

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

**\* 6:30 p.m. March 19, 2019 \***

**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](http://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
  - a. Audit
2. Principal/A.D.
3. Superintendent

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

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

1. Personnel – Action
  - a. Substitute applications – J. Mostad, L. Carrizales, L. Bischoff
  - b. Resignations – N. Strozewski – Volleyball, J. Michaud – Wrestling, R. Tomich – Custodial Sub.
  - c. Principal Evaluation – possible closed session
  - d. Business Manager Evaluation – possible closed session
  - e. Winter Coaches Evaluations – possible closed session
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. SMA update
4. SRO
5. Seating of Basin Area Trustee
6. 1<sup>st</sup> Reading of Policies
  - a. 3300 Suspension & Expulsion – Corrective Action & Punishment
  - b. 5330 Maternity Leave
  - c. 5329 and 5329(F) Long-term Illness/Temporary Disability/Maternity Leave
  - d. 5010 Equal Employment Opportunity and Non-discrimination
  - e. 5460 Electronic Resources and Social Networking
  - f. 5500 Payment of Wages Upon Termination
  - g. 7530 Procurement of Supplies or Services
  - h. 1112 Resignation
  - i. 1113 Vacancies
  - j. 1425 Abstentions from Voting
  - k. 1512 Conflict of Interest
  - l. 1700 Uniform Complaint Procedure
  - m. 2100 School Year Calendar and Day
  - n. 2160 Title 1 Parent and Family Parent Engagement
  - o. 2167 Correspondence Courses
  - p. 2168 Distance, Online, and Technology-Delivered Learning
  - q. 3110 Entrance, Placement, and Transfer

- r. 3125 Education of Homeless Children
- s. 3225 Sexual Harassment, Sexual Intimidation, and Sexual Misconduct
- t. 4301 Visitors to Schools
- u. 4315 Visitor and Spectator Conduct
- v. 4340 Public Access to District Records
- w. 4410 Relations with Law Enforcement and Child Protective Agencies
- x. 5012 Sexual Harassment, Sexual Intimidation, and Sexual Misconduct in the Workplace
- y. 5223 Personal Conduct
- z. 5256 Reduction in Force
- aa. 8225 Tobacco Free Policy
- bb. 8425 and 8425P Service Animals
- cc. 1610 Annual Goals and Objectives
- dd. 2410P High School Graduation Requirements
- ee. 1512F Relationships Defined and Chart
- ff. 2600 and 2600P Work-Experience Program
- gg. 5120P Fingerprint Background Handling Procedure
- hh. 8425F Service Animal Form – overruled by the Office of Civil Rights of the US Dept. of Education
- 7. Levy Election discussion
- 8. Trustee Election discussion
- 9. HB 307 Permissive Levy approval
- 10. 2019/20 School Calendar

#### ***I. Communication and Comments***

- 1. Letters to the Board - Resignation(s)

#### ***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. March, April – certified retirement intentions 5253
  - board reviews risk management program 8300
  - board approves special education application 2161P

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING April 16, 2019 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 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)

Kevin Harris, (At-Large 1 position)      Vacancy (Basin area position)  
 Cami Robson (Clancy area position)      Denise Brunett (MT City area position)

***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. 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 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.

### **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:**

#### **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 others because of our solid reputation;

#### **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;

- 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.

- 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 is 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.

From the desk of:

*Lorie*

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March 2019

## **GENERAL REPORT ITEMS**

### PAYROLL REPORT

Payroll warrants -88566 to -88535 (direct deposits) and 41121-41160 were approved by the superintendent and paid in February.

### MASBO REGION 4

MASBO will be holding their 51<sup>st</sup> summer conference in June. The recent board meeting was very informative – HB307, upcoming legislation, etc.

### CURRENT OFFICE ITEMS

Audit update

Audit is finished and copies are available.

Job descriptions – I've started research on updating our current job descriptions.

Applications for the English and Spanish positions have been received.

### NEW BUSINESS ITEMS

Attendance agreements – Many received from Helena. Vote to accept or acknowledge.

Basin Area trustee – Bryher Herak has been appointed by the county superintendent and will be seated at the meeting.

Levy discussion – budget information will be available at the meeting to decide whether a levy will be put before the voters. (County will conduct election.)

Trustee election – three (3) candidates have filed for the at-large 2 position. The county will conduct the trustee election.

HB 307 Permissive Levy approval – the requirement for posting is due March 28. To increase any levies, this posting must take place. Information will be provided, either in the packet or at the meeting.



March 19, 2019

Principals Report--Mr. Mike Moody

### **Academics**

Our staff has analyzed the winter MAP results. They are making modification to their curriculum and our testing procedures for the spring.

We continue work in math, science, and english curriculum alignment to ACT standards.

We have advertised for a Spanish and English teachers. We have two applicant and numerous inquiries thus far.

A preliminary course schedule had been set for next year, but we are awaiting more student requests.

All Juniors will take the ACT on April 2.

### **Attendance and Discipline**

We continue to send out attendance letters. The count as of Friday, March 16 is 17 students over 9 days, 29 over 6 days, and 60 over 4 days. We had only 2 discipline referrals last month (please see attached).

### **Career Fair**

College and career readiness is our main focus at JHS. We will also be hosting a career fair on April 17th. We will have area schools and trades set up in the gym for students to explore.

### **Activities**

Winter activities are complete. Surveys and coaches evaluations have been completed.

Spring activities have started. We have 50 in track and field, 25 golfers, and 18 girl's tennis players.

Our Senior Thespians just completed Neil Simon's "Rumors" March 13-15. They also continue to fundraise for Nationals in Lincoln, NE. Their next performance will be the Wizard of Oz on May 9, 10, 11 including matinees for area schools.

BPA (Business Professional of America) has qualified their web design team for nationals in May. All other team placed in the top 10 in their events at State on March 10-12.

**18-19**  
**Jefferson High School**

PO Box 838, Boulder MT 59632  
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**Behavior Type Report**

Staff: All; Date Range: 02/20/2019~03/15/2019

Events: All Events All Roles

Group by Submitted By

Staff: 2 Events types: 2 Events: 2 Students: 3

Event Type	Event	Students
Tobacco Related	1	1
Physical Altercation, Minor	1	2



**Jefferson High School District #1**  
**Board of Trustees**  
**Superintendent's Report**

Date: March 19, 2019

Agenda Item: F-3

**3a-Montana Council of Teachers of Mathematics**

On March 3rd, 15 JHS students participated in the Montana Council of Teachers of Mathematics (MCTM) regional competition held on the campus of Carroll College. Students completed a battery of tests in different areas of mathematics. Results have not been received but that information will be passed in the future. These competitions allow students to demonstrate their math talents and skills. Congratulations to all the students who participated.

**3b-MASBO Budget Workshop**

I recently attended the MASBO budget workshop in Great Falls. The workshop consisted of hands on examples and spreadsheets to help with the 2019-2020 budget. The budget process will be easier with the provided information and anticipated funds already appropriated from the state in the current legislative session.

**3c-iGraduation**

JHS has again applied for the iGraduation grant. This grant is replacing the former Graduation Matters grants that JHS received in previous years. This is a competitive grant that has already been submitted and results will be announced in the near future. Last year, JHS did not receive the grant. This year, an emphasis has been placed on increasing graduation rates and career readiness. We have reached out to families, patrons, and local businesses to support this endeavor. The grant is again being funded through the Dennis and Phyllis Washington Foundation.

**4d-Insurance Information**

PayneWest representatives will meet with JHS administration and union members Thursday March 21<sup>st</sup> regarding the insurance options and premium increases for next year. This information will now allow the district to decide insurance details and apply those numbers to the 2019-20 budget. We are much earlier in the process than previous years. The projected numbers will be provided at this meeting and I'll forward after the meeting.

**5e-Booster Club wall**

I want to acknowledge the JHS Booster Club and Kyle and Mary Eckmann for assistance in putting together the new booster supporters wall at the entrance of the high school. Please take a look at the final product. Thanks again to Kyle, Mary, the JHS Booster Club, and all who support JHS.



[illegible]

Aug 26 & 27 students until 2:00pm



**MINUTES Jefferson High School Dist. 1**

February 19, 2019

Regular Board Meeting

**Board members present:**

Travis Pierce

Cami Robson

Sabrina Steketee

Kevin Harris

Denise Brunett

Larry Rasch

**Board members absent:**

**Administrators present:**

Tim Norbeck, Superintendent

Lorie Carey, Business Manager

Mike Moodry, Principal

**Visitors:**

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**CALL TO ORDER**

Ms. Steketee called the meeting to order at 6:30 and the pledge was recited.

## PUBLIC COMMENT

Jan Anderson commented on the tip-off of the Manhattan game at District Tournament. Suggested the school be very careful with reaction to the incident. She was proud of the manner in which the JHS players conducted themselves during the game. She presented information concerning the size of the players on the MHS team – the freshman jumping had not started before and there was the 5<sup>th</sup> place high jumper on the bench. Mr. Norbeck said that MHSA had received the video Saturday. A meeting with the parents, student, and administration was held today. Manhattan has conducted an investigation but Mr. Moodry was unable to share any details. Mr. Moodry talked to Mark Beckman. Danielle Young (A.S.'s mom) stated that MHSA said they were leaving it to Manhattan. Ms. Anderson asked if the MOA has been addressed. Mr. Moodry said MHSA is affiliated with them.

## STUDENT REPORT

Jaden Bellander presented info about a food pantry she established as part of her participation in the Junior Red Ants Pants Association. Bryce Harrington reported that JHS day will occur Thursday.

## NEW BUSINESS

**#7 Meeting Posting** – The business manager gave a brief review of the process for posting of regular meetings and committee meetings. Mr. Harris requested that the information be disseminated on a broader basis. Robson stated that the deadline for the Clancy School newsletter is Thursday for the following Monday. The Post Offices and MT City Store will be considered as posting sites. Mr. Harris asked for a policy that is specific about posting and the ramifications if they are not completed. Referred to policy.

**#8 Part-time policy/website** – Serve as the secretary for the policy committee, present drafts of the policies with redlines, ensure postings occur (events, activities, meetings, etc.) Alan Smith said that the primary concern is the manner in which board packets are scanned so that they are ADA acceptable.

**#9 Facilities survey proposal – SMA architectural firm.** Mr. Rasch presented information for the proposal. The cost for the total proposal is \$22,000. It would take \$12,000 to conduct a survey and to hold community and staff meetings. It could start in April and would be completed by June. Mr. Harris added that his concern was that the school be able to address the needs of all the students in the district whether that be expansion of the current campus or an additional campus on the north end. Ms. Robson stated that the committee meeting attendees were somewhat split on whether the entire proposal be contracted or split into two sections. Ms. Steketee asked Tony Koenig if MtSBA had done this type of work before. He said that they had not specifically but did not see why they couldn't. Mr. Harris moved to hire SMA to start the process for \$12,000. Mr. Rasch seconded the motion. Ms. Robson commented that it is important that administration be involved. Ms. Joni Lee asked what manner in which this data/survey would be administered. The motion passed 5 to 1 with Mr. Pierce voting "nay".

**#10 Policy 4330 proposed changes.** The committee that met felt that the policy does not need to be changed but that the manner in which the south gym is used and the approval for such does need to be revised. Mr. Norbeck and Mr. Moodry decided that assistant coaches will receive keys and fobs. The weight room use will have different requirements than the use of the south gym. Mandy McMaster asked what "community gym times" means. Ms. Robson stated that a schedule from the school would be posted for availability. Tina Bartle asked if Mr. Sturdevant has been informed – Mr. Moodry and Mr. Norbeck will inform. Mr. Moodry will take responsibility for the calendar. Fobs can be set for private individual use times.

**#5 SRO (School Resource Officer) presentation – Tony Koenig** Powerpoint presentation.

**#6 Website layout, contents, calendar** Mr. Harris stated that this item originated from his frustration in finding information. Mr. Moodry and Mr. Norbeck are researching a new website provider that can be integrated with other applications. Their goal is to have it established by the beginning of the next school year. Plan for an update at the April 16 meeting.

**#4 Basin Trustee Vacancy** Bryher Herrick is interested in running for the Basin position.

#### **STAFF REPORT**

None.

#### **COMMITTEE REPORTS**

Addressed above.

#### **ADMINISTRATIVE REPORTS**

*Clerk/business manager.* In written form.

*Principal.* In written form. Mr. Moodry wanted to emphasize the two addition diploma tracks – 20 credit for AYA/YDI and some on special approval, Hi-Set vocational career diploma. He also presented a 24-credit honors/fast track.

*Superintendent.* In written form. Mr. Norbeck reviewed several of the items in his report.



## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

1. **Personnel.**
  - a. **Substitute applications.** None.
  - b. **Superintendent Evaluation** – closed session 9:02 Back in at 10:08.
2. **Attendance Agreements** Several new students have enrolled through YDI. Mr. Pierced moved Mr. Rasch seconded the motion, which passed unanimously.
3. **Call for Elections – Levy and Trustee.** Mr. Rasch moved to approve a resolution for a Trustee and Levy election. Mr. Harris seconded the motion, which passed unanimously.
4. **Basin trustee position.**
5. **SRO presentation – Tony Koenig**
6. **Website, layout, contents, calendar**
7. **Meeting Posting Requirements.**
8. **Part-time policy/meetings position.**
9. **Facilities survey proposal - SMA**
10. **Policy 4330 proposed changes – possible 1<sup>st</sup> reading.**

### **LETTERS**

Letters of resignation received from N. Strozewski – Volleyball and L. Carey - Basketball

**COMMENDATIONS** Thespians at festival are going to Nationals. Jazz Dinner. L. Carey – service to bball, state placer at wrestling, boys' bball to divisional, school pantry, Heimann – for getting kids outdoors, Boys' state presentation by Nathan Rasch, Mr. Heimann's class for making bike racks, years of increased enrollment, NHS blood drive,

### **CONSENT AGENDA**

Ms. Robson moved to approve the consent agenda. Ms. Brunett seconded the motion, which passed unanimously.

### **FOLLOWUP/ADJOURNMENT**

The meeting adjourned at 10:20.

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Chair, Jefferson High School Board

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Clerk, Jefferson High School Board



03/15/19  
08:13:30

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/19

Page: 1 of 5  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                | Amount      |      |          |                           |     |      |
|--------|---------|----------------------------------------------|-------------|------|----------|---------------------------|-----|------|
| Line # |         | Invoice #/Inv Date/Description               | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 19785  | 45169S  | 5021 PACIFIC SOURCE HEALTH PLANS             | 1,177.30    |      |          |                           |     |      |
| 1      |         | 1828700056 02/15/19 Retiree premium          | 694.44*     |      | 201      | 100-1000                  | 260 |      |
| 2      |         | 1828700056 02/15/19 Retiree premium DH       | 482.86      |      | 289      | 675                       |     |      |
| 19787  | 45176S  | 259 BILLINGS HOTEL AND CONVENTION            | 100.73      |      |          |                           |     |      |
| 1      |         | 338074 02/11/19 AD wrestling lodging         | 100.73*     |      | 201      | 720-3500                  | 582 |      |
| 19788  | 45174S  | 3766 ACADIA MONTANA                          | 2,452.61    |      |          |                           |     |      |
| 1      |         | 2494101 02/18/19 alta care                   | 2,452.61*   |      | 215      | 280-1000                  | 330 | 524  |
| 19789  | 45175S  | 4878 ANNETTE SMITH ELECTRIC INC              | 477.00      |      |          |                           |     |      |
| 1      |         | 1097 02/19/19 light switches, flag pole ligh | 477.00*     |      | 201      | 100-2600                  | 440 |      |
| 19790  | 45193S  | 1645 VERIZON WIRELESS                        | 30.02       |      |          |                           |     |      |
| 1      |         | 9823585667 02/05/19 monthly charges          | 30.02*      |      | 201      | 100-2100                  | 531 |      |
| 19792  | 45191S  | 1830 MT SCHOOL BOARDS ASSOCIATION            | 429.16      |      |          |                           |     |      |
| 1      |         | 0001001 01/31/19 SRO consult                 | 28.50*      |      | 201      | 100-2300                  | 800 |      |
| 2      |         | 0000844 01/24/19 policy meeting travel       | 400.66*     |      | 201      | 100-2300                  | 800 |      |
| 19793  | 45188S  | 4283 LYONS, BONNIE                           | 415.00      |      |          |                           |     |      |
| 1      |         | 02/15/19 individual trans. contract          | 415.00*     |      | 201      | 100-2700                  | 514 |      |
| 19795  | 45185S  | 4282 KONDA, STACEY                           | 934.50      |      |          |                           |     |      |
| 1      |         | 02/15/19 individual trans. contract          | 934.50      |      | 210      | 100-2700                  | 514 |      |
| 19796  | 45192S  | 4370 STURDEVANT, DANIEL                      | 25.20       |      |          |                           |     |      |
| 1      |         | 02/16/19 meals for dan/mike                  | 25.20*      |      | 201      | 720-3500                  | 582 |      |
| 19797  | 45194S  | 4639 WEX BANK                                | 4,726.05    |      |          |                           |     |      |
| 1      |         | 57598941 01/31/19 BES Route & Act .fuel      | 1,162.10    |      | 201      | 180                       |     |      |
| 2      |         | 57598941 01/31/19 GBB fuel                   | 107.76*     |      | 201      | 720-3500                  | 582 |      |
| 3      |         | 57598941 01/31/19 BBB fuel                   | 106.56*     |      | 201      | 720-3500                  | 582 |      |
| 4      |         | 57598941 01/31/19 Wrestling fuel             | 636.11*     |      | 201      | 720-3500                  | 582 |      |
| 5      |         | 57598941 01/31/19 Principal fuel             | 61.99*      |      | 201      | 100-2400                  | 582 |      |
| 6      |         | 57598941 01/31/19 Custodial fuel             | 49.48*      |      | 201      | 100-2600                  | 624 |      |
| 7      |         | 57598941 01/31/19 AD fuel                    | 74.37*      |      | 201      | 720-3500                  | 582 |      |
| 8      |         | 57598941 01/31/19 Supt. fuel                 | 32.20*      |      | 201      | 100-2300                  | 582 |      |
| 9      |         | 57598941 01/31/19 drivers ed fuel            | 18.83*      |      | 218      | 100-1000                  | 624 |      |
| 10     |         | 57598941 01/31/19 school foods fuel          | 27.54*      |      | 201      | 910-3100                  | 624 |      |
| 11     |         | 57598941 01/31/19 JHS Route fuel             | 2,449.11    |      | 210      | 100-2700                  | 624 |      |

03/15/19  
08:13:30

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/19

Page: 2 of 5  
Report ID: AP100

\* ... Over spent expenditure

| Claim                                                 | Warrant | Vendor #/Name                                 | Amount      |      |          |                           |     |      |
|-------------------------------------------------------|---------|-----------------------------------------------|-------------|------|----------|---------------------------|-----|------|
| Line #                                                |         | Invoice #/Inv Date/Description                | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 19798                                                 | 45179S  | 1183 HARLOW'S SCHOOL BUS SERVICE, INC.        | 21,845.28   |      |          |                           |     |      |
| 1                                                     |         | 9298 01/31/19 Route contract                  | 17,244.36   |      | 210      | 100-2700                  | 513 |      |
| 2                                                     |         | 9298 01/31/19 BBB                             | 454.94*     |      | 201      | 720-3500                  | 582 |      |
| 3                                                     |         | 9298 01/31/19 BBB downtime                    | 130.00*     |      | 201      | 720-3500                  | 582 |      |
| 4                                                     |         | 9298 01/31/19 GBB                             | 460.10*     |      | 201      | 720-3500                  | 582 |      |
| 5                                                     |         | 9298 01/31/19 GBB downtime                    | 130.00*     |      | 201      | 720-3500                  | 582 |      |
| 6                                                     |         | 9298 01/31/19 wrestling                       | 2,715.88*   |      | 201      | 720-3500                  | 582 |      |
| 7                                                     |         | 9298 01/31/19 wrestling downtime              | 710.00*     |      | 201      | 720-3500                  | 582 |      |
| 19800                                                 | 45180S  | 4751 HELENA INK AND TONER                     | 775.00      |      |          |                           |     |      |
| 1                                                     |         | 45111 02/22/19 Copier Ink                     | 775.00      |      | 228      | 100-1000                  | 610 |      |
| 19801                                                 | 45187S  | 4498 LERUM AUTO                               | 136.50      |      |          |                           |     |      |
| 1                                                     |         | 02/19/19 Toyota oil change                    | 62.00*      |      | 201      | 100-2600                  | 440 |      |
| 2                                                     |         | 02/20/19 Suburban oil change                  | 74.50*      |      | 201      | 100-2600                  | 440 |      |
| 19802                                                 | 45178S  | 4716 DAKOTA SUPPLY GROUP INC                  | 85.73       |      |          |                           |     |      |
| 1                                                     |         | e545970 02/20/19 plumbing parts               | 85.73*      |      | 201      | 100-2600                  | 615 |      |
| 19803                                                 | 45186S  | 1451 L & P GROCERY                            | 9.16        |      |          |                           |     |      |
| 1                                                     |         | 01-729913 02/21/19 AuJus                      | 9.16*       |      | 201      | 100-2100                  | 610 |      |
| 19804                                                 | 45190S  | 1650 MEADOW GOLD GREAT FALLS                  | 206.14      |      |          |                           |     |      |
| 1                                                     |         | 497100 02/21/19 Milk                          | 206.14*     |      | 201      | 910-3100                  | 630 |      |
| 19805                                                 | 45184S  | 1346 JOSTENS INC                              | 259.02      |      |          |                           |     |      |
| 1                                                     |         | 22543680 02/19/19 Diplomas, covers, trophies  | 259.02      | 9502 | 201      | 999                       |     |      |
| PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- |         |                                               |             |      |          |                           |     |      |
| 19806                                                 | 45174S  | 3766 ACADIA MONTANA                           | 3,096.18    |      |          |                           |     |      |
| 1                                                     |         | 2535752 02/25/19 Altacare                     | 3,096.18*   |      | 215      | 280-1000                  | 330 | 524  |
| 19807                                                 | 45177S  | 5261 Clement, Justin                          | 35.00       |      |          |                           |     |      |
| 1                                                     |         | P1817568 01/02/19 Coaching class              | 35.00*      |      | 201      | 720-3500                  | 582 |      |
| 19808                                                 | 45183S  | 1377 JOHNSON CONTROLS                         | 991.20      |      |          |                           |     |      |
| 1                                                     |         | 1-84069868 01/21/19 timer/adjustment gym heat | 633.40*     |      | 201      | 100-2600                  | 440 |      |
| 2                                                     |         | 1-82548951 01/16/19 Boiler Pump repair        | 357.80*     |      | 201      | 100-2600                  | 440 |      |
| 19809                                                 | 45189S  | 4786 MC Mastercard                            | 1,372.15    |      |          |                           |     |      |
| 1                                                     |         | 01/25/19 NCCE conference                      | 360.00*     |      | 228      | 100-1000                  | 582 |      |
| 2                                                     |         | 01/25/19 Air travel NCCE conf                 | 249.30*     |      | 228      | 100-1000                  | 582 |      |
| 3                                                     |         | 01/25/19 lodging NCCE conf                    | 762.85*     |      | 228      | 100-1000                  | 582 |      |

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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/19

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Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                               | Amount              |                   |          |           | Acct/Source/ |      |     |
|--------|---------|---------------------------------------------|---------------------|-------------------|----------|-----------|--------------|------|-----|
| Line # |         | Invoice #/Inv Date/Description              | Line Amount         | PO #              | Fund Org | Prog-Func | Obj          | Proj |     |
| 19810  | 45189S  | 4786 MC Mastercard                          | 512.37              |                   |          |           |              |      |     |
| 1      |         | 419468 01/23/19 Batteries                   | 501.90*             |                   | 201      | 100-2600  | 615          |      |     |
| 2      |         | 114732 01/24/19 Furnace filter              | 10.47*              |                   | 201      | 100-2600  | 610          |      |     |
| 19811  | 45189S  | 4786 MC Mastercard                          | 591.87              |                   |          |           |              |      |     |
| 1      |         | CC-89 01/03/19 Lectern for Math             | 89.99               |                   | 201      | 625       |              |      |     |
|        |         | AMAZON.COM                                  | CC Accounting: 201- | -100-1442-660     |          |           |              |      |     |
| 2      |         | CC-89 01/21/19 Windshield fluid             | 2.99                |                   | 201      | 625       |              |      |     |
|        |         | EXXON                                       | CC Accounting: 201- | -100-2600-610     |          |           |              |      |     |
| 3      |         | CC-89 01/20/19 MHSA lodging                 | 117.63              |                   | 201      | 625       |              |      |     |
|        |         | COPPER KING HOTEL                           | CC Accounting: 201- | -720-3500-582     |          |           |              |      |     |
| 4      |         | CC-89 01/29/19 MAMSP lodging                | 237.26              |                   | 201      | 625       |              |      |     |
|        |         | DELTA HOTELS                                | CC Accounting: 201- | -100-2400-582     |          |           |              |      |     |
| 5      |         | 1c293e5-00 01/10/19 Subscription            | 144.00*             | 9601              | 201      | 100-1512  | 680          |      |     |
|        |         | PLAYPOSIT                                   |                     |                   |          |           |              |      |     |
| 19812  | 45189S  | 4786 MC Mastercard                          | 86.38               |                   |          |           |              |      |     |
| 1      |         | CC-90 01/21/19 Corrective Reading workbooks | 42.37               |                   | 215      | 625       |              |      | 275 |
|        |         | AMAZON.COM                                  | CC Accounting: 215- | -474-1000-640-275 |          |           |              |      |     |
| 2      |         | CC-90 01/21/19 Corrective Reading Tchr bk   | 44.01               |                   | 215      | 625       |              |      | 275 |
|        |         | AMAZON.COM                                  | CC Accounting: 215- | -474-1000-640-275 |          |           |              |      |     |
| 19813  | 45189S  | 4786 MC Mastercard                          | 1,289.85            |                   |          |           |              |      |     |
| 1      |         | CC-91 01/18/19 21st cent ski fee chaperone  | 20.00               |                   | 215      | 625       |              |      | 712 |
|        |         | DISCOVERY SKI AREA                          | CC Accounting: 215- | -625- 0-712       |          |           |              |      |     |
| 2      |         | CC-91 01/26/18 Axle and tires               | 787.47              |                   | 215      | 625       |              |      | 261 |
|        |         | TK TRAILER PARTS                            | CC Accounting: 215- | -451-1641-615-261 |          |           |              |      |     |
| 3      |         | CC-91 01/28/19 Electrical Items             | 315.52              |                   | 215      | 625       |              |      | 268 |
|        |         | HOME DEPOT                                  | CC Accounting: 215- | -397-1641-615-268 |          |           |              |      |     |
| 4      |         | 5845777 01/11/19 saw stop blade brake       | 138.00*             | 9605              | 201      | 390-1641  | 615          |      |     |
|        |         | ROCKLER WOODWORKING AND HARDWARE            |                     |                   |          |           |              |      |     |
| 5      |         | 5845777 01/11/19 saw stop blade brake       | 28.86               | 9495              | 201      | 999       |              |      |     |
|        |         | HARBOR FREIGHT                              |                     |                   |          |           |              |      |     |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj):     | -390-1641-660-      |                   |          |           |              |      |     |



JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/19

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                           | Amount              | Acct/Source/ |               |           |          |
|--------|---------|-----------------------------------------|---------------------|--------------|---------------|-----------|----------|
| Line # |         | Invoice #/Inv Date/Description          | Line Amount         | PO #         | Fund Org      | Prog-Func | Obj Proj |
| 19814  | 45189S  | 4786 MC Mastercard                      | 243.00              |              |               |           |          |
| 1      |         | CC-92 02/02/19 Wrestling Division meals | 243.00              |              | 201           | 625       |          |
|        |         |                                         | CC Accounting: 201- |              | -720-3500-582 |           |          |
|        |         | PIZZA RANCH HELENA                      |                     |              |               |           |          |
| 19816  | 45182S  | 3374 J.W.PEPPER & SON, INC.             | 65.99               |              |               |           |          |
| 1      |         | 03599939 01/23/19 music                 | 65.99*              |              | 201           | 100-1470  | 610      |
|        |         | # of Claims 27                          | Total: 42,368.39    |              |               |           |          |
|        |         |                                         | 42,368.39           |              |               |           |          |

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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 2/19

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| Fund/Account                       | Amount      |
|------------------------------------|-------------|
| 201 HIGH SCHOOL GENERAL FUND       |             |
| 101                                | \$12,333.42 |
| 210 HIGH SCHOOL TRANSPORTATION FUN |             |
| 101                                | \$20,627.97 |
| 215 HIGH SCHOOL MISC PROGRAMS FUND |             |
| 101                                | \$6,758.16  |
| 218 HIGH SCHOOL TRAFFIC EDUCATION  |             |
| 101                                | \$18.83     |
| 228 TECHNOLOGY FUND                |             |
| 101                                | \$2,147.15  |
| 289 RETIREE/COBRA INSURANCE FUND   |             |
| 101                                | \$482.86    |
| Total:                             | \$42,368.39 |

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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 3/19

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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/<br>Prog-Func | Obj | Proj |
| 19817  | 45195S  | 4629 LAYNG, CLINT                          | 99.99       |      |          |                           |     |      |
| 1      |         | 074545 02/28/19 BBB meals                  | 99.99*      |      | 201      | 720-3500                  | 582 |      |
| 19818  |         | 4639 WEX BANK                              | 5,883.07    |      |          |                           |     |      |
| 1      |         | 58014813 02/28/19 BES fuel                 | 1,449.30    |      | 201      | 180                       |     |      |
| 2      |         | 02/28/19 JHS days                          | 20.14*      |      | 201      | 100-2100                  | 582 |      |
| 3      |         | 02/28/19 BBB                               | 436.29*     |      | 201      | 720-3500                  | 582 |      |
| 4      |         | 02/28/19 GBB                               | 424.61*     |      | 201      | 720-3500                  | 582 |      |
| 5      |         | 02/28/19 wrestling                         | 259.04*     |      | 201      | 720-3500                  | 582 |      |
| 6      |         | 02/28/19 drama                             | 137.78*     |      | 201      | 710-3400                  | 582 |      |
| 7      |         | 02/28/19 band/cheer bball                  | 136.57*     |      | 201      | 720-3500                  | 582 |      |
| 8      |         | 02/28/19 custodial                         | 98.98*      |      | 201      | 100-2600                  | 624 |      |
| 9      |         | 02/28/19 AD bball                          | 48.93*      |      | 201      | 720-3500                  | 582 |      |
| 10     |         | 02/28/19 AD wrestling                      | 51.42*      |      | 201      | 720-3500                  | 582 |      |
| 11     |         | 02/28/19 route fuel                        | 2,771.82    |      | 210      | 100-2700                  | 624 |      |
| 12     |         | 02/28/19 drama                             | 48.19*      |      | 201      | 710-3400                  | 583 |      |
| 19819  |         | 3766 ACADIA MONTANA                        | 2,870.05    |      |          |                           |     |      |
| 1      |         | 2616066 03/04/19 alta care                 | 2,870.05*   |      | 215      | 280-1000                  | 330 | 524  |
| 19820  |         | 1650 MEADOW GOLD GREAT FALLS               | 25.87       |      |          |                           |     |      |
| 1      |         | 497949 02/28/19 milk                       | 25.87*      |      | 201      | 910-3100                  | 630 |      |
| 19821  |         | 321 BRUCO, INC                             | 1,773.82    |      |          |                           |     |      |
| 1      |         | 378890 02/28/19 repairs                    | 1,773.82*   |      | 201      | 100-2600                  | 440 |      |
| 19822  |         | 4080 BROADWATER HIGH SCHOOL                | 144.00      |      |          |                           |     |      |
| 1      |         | 1 02/05/19 wrestling meals divisiona       | 144.00*     | 9609 | 201      | 720-3500                  | 582 |      |
| 19824  |         | 1086 GIULIO DISPOSAL SERVICES, INC.        | 155.00      |      |          |                           |     |      |
| 1      |         | 900 02/28/19 garbage disposal              | 155.00*     |      | 201      | 100-2600                  | 431 |      |
| 19825  |         | 1377 JOHNSON CONTROLS                      | 3,429.31    |      |          |                           |     |      |
| 1      |         | 1-84731731 02/22/19 hot water pump install | 1,459.20*   |      | 201      | 100-2600                  | 440 |      |
| 2      |         | 1-84743896 02/23/19 modular heating        | 1,970.11*   |      | 201      | 100-2600                  | 440 |      |
| 19826  |         | 1002 GENERAL DISTRIBUTING                  | 13.61       |      |          |                           |     |      |
| 1      |         | 00727989 02/20/19 O2                       | 282.04*     |      | 201      | 390-1640                  | 610 |      |
| 2      |         | 02/28/19 credit                            | -268.43*    |      | 201      | 390-1640                  | 610 |      |
| 19827  |         | 4538 ALLTEMP HEATING AND COOLING, INC.     | 199.80      |      |          |                           |     |      |
| 1      |         | 7679 03/06/19 filters                      | 199.80*     |      | 201      | 100-2600                  | 440 |      |



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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 3/19

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\* ... Over spent expenditure

| Claim  | Warrant       | Vendor #/Name                            | Amount      |      |          |                           |     |      |
|--------|---------------|------------------------------------------|-------------|------|----------|---------------------------|-----|------|
| Line # |               | Invoice #/Inv Date/Description           | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 19828  |               | 4633 COMMERCIAL ENERGY OF MT INC.        | 3,572.51    |      |          |                           |     |      |
| 1      |               | nwe052195 03/04/19 gas on NWE system     | 3,369.51*   |      | 201      | 100-2600                  | 411 |      |
| 2      |               | nwe052196 03/04/19 gas on the NWE system | 203.00*     |      | 201      | 100-2600                  | 411 |      |
| 19829  |               | 5200 MOODRY, MIKE                        | 310.88      |      |          |                           |     |      |
| 1      |               | 03/07/19 mileage reimbersement           | 310.88*     |      | 201      | 720-3500                  | 582 |      |
| 19830  |               | 4716 DAKOTA SUPPLY GROUP INC             | 1,827.60    |      |          |                           |     |      |
| 1      |               | e458776 01/28/19 boiler pump             | 1,827.60*   |      | 201      | 100-2600                  | 615 |      |
| 19831  |               | 4708 SCHOOL IN SITES                     | 1,800.00    |      |          |                           |     |      |
| 1      |               | 41632 08/21/18 legacy hosting package    | 1,800.00*   |      | 228      | 100-1000                  | 680 |      |
| 19833  |               | 1451 L & P GROCERY                       | 60.54       |      |          |                           |     |      |
| 1      |               | 01-734121 02/27/19 FCS groceries         | 10.26       | 9474 | 201      | 999                       |     |      |
|        | PO Accounting | (Org/Prog/Func/Obj/Proj: -390-1710-610-  |             |      |          |                           |     |      |
| 2      |               | 01-738940 03/06/19 bleach                | 50.28*      |      | 201      | 100-2600                  | 610 |      |
| 19834  |               | 1823 MT BROOM & BRUSH COMPANY            | 35.76       |      |          |                           |     |      |
| 1      |               | 1341575 02/22/19 safe grip               | 35.76*      |      | 201      | 100-2600                  | 610 |      |
| 19835  |               | 2717 CITY OF BOULDER                     | 1,409.97    |      |          |                           |     |      |
| 1      |               | 311-00 03/01/19 water                    | 546.56*     |      | 201      | 100-2600                  | 421 |      |
| 2      |               | 311-00 03/01/19 sewer                    | 765.44*     |      | 201      | 100-2600                  | 421 |      |
| 3      |               | 617-00 03/01/19 tennis water             | 34.16*      |      | 201      | 100-2600                  | 421 |      |
| 4      |               | 617-00 03/01/19 tennis sewer             | 47.84*      |      | 201      | 100-2600                  | 421 |      |
| 5      |               | 622-00 03/01/19 outdoor water            | 15.97*      |      | 201      | 100-2600                  | 421 |      |
| 19836  |               | 4761 PEAK 1 ADMINISTRATION               | 125.00      |      |          |                           |     |      |
| 1      |               | INV0000685 02/15/19 cobra fee feb-june   | 125.00*     |      | 201      | 100-1000                  | 260 |      |
| 19838  |               | 385 BOULDER MONITOR & JEFFERSON CO.      | 5.00        |      |          |                           |     |      |
| 1      |               | 1184 02/13/19 agenda ad                  | 5.00*       |      | 201      | 100-2500                  | 540 |      |
| 19840  |               | 3766 ACADIA MONTANA                      | 2,417.80    |      |          |                           |     |      |
| 1      |               | 2644536 03/11/19 alta care               | 2,417.80*   |      | 215      | 280-1000                  | 330 | 524  |
| 19841  |               | 4967 CENTURY LINK                        | 676.13      |      |          |                           |     |      |
| 1      |               | 1463478137 03/03/19 internet services    | 676.13*     |      | 228      | 100-1000                  | 530 |      |
| 19842  |               | 1737 NORTHWESTERN ENERGY                 | 7,093.64    |      |          |                           |     |      |
| 1      |               | march 03/02/19 electric                  | 3,479.95*   |      | 201      | 100-2600                  | 412 |      |
| 2      |               | march 03/02/19 electric tax              | 624.34*     |      | 201      | 100-2600                  | 412 |      |
| 3      |               | march 03/02/19 gas                       | 2,223.34*   |      | 201      | 100-2600                  | 411 |      |
| 4      |               | march 03/02/19 gas tax                   | 766.01*     |      | 201      | 100-2600                  | 411 |      |

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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 3/19

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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     |  |  |
| 19843          |               | 1608 MASBO                                   | 80.00            |      |          |           |              |  |  |
| 1              |               | 5981 03/11/19 budget workshop                | 80.00*           |      | 201      | 100-2300  | 582          |  |  |
| 19845          |               | 1451 L & P GROCERY                           | 42.86            |      |          |           |              |  |  |
| 1              |               | 01-742671 03/12/19 FCS groceries             | 10.78            | 9474 | 201      | 999       |              |  |  |
|                | PO Accounting | (Org/Prog/Func/Obj/Proj: -390-1710-610-      |                  |      |          |           |              |  |  |
| 2              |               | 02-468479 03/05/19 FCS groceries             | 6.53             | 9474 | 201      | 999       |              |  |  |
|                | PO Accounting | (Org/Prog/Func/Obj/Proj: -390-1710-610-      |                  |      |          |           |              |  |  |
| 3              |               | 02-470654 03/11/19 FCS groceries             | 25.55            | 9474 | 201      | 999       |              |  |  |
|                | PO Accounting | (Org/Prog/Func/Obj/Proj: -390-1710-610-      |                  |      |          |           |              |  |  |
| 19846          |               | 1650 MEADOW GOLD GREAT FALLS                 | 92.95            |      |          |           |              |  |  |
| 1              |               | 498831 03/07/19 milk                         | 92.95*           |      | 201      | 910-3100  | 630          |  |  |
| 19847          |               | 4754 NORRIS, MELISSA                         | 297.00           |      |          |           |              |  |  |
| 1              |               | 03/14/19 accompanist 16.5@\$18               | 297.00*          |      | 201      | 710-3400  | 330          |  |  |
| 19848          |               | 4710 OTTMAN, MICHAEL                         | 35.00            |      |          |           |              |  |  |
| 1              |               | R067849977 01/14/19 fundamentals of coaching | 35.00*           |      | 201      | 720-3500  | 582          |  |  |
| 19849          |               | 4776 SOUTHWEST MT SCHOOL SERVICES            | 99.45            |      |          |           |              |  |  |
| 1              |               | 4178 03/13/19 travel mileage                 | 99.45*           |      | 201      | 100-1000  | 321          |  |  |
| # of Claims 28 |               |                                              | Total: 34,576.61 |      |          |           |              |  |  |
|                |               |                                              | 34,576.61        |      |          |           |              |  |  |

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08:12:33

JEFFERSON HIGH SCHOOL  
Claim from Another Period Cancelled in  
For the Accounting Period: 3/19

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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/<br>Prog-Func | Obj | Proj |
| *** Cancelled in 3/19 **** |         |                                |              |      |          |                           |     |      |
| 19096                      |         | 5178 SHEPHERD SCHOOL           | 63.00        |      |          |                           |     |      |
| 1                          |         | 05/14/18 golf state            | 63.00*       |      | 201      | 720-3500                  | 582 |      |
| # of Claims 1              |         |                                | Total: 63.00 |      |          |                           |     |      |
|                            |         |                                | 63.00        |      |          |                           |     |      |



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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 3/19

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Report ID: AP110

| Fund/Account                       | Amount      |
|------------------------------------|-------------|
| 201 HIGH SCHOOL GENERAL FUND       |             |
| 101                                | \$24,040.81 |
| 210 HIGH SCHOOL TRANSPORTATION FUN |             |
| 101                                | \$2,771.82  |
| 215 HIGH SCHOOL MISC PROGRAMS FUND |             |
| 101                                | \$5,287.85  |
| 228 TECHNOLOGY FUND                |             |
| 101                                | \$2,476.13  |
| Total:                             | \$34,576.61 |

## STUDENTS

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Corrective Actions and Punishment

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

Suspension

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

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

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

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

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

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

Expulsion

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

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

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

## STUDENTS

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

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

The student has the right to be present for the duration of the hearing. At hearing the student may be represented by counsel and ask questions, present perspectives, and provide witnesses or documentation. The Board is not bound by formal rules of evidence in conducting the hearing.

### Procedures for Suspension and Expulsion of Students with Disabilities

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

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

An administrator may remove from current placement any special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function or inflicts serious bodily injury on another person while at school, on school premises, or at a school function under the jurisdiction. A serious bodily injury is one that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or faculty.

The District will place such student in an appropriate interim alternative educational setting for no more than forty-five (45) school days in accordance with the IDEA.

### Procedure History:

Promulgated on: February 2007

Revised on: November 20, 2007



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

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

PERSONNEL

5500

Payment of Wages Upon Termination

When a District employee ~~quits, is laid off, or is discharged~~separates from employment, wages owed will be paid on the next regular pay day for the pay period in which the employee left employment or within fifteen (15) days, whichever occurs first.

In the case of an employee discharged for allegations of theft connected to the employee's work, the District may withhold the value of the theft, provided:

- The employee agrees in writing to the withholding; or
- The District files a report of theft with law enforcement within seven (7) business days of separation.

If no charges are filed within thirty (30) days of the filing of a report with law enforcement, wages are due within a thirty-(30)-day period.

Legal Reference:      § 39-3-205, MCA      Payment of wages when employee separated from employment prior to payday – exceptions

Policy History:

Adopted on: February 2007

Revised on:

*Note: Revision included the change from 15 days to 30 days in lines 15-16.*



## FINANCIAL MANAGEMENT

7530

Procurement of Supplies or Services

The Board adopts the following provisions of the Montana Procurement Act (i.e., § 18-4-101, et seq., MCA):

1. § 18-4-303, MCA – Competitive sealed bidding. With the exception of construction contracts, allows the District to negotiate an adjustment of the bid price with the lowest responsible bidder in order to bring the bid within the amount of available funds, if, and only if, all bids exceed available funds and the lowest responsible bid does not exceed available funds by more than five percent (5%).
2. § 18-4-306, MCA – Sole source procurement. A contract may be awarded for a supply or service item without competition when, the District determines in writing that:
  - (a) there is only one source for the supply or service item;
  - (b) only one source is acceptable or suitable for the supply or service item;or
  - (c) the supply or service item must be compatible with current supplies or services.
3. § 18-4-307, MCA - Cancellation of invitations for bids or requests for proposals. An invitation for bids, a request for proposals, or other solicitation may be cancelled or any or all bids or proposals may be rejected in whole or in part, as may be specified in the solicitation, when it is in the best interests of the state. The reasons therefor must be made part of the contract file.

|                  |                          |                                                                       |
|------------------|--------------------------|-----------------------------------------------------------------------|
| Legal Reference: | § 18-4-121, et seq., MCA | Montana Procurement Act                                               |
|                  | <u>§ 18-4-303, MCA</u>   | <u>Competitive Sealed Bidding</u>                                     |
|                  | <u>§ 18-4-306, MCA</u>   | <u>Sole Source Procurement--records</u>                               |
|                  | <u>§ 18-4-307, MCA</u>   | <u>Cancellation of invitations for bids or requests for proposals</u> |
|                  | 2.5.604, ARM             | Sole Source Procurement                                               |

Policy History:

Adopted on: May 21, 2002

Revised on: February 2007, ~~XX/XX/2018-~~

*Note: The revision included the addition of lines 15-18 for additional clarification. 2018 revision adds cancellation of bid.*

THE BOARD OF TRUSTEES

1112

Resignation

The resignation of a trustee ~~of the district, must be submitted in writing to the Clerk~~ must be in writing, must stipulate an effective date, and must be submitted to the Clerk of the District. ~~A resignation is effective seventy two (72) hours after its submission unless withdrawn during that period by the trustee through written notification of withdrawal made to the Clerk.~~

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

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

Policy History:

Adopted on: February 2007

Revised on: January 2016

January 2016 Revision Note: Remove board ratification



**THE BOARD OF TRUSTEES**Abstentions From Voting

Section 20-3-323(2), MCA, requires the minutes of each Board meeting to include the voting records of each trustee present. As a general rule trustees should vote on all issues, unless casting a vote would be a violation of law. Under Montana law, instances in which it would be unlawful or inappropriate for a trustee to cast a vote on a particular issue include, but are not necessarily limited to, ~~the following situations when the Board is considering hiring the relative of a trustee.~~

- ~~1. When hiring the relative of a trustee;~~
- ~~2. When casting a vote would directly and substantially affect, to its economic benefit, a business or other undertaking in which the trustee either has a substantial financial interest or in which the trustee is engaged as counsel, consultant, representative, or agent;~~
- ~~3. When casting a vote would directly and substantially affect a business or other undertaking to its economic detriment, where a trustee has a substantial personal interest in a competing firm or undertaking;~~
- ~~4. When casting a vote would cause a trustee to have a pecuniary interest, either directly or indirectly, in a contract made by the trustee (while acting in the trustee's official capacity) or by the Board; and~~
- ~~5. When casting a vote would put the trustee in the position of an agent or solicitor in the sale or supply of goods or services to the District.~~

In addition, a trustee shall be allowed to abstain from voting to avoid the appearance of impropriety or the appearance of a perceived conflict. If a trustee abstains from voting, the abstention should be recorded in the minutes and may include an explanation of the reasons for the abstention. The Board discourages abstentions, unless the reasons are substantiated as provided herein.

|                   |                 |                                                                                                       |
|-------------------|-----------------|-------------------------------------------------------------------------------------------------------|
| Legal References: | § 2-2-302, MCA  | Appointment of relative to office of trust or emolument unlawful – exceptions – publication of notice |
|                   | § 20-3-323, MCA | District policy and record of acts                                                                    |
|                   | § 2-2-121, MCA  | Rules of conduct for public officers and public employees                                             |
|                   | § 2-2-105, MCA  | Ethical requirements for public officers and public employees                                         |
|                   | § 20-9-204, MCA | Conflicts of interests, letting contracts, and calling for bids                                       |
|                   | § 20-1-201, MCA | School officers not to act as agents                                                                  |

Policy History:

Adopted on: February 2007

Revised on:



Conflict of Interest

A trustee may not:

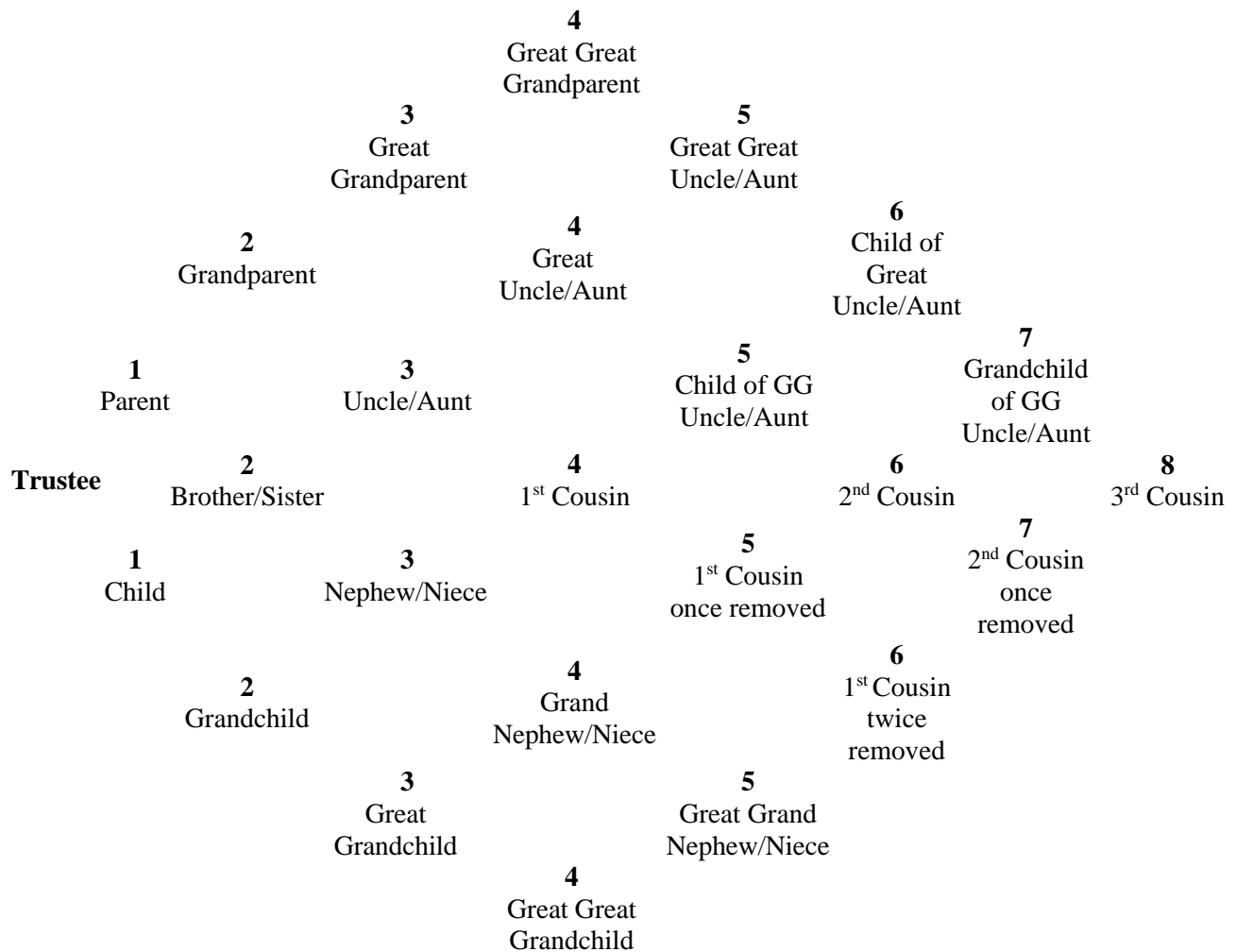
1. Engage in a substantial financial transaction for the trustee's private business purpose, with a person whom the trustee inspects or supervises in the course of official duties.
2. Perform an official act directly and substantially affecting, to its economic benefit, a business or other undertaking in which the trustee either has a substantial financial interest or is engaged as counsel, consultant, representative or agent.
3. Act as an agent or solicitor in the sale or supply of goods or services to a district.
4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when the trustee has more than a ten percent (10%) interest in the corporation. A contract does not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments or deposits in financial institutions that are in the business of loaning or receiving money, when such investments or deposits are made on a rotating or ratable basis among financial institutions in the community or when there is only one (1) financial institution in the community; or 3) contracts for professional services other than salaried services or for maintenance or repair services or supplies when the services or supplies are not reasonably available from other sources, if the interest of any Board member and a determination of such lack of availability are entered in the minutes of the Board meeting at which the contract is considered.
5. Be employed in any capacity by the District, with the exception of officiating at athletic competitions under the auspices of the Montana Officials Association.
6. Perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when the officer or employee has a substantial personal interest in a competing firm or undertaking.
- 5.7. Perform an official act directly and substantially affecting to its economic benefit a business or other undertaking in which the officer or employee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.
- 6.8. Appoint to a position of trust or emolument any person related or connected by consanguinity within the fourth (4<sup>th</sup>) degree or by affinity within the second (2<sup>nd</sup>) degree.
  - a. This prohibition does not apply to the issuance of an employment contract to a person as a substitute teacher who is not employed as a substitute teacher for more than thirty (30) consecutive school days.
  - b. This prohibition does not apply to the renewal of an employment contract of a person related to a Board member, who was initially hired before the Board member assumed the trustee position.
  - c. This prohibition does not apply if trustees comply with the following

THE BOARD OF TRUSTEES

requirements: 1) **All trustees**, except the trustee related to the person to be employed or appointed, vote to employ the related person; 2) the trustee related to the person to be employed abstains from voting; and 3) the trustees give fifteen (15) days written notice of the time and place of their intended action in a newspaper of general circulation in the county where the school is located.

7.9. Affinity is the legal relationship arising as the result of marriage. Relationship by affinity terminates upon the death of one of the spouses or other dissolution of marriage, except when the marriage has resulted in issue still living.

Degrees of Consanguinity



THE BOARD OF TRUSTEES

1 Degree of Affinity

2

3

Great Grandparent-in-law

2

Grandparent-in-law

1

Parent - in - Law

3

Uncle/Aunt-in-law

1

Trustee

Spouse

2

Brother/Sister-in-law

1

Step Child

3

Nephew/Niece-in-law

2

Step Grandchild

3

Step Great Grandchild

3

4 Policy History:

5 Adopted on: February 2007

6 Revised on September 2010

## THE BOARD OF TRUSTEES

1700  
Page 1 of 3Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those involving challenges to educational material and those governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under: ~~(1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) state or federal law or~~ Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.

~~The Superintendent has the authority to contract with an independent investigator at any time during the complaint procedure process. Within fifteen (15) calendar days of the Superintendent's receipt of the independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary.~~

Level 1: Informal

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

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become



## THE BOARD OF TRUSTEES

1700

Page 2 of 3

1 aware of such event or incident. The applicability of the deadline is subject to review by the  
2 Superintendent to ensure the intent of this uniform complaint procedure is honored.

3  
4 When a complaint alleges violation of Board policy or procedure, the building administrator will  
5 investigate and attempt to resolve the complaint. The administrator will respond in writing to the  
6 complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

7  
8 If ~~either~~ the complainant ~~or the person against whom the complaint is filed is dissatisfied with~~  
9 ~~the administrator's decision~~ has reason to believe the administrator's decision was made in error,  
10 either the complainant may request, in writing, that the Superintendent review the administrator's  
11 decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen  
12 (15) calendar days of the administrator's decision.

13  
14 When a complaint alleges sexual harassment or a violation of Title IX of the Education  
15 Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of  
16 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the  
17 complaint over to a District nondiscrimination coordinator. The coordinator will complete an  
18 investigation and file a report and recommendation with the Superintendent. ~~A coordinator may~~  
19 ~~hire, with the approval of the Superintendent, an independent investigator to conduct the~~  
20 ~~investigation. Within fifteen (15) calendar days of the Superintendent's receipt of the~~  
21 ~~coordinator's or independent investigators report and recommendation, the Superintendent will~~  
22 ~~respond to the complaint and take such administrative steps as the Superintendent deems~~  
23 ~~appropriate and necessary.~~ If ~~either~~ the complainant ~~or the person against whom the complaint is~~  
24 ~~filed~~ is dissatisfied with the Superintendent's decision, the complainant ~~either~~ may request, in  
25 writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This  
26 request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of  
27 the Superintendent's written response to the complaint, for transmission to the Board.

28  
29 Level 3: Superintendent

30  
31 If ~~either~~ the complainant ~~or the person against whom the complaint is~~ filed appeals the  
32 administrator's decision provided for in Level 2, the Superintendent will review the complaint  
33 and the administrator's decision. The Superintendent will respond in writing to the appeal,  
34 within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In  
35 responding to the appeal, the Superintendent may: (1) meet with the parties involved in the  
36 complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside  
37 investigator or other District employees to assist with the appeal; and/or (4) take other steps  
38 appropriate or helpful in resolving the complaint.

39  
40 If ~~either~~ the complainant ~~or the person against whom the complaint is filed is dissatisfied with~~  
41 ~~the Superintendent's decision~~ has reason to believe the Superintendent's decision was made in  
42 error, either the complainant may request, in writing, that the Board consider an appeal of the  
43 Superintendent's decision. (See Level 4.) This request must be submitted in writing to the

## THE BOARD OF TRUSTEES

1700

Page 3 of 3

1 Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the  
2 complaint, for transmission to the Board.

3  
4 Level 4: The Board

5  
6 Upon written appeal of a complaint alleging a violation the individual's rights under state or  
7 federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board  
8 ~~may~~will consider the Superintendent's decision in Level 2 or 3.

9 Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the  
10 agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than  
11 three (3) trustees to hear the appeal and make a recommendation to the Board, or (3) respond to  
12 the complaint with an explanation of why the appeal will not be heard by the Board of Trustees  
13 in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel  
14 will meet to consider the appeal and then make written recommendation to the full Board. The  
15 Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar  
16 days of the Board meeting at which the Board considered the appeal or the recommendation of  
17 the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within  
18 the period provided by law.

19  
20 Level 5: County Superintendent

21  
22 ~~When a matter falls within the jurisdiction of a county superintendent of schools, the decision of~~  
23 ~~the Board may be appealed to the county superintendent by filing written appeal within thirty~~  
24 ~~(30) Calendar days of the Board's decision, pursuant to Montana law.~~

25  
26 Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)  
27 Title II of the Americans with Disabilities Act of 1990  
28 § 504 of the Rehabilitation Act of 1973  
29

30 Policy History:

31 Adoption on: February 2007

32 Revised on: April 21, 2009  
33

34 *Note: Lines 20-24 (page 1) were added to allow the Superintendent to higher an independent*  
35 *investigator if needed.*

INSTRUCTION

2100

Page 1 of 2

School Year Calendar and Day

School Calendar

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

Commemorative Holidays

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

Saturday School

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

Friday School

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

School Fiscal Year

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

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

⚡ The minimum aggregate hours, described above, are not required for any pupil demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.

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## INSTRUCTION

2100

Page 2 of 2

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

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

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

|                   |                 |                                                                 |
|-------------------|-----------------|-----------------------------------------------------------------|
| Legal References: | § 20-1-301, MCA | School fiscal year                                              |
|                   | § 20-1-302, MCA | School day and week                                             |
|                   | § 20-1-303, MCA | Conduct of School on Saturday or Sunday prohibited - exceptions |
|                   | § 20-1-304, MCA | Pupil-instruction-related day                                   |
|                   | § 20-1-306, MCA | Commemorative exercises on certain days                         |
|                   | § 20-9-311, MCA | Calculation of Annual Number Belonging                          |

(ANB)

|                   |                                |
|-------------------|--------------------------------|
| ARM 10.55.701     | Board of Trustees              |
| ARM 10.65.101-103 | Pupil-Instruction-Related Days |
| ARM 10.55.714     | Professional Development       |
| ARM 10.55.906     | High School Credit             |

Policy History:

Adopted on: February 2007

Reviewed on:

Revised on: April 15, 2008, November 15, 2011, January 2016

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

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

*January 2016 revision note: Added paragraph with option to establish an advisory committee Added Friday school.*



## INSTRUCTION

2160

Page 1 of 2

Title I Parent and Family Involvement

The District endorses the parent involvement goals of Title I and encourages the regular participation of parents and family members of Title I eligible children in all aspects of the program to establish the agency's expectations and objectives for meaningful parent and family involvement. The education of children is viewed as a cooperative effort among the parents, family members, school, and community. In this policy the word "parent" also includes guardians and other family members involved in supervising the child's schools.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent and family involvement policy. This may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

At the required annual meeting of Title I parents and family members, parents and family members will have opportunities to participate in the design, development, operation, and evaluation of the program for the next school year. Proposed activities to fulfill the requirements necessary to address the requirements of parental-involvement goals shall be presented.

In addition to the required annual meeting, at least three (3) additional meetings shall be held at various times of the day and/or evening for parents and family members of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the District level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through payment of transportation and childcare costs.

The parents and family members of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents and family members to meet with the classroom

## INSTRUCTION

2160

Page 2 of 2

and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist at home in the education of their children.

Each school in the District receiving Title I funds shall develop jointly with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting state standards. The "School-Parent Compact" shall:

1. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an ongoing basis with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

The activities authorized under this policy may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and 212  
Improving America's Schools Act, P.L. 103-382, § 1112 Local Education Agency Plans  
P.L. 107-110, "No Child Left Behind Act of 2001," Title I – Improving the Academic Achievement of the Disadvantaged, § 1118

Policy History:

Adopted on: February 2007

Revised on:

INSTRUCTION

2167

Distance Learning Courses

The District will permit a student to enroll in an approved correspondence course from a school approved by the National University Extension Association or the Distance Education Accrediting Commission, in order that such student may include a greater variety of learning experiences within the student's educational program.

Credit for correspondence courses may be granted, provided the following requirements are met:

1. Prior permission has been granted by the administration;
2. The program fits the education plan submitted by the regularly enrolled student;
3. Credit is granted for the following approved schools:
  - a. Community colleges, vocational-technical institutes, four-year colleges and universities and state-approved private schools in the state of Montana; and

The District shall not be obligated to pay for a student's correspondence courses.

Distance learning course credit for core subjects will only be granted upon administrative review and approval.

Cross Reference: 2410 and 2410P High School Graduation Requirements

Legal Reference: § 20-7-116, MCA Supervised correspondence study  
ARM 10.55.906 High School Credit

Policy History:

Adopted on: February 2007

Revised on: June 2014

*Revision Note: Changed list of approved schools and retitled from Correspondence Courses*

Cross Reference: 2410 and 2410P High School Graduation Requirements  
2100 School Calendar and Year

INSTRUCTION

Legal Reference: § 20-9-311(4)(d), MCA Calculation of Average Number Belonging  
ARM 10.55.602 Definitions  
ARM 10.55.705 Administrative personnel; Assignment of School  
Administrators/Principals  
ARM 10.55.906 High School Credit  
ARM 10.55.907 Distance, Online, and Technology Delivered  
Learning

Policy History:

Adopted on: April 15, 2008

Revised on:

*Revision Note:*



STUDENTS

Entrance, Placement, and Transfer

Entrance, Date, and Age

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

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child<sup>1</sup> 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.
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 and ensure a student receives education services in the best interests of the child. The superintendent or designee shall serve as point of contact with all applicable agencies to review records, facilitate services, and resolve disputes.

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.

<sup>1</sup> 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, March 2018

*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.  
March 2018 ESSA language added*

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

**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. To further ensure that the District is removing barriers to the educational access and success of children and youths who are homeless, and to ensure that Title 1 funding is expended in an appropriate manner, the District has adopted the dispute resolution form at 3125F. ~~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

**STUDENTS**

3125

1 Revised on: March 2018

## COMMUNITY RELATIONS

4301

Visitors to Schools

The District encourages visits by Board members, parents, and citizens to all District buildings. All visitors shall report to the principal's office on entering any District building and comply with any other applicable school safety and security policy, procedure, or protocol. School visitors shall not interfere with school operations or delivery of educational services for students. Conferences with teachers should be held outside school hours or during the teacher's conference or preparation time.

Cross Reference: 4313 Disruption of School Operations

Policy History:

Adopted on: February 2007

Revised on:



## COMMUNITY RELATIONS

4315

Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events  
Visitor and Spectator Conduct

Any person, including an adult, who behaves in an unsportsmanlike or inappropriate manner during ~~an athletic or co-curricular~~ a visit to the school or a school event may be ejected from the event and/or denied ~~admission~~ permission to access school buildings or property or school events ~~for up to a year after a Board hearing~~ as determined by the Board of Trustees. Examples of unsportsmanlike or inappropriate conduct include but are not limited to:

- Using vulgar or obscene language or gestures;
- Possessing or being under the influence of any alcoholic beverage or illegal substance;
- Possessing a weapon;
- Fighting or otherwise striking or threatening another person;
- Failing to obey instructions of a security officer or District employee; and
- Engaging in any illegal or disruptive activity.
- Other violations of District Policy

The Superintendent is authorized to temporarily restrict access to school buildings or property and recommend to the Board of Trustees denial of ~~may seek to deny~~ future admission to any person by delivering or mailing a notice by certified mail with return receipt requested, containing:

1. Date, time, and place of a Board hearing;
2. Description of the unsportsmanlike conduct; and
3. Proposed time period admission to school events will be denied.

|                  |                 |                                 |
|------------------|-----------------|---------------------------------|
| Legal Reference: | § 20-1-206, MCA | Disturbance of school – penalty |
|                  | § 20-4-303, MCA | Abuse of teachers               |
|                  | § 45-8-101, MCA | Disorderly conduct              |

Policy History

Adopted on: February 2007

Revised on:

Public Access to District Records

Within limits of an individual's right of privacy, the public will be afforded full access to information concerning administration and operations of the District. Public access to District records shall be afforded according to appropriate administrative procedures.

"District records" include any writing, printing, ~~P~~photostatting, photographing, etc. (including electronic mail), which has been made or received by the District in connection with the transaction of official business and presented for informative value or as evidence of a transaction, and all other records required by law to be filed with the District. "District records" do not include personal notes and memoranda of staff which remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

The Superintendent will serve as the public records coordinator, with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator, the Superintendent will authorize the inspection and copying of District records only in accordance with the criteria set forth in this policy.

In accordance with Title 2, Chapter 6, MCA, the District will make available for public inspection and copying all District records or portions of records, except those containing the following information:

1. Personal information in any file maintained for students. Information in student records will be disclosed only in accordance with requirements of the Family Educational Rights and Privacy Act of 1974 and adopted District policy.
2. Personal information in files maintained for staff, to the extent that disclosure will violate their right to privacy.
3. Test questions, scoring keys, or other examination data used to administer academic tests.
4. The contents of real estate appraisals made for or by the District relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event will disclosure be denied for more than three (3) years after appraisal.
5. Preliminary drafts, notes, recommendations, and intra-District memoranda in which opinions are expressed or policies formulated or recommended, except a specific record shall not be exempt when publicly cited by the District in connection with any District action.

6. Records relevant to a controversy to which the District is a party, but which would not be available to another party under the rules of pretrial discovery, for cases pending resolution.

7. Records or portions of records, the disclosure of which would violate personal rights of privacy.

8. Records or portions of records, the disclosure of which would violate governmental interests.

9. Records or information relating to individual or public safety or the security of public schools if release of the information jeopardizes the safety of facility personnel, the public students in a public school.

If the District denies any request, in whole or in part, for inspection and copying of records, the District will provide the requesting party with reasons for denial.

If the record requested for inspection and/or copying contains both information exempted from disclosure and non-exempt information, the District shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide written explanation for the deletion.

The District will not provide access to lists of individuals, which the requesting party intends to use for commercial purposes or which the District reasonably believes will be used for commercial purposes if such access is provided. However, the District may provide mailing lists of graduating students to representatives of the U.S. armed forces and the National Guard for purpose of recruitment.

The coordinator is authorized to seek an injunction to prevent disclosure of records otherwise suitable for disclosure, when it is determined reasonable cause exists to believe disclosure would not be in the public interest and would substantially or irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Legal Reference: Title 20, Ch. 6, MCA School districts  
§ 2-6-109, MCA Prohibition on distribution or sale of mailing lists –  
exceptions – penalty  
§ 2-6-1001, MCA, et seq. Public Records

Policy History:

Adopted on: February 2007

Revised on:

COMMUNITY RELATIONS

4410

Relations with Law Enforcement and Child Protective Agencies

The staff is primarily responsible for maintaining proper order and conduct in the schools. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law, occurring during school hours or at school activities. When there is substantial threat to the health and safety of students or others, such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs, or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance.

Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

The District will strive to develop and maintain cooperative working relationships with the law enforcement agencies. Procedures for cooperation between law enforcement, child protective, and school authorities will be established. Such procedures will be made available to affected staff and will be periodically revised.

County Interdisciplinary Child Information and School Safety Team

The District will participate in the Jefferson County interdisciplinary child information and school safety team established by Section 52-2-211, MCA. This team consists of county-level representatives of the youth court, the county attorney, the department of public health and human services, the county superintendent of schools, the sheriff, the chief of any police force, the superintendents of public school districts in the County, and the department of corrections.

The purpose of the team is “to facilitate the exchange and sharing of information that one or more team members may be able to use in serving a child in the course of their professions and occupations, including but not limited to abused or neglected children, delinquent youth, and youth in need of intervention, and of information relating to issues of school safety.”

The Superintendent is authorized to request information from the interdisciplinary child information and school safety team regarding students in the School District. The Superintendent shall utilize this authority on a regular basis to ensure the safety and security of the District.

Cross Reference: 4313 Disruption of School Operations

Legal Reference: § 20-1-206, MCA Disturbance of school – penalty  
§ 52-2-211, MCA County Interdisciplinary Child Information and School Safety Team

Policy History:

Adopted on: February 2007

Revised on:

## PERSONNEL

5012

page 1 of 2

Sexual Harassment, ~~Sexual Intimidation,~~ and Sexual Misconduct in the Workplace

The District will do everything in its power to provide employees a work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, or misconduct, as defined and otherwise prohibited by state and federal law.

The District prohibits its employees from making sexual advances or requesting sexual favors or engaging in any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

~~3.4.~~ Such conduct deprives the individual of their rights to equal employment under District policy and state or federal law.

Sexual harassment, sexual intimidation, and sexual misconduct prohibited by this policy includes verbal, electronic, or physical contact or conduct. The terms "intimidating," "hostile," "misconduct," or "offensive" include but are not limited to conduct that has the effect of deprivation of rights, humiliation, embarrassment, or discomfort. Examples of sexual harassment, sexual intimidation, and sexual misconduct include but are not limited to unwelcome or forceful physical touching, crude jokes or pictures, discussions of sexual experiences, pressure or requests for sexual activity or favors, intimidation by words, actions, insults, or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The District will evaluate sexual harassment, sexual intimidation, and sexual misconduct in light of all circumstances.

A violation of this policy may result in disciplinary action, up to and including discharge. The District is authorized to report any violation of this policy to law enforcement that is suspected to be a violation of state or federal criminal laws. -Any person who knowingly makes false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

An aggrieved person who feels comfortable doing so should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees who believe they may have been sexually harassed or intimidated should contact the Title IX Coordinator or an administrator, who will assist them in filing a complaint. An

PERSONNEL

5012

page 1 of 2

individual with a complaint alleging a violation of this policy shall follow the Uniform Complaint Procedure.

Cross Reference: 1700 Uniform Complaint Procedure

5012

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Legal Reference: Title VII of the Civil Rights Act, 42 U.S.C. §§ 2000(e), et seq., 29 C.F.R. § 1604.11  
Title IX of the Education Amendments, 20 U.S.C. §§ 1681, et seq.  
Montana Constitution, Art. X, § 1 - Educational goals and duties  
§ 49-2-101, MCA Human Rights Act  
*Harris v. Fork Lift Systems*, 114 S.Ct. 367 (1993)

Policy History:

Adopted on: February 2007

Revised on:



**PERSONNEL**

Personal Conduct

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business.

While on school property, employees shall not injure or threaten to injure another person; damage another's property or that of the District, or use, control, possess, or transfer any weapon or any item that could be reasonably considered to be a weapon as defined in Policies 3310 and 3311. "School property" means within school buildings, in vehicles used for school purposes, or on grounds leased or owned by the school district.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment that creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee, before acting in a manner which might impinge on any fiduciary duty, may disclose the nature of the private interest which would create a conflict. Care should be taken to avoid using or avoid the appearance of using official positions and confidential information for personal advantage or gain.

Further, employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication.

Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the job within a particular building.

Legal Reference:       § 20-1-201, MCA       School officers not to act as agents

Policy History:

Adopted on: February 2007

Revised on:

**PERSONNEL**

5256

Reduction in Force

The Board has exclusive authority to determine the appropriate number of employees. A reduction in ~~certified~~-employees may occur as a result of but not be limited to changes in the education program, staff realignment, changes in the size or nature of the student population, financial considerations, or other reasons deemed relevant by the Board.

The Board will follow the procedure stated in the current collective bargaining agreement when considering a reduction in force.

Cross Reference: 5250 Nonrenewal of Employment/Dismissal from Employment

Legal Reference: § 20-4-206, MCA Notification of nontenure teacher reelection – acceptable – termination

Policy History:

Adopted on: February 2007

Revised on:

NON-INSTRUCTIONAL OPERATIONS

8225

Tobacco Free Policy

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic cigarettes (containing nicotine or not) and any other tobacco or nicotine delivery innovation.

Use of tobacco products in a public school building or on public school property is prohibited, unless used in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products or in connection with Native American cultural activities.

For the purpose of this policy, “public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles.

Violation of the policy by students and staff will be subject to actions outlined in District discipline policies.

|                  |                            |                                    |
|------------------|----------------------------|------------------------------------|
| Legal Reference: | § 20-1-220, MCA            | Use of tobacco product in public   |
| school           |                            | building or property prohibited    |
|                  | §§ 50-40-101, et seq., MCA | Montana Clean Indoor Air Act of    |
| 1979             |                            |                                    |
|                  | ARM 37.111.825             | Health Supervision and Maintenance |

Policy History:

Adopted on: February 2007

Revised on: May 2012

*Note: Revision adds nicotine (line 4), exception to Native American cultural activities (line 10), and lines 21-22. May 2012 revision added electronic cigarettes on line 4.*

## NONINSTRUCTIONAL OPERATIONS

8425

Page 1 of 2

Service Animals

For the purposes of this policy, state law defines a service animal as a dog or any other animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Federal law definition of a disability includes a physical, sensory, psychiatric, intellectual, or other mental disability.

The District shall permit the use of a miniature horse by an individual with a disability, according to the assessment factors as outlined in Policy 8425P, if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

The Jefferson High School District will permit the use of service animals by an individual with a disability according to state and federal regulations. The School District will honor requests for service animals in accordance with the applicable Section 504 or Special Education policy adopted by the Board of Trustees. The work or tasks performed by a service animal must be directly related to the handler's disability.

Examples of work or tasks performed by the service animal to accommodate an identified disability include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The District may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it;
- or
- The animal is not housebroken

The District is not responsible for the care or supervision of the service animal.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the District's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

NONINSTRUCTIONAL OPERATIONS

8425

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Cross Reference: Policy 8425P Procedure for allowance of service animals  
~~Policy 8425F Service Animals in District Facilities Form~~  
Policy 2161 Special Education  
Policy 2162 Section 504 of the Rehabilitation Act of 1973

Legal Reference: 28 CFR 35.136 Service Animals  
28 CFR 35.104 Definitions  
49-4-203(2), MCA Definitions

Policy History:

Adopted on: October 2011

Revised on:

*Revision Note:*

## NONINSTRUCTIONAL OPERATIONS

8425P

Page 1 of 2

Service Animal Allowance Procedure

The School District will honor requests for service animals by students or staff in accordance with the applicable Section 504 or Special Education policy adopted by the Board of Trustees.

The following procedures have been developed which will help guide the administration when a request for the use of a service animal has been presented by an individual with a disability.

*Inquiries:* The administration shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. The administration may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. The administration shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, the administration may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability ( e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

*Exclusions:* The administration may ask the individual to remove the service animal from the premises if the animal is out of control and the handler does not take effective action to control it, or if the animal is not housebroken. If the administration properly excludes the service animal, it shall give the individual the opportunity to participate in the service, program, or activity without having the service animal on the premises.

*Surcharges:* The administration shall not ask or require the individual to pay a surcharge, even if people who are accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for the damage they cause, the individual may be charged for damage caused by his or her service animal.

*Miniature horses assessment factors:* In determining whether reasonable modifications can be made to allow a miniature horse into a specific facility, the District shall consider:

- The type, size, and weight of the miniature horse
- Whether the miniature horse is housebroken, and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Legal Reference:

Policy History:

Adopted on: October, 2011

Revised on:



1    *Revision Note:*

INSTRUCTION

High School Graduation Requirements

Publication of Graduation Requirements

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

Credits

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

Waiver of Requirement

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

Alternative Programs

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

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

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

Dual Credit

Dual credit allows high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a postsecondary degree or certificate, or toward transfer to another college. As noted in the Student Handbook, the District will assign the grade given by the classroom teacher to the student's report card. The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high-performing high school students. The Jefferson High School district has dual credit partnerships with post-secondary institutions. Students interested in dual credit opportunities must meet with their building administration to determine available options.

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

Honor Roll

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

INSTRUCTION

Class Rank (Grade Point Average)

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

Early Graduation

Students who want to complete their high school career prior to eight semesters or the equivalent amount of attendance may do so under the following conditions:

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

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

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

Legal Reference:      § 20-9-313, MCA      Circumstances under which regular average number belonging may be increased

Procedure History:

Promulgated on:      February 2007

Revised on:      January 2016

January 2016 Revision note: Removed Honors and Award restriction, added early graduation provisions.

## Jefferson High School District #1

### SECTION PERSONNEL

5120P Policy#

Page 1 of 2

#### Fingerprint Background Handling Procedure

1. Who needs to be fingerprinted: All individuals 18 years of age or older to be volunteers or recommended for hire by Jefferson High School District need to be fingerprinted.
2. Jefferson High School District will obtain a signed waiver from all applicants and provide written communication of applicant rights (Applicant Rights and Consent to Fingerprint Form 5122F). The Applicant Rights and Consent to Fingerprint Form will be kept on file for 5 years or for the length of employment, whichever is longer. The form will be filed in the employee's Personnel File.

#### Authority to Fingerprint

The Jefferson High School District will send candidates recommended for hire to an entity of the Department of Justice (DOJ) to obtain fingerprinting.

A spreadsheet of those fingerprinted is kept by Jefferson High School District to identify the individual, position being hired for, date of fingerprint, date print received, and date print billed.

Jefferson High School District staff that have received training by CRISS will process the fingerprints and send them to the DOJ.

#### Determination Procedures

Personnel staff that have been trained by CRISS and granted access to criminal history record information will receive the background results through their Montana State File Transfer account.

- a. Results are reviewed for determination of eligibility to hire.
- b. Any adverse reports are presented to the appropriate administrator for final approval.
- c. Determination is noted on a determination form and kept in a locked file cabinet.

#### Storage Procedure

Printed background is stored in a locked file cabinet in a sealed envelope marked "confidential". This file cabinet is only accessible to staff that have received CRISS training.

#### Dissemination Procedure

##### [OPTION 1]

Dissemination can only be authorized to personnel within an authorized school district for the purpose which is consistent with the original request of the CHRI.

- a. Requesting individual must submit a completed dissemination request form.
- b. Requesting individual must have worked at least five (5) days prior to the request.
- c. All disseminated copies shall be marked with "Copy".
- d. The dissemination must be recorded on a dissemination log.

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Jefferson High School District #1

**SECTION PERSONNEL**

5120PPolicy#

Page 2 of 2

- i. The log will be maintained for three (3) years from date of entry.
- ii. The information on the dissemination log will include:
  1. Date record was shared
  2. Who sent the request (personnel name and district; only CRISS trained personnel can disseminate information)
  3. How the request was fulfilled.
- iii. Dissemination requests are mailed, faxed, or emailed to the requesting representative of the district.

**OPTION 2]**

The Jefferson High School District will not disseminate any fingerprint information.

**Destruction Procedure**

- Criminal history record information will be stored with the personnel file in a sealed envelope marked “confidential” for two (2) years or the length of employment, whichever comes first. Jefferson High School District utilizes shredding for destruction of information no longer needed.
- Dissemination logs are destroyed 3 years from date of entry.

**Training Procedure**

- Local Agency Security Office (LASO)
  - Signed user agreement between district and CRISS
- Privacy and Security Training
  - CRISS training on CHRI required to receive background reports

Legal Reference:

**Policy History:**

Adopted on:

Revised on:

*Revision Note:*

## NONINSTRUCTIONAL OPERATIONS

8425F

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**Service Animals in District Facilities**

Please provide the following information about the service animal.

1. ~~Parent/Staff and/or emergency contact information:~~ \_\_\_\_\_

2. ~~Type of service animal (breed, age, and history):~~ \_\_\_\_\_

3. ~~Insurance company insuring the service animal:~~ \_\_\_\_\_

~~Attached proof of insurance:~~ ☐ Received ☐ Not Received

4. ~~Agent name and address:~~ \_\_\_\_\_

5. ~~Phone number:~~ \_\_\_\_\_

6. ~~Proof of current and proper vaccinations:~~ ☐ Received ☐ Not Received

7. ~~Documentation of Public Access Test (PAT):~~ ☐ Received ☐ Not Received

8. ~~Name of trainer or organization who administered the PAT:~~ \_\_\_\_\_

9. ~~Address of trainer or organization:~~ \_\_\_\_\_

10. ~~Phone number of trainer or organization:~~ \_\_\_\_\_

11. ~~List and attach any letters or other documentation from medical providers or other service providers regarding the student's/staff's need for the service animal:~~ \_\_\_\_\_

12. ~~Has the student/staff member requesting use of the animal been trained as the animal's handler?~~ ☐ Yes ☐ No

~~If no, who will act as the trained handler for the animal during the school day?~~ \_\_\_\_\_

13. ~~Is the student/staff able to independently care for the service animal's needs (i.e., bathroom, feeding, cleaning up messes, hygiene, etc.)~~ ☐ Yes ☐ No

14. ~~Describe the manner in which the service animal will meet the student's/staff's individual needs:~~ \_\_\_\_\_

Policy History:

~~Adopted on:~~ October, 2011

~~Revised on:~~ \_\_\_\_\_