order for the School District to comply with the federal law, state law and MHSA By-Laws, Rules and Regulations, individual boosters or donors must honor the following provisions:

1. The individual must have prior approval must be granted by the Board for use of the District's name, logo, or imagery.
2. The individual must comply with Board policies and administrative procedures when submitting donations.
3. The individual may not violate federal law, state law, District policy or MHSA By-Laws, Rules and Regulations.

¹ The School District may not accept booster organization assistance that creates vast gender differences or a school board may face claims that it has violated Title IX. Title IX's focus is on equal funding opportunities, equal facility availability, similar travel and transportation treatment, comparable coaching, and comparable publicity (34 C.F.R. Part 106).

² Booster organizations present potential liabilities to a school district beyond loss of funds, because they seldom are properly organized (they generally are not incorporated or otherwise legally recognized), carry no insurance, raise and handle large sums of money, and organization members hold themselves out as agents of the school (after all, no funds could be raised but for the school connection). A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its attorney, to minimize liability, such as adding a requirement to item 6 above that the organization: (1) operate under the school's authority (activity accounts); or (2) be properly organized and demonstrate fiscal responsibility by being a 501(c)(3) organization, obtaining a bond, and/or arranging regular audits. Ultimately, the best way to minimize liability is to be sure that the district's errors-and-omissions insurance covers parent organizations and booster organizations.

4. The individual acknowledges the District is not, and will not be, responsible for the individual booster or donor's business or their conduct.

5. The individual acknowledges that donations cannot be earmarked for any particular expense. Individual boosters or donors may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion in accordance with applicable laws. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede any individual's recommendation.

6. The District reserves the right to reject any and all donations.

Fundraising

All donations completed by recognized organizations are subject to applicable School District policies regarding financial management. Funding endeavors are generally viewed as beneficial when coordinated with district goals, initiatives, and existing plans. The District reserves the right to reject any and all donations.

All funds raised by recognized organizations that are donated to the School District become public funds when placed in a School District account. All public funds must be monitored in accordance with state law. Donations must be reviewed to ensure compliance with equity rules, amateur rules and appropriateness under district policy. Donations may be conditional under state law if conditions are in compliance.

Funds spent by the School District will be done in accordance with District purchase order policy and spending limits regardless of the source of the donation. All expenditures should be preapproved to ensure equity and auditing standards are met.

<u>Legal Reference:</u>	<u>§ 20-6-601, MCA</u>	<u>Power to accept gifts</u>
	<u>§ 2-2-103-2(3), MCA</u>	<u>Definitions</u>
	<u>§ 2-2-104, MCA</u>	<u>Rules of conduct for public officers, legislators, and public employees</u>

~~1 An alternative follows:~~

~~An agreement not to engage in discrimination based on someone's innate characteristics or membership in a suspect classification.~~

~~2 Booster clubs are understandably selective in their support. However, by accepting booster club assistance that creates vast gender differences, a school board may face claims that it has violated Title IX. Title IX's focus is on equal funding~~

~~opportunities, equal facility availability, similar travel and transportation treatment, comparable coaching, and comparable publicity (34 C.F.R. Part 106).~~

Fund Raising by School Support Groups

~~Fund-raising by school support groups is considered a usual and desirable part of the function of such groups. Specific fund-raising activities must be approved in advance by the principal.~~

~~The principal must be consulted before any expenditure of such funds. All such funds raised by school adjunct groups are to be used for direct or indirect support of school programs. Equipment purchased by support groups and donated to the schools becomes the property of the District and may be used or disposed of in accordance with District policy and state law.~~

Policy History:

Adopted on: February 2007

Revised on: April 15, 2008

Note: School-support Organization section was revised to add language on open and unrestricted membership, language regarding parent organizations and booster clubs use of School District logo, and adds language regarding person designated as liaison for these organizations. It also encourages building staff participation.

~~³Booster clubs present potential liabilities to a school district beyond loss of funds because they seldom are properly organized (they generally are not incorporated or otherwise legally recognized), carry no insurance, raise and handle large sums, and club members hold themselves out as agents of the school (after all, no funds could be raised but for the school connection). A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its attorney, to minimize liability, such as adding a requirement to item 6 above that the club: (1) operate under the school's authority (activity accounts); or (2) be properly organized and demonstrate fiscal responsibility by being a 501(c)(3) organization, obtaining a bond, and/or arranging regular audits. Ultimately, the best way to minimize liability is to be sure that the district's errors and omissions insurance covers parent organizations and booster clubs.~~

SCHOOL FACILITIES/GROUNDS USE AND LIABILITY RELEASE AGREEMENT

Jefferson High School District #1

Organization or Individual Requesting Facility Use: _____

Facility Requested: _____

Date and Hours of Requested Use: _____

Purpose of Use: _____

Will there be an admission fee? _____ If so, how much? _____

Premises and Conditions

Conditions of Facilities Use - Use of District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco, nicotine products, or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
2. That no illegal games of chance or lotteries will be permitted.
3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities.
5. The presence of weapons, including firearms, must be previously reviewed and approved by the Board of Trustees in accordance with Montana law.

Rent and Deposit

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services (if any) provided by the District, the sum of \$ _____, and this shall be due _____ days in advance. The requesting organization or individual shall be responsible for the actual cost of repair or replacement, including costs, disbursements, and expenses, resulting while it has use of the premises.

Indemnification

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any liability, expenses, costs (including attorney's fees), damages, and/or losses arising out of injury or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the District facility, which are not the result of fraud, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District. The undersigned organization or individual accepts and assumes all such risks and hazards and does hereby release the School District from any and all liability including, but not limited to bodily injury, personal injury, and/or property damage which are not the result of fraud committed, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District.

Insurance

The user of the facility shall provide the District with a certificate of insurance and endorsement to their property and liability policy. Said certificate and policy endorsement shall name the District as an additional insured. The certificate and policy shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility. The insurance shall provide for amounts not less than \$1,000,000 for bodily injury or death to any one person or resulting from any one accident, and \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury and property damage for \$1,000,000. The certificate shall contain a provision that the

insurer not cancel or refuse to renew without giving the District written notice at least 10 days before the effective date of the cancellation or non-renewal.

Special Events Coverage

The district requires the event holder to purchase a special event liability policy for the event, and to name the district as an additional insured on the policy. The event holder should provide the district with a certificate insurance outlining the coverage limits and that the district has been named as an additional insured on the policy. Minimum coverage limits of \$1,000,000 per occurrence and \$2,000,000 aggregate should be purchased.

Non-Discrimination

The District will consider requests for use of district facilities for political purposes and activity in accordance with Montanan law. The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

District's Rights

The District reserves the right to cancel this Agreement, when it is determined by the District that the facilities are needed for school purposes.

____ DATED this _____ day of _____, 20 ____.

Jefferson High School District

Requesting Organization or Individual:

By _____	By _____
_____	Address _____
_____	Phone _____

Additional Obligations

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

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Notice to Parents Required by No Child Left Behind Act of 2001 ("NCLB")Improving Basic Programs Operated by Local Educational Agencies

1. ~~As required by NCLB § 1111(h)(6)(A): At the beginning of each school year, a district that receives Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the district will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:~~

- ~~a. Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.~~
- ~~b. Whether the teacher is teaching under emergency or other provisional status.~~
- ~~c. The teacher's baccalaureate degree major and any other graduate certifications or degrees.~~
- ~~d. Whether paraprofessionals provide services to the student and, if so, their qualifications.~~

2. ~~As required by NCLB § 1111(h)(6)(B)(i): Districts must provide parents information on the level of achievement of the parent's child in each of the state academic assessments.~~

3. ~~As required by NCLB § 1111(h)(6)(B)(ii): Districts must provide parents timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not highly qualified.~~

Limited English Proficient Students

1. ~~As required by NCLB § 1112(g)(1)(A) and (g)(2) and § 3302(a): Districts must inform a parent of a limited English proficient child identified for participation or participating in such a program, of the reasons for their child being identified, their child's level of English proficiency, instructional method, how their child's program will meet the child's needs, how the program will help the child learn English, exit requirements for the program to meet the objectives of any limited English proficiency, and information regarding parental rights.~~

2. ~~As required by NCLB § 1112(g)(1)(B) and § 3302(b): Each district using Title I funds to provide a language instruction educational program, that has failed to make progress on the annual measurable achievement objectives described in § 3122 for any fiscal year for which part A is in effect, shall separately inform the parents of a child identified for participation or participating in such a program, of such failure not later than thirty (30) days after such failure occurs.~~

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~~3. As required by NCLB § 1112(g)(4) and § 3302(e): Each district shall implement an effective means of outreach to parents of limited English proficient students to inform the parents regarding how they can be involved in their child's education and be active participants in assisting their child to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging state academic achievement standards and state academic content standards expected of all students. In addition, the outreach shall include holding and sending notice of opportunities for regular meetings for formulating and responding to parent recommendations.~~

Academic Assessment and Local Education Agency and School Improvement

~~1. As required by NCLB § 1116(b)(6): Districts shall promptly provide to parents of each student enrolled in an elementary school or a secondary school identified for school improvement under § 1116(b)(1)(E)(I), for corrective action under § 1116(b)(7)(C)(I), or for restructuring under § 1116(b)(8)(A)(I):~~

~~a. An explanation of what the identification means and how the school compares in terms of academic achievement to other district schools and the state educational agency;~~

~~b. The reasons for the identification;~~

~~c. An explanation of what the school identified for school improvement is doing to address the problem;~~

~~d. An explanation of what the district or state educational agency is doing to help the school address the achievement problem;~~

~~e. An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and~~

~~f. An explanation of the parents' option to transfer their child to another public school under paragraphs (1)(E), (5)(A), (7)(C)(i), (8)(A)(i), and subsection (c)(10)(C)(vii) (with transportation provided by the agency when required by paragraph (9)) or to obtain supplemental educational services for the child in accordance with subsection (e).~~

~~2. As required by NCLB § 1116(b)(8)(c): Whenever the school fails to make adequate yearly progress and/or is restructured, the district shall provide the teachers and parents with an adequate opportunity to comment and participate in developing any plan.~~

~~3. As required by NCLB § 1116(e)(2)(A): The district shall provide annual notice to parents of:~~

~~a. The availability of supplemental education services;~~

~~b. The identity of approved providers of those services within the district or whose services are reasonably available in neighboring districts; and~~

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~~c. A brief description of those services, qualifications, and the demonstrated effectiveness of each such provider.~~

Parental Involvement

~~1. As required by NCLB § 1118(b): Parents shall be notified of the parental involvement policy, in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.~~

~~2. As required by NCLB § 1118(c): Each school shall:~~

- ~~a. Convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation and to explain the requirements of the NCLB and the right of the parents to be involved;~~
- ~~b. Offer a flexible number of meetings;~~
- ~~c. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under § 1114(b)(2);~~
- ~~d. Provide parents of participating children:~~
 - ~~• Timely information about programs under this part;~~
 - ~~• A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and~~
 - ~~• If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.~~

Education of Homeless Children and Youths

~~1. As required by NCLB § 722(e)(3)(C): The district shall provide written notice, at the time any homeless child or youth seeks enrollment in the school and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that:~~

- ~~a. Shall be signed by the parent or guardian;~~
- ~~b. Sets forth the general rights provided under this subtitle;~~
- ~~c. Specifically states:~~

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- ~~• The choice of schools homeless children and youths are eligible to attend;~~
- ~~• That no homeless child or youth is required to attend a separate school for homeless children or youths;~~
- ~~• That homeless children and youths shall be provided comparable services, including transportation services, educational services, and meals through school meals programs;~~
- ~~• That homeless children and youths should not be stigmatized by school personnel;~~

~~d. Includes contact information for the local liaison for homeless children and youths.~~

~~2. As required by NCLB § 722(g)(2)(B)(iii): In the case of an unaccompanied homeless youth, the district shall ensure that the homeless liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.~~

~~3. As required by NCLB § 722(g)(6)(A)(iv): Each district shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.~~

Persistently Dangerous Schools

~~If the district is identified as a persistently dangerous school,¹ the district must, in a timely manner:~~

- ~~1. Notify parents of each student attending the school that the state has identified the school as persistently dangerous.~~
- ~~2. Offer all students the opportunity to transfer to a safe public school within the district. If there is not another school in the district, the district is encouraged, but not required, to~~

¹ ~~“Persistently dangerous public elementary school or secondary school,” in the context of the No Child Left Behind Act of 2001 (ESEA), a Montana public elementary or secondary school is considered to be persistently dangerous if each of the following two conditions exist:~~

~~(1) In each of three consecutive years, the school has a federal or state gun free schools violation or a violent criminal offense has been committed on school property, and~~

~~(2) In any two years within a three year period, the school has experienced expulsions for drug, alcohol, weapons or violence that exceed one of the following rates—~~

- ~~(a) more than five expulsions for a school of less than 250 students,~~
- ~~(b) more than 10 expulsions for a school of more than 250 students but less than 1000 students, or~~
- ~~(c) more than 15 expulsions for a school of more than 1,000 students.~~

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~~explore other options such as an agreement with a neighboring district to accept transfer students.~~

~~3. For those students who accept the offer, complete the transfer.~~

~~In addition a district must also:~~

~~1. Develop a corrective action plan; and~~

~~2. Implement the plan in a timely manner.~~

~~Parental notification regarding the status of the school and the offer to transfer students may be made simultaneously.~~

Student Privacy

~~1. As required by NCLB § 1061(c)(2)(A): The student privacy policies developed by the district shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by the district. At a minimum, the district shall:~~

~~a. Provide such notice at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in such policies; and~~

~~b. Offer an opportunity for the parent to opt the student out of the activity.~~

~~2. As required by NCLB § 1061(c)(2): All districts shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., "The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request."~~

Policy History:

~~Adopted on: February 2007~~

~~Revised on:~~

~~Repealed on:~~

Note: Repealed due to the repeal of federal No Child Left Behind Act.

PERSONNEL

5010

Equal Employment Opportunity and Non-Discrimination

The District will provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform essential functions of a job with reasonable accommodations, and other legally protected categories.

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the District.

A person with an inquiry regarding discrimination should direct their questions to the Title IX Coordinator. A person with a specific written complaint should follow the Uniform Complaint Procedure.

Retaliation against an employee who has filed a discrimination complaint, testified, or participated in any manner in a discrimination investigation or proceeding is prohibited.

Cross Reference: 1700 Uniform Complaint Procedure

Legal Reference: Age Discrimination in Employment Act, 29 U.S.C. §§ 621, et seq.
Americans with Disabilities Act, Title I, 42 U.S.C. §§ 12111, et seq.
Equal Pay Act, 29 U.S.C. § 206(d)
Immigration Reform and Control Act, 8 U.S.C. §§ 1324(a), et seq.
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, et seq.
Title VII of the Civil Rights Act, 42 U.S.C. §§ 2000(e), et seq., 29 C.F.R., Part 1601
Title IX of the Education Amendments, 20 U.S.C. §§ 1681, et seq., 34 C.F.R., Part 106
Montana Constitution, Art. X, § 1 - Educational goals and duties
§ 49-2-101, et. al., MCA Human Rights Act
§ 49-3-102, MCA What local governmental units affected
§ 49-2-303, MCA Discrimination in Employment
§49-3-201, MCA Employment of state and local government personnel.

Policy History:

Adopted on: February 2007

Revised on:

PERSONNEL

5120

Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and for making hiring recommendations to the Board. The principal will initially screen applicants for educational support positions. The District will hire ~~highly qualified~~ personnel appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, consistent with budget and staffing requirements and will comply with Board policy and state law on equal employment opportunities and veterans' preference. All applicants must complete a District application form to be considered for employment.

Every applicant must provide the District with written authorization for a criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy. The district will create a determination sheet from the criminal history record. The determination sheet will be kept on file at the District Office. The Criminal History Record with no disqualifiers will be shredded on site immediately after review. The Criminal History Record with disqualifiers will be retained on file at the District Office according to law. Every newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

~~Every newly hired employee must provide the school district documentation of the results of a tuberculin skin test done within the year prior to initial employment, along with the name of the tester and the date and type of test administered, unless the person provides written medical documentation that he/she is a known tuberculin reactor.~~

Certification

The District requires its contracted certified staff to hold valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must bring their current, valid certificate to the personnel office at the time of initial employment, as well as at the time of each renewal of certification.

The personnel office will register all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Legal Reference: § 20-4-202, MCA Teacher and specialist certification registration
§ 39-29-102, MCA Point preference or alternative preference in initial hiring for certain applicants – substantially equivalent selection procedure

~~No Child Left Behind Act of 2001 (P.L. 107-110)
37.114.1010, DPHHS Employee of School: Day Care Facility
Care Provider~~

Policy History:

Jefferson High School District #1

PERSONNEL

5120

- 1 Adopted on: February 2007
- 2 Revised on:

Applicant Rights and Consent to Fingerprint

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification⁸ by Jefferson High School that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.
- If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.⁹

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.¹⁰

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency.

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at dojitsdpublicrecords@mt.gov or 406-444-3625.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency.

Signed:

Name Date

⁸ Written notification includes electronic notification, but excludes oral notification.

⁹ See 28 CFR 50.12(b).

¹⁰ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

NCPA/VCA Applicants

To _____:

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to (write in Agency or Entity name) _____ for the position of (please be specific) _____.

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act (VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

1. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
2. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
3. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care.

The entity shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness and shall convey that determination to the qualified entity. The entity shall make reasonable efforts to respond to the inquiry within 15 business days.

Your Name: _____ -

First Middle Maiden
Last

Date of Birth: _____

Address: _____

City State Zip

☐ I have been convicted of, or am under pending indictment for, the following crimes [include the dates, location/jurisdiction, circumstances and outcome]:

☐ I have not been convicted of, nor am I under pending indictment for, any crimes

☐ I authorize Montana Department of Justice, Criminal Records and Identification Services Section to disseminate criminal history record information to Jefferson High School.

Signature of Applicant Date

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

Prohibition on Aiding Sexual Abuse

The district prohibits any employee, contractor or agent from assisting a school employee, contractor or agent in obtaining a new job if the individual or district knows or has probable cause to believe that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or a student in violation of the law. This prohibition does not include the routine transmission of administrative and personnel files.

This prohibition does not apply under certain conditions specified by the Every Student Succeeds Act (ESSA) such as:

1. The matter has been reported to law enforcement authorities and it has been officially closed or the school officials have been notified by the prosecutor or police after an investigation that there is insufficient information to establish probable cause, or;
2. The individual has been acquitted or otherwise cleared of the alleged misconduct, or;
3. The case remains open without charges for more than 4 years after the information was reported to a law enforcement agency.

Legal Reference: ESSA section 8038, § 8546

Policy History:

Adopted on:

Revised on:

Revision Note:

PERSONNEL

Long-Term Illness/Temporary Disability/~~Maternity Leave~~

Employees may use sick leave for long-term illness or temporary disability, and, upon the expiration of sick leave, the Board may grant eligible employees leave without pay if requested. Medical certification of the long-term illness or temporary disability may be required, at the Board's discretion.

~~Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom. Maternity leave includes only continuous absence immediately prior to delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-related complications. Such leave shall not exceed six (6) weeks unless prescribed by a physician.~~

Leave without pay arising out of any long-term illness or temporary disability, ~~including pregnancy, miscarriage, childbirth and recovery therefrom,~~ shall commence only after sick leave has been exhausted. The duration of leaves, extensions, and other benefits for privileges such as health and long-term illness ~~or temporary disability plans in the event of maternity leave,~~ shall apply under the same conditions as other long-term illness or temporary disability leaves.

The Superintendent shall devise procedures within the intent of Title VII of the 1964 Civil Rights Act as amended in 1978 by the Pregnancy Discrimination Act, and within the scope of applicable law and court rulings in the state of Montana.

~~Legal Reference: § 49-2-310, MCA — Maternity leave — unlawful acts of employers
§ 49-2-311, MCA — Reinstatement to job following pregnancy-related leave of absence~~

Policy History:

Adopted on: February 2007

Revised on:

Revision Note: Removes Maternity Leave which becomes it's own policy number 5330

PERSONNEL

5329P

Long-Term Illness/Temporary Disability~~/Maternity Leave~~

The following procedures will be used when an employee has a long-term illness or temporary disability, including maternity:

1. When any illness or temporarily disabling condition is “prolonged,” an employee will be asked by the administration to produce a written statement from a physician, stating that the employee is temporarily disabled and is unable to perform the duties of his/her position until such a time.

~~2. — Maternity leave will be treated as any other disability. Generally, unless mandated otherwise by a physician, maternity leave does not exceed six (6) weeks. As a disabling condition, maternity leave is not available to fathers.~~

32. In the case of any other extended illness, procedures for assessing the probable duration of the temporary disability will vary. The number of days of disability will vary according to different conditions, individual needs, and the assessment of individual physicians. Normally, however, the employee should expect to return on the date indicated by the physician, unless complications develop which are further certified by a physician.

Procedure History:

Promulgated on: February 2007

Revised on:

Revision Note: Removed Maternity which became its own policy number 5330

Maternity Leave

Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom. Maternity leave includes only continuous absence immediately prior to delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-related complications.

It is unlawful for an employer to refuse to grant an employee a reasonable leave of absence for pregnancy. In determining the reasonableness which shall apply to a request for a leave of absence for a pregnancy, an employer shall apply standards at least as inclusive as those which have been applied to requests for leave of absence for any other valid medical reason. Jefferson High School will follow the language in the current collective bargaining agreement as it relates to maternity leave unless mandated otherwise by the employee's physician.

It is also unlawful for an employer to deny to the employee who is disabled as a result of pregnancy any compensation to which the employee is entitled as a result of the accumulation of disability or leave benefits accrued pursuant to plans maintained by the employer, provided that the employer may require disability as a result of pregnancy to be verified by medical certification that the employee is not able to perform employment duties.

As a disabling condition, maternity leave is not available to fathers.

An employee who has signified her intent to return at the end of her maternity leave of absence shall be reinstated to her original job or an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits.

Legal Reference:	§ 49-2-310, MCA	Maternity leave – unlawful acts of employers
	§ 49-2-311, MCA	Reinstatement to job following pregnancy-related
		leave of absence
	Admin. R. Mont. 24.9.1201—1207	Maternity Leave

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

PERSONNEL

5331

Insurance Benefits for Employees

Newly hired employees are eligible for insurance benefits offered by the District for the particular bargaining unit to which an employee belongs.

A medical examination at the expense of the employee may be required, if the employee elects to join the District health insurance program after initially refusing coverage during the “open season” (*July). An eligible employee wishing to discontinue or change health insurance coverage must initiate the action by contacting the personnel office and completing appropriate forms.

Anniversary dates of the health insurance policy for the District shall be ~~July~~ June 1st through May 31st ~~June 30th~~.

Legal Reference:	§ 2-18-702, MCA	Group insurance for public employees and officers
	§ 2-18-703, MCA	Contributions

Policy History:

Adopted on: February 2007

Revised on:

PERSONNEL

5420

Teachers' Aides/ParaeducatorParaprofessionalsParaprofessionals

~~Teachers' aides/paraeducator~~Paraprofessionals, as defined in the appropriate job descriptions, are under the supervision of a principal and a teacher to whom the principal may have delegated responsibility for close direction. The nature of the work accomplished by ~~paraeducator~~paraprofessionals will encompass a variety of tasks that may be inclusive of "limited instructional duties."

~~Paraeducator~~Paraprofessionals are employed by the District mainly to assist the teacher. A ~~paraeducator~~paraprofessional is an extension of the teacher, who legally has the direct control and supervision of the classroom or playground and responsibility for control and the welfare of the students.

~~In compliance with applicable legal requirements, the Board shall require all paraeducators with instructional duties, that are newly hired in a Title I school wide program, to have:~~

- ~~1. Completed at least two (2) years of study at an institution of higher education;~~
- ~~2. Obtained an Associate's or higher degree; or~~
- ~~3. Met a rigorous standard of quality, and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects.~~

It is the responsibility of each principal and teacher to provide adequate training for a ~~paraeducator~~paraprofessional. This training should take into account the unique situations in which a ~~paraeducator~~paraprofessional works and should be designed to cover the general contingencies that might be expected to pertain to that situation. During the first thirty (30) days of employment, the supervising teacher or administrator shall continue to assess the skills and ability of the ~~paraeducator~~paraprofessional to assist in reading, writing, and mathematics instruction.

The Superintendent shall develop and implement procedures for an annual evaluation of teachers' aides/~~paraeducator~~paraprofessionals. Evaluation results shall be a factor in future employment decisions.

If the school receives Title I funds, the District shall notify parents of students attending the school annually that they may request the District to provide information regarding the professional qualifications of their child's paraprofessionals, if applicable.

Legal Reference: 20 U.S.C. § 6319 Qualifications for teachers and paraprofessionals
~~Public Law 107-110, No Child Left Behind Act of 2001~~

Policy History:

Jefferson High School District #1

PERSONNEL

5420

- 1 Adopted on: February 2007
- 2 Revised on:

ESSA Qualification Notifications

ANNUAL NOTIFICATION - OPTION TO REQUEST PROFESSIONAL QUALIFICATIONS

Dear Parent/Guardian,

Because our District receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA), you may request information regarding the professional qualifications of your child's teacher(s) and paraprofessional(s), if applicable.

If you would like to request this information, please contact Tim Norbeck, by phone at (406) 225-3740 or by e-mail at tim.norbeck@jhs.k12.mt.us

Sincerely, _____

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

Flexible Instructor Licensing

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the provision of law allowing flexibility in licensure of instructors and as a means of addressing recruitment and retention of staff. Flexibilities in the following areas are available for the District's enhancement of its programs and services to enhance student achievement.

• Internships

- Available to anyone with a current license and endorsement in one subject who wants to move to a new licensed role/endorsed area.
- Requirements must be satisfied within 3 years
- Must include a plan between the intern, the school district and an accredited preparation program

• Provisionally Certified

- May be issued to an otherwise qualified applicant who can provide satisfactory evidence of:
 - The intent to qualify in the future for a class 1 or class 2 certificate and
 - Who has completed a 4-year college program or its equivalent, and
 - Holds a bachelor's degree from a unit of the Montana university system or its equivalent.

• Substitutes

- Must have a GED or high school diploma
- Will have completed 3 hours of training by the district
- Will have submitted a fingerprint background check
(All requirements can be waived by the district if the substitute has prior substitute teaching experience in another public school from November 2002 to earlier)
- May not substitute more than 35 consecutive days for the same teacher, however the same substitute can be used for successive absences of different staff as long as each regular teacher for whom the substitute is covering is back by 35 consecutive teaching days

• Retired Educators

- School district must certify to OPI and TRS that the district has been unable to fill the position due to no qualified applications or no acceptance of offer by a non-retired teacher
- No limit on the district
- Retired teacher must have 30 years of experience in TRS
- There is a 3 year lifetime limit on the retired individual going to work under this provision

• Class 3 Administrative License

- Valid for a period of 5 years
- Appropriate administrative areas include: elementary principal, secondary principal, K-12 principal, K-12 superintendent, and supervisor.
- Must be eligible for an appropriately endorsed Class 1,2 or 5 license to teach in the school(s) in which the applicant would be an administrator or would supervise, and qualify as set forth in ARM 10.57414 through 10.57.418

- Legal References:
- 10.55.716, ARM Substitute Teachers
 - 10.55.607, ARM Internships
 - 10.27.102, ARM Definitions
 - 10.57.107, ARM Emergency Authorization of Employment
 - 10.57.215, ARM Renewal Requirements
 - 10.57.414, ARM Class 3 Administrative License – Superintendent Endorsement
 - 10.57.420, ARM Class 4 Career and Technical Education License
 - 10.57.424, ARM Class 5 Provisional License
 - 19-20-732, MCA Reemployment of certain retired teachers, specialists and administrators – procedure – definitions

Revision Note:

Credit Card Use

The Board permits the use of District credit cards by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of those individuals who will be issued a district credit card will be maintained in the business office and reported to the Board each year at its meeting in July. All credit cards will be pre-approved by the Board and will be in the name of the District.

The District shall establish a credit line not to exceed ~~Five Thousand Dollars (\$5,000)~~ Ten Thousand Dollars (\$10,000) for each card issued and an aggregate credit limit of ~~Twenty Thousand Dollars (\$20,000)~~ One hundred fifty Thousand Dollars (\$150,000) for all cards issued to the District.

Credit/procurement cards may only be used for legitimate District business expenditures. The use of credit/procurement cards is not intended to circumvent the District's policy on purchasing.

Users must take proper care of these credit/procurement cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the business office and to the appropriate financial institution. Failure to take proper care of credit cards or to report damage, loss, or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel, and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit/procurement card has been used.

The Superintendent shall establish regulations governing the issuance and use of credit/procurement cards. Each cardholder shall be apprised of the procedures governing the use of the credit/procurement card, and a copy of this policy and accompanying regulations shall be given to each cardholder.

The District Clerk shall monitor the use of each credit/procurement card every month and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross Reference: 7320 Purchasing
 7335 Personal Reimbursements
 7336 Travel Allowances and Expenses

Legal Reference: § 2-7-503, MCA Financial reports and audits of local government entities

Policy History:

Adopted on: February 2007

Revised on: August 16, 2011; November 2014

Transfers for School Safety

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the provision of law allowing transfers of funds to improve school safety and security.

The District may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school safety and security

The transfer of such funds can be for:

1. planning for improvements to school safety, including but not limited to the cost of services provided by architects, engineers, and other consultants;
2. installing or updating locking mechanisms and ingress and egress systems at public school access points, including but not limited to systems for exterior egress doors and interior passageways and rooms, using contemporary technologies;
3. installing or updating bullet-resistant windows and barriers; and
4. installing or updating emergency response systems using contemporary technologies.

Any transfers made under this policy and Montana law are not considered expenditures to be applied against budget authority. Any revenue transfers that are not encumbered for expenditures in compliance with the four reasons stated above, within 2 full school fiscal years after the funds are transferred, must be transferred back to the originating fund from which the revenue was transferred.

If transfers of funds are made from a District fund supported by a non-voted levy, the District may not increase its non-voted levy for the purpose of restoring the transferred funds.

<u>Legal Reference:</u>	<u>20-9-503, MCA Budgeting, tax levy, and use of building reserve</u>
	<u>fund.</u>
	<u>20-9-236, MCA Transfer of funds – improvements to school</u>
	<u>safety and security</u>

Policy History:

Adopted on:

Revised on:

Revision Note:

Intent to Increase Non-Voted Levy

The trustees shall adopt a resolution no later than March 31 whenever the trustees intend to impose an increase in a non-voted levy in the ensuing school fiscal year for the purposes of funding any of the funds listed below:

- a) Tuition fund under 20-5-324;
- b) Adult education fund under 20-7/705;
- c) Building reserve fund under 20-9-502 and 20-9-503;
- d) Transportation fund under 20-10-143 and 20-10-144; and
- e) Bus depreciation reserve fund under 20-10-147.

The trustees shall provide notice of intent to impose an increase in a non-voted levy for the ensuing school fiscal year by:

- a) Adopting a resolution of intent to impose an increase in a non-voted levy that includes, at a minimum, the estimated number of increased or decreased mills to be imposed and the estimated increased or decreased revenue to be raised compared to non-voted levies under a-e imposed in the current school fiscal year and, based on the district's taxable valuation most recently certified by the department of revenue under 15-10-202, the estimated impacts of the increase or decrease on a home valued at \$100,000 and a home valued at \$200,000, and
- b) Publish a copy of the resolution in a newspaper that will give notice to the largest number of people of the district as determined by the trustees and posting a copy of the resolution to the school district's website.

The resolution and publication of same must take place via form 7545F no later than March 31.

The Superintendent shall keep the trustees informed of any changes that may have occurred, which may have an effect on the estimated change in the mills and revenue, between the adoption of the resolution and the final adoption of the budget.

Legal Reference: SB 307, 2017 Legislative Session

Policy History:

Adopted on:

Revised on:

Revision Note:

Jefferson High School District #1

FINANCIAL MANAGEMENT

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Notice of Intent to Impose an Increase in Levies Form

As an essential part of its budgeting process, the Jefferson High School Board of Trustees is authorized by law to impose levies to support its budget. The Jefferson High School Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, _____, using certified taxable valuations from the current school fiscal year as provided to the district:

<u>Fund Supported</u>	<u>Estimated Change in Revenues*</u>	<u>Estimated Change in Mills*</u>	<u>Estimated Impact, Home of \$100,000*</u>	<u>Estimated Impact, Home of \$200,000*</u>
<u>Adult Education</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>
<u>Bus Depreciation</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>
<u>Transportation</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>
<u>Tuition</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>
<u>Building Reserve</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>
<u>Total</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>	<u>\$ increase/decrease</u>

***Impacts above are based on current certified taxable valuations from the current school fiscal year**

Regarding the increase in the building reserve levy referenced above, the following are school facility maintenance projects anticipated to be completed at this time:

1. _____
2. _____
3. _____
4. _____

Legal Reference: SB 307, 2017 Legislative Session

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

Transportation

The District may provide transportation to and from school for a student who:

1. Resides three (3) or more miles, over the shortest practical route, from the nearest operating public elementary or public high school.
2. Is a student with a disability, whose IEP identifies transportation as a related service; or
3. Has another compelling and legally sufficient reason to receive transportation services.

The District may elect to reimburse the parent or guardian of a student for individually transporting any eligible student.

The District may provide transportation by school bus or other vehicle or through individual transportation such as paying the parent or guardian for individually transporting the student. The Board may pay board and room reimbursements, provide supervised correspondence study, or provide supervised home study. The Board may authorize children attending an approved private school to ride a school bus, provided that space is available and a fee to cover the per-seat cost for such transportation is collected. The District may transport and charge for an ineligible public school student, provided the parent or guardian pays a proportionate share of transportation services. Fees collected for transportation of ineligible students shall be deposited in the transportation fund. Transportation issues that cannot be resolved by the trustees may be appealed to the county transportation committee.

Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act and state law.

In-Town Busing

In-town busing is defined as the busing of students within three (3) miles of their school. In-town busing is a privilege the District can discontinue at any time. The Superintendent will establish guidelines under which a student may request in-town busing.

Children in Foster Care

The Superintendent will appoint a Point of Contact (POC) to coordinate activities relating to the District's provisions of services to children placed in foster care, including transportation services. The Superintendent, or designee, will inform the Department of Health and Human Services who is the POC for the District. The District will collaborate with the Department of Health and Human Services when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or District when in the best interest of the student. Under the supervision of the Superintendent/designee, the POC will invite appropriate District officials, the Department of Health and Human Services POC, and officials

NONINSTRUCTIONAL OPERATIONS

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from other districts to consider how such transportation is to be arranged and funded in a cost-effective manner.

If there are additional costs to be incurred in providing transportation to maintain a student in the school of origin, the District will provide transportation to such school if:
The Department agrees to reimburse the District for the cost of such transportation or;
The District agrees to pay for the cost of such transportation; or
The District and the Department agree to share the cost of such transportation.

Definitions

“Foster Care” means 24-hour care for children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the Department has placement care and responsibility.

“School of origin” means the school in which a child is enrolled at the time of placement in foster care.

While “Best Interest” is not defined in ESSA, that determination shall take into account all relevant factors, including consideration of the appropriateness of the current educational setting, and the proximity to the school in which the child is enrolled at the time for foster care placement.

Legal Reference:	§ 20-7-441, MCA	Special education child eligibility for transportation
	§ 20-10-101, MCA	Definitions
	§ 20-10-121, MCA	Duty of trustees to provide transportation – types of transportation – bus riding time limitation
	§ 20-10-122, MCA	Discretionary provision of transportation and payment for this transportation
	§ 20-10-123, MCA	Provision of transportation for nonpublic school children
	10.7.101, et seq., ARM	Pupil transportation
	10.64.101-700, et seq., ARM	Transportation
	No Child Left Behind Act of 2001 (P.L. 107-110)	

Policy History:

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