

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

*** 6:30 p.m. July 16, 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 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 – Budget meeting requirements, List of Credit Cards
2. Principal/A.D.
3. Superintendent - Ag Ed program discussion

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 –
 - b. Superintendent Evaluation – Possible Executive Session
 - c. Coaching positions –Basketball, Wrestling, all clubs
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. SRO (School Resource Office) update
4. SMA Update (community survey information)
5. Possible lunch program change/adjustments/fee changes
6. Board Self-evaluation
7. Substitute Rate of Pay
8. Tuition Rates
9. Class Fees
10. Eligibility policy. Handbook change.
11. 2nd Reading of Policies
 - a. 5010 Equal Employment Opportunity and Non-discrimination
 - b. 3225 Sexual Harassment, Sexual Intimidation, and Sexual Misconduct
 - c. 1610 Annual Goals and Objectives
 - d. 2410 Graduation Requirements

I. Communication and Comments

1. Letters to the Board -

J. Commendations and Recognition

K. Consent Agenda

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

L. Follow-up/Adjournment – upcoming months

1. Chair/Superintendent article for paper
2. August - Budget Meeting,

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING August 13, 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

Vacant, (Boulder area position)

Kyrie Russ (At-Large 2 position)

Denise Brunett Chair (MT City area position)

Kevin Harris, (At-Large 1 position)

Cami Robson Vice-Chair (Clancy area position)

Larry Rasch (At-Large 3 position)

Bryher Herak (Basin 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;*

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.*

- 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.*

From the desk of:

*L*orie

July 2019

GENERAL REPORT ITEMS

PAYROLL REPORT

Payroll warrants approved by the superintendent and paid:

May - -88499 to -88464 and 41202 - 41391.

June - -88463 to -88455 and 41392 - 41436

July - -88454 to -88447 and 41437 - 41459

MASBO REGION 4

The move from the vice-president position to president of MASBO will, hopefully, save me some time. The mentor program of which I was in charge, takes quite a bit of time and I am glad to pass it on.

.

CURRENT OFFICE ITEMS

I successfully used or closed all but 1 old purchase order. I am still placing and receiving orders which will need to be distributed to the respective rooms.

Presently, I am also assembling information to deliver to the auditor. The more I can get to her beforehand, the less time she has to spend at the school. This just makes life a little easier for Linda and me. ☺

.

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

Superintendent's Report

Date: July 16, 2019

Agenda Item: F-3

3a-Ag Program

I am currently exploring high school Agriculture programs including an association with Future Farmers of America (FFA). There are already components of the program in place with some of the CTE courses being offered, but nothing in the area of agriculture. JHS has a licensed teacher in this area. As is the case with many elective courses, they are driven by student interest and enrollment in these classes.

Recommendation

Move forward with possible curriculum expansion.

3b-FCS and Library Update

The upgrades will be getting underway for both the FCS classroom works stations and Library. The FCS room will have new countertops, back splashes, industrial sink, and reconfiguration of work stations to improve the efficiency of the space. The library and adjacent computer lab will receive new carpet.

Recommendation

No recommendation at this time.

3c – Year End Update

I have included a worksheet of where year end funds were used to update both the academic and physical needs of Jefferson High School.

3d – Staffing Update

All certified positions are in place and the district is currently advertising for an open custodial position and open coaching positions. The plan is to fill these positions by the beginning of the school year.

3e – Instructional Coach

As a requirement for the Literacy Grant, JHS will have an Intensive Reading Coach at AYA for the 2019-2020 school year. This will be one period a day and it will be fiscally funded through the Literacy Grant.

.



July 16, , 2019

Principals Report—Mr. Mike Moodry

Academics

All schedule are out for next year. Mr. Michaud has daily changes, but the numbers are very consistent.

National Convention

I am very thankful for the opportunity to attend the National Association of Secondary Schools Principals Conference in Boston July 17-21. I will give a full report at the August meeting.

Policy Revisions

I have submitted revisions for the 2019-2020 student handbook. Many changes are just clarifications and item which procedure have changed. The major changes are to the attendance, dress code, graduation requirements, and eligibility. I would entertain any question about specific policies at the meeting.

Athletic Fees Increases

Our activity account has been operating with a deficit for the past 3 years, using previous reserves to survive. The projected 2019-2020 deficit will be \$9566.00. We have not had an increase in student activity fee since their inception in 1998. We are proposing the following activity fee schedule for the 2019-2020 school year:

Students \$30 (\$10), Elementary \$20 (\$5), Adults \$50 (\$15), Family \$125 (\$25).

Activities

The thespians trip to Nebraska was a success. The festival does not give out awards per se, but according to Mr. Hesford, "Our drama department belongs with the top schools in the country." Thanks to the community for providing our students the opportunity to attend such a prestigious event.

The FCCLA group (Laurynn Armstrong and Kati Preskar) won gold at the National Convention in Anaheim. They participated in the STAR Event (Students Taking Action with Recognition).

Summer open gyms have been in full swing since June 1. Attendance has been well received.

Youth camps have been conducted. Open coaching ends July 31.

Coaches will be attending the Montana Coaches Association Clinic July 31-August 2nd in Great Falls.

Job Description – Secondary Agriculture Instructor

The following is a general job description and listing of responsibilities of a secondary agriculture instructor. It is not an all-inclusive list but does include general responsibilities of most high school agriculture teachers.

Classroom Instruction

- Teach local day agriculture classes
- Prepare and evaluate teaching schedule, curriculum, and teaching calendars
- Conduct field trips, both in and out of district
- Secure materials for resale to students (e.g. welding metal, wood, etc.)
- Prepare teaching plans, demonstration plans, and teaching materials for all classes

Supervised Agricultural Experience Program (SAE)

- Visit students' SAE projects once per semester and at least once during the summer, or a minimum of 180 visits per year.
- Assist students in keeping SAE records
- Assist students in exhibiting livestock, crops and agricultural mechanics projects at fairs and shows

FFA

- Serve as advisor for the FFA chapter
- Assist students in coordinating FFA activities at the local, area, district, state and national levels
- Prepare and train FFA and agriculture contest teams and entries
- Assist students in preparing applications for proficiency awards, state and American Degrees, etc.
- Assist students in conducting a public relations program for the local FFA chapter and agriculture department.

Other

- Teacher topics and/or in-depth adult evening classes
- Advise and coordinate the Young Farmers chapters and activities
- Advise and coordinate the local FFA Alumni chapter
- Prepare and track the budget for the agriculture program each year.
- Coordinate, maintain inventories, and keep record of the agriculture resale accounts for classroom and shop supplies
- Purchase supplies and equipment for the classroom, office and shop facilities
- Inventory the supplies and equipment of the agriculture program
- Cooperate in maintaining, planning, and improving the physical facilities
- Complete and file required reports with the Department of Elementary and Secondary Education

DISCOVER THE POSSIBILITIES OF AGRICULTURAL EDUCATION

Agricultural education is an important component of public school instruction in every state of the United States and in five U.S. Territories. There are approximately 1,000,000 agricultural education students in the nation who are taught by nearly 12,000 secondary and two-year postsecondary teachers. It is estimated that the contact hours of in-school instruction in and about agriculture exceed 10 million annually. School-based agricultural education in the United States consists of three closely related components, including:

- 1) classroom/laboratory instruction
- 2) experiential learning/education
- 3) leadership development

The interaction of these three components helps to ensure students' career success or continuation with higher education related to agriscience and/or agribusiness following high school graduation.

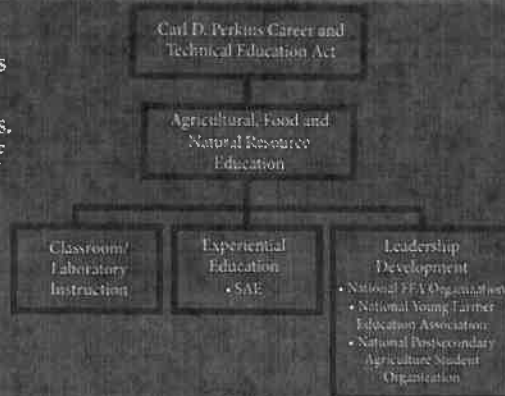
Classroom/Laboratory Instruction

Organized instruction is the classroom and laboratory component of agricultural education. This instruction may be carried out in a classroom, laboratory, greenhouse, or outdoor setting. Classroom and laboratory instruction include units based on natural and social sciences such as environmental science, agribusiness, natural resources, aquaculture, food science and safety, animal and plant sciences, entrepreneurship, and many other areas. However students enrolled in these courses have the unique opportunity to apply their core content concepts in an agriculturally related context. For example, when using the STEM model, a student learning about hydrogen and covalent bonding in chemistry is able to apply these concepts when examining the chemistry of food processing. By enhancing their core content knowledge base with agriculture, students gain the real-world experiences that enhance college and career readiness.



AGRICULTURAL EDUCATION

The Carl D. Perkins Career and Technical Education Act provides authorization and subsequent appropriations for CTE programs. Agricultural education, as part of our nation's career and technical education system is supported through this Act. To continue support for Agricultural education, please support Perkins authorizations and appropriations.



Experiential Learning/Education

One example of experiential education in agricultural education is usually offering supervised agricultural experience (SAE) programs. These projects allow students to gain the application of their knowledge and learning, outside the classroom environment. An SAE is under the supervision of the agriculture teacher, an employer or parents. There are various categories of SAE's from which students may choose. These may range from owning and operating their own business; working at a business, farm or organization to learn employability and industry skills; or engaging in independent research projects that enhance their learning. The interaction of the student, teacher, business site, and parent helps to ensure instruction is relevant to each individual student in his/her own learning environment. Agricultural education is preparing students for both college and careers far beyond the classroom.

Leadership Development

Leadership development, the third component of the overall agricultural education program, is provided through student organizations such as FFA, PAS (Postsecondary Agricultural Student Organization) and NYFEA (National Young Farmer Education Association). Student organization activities are designed to enrich the classroom/laboratory and SAE instructional components. Student organization activities provide students opportunities for leadership, personal growth, and career success. Through these organizations students have the opportunity to develop leadership and personal development skills that will help them succeed in the future. Students are also encouraged to participate in activities that highlight the success of their classroom and SAE experiences. These may include public speaking contests, agriculture sales and marketing, agricultural issues, food science, meat science, livestock judging and proficiency contests. Many members also have the opportunity to give back through service learning and development projects.

TO LEARN MORE PLEASE CONTACT

Dr. Wm. Jay Jackman, CAE
National Association of Agricultural Educators
300 Garrigus Building
Lexington, KY 40546-0215
(800) 509-0204 or (859) 257-2224
Fax: (859) 323-3919, Cell: (859) 619-4990
E-mail: JJackman.NAAE@uky.edu, Website: www.naae.org

Kent Schescke
National FFA Organization
1410 King Street
Alexandria, VA 22314
(703) 838-5883
Fax: (703) 838-5888, Cell: (317) 402-5079
E-mail: KSchescke@ffa.org, Website: www.ffa.org

YEAR END FUNDS

Academic Improvements

The following academic improvements were accomplished with the usage of year end funds.

- Modular classrooms (tables and equipment)
- Math program (books and supplementary materials)
- Science program (books and supplementary materials)
- Spanish Program (books and supplementary materials)
- Music instruments
- New whiteboards and screens
- Updated office furniture (Counselors Office, District Office)
- Updated and expanded laptops (Modular, math classrooms)
- Ebooks (History Department)
- CNC plasma cutter (Welding curriculum)
- Professional Development (literacy and curriculum development)
- Pottery wheels
- Cameras – Photography classes
- Physical Education minor equipment

Physical Improvements

The following physical improvements were accomplished with the usage of year end funds.

- New carpet(library computer lab)
- Updated cameras
- Bus cameras
- Entrance security
- FCS room remodel
- Classrooms, kitchen, rails, etc. painted
- Food service van purchase
- Front Parking area - paved
- Refurbish both gyms
- Painted Weight Room-Wrestling Room
- Replace heating valves-Boiler and pumps service
- Contracted floor wax removal

Vocational Rehab funds

The following have been purchased with Vocational Rehabilitation funds.

- Math curriculum
- exercise equipment(Adaptive PE)
- Curriculum for Intensified Reading Program
- Supplemental curriculum for identified students

3. Management and Organizational Leadership

- 3.1. Demonstrates a working understanding of and supports Board policies.
 - 3.2. Monitors and guides the action of the school to maintain consistency with Board policy.
 - 3.3. Communicates school policies to ensure responsible, effective and efficient school operation.
 - 3.4. Maintains high visibility throughout the school, school district and at activities.
 - 3.5. Maintains school in an optimum state of emergency planning and readiness.
 - 3.6. Consistently uses effective planning and communication skills.
 - 3.7. Provides regular and efficient communication.
 - 3.8. Uses effective conflict management practices.
 - 3.9. Excellent oral and written communications skills
 - 3.10. Articulates complex issues with clarity, empathy, and accuracy.
 - 3.11. Acts as the mediator, arbiter, or consultant as needs or circumstances arise.
 - 3.12. Demonstrates sound judgment and effective decision making.
 - 3.13. Demonstrates effective problem solving skills.
 - 3.14. Continuously and systematically strives to improve own performance
 - 3.15. Makes systematic use of annual staff feedback for self-assessment of own performance.

 - 3.16. Develops and implements strategies to increase student enrollment
 - 3.17. Demonstrates effective day-to-day building management and maintenance
 - 3.18. Please add constructive comments or information to support your choices:
-

MINUTES Jefferson High School Dist. 1

June 18, 2019

Regular Board Meeting

Board members present: Denise Brunett Cami Robson Kyrie Russ
Kevin Harris Bryher Herak

Board members absent: Larry Rasch

Administrators present: Tim Norbeck, Superintendent Lorie Carey, Business Manager
Aubrey Boline, Policy Maintenance

Visitors: Kasey Faur

~ ~ ~ ~ ~

CALL TO ORDER

Ms. Brunett called the meeting to order at 6:32 p.m. The attendees recited the pledge.

PUBLIC COMMENT None.

STUDENT REPORT None.

STAFF REPORT Mr. Smith gave a report about the increase in the number of computers acquired from State Surplus. Many of the rooms will have a dedicated computer cart and some rooms will share cabinets with one other room.

COMMITTEE REPORTS

Negotiations. Addressed below.

ADMINISTRATIVE REPORTS

Clerk/business manager. Ms. L. Carey gave a brief report on the MASBO summer conference.

Principal. In written form.

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

UNFINISHED BUSINESS None.

NEW BUSINESS

1. **Personnel.**
 - a. **Substitute applications.** None
 - b. **Superintendent evaluation** – None.
2. **Attendance Agreements** None.
3. **SRO update.** Mr. Norbeck gave a brief review. Ms. Brunett will set up a meeting with Sheriff Dolittle.
4. **SMA update.** Mr. Norbeck emailed to the board members the update given him by SMA.
5. **Eligibility policy. Handbook change.** Will go on July Agenda
6. **Lunch program change/adjustments** Ms. Pace from BES asked to meet. Ms. Brunett will be available to meet as well.
7. **Board self-evaluation.** Because the board members are relatively new to their positions, the clerk suggested that the board do a self-evaluation as a starting point. Mr. Norbeck will arrange a training for JHS and BES board members.
8. **Surplus list.** Ms. Robson moved to approve the list presented. Mr. Harris seconded the motion, which passed unanimously.
9. **BAT Collective Bargaining Agreement** No language changes were proposed. The committee agreed to present the following: Insurance at \$8997 Pacific Source and a 2.5% on the matrix.

Ms. Herak moved to accept the committee's recommendation. Ms. Russ seconded the motion, which passed unanimously.

10. **BACE Collective Bargaining Agreement** Language change to comply with state law, \$8997 insurance through Pacific Source, 3.5% on matrix, Mr. Harris moved to approve the BACE agreement as presented. Ms. Robson seconded the motion, which passed unanimously.
11. **Approval of trips (FCCLA & Drama)** Board approval of out-of-state trips. Ms. Robson moved to approve the FCCLA trip to Anaheim and the drama trip to Nebraska. Mr. Harrison seconded the motion, which passed unanimously.
12. **1st Reading of Policies** Mr. Harris moved to approve the policies as presented. Ms. Robson seconded the motion, which passed unanimously.
 - a. **5010 Equal Employment Opportunity and Non-discrimination**
 - b. **3225 Sexual Harassment, Sexual Intimidation, and Sexual Misconduct**
 - c. **1610 Annual Goals and Objectives**
 - d. **2410 Graduation Requirements**

LETTERS

Letter of interest in the trustee vacancy received from Buster Bullock

COMMENDATIONS Ms. Herak commended committee members who were so helpful to her in learning the ropes. Mr. Norbeck commended Ms. Layng and the students who participated in the teen mental health program. Ms. Herak suggested the board send the students a commendation letter. Mr. Norbeck commended the custodians for their summer work.

CONSENT AGENDA

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

FOLLOWUP/ADJOURNMENT

A special meeting will be held Friday June 21 or Tuesday June 25 to address the vacant position and the administrative contracts.

The meeting adjourned at 7:59 p.m.

Chair, Jefferson High School Board

Clerk, Jefferson High School Board

MINUTES

Jefferson High School Dist. 1
Special Meeting

June 25, 2019
JHS Board Meeting

Board members present:

Bryher Herak

Board members present on phone:

Denise Brunett

Kevin Harris

Larry Rasch

Cami Robson

Board member absent:

Kyrie Russ

Administrators/support present: **Tim Norbeck, Superintendent**
Lorie Carey, Business Manager

Mike Moodry, Principal

Visitors: **Kasey Faur, Buster Bullock**

CALL TO ORDER

Ms. Brunett called the meeting to order at 12:00 p.m. The pledge was said.

PUBLIC COMMENT

None.

NEW BUSINESS

Boulder Trustee Vacancy. Ms. Robson moved to appoint Buster Bullock to complete the 19/20 school year. Mr. Rasch seconded the motion. Ms. L. Carey explained to the members that Mr. Bullock was married to her husband's sister. This would preclude him for voting on anything that affected her salary or employment. The motion passed unanimously.

Administrative Contracts.

Ms. Robson moved to offer Mr. Moodry the standard administrative increase (calculated by the average increase in certified staff) and \$600 for cell phone use. Mr. Harris seconded the motion, which passed unanimously.

Ms. Robson moved to offer Mr. Alan Smith the standard administrative increase and flex time in the summer as approved by Mr. Norbeck. Mr. Rasch seconded the motion, which passed unanimously.

Ms. Robson moved to approve a 250-day contract including employee and spouse health, dental, and vision insurance and a 2.5% increase rather than the standard (which is around 5% for 19/20). Mr. Rasch seconded the motion. Mr. Norbeck asked whether the contract was for 1, 2, or 3 years. Ms. Robson amended her motion to include a 3-year contract. Mr. Rasch seconded the amendment. The motion passed unanimously.

Ms. Robson moved to offer the standard administrative increase with 4 additional days vacation leave, 1 day at Thanksgiving, 2 at Christmas, and 1 at Easter, and new language. Ms. Herak seconded the motion, which passed unanimously.

Ms. Robson moved to offer Aubrie Boline the standard administrative increase. Mr. Harris seconded the motion, which passed unanimously.

ADJOURNMENT

Adjournment. 12:24 p.m.

Chair, Jefferson High School Board

Clerk, Jefferson High School Board

07/12/19
13:42:35

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 6/19

Page: 1 of 7
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	
20054	45394S	4637 Mastercard	260.71					
1		077436 05/30/19 fuel	33.71	9531	201	999		910
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-610-910						
2		077436 05/30/19 fuel	9.95	8723	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-						
3		1-506129 06/04/19 saw/blade rent	19.56	8723	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-						
4		1-506129 06/04/19 blade	197.49	9540	201	999		910
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910						
20055	45395S	4786 MC Mastercard	113.01					
1		9529010 05/21/19 webcam/voice duo/printers	113.01	9222	215	999		244
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-660-244						
20056	45394S	4637 Mastercard	149.99					
1		5165 05/09/19 Peardeck apps	6.93	8721	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-						
2		5165 05/09/19 Peardeck	143.06	9540	201	999		910
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910						
20057	45394S	4637 Mastercard	477.45					
1		58904717 05/16/19 test	388.00	9540	201	999		910
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910						
2		6916677050 05/16/19 grad cards	84.99	9540	201	999		910
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910						
3		7255463 06/04/19 eraser	4.46	9540	201	999		910
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910						
20058	45394S	4637 Mastercard	257.17					
1		20045 05/03/19 band	114.44	9540	201	999		910
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910						
2		20045 05/03/19 band	5.03		201	710-3400		582
3		214020 05/03/19 band fest	137.70		201	710-3400		582
20059	45394S	4637 Mastercard	1,749.94					
1		203330 05/16/19 Track meals	276.75*		215	720-3500	582	139
2		184525 05/16/19 Track meals	252.78*		215	720-3500	582	139
3		195942 05/25/19 Track meals	129.50*		215	720-3500	582	139
4		70030 05/24/19 Track meals	296.59*		215	720-3500	582	139
5		19219 05/15/19 Track meals	91.97*		215	720-3500	582	139
6		223136 05/15/19 Track meals	366.27*		215	720-3500	582	139
7		30011 05/23/19 Track meals	239.75*		215	720-3500	582	139
8		095520 05/24/19 Track meals	52.97*		215	720-3500	582	139
9		094030 05/25/19 Track meals	43.36*		215	720-3500	582	139

07/12/19
13:42:35

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 6/19

Page: 2 of 7
Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
20060	45394S	4637 Mastercard	724.66						
1		192941 05/07/19 Golf meals	35.89*		215	720-3500	582	139	
2		184036 05/06/19 Golf meals	28.66*		215	720-3500	582	139	
3		122948 05/06/19 Cart fee	16.00*		215	720-3500	582	139	
4		131759 05/06/19 golf meals	56.00*		215	720-3500	582	139	
5		175045 05/15/19 golf meals	26.73*		215	720-3500	582	139	
6		134935 05/07/19 golf meals	40.00*		215	720-3500	582	139	
7		135938 05/13/19 golf meals	12.50*		215	720-3500	582	139	
8		05/13/19 golf lodging	508.88*		215	720-3500	582	139	
20061	45394S	4637 Mastercard	1,167.38						
1		150034 05/16/19 Tennis meals	39.50*		215	720-3500	582	139	
2		553 05/01/19 Tennis meals	73.69*		215	720-3500	582	139	
3		00034266 05/16/19 tennis parking	10.00*		215	720-3500	582	139	
4		2010 05/15/19 tennis meals	60.75*		215	720-3500	582	139	
5		0076 05/10/19 tennis meals	86.00*		215	720-3500	582	139	
6		9007 05/15/16 tennis lodging	426.51*		215	720-3500	582	139	
7		9007 05/15/16 tennis lodging	426.51*		215	720-3500	582	139	
8		41010 05/09/19 tennis meals	25.95*		215	720-3500	582	139	
9		145047 05/16/19 tennis meals	18.47*		215	720-3500	582	139	
20062	45394S	4637 Mastercard	1,918.15						
1		200741 05/24/19 Track meal AD	14.49*		215	720-3500	582	139	
2		212935 05/28/19 Track lodging	1,903.66*		215	720-3500	582	139	
20063	45386S	2717 CITY OF BOULDER	1,409.97						
1		6319 06/25/19 water	546.56		201	100-2600	421		
2		6319 06/25/19 sewer	765.44		201	100-2600	421		
3		6319 06/25/19 water outdoor	15.97		201	100-2600	421		
4		6319 06/25/19 water tennis court	34.16		201	100-2600	421		
5		6319 06/25/19 sewer tennis court	47.84		201	100-2600	421		
20064	45399S	1910 MT SCHOOL EQUIP	1,700.00						
1		225984 06/06/19 Bleacher repair	720.00	9188	215	999			244
		PO Accounting (Org/Prog/Func/Obj/Proj: -361-1000-660-244							
2		225984 06/06/19 Bleacher repair	980.00*		201	100-2600	440		
20065	45396S	2607 MCGRAW-HILL SCHOOL EDUCATION	4,491.85						
1		1084344840 06/10/19 corrective math materials	4,491.85*	9618	215	474-1000	640	244	
20066	45406S	1645 VERIZON WIRELESS	30.02						
1		9831501499 06/05/19 Counselor communications	30.02*		201	100-2100	530		

07/12/19
13:42:35

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 6/19

Page: 3 of 7
Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
20067	45400S	4375 NEOPOST USA INC	230.43					
1		56773822 06/12/19 postage	230.43*		215	100-1000	532	22
20068	45383S	3766 ACADIA MONTANA	1,582.90					
1		2996738 06/10/19 Altacare	1,548.11*		215	280-1000	330	524
2		3009691 06/17/19 Altacare	34.79*		215	280-1000	330	524
20069	45405S	4743 TRUGREEN	933.00					
1		216888 06/01/19 lawn care	933.00*		201	100-2600	440	
20070	45389S	5185 GALE PUBLISHING	1,312.50					
1		06/01/19 online reference	1,312.50		201	100-2220	680	
20071	45388S	5182 FORESTRY SUPPLIERS	29.08					
1		544066-00 06/04/19 Aquatic net	20.65	9460	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
2		544066-00 06/04/19 Aquatic net	8.43		201	100-1511	610	
20072	45387S	968 FLINN SCIENTIFIC INC.	324.59					
1		2351595 06/05/19 dishes, therm,cruc,frogs	324.59*		201	100-1512	610	
20073	45401S	1737 NORTHWESTERN RENERGY	5,133.03					
1		06/03/19 elec service	3,405.66		201	100-2600	412	
2		06/03/19 elec taxes	621.78		201	100-2600	412	
3		06/03/19 gas service	836.92		201	100-2600	411	
4		06/03/19 gas axes	268.67		201	100-2600	411	
20074	45398S	1830 MT SCHOOL BOARDS ASSOCIATION	300.00					
1		0001775 05/31/19 Strategic planning services	300.00*		201	100-2300	800	
20075	45404S	4370 STURDEVANT, DANIEL	349.86					
1		c88843 06/17/19 paint	349.86*		201	100-2600	610	
20076	45391S	157 HARDWARE HANK	420.07					
1		108168 06/17/19 Chemistry supplies	61.45	9469	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-						
2		107718 05/23/19 lag and eye screw	2.91*		201	100-2600	610	
3		108228 06/20/19 paint supplies	85.42*		201	100-2600	610	
4		108233 06/20/19 paint supplies	12.99*		201	100-2600	610	
5		108238 06/20/19 paint supplies	93.98*		201	100-2600	610	
6		108186 06/18/19 hose washer	1.49*		201	100-2600	610	
7		108167 06/17/19 spray paint	56.93*		201	100-2600	610	
8		107991 06/07/19 cleaner, trimmer line	25.48*		201	100-2600	610	
9		108116 06/14/19 paint supplies	79.42*		201	100-2600	610	

07/12/19
13:42:35

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 6/19

Page: 4 of 7
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		
20077	45393S	1451 L & P GROCERY	74.18						
1		01-804970 06/11/19 Chemistry supplies	8.18	9470	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-							
2		01-805726 06/12/19 bleach	4.33	9470	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-							
3		01-805726 06/12/19 bleach	61.67*		201	100-2600	610		
20078	45397S	4121 MT PCCLA	175.00						
1		1472 06/03/19 FCS summer meeting	152.75*		215	100-1710	582 203		
2		1472 06/03/19 FCS summer meeting	22.25*		215	100-1710	582 254		
20079	45403S	2421 STATE OF MONTANA SURPLUS	260.00						
1		13320 06/14/19 desk and 2 chairs	260.00		201	100-2600	660		
20080	45384S	5272 BIG SKY AUTO GLASS	312.00						
1		1-18887 06/18/19 Windshield dr. ed car	312.00*		218	100-1000	440		
20081	45390S	5201 GUARDIAN LIFE INSURANCE COMPANY OF	182.19						
1		July2019 06/12/19 Hohenthal	121.23		201	100-2600	260		
2		July2019 06/12/19 Foster	60.96		289	675			
20082	45402S	5021 PACIFIC SOURCE HEALTH PLANS	525.82						
1		1916500003 06/15/19 Ret. Prem - hohenthal	525.82		201	100-1000	260		
20083	45385S	4827 CITI BUSINESS VISA-Costco	1,305.97						
1		35958g 05/25/19 FCS Groceries Shopko	95.17	9473	201	999			
		CITI VISA- BUSINESS-Costco							
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
2		55183g 05/24/19 FCS Groceries Walmart	15.41	9473	201	999			
		CITI VISA- BUSINESS-Costco							
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
3		02-498229 05/21/19 FCS Groceries L&P	16.52	9473	201	999			
		CITI VISA- BUSINESS-Costco							
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
4		01-791413 05/22/19 FCS Groceries L&P	102.64	9473	201	999			
		CITI VISA- BUSINESS-Costco							
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
5		53242g 06/10/19 Serv Safe parking	10.00*		215	394-1710	582 254		
6		41917g 06/11/19 Serv Safe parking	10.00*		215	394-1710	582 254		
7		348351 06/11/19 Serv Safe lodging	157.14*		215	394-1710	582 254		
8		r8a08e 06/03/19 MASBO lodging 2020 dep	102.65*		215	100-2500	582 777		
9		7393869 06/04/19 books	0.25	9562	215	999	252		
		COPE24							
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1710-660-252							
10		7393869 06/04/19 books	0.02*	9602	215	474-1000	610 258		
		AMAZON.COM							
11		7393869 06/04/19 books	219.33*		201	100-1242	640		

07/12/19
13:42:35

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 6/19

Page: 5 of 7
Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
12		3175460 06/04/19 books	269.10*		201	100-1242	640	
13		140596 06/13/19 MASBO lodging 2019	307.74*		215	100-2500	582	777
20084	45392S	3715 JEFFERSON COUNTY	3,334.76					
1		May7 06/21/19 2019 Election	3,334.76		201	100-2500	310	
20085	45412S	5160 INFINITE CAMPUS	3,072.00					
1		ANNUAL0264 05/15/19 Yearly license and support	3,072.00*		201	100-2400	680	
20086	45409S	321 BRUCO, INC	2,821.50					
1		382041 06/24/19 South gym refinish	2,821.50*	9622	201	100-2600	440	
20087	45408S	5275 ASSOCIATED EMPLOYERS	675.00					
1		062619 06/26/19 hr CONTRACT SERVICE	675.00*	9638	201	100-2500	680	
20088	45410S	2152 CENTURY LINK	430.32					
1		061319 06/13/19 phone charges	430.32		201	100-2400	531	
20089	45415S	3194 MT DEPT OF LABOR & INDUSTRY	62.00					
1		24296 06/22/19 Boiler Cert Fee	31.00		201	100-2600	810	
2		24295 06/22/19 Boiler Cert Fee	31.00		201	100-2600	810	
20090	45411S	4827 CITI BUSINESS VISA-Costco	742.71					
1		07242g 06/25/19 FCS groceries	106.99	8620	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
2		60020g 06/25/19 FCS groceries	635.72	8620	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
20091	45411S	4827 CITI BUSINESS VISA-Costco	59.94					
1		064696 06/07/19 FCS groceries	59.94	8620	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
20092	45411S	4827 CITI BUSINESS VISA-Costco	62.17					
1		5004254 06/27/19 FCS supplies	53.28	8620	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
2		5961042 06/27/19 markers	8.89		201	100-1571	610	
20093	45407S	3766 ACADIA MONTANA	2,783.12					
1		3021063 06/24/19 Altacare	2,783.12*		215	280-1000	330	524
20094	45414S	4283 LYONS, BONNIE	415.00					
1		05/30/19 Individual transportation	415.00*		210	100-2700	514	

07/12/19
13:42:35

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 6/19

Page: 6 of 7
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
20095	45413S	4282 KONDA, STACEY	829.50					
1		05/31/19 Individual transportation	829.50*		210	100-2700	514	
20096	45416S	5198 SCHOOL FIX	539.21					
1		298454A 06/07/19 Class 1999 mat pd Senechal	539.21*		215	100-1000	610	111
		# of Claims 43	Total: 43,728.15					
			43,728.15					

07/12/19
13:42:35

JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 6/19

Page: 7 of 7
Report ID: AP110

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$25,327.24
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$1,244.50
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$16,783.45
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	\$312.00
289 RETIREE/COBRA INSURANCE FUND	
101	\$60.96
Total:	\$43,728.15

07/12/19
13:42:52

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 7/19

Page: 1 of 2
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	
20097	45417S	1828 MT HIGH SCHOOL ASSOCIATION	4,639.00						
1		07/01/19 sports dues	4,000.00*		201	720-3500	810		
2		07/01/19 liability catastrophe	498.00*		201	720-3500	810		
3		07/01/19 concussion fee	141.00*		201	720-3500	810		
20098	45418S	1830 MT SCHOOL BOARDS ASSOCIATION	2,314.00						
1		0000699 01/17/19 Dues	2,314.00*		201	100-2300	810		
20099	45420S	5008 n2Y STORE	186.42						
1		1005373 06/26/19 license renewal	186.42	9633	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-680-									
20100	45419S	2851 MT SCHOOLS PROPERTY & LIABILITY	27,011.00						
1		62119 06/21/19 Liability insurance	27,011.00*		201	100-2300	520		
20101		4639 WEX BANK	1,508.73						
1		59980555 06/30/19 drivers ed fuel	230.99		218	600			
2		59980555 06/30/19 fuel-cust,clerk,supt,ath	223.71		201	600			
3		59980555 06/30/19 due from BES	1,054.03		201	180			
# of Claims 5			Total: 35,659.15						
			35,659.15						

07/12/19
13:42:52

JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 7/19

Page: 2 of 2
Report ID: AP110

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$35,428.16
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	\$230.99
Total:	\$35,659.15

PERSONNEL

5010

Equal Employment Opportunity and Non-Discrimination

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

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

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

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

Cross Reference: 1700 Uniform Complaint Procedure

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

Policy History:

Adopted on: February 2007

Revised on: March 2018

Revision Note: 2018- Lines 17, 18, 35, and 36 added.

STUDENTS

3225
Page 1 of 2Sexual Harassment, Intimidation of Students and Sexual Misconduct

Sexual harassment ~~is, sexual intimidation, and sexual misconduct are~~ forms of ~~sex~~ discrimination and ~~are~~ prohibited. An employee, District agent, or student engages in sexual harassment, sexual intimidation, and sexual misconduct whenever that individual makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, electronic or physical contact or conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies, deprives, or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Denying, depriving or limiting the provision a student of educational aid, benefits, services, opportunities, or treatment; or
 - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Sexual harassment, sexual intimidation and sexual misconduct prohibited by this policy includes verbal, electronic, or physical contact or conduct. The terms "intimidating," "hostile," "misconduct," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment, sexual intimidation and sexual misconduct include, but are not limited to, unwelcome or forceful 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.

Students who believe that they may have been sexually harassed or intimidated, or been subjected to sexual misconduct should consult a counselor, teacher, Title IX coordinator, or administrator, who will assist them in a complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment, misconduct, or intimidation may themselves be subject to discipline. The District will report any suspected child abuse or neglect to proper authorities in accordance with District Policy 5232. 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 District employee who is determined, after an investigation, to have engaged in sexual harassment, intimidation or misconduct will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment, intimidation or misconduct will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the District's discipline policy.

STUDENTS

3225

Page 2 of 2

Any person who knowingly makes a false accusation regarding sexual harassment, intimidation or misconduct likewise will be subject to disciplinary action up to and including discharge with regard to employees or suspension and expulsion with regard to students.

~~The District will make every effort to ensure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.~~

To the greatest extent possible, the District will treat complaints in a confidential manner. The District realizes that limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against an offender.

Any individual seeking further information should consult the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent will ensure that student and employee handbooks include the name, address, and telephone number of an individual responsible for coordinating District compliance efforts.

~~An individual with a complaint alleging a violation of this policy should follow the Uniform Complaint Procedure.~~

Cross Reference: 1700 Uniform Complaint Procedure
5232 Abused and Neglected Child Reporting

Legal References: Art. X, Sec. 1, Montana Constitution
§§ 49-3-101, et seq., MCA Montana Human Rights Act
Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.
34 CFR Part 106 Nondiscrimination on the Basis of Sex in
Education Programs or Activities Receiving
Federal Financial Assistance

Policy History:

Adopted on: February 2007

Revised on: July 2018

Revision note: Expanded Sexual Harassment to include Intimidation and Misconduct

THE BOARD OF TRUSTEES

1610

Annual Goals and Objectives

Each year, at the regular October Board meeting, the Board will formulate annual objectives for the District and will have available a written comprehensive philosophy of education with goals that reflect the District's philosophy of education. The philosophy of education and goals shall be in writing and shall be available to all.

At the conclusion of the year at the regular June Board meeting, the Superintendent or designee shall submit a report to the Board which reflects the degree to which annual objectives have been accomplished.

Legal Reference: 10.55.701, ARM Board of Trustees

Policy History:

Adopted on: February 2007

Revised on: February 15, 2011

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~~two (2422) 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.

1 _____ School District

R

2

3 **THE BOARD OF TRUSTEES**

1610

4

5 Annual Goals and Objectives

6

7 Each year, during the month of _____ (OPTIONAL), the Board will formulate or
8 review the annual objectives for the District and will have available a written
9 comprehensive philosophy of education with goals that reflect the District's philosophy of
10 education. The philosophy of education and goals shall be in writing and shall be available
11 to all.

12

13 ~~At the conclusion of the year, the Superintendent shall submit a report to the Board which~~
14 ~~reflects the degree to which annual objectives have been accomplished.~~

15

16 goals of the District that reflect the district's strategic plan of education. At the conclusion
17 of each school year, the [Superintendent] [Principal] shall report to the Board information
18 which reflects the accomplishments towards the goals of the District.

19

20 The Chairperson may appoint a committee of the Board, to include the [Superintendent]
21 [Principal] (CHOOSE) to annually review the goals and report to the Board.

22

23 Cross Reference: MTSBA Strategic Governance Policy Series – 1000SG

24

25 Legal Reference: 10.55.701(2)(a), ARM Board of Trustees

26

27 Policy History:

28 Adopted on:

29 Reviewed on:

30 Revised on:

1 School District

2
3 **INSTRUCTION**

2410P
page 1 of 2

4
5 High School Graduation Requirements

6
7 Publication of Graduation Requirements

8
9 Prior to registering in high school, each student will be provided with a copy of the current
10 graduation requirements. Graduation requirements shall also be included in the student
11 handbook.

12
13 Credits

14
15 Students shall be expected to earn a total of _____ units in order to complete graduation
16 requirements. Special education students who have successfully completed their IEP leading to
17 completion of high school will be awarded a diploma.

18
19 Waiver of Requirement

20
21 Graduation requirements generally will not be waived under any circumstances. However, in
22 rare and unique hardship circumstances, the principal may recommend and the Superintendent
23 approve minor deviation from the graduation requirements in accordance with state law.

24
25 Alternative Programs

26
27 Credit toward graduation requirements may be granted for planned learning experiences from
28 accredited programs, such as summer school, university courses, and correspondence courses.
29 Credit for work experience may be offered when the work program is a part of and supervised by
30 the school.

31
32 All classes attempted at _____ High School and all acceptable transfer credits shall be
33 recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as
34 such and utilized in the calculation of Grade Point Average and class rank. Credit shall be
35 awarded only once regardless of repetition of the course.

36
37 Dual Credit

38
39 Dual credit allows high schools students to simultaneously earn credit toward both a high school
40 diploma and college coursework that can lead to a postsecondary degree or certificate, or toward
41 transfer to another college. As noted in the Student Handbook, the District will assign the
42 grade given by CHOOSE OPTION 1 or 2: 1) the classroom teacher or 2) the college professor
43 to the student's report card. The primary purpose of offering dual credit courses is to deliver
44 high quality, introductory, college level courses to high-performing high school students. The
45
46

_____ School District has dual credit partnerships with [name of 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.

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

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 [high school principal] [superintendent] [administration] to recommend to the Board for early graduation 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:

Reviewed on:

Revised on:

2
3 STUDENTS

3225

page 1 of 2

4
5 Sexual Harassment, Sexual Intimidation and Sexual Misconduct

6
7 Sexual harassment, sexual intimidation, and sexual misconduct are forms of discrimination
8 and are prohibited. An employee, District agent, or student engages in sexual harassment,
9 sexual intimidation, and sexual misconduct whenever that individual makes unwelcome
10 advances, requests sexual favors, or engages in other verbal, non-verbal, electronic or physical
11 contact or conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- 12
13 1. Denies, deprives, or limits the provision of educational aid, benefits, services,
14 opportunities, or treatment, or that makes such conduct a condition of a student's
15 academic status; or
16
17 2. Has the purpose or effect of:
18
19 a. Substantially interfering with a student's educational environment;
20
21 b. Creating an intimidating, hostile, or offensive educational environment;
22
23 c. Denying, depriving, or limiting the provision of educational aid, benefits,
24 services, opportunities, or treatment; or
25
26 d. Making submission to or rejection of such unwelcome conduct the basis for
27 academic decisions affecting a student.
28

29 Sexual harassment, sexual intimidation and sexual misconduct prohibited by this policy
30 includes verbal, electronic, or physical contact or conduct. The terms "intimidating,"
31 "hostile," "misconduct," and "offensive" include conduct that has the effect of humiliation,
32 embarrassment, or discomfort. Examples of sexual harassment, sexual intimidation, and
33 sexual misconduct include but are not limited to unwelcome or forceful physical touching,
34 crude jokes or pictures, discussions of sexual experiences, pressure or requests for sexual
35 activity or favors, intimidation by words, actions, insults, or name calling, teasing related to
36 sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The
37 District will evaluate sexual harassment, sexual intimidation, and sexual misconduct in
38 light of all circumstances.
39

40 Students who believe that they may have been sexually harassed or intimidated should consult a
41 counselor, teacher, Title IX coordinator, or administrator, who will assist them in the complaint
42 process. Supervisors or teachers who knowingly condone or fail to report or assist a student to
43 take action to remediate such behavior of sexual harassment or intimidation may themselves be
44 subject to discipline. The District will report any suspected child abuse or neglect to proper
45 authorities in accordance with District Policy 5232. The District is authorized to report any
46 violation of this policy to law enforcement that is suspected to be a violation of state or
47 federal criminal laws.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to suspension and expulsion consistent with the District's discipline policy.

~~The District will make every effort to ensure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.~~

To the greatest extent possible, the District will treat complaints in a confidential manner. The District realizes that limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against an offender.

Any individual seeking further information should consult the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent will ensure that student and employee handbooks include the name, address, and telephone number of an individual responsible for coordinating District compliance efforts.

~~An individual with a complaint alleging a violation of this policy should follow the Uniform Complaint Procedure.~~

Any person who knowingly makes a false accusation regarding sexual harassment likewise will be subject to disciplinary action up to and including discharge with regard to employees or suspension and expulsion with regard to students.

Cross Reference: 1700 Uniform Complaint Procedure
5232 Abused and Neglected Child Reporting

Legal References: Art. X, Sec. 1, Montana Constitution – Educational goals and duties
§§ 49-3-101, et seq., MCA Montana Human Rights Act
Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.
34 CFR Part 106 Nondiscrimination on the basis of sex in
education programs or activities receiving
Federal financial assistance
10.55.701(1)(f), ARM Board of Trustees
10.55.719, ARM Student Protection Procedures
10.55.801(1)(a), ARM School Climate

Policy History:
Adopted on:

2
3 **PERSONNEL**

5010

4
5 Equal Employment Opportunity and Non-Discrimination

6
7 The District will provide equal employment opportunities to all persons, regardless of their race,
8 color, religion, creed, national origin, **genetic information**, sex, age, ancestry, marital status,
9 military status, citizenship status, use of lawful products while not at work, physical or mental
10 disability.

11
12 The District will make reasonable accommodation for an individual with a disability known to
13 the District, if the individual is otherwise qualified for the position, unless the accommodation
14 would impose undue hardship on the District.

15
16 A person with an inquiry regarding discrimination should direct their questions to the Title IX
17 Coordinator. A person with a specific written complaint should follow the Uniform Complaint
18 Procedure.

19
20 All complaints about behavior that may violate this policy shall be promptly investigated.

21
22 Retaliation against an employee who has filed a discrimination complaint, testified, or
23 participated in any manner in a discrimination investigation or proceeding is prohibited.

24
25 Cross Reference: 1700 Uniform Complaint Procedure

26
27 Legal Reference: Age Discrimination in Employment Act, 29 U.S.C. §§ 621, *et seq.*
28 Americans with Disabilities Act, Title I, 42 U.S.C. §§ 12111, *et seq.*
29 Equal Pay Act, 29 U.S.C. § 206(d)
30 Immigration Reform and Control Act, 8 U.S.C. §§ 1324(a), *et seq.*
31 Rehabilitation Act of 1973, 29 U.S.C. §§ 791, *et seq.*
32 **Genetic Information Nondiscrimination Act of 2008 (GINA)**
33 Title VII of the Civil Rights Act, 42 U.S.C. §§ 2000(e), *et seq.*; 29 C.F.R.,
34 Part 1601
35 Title IX of the Education Amendments, 20 U.S.C. §§ 1681, *et seq.*; 34
36 C.F.R., Part 106
37 Montana Constitution, Art. X, § 1 - Educational goals and duties
38 § 49-2-101, *et seq.*, MCA Human Rights Act
39 § 49-2-303, MCA Discrimination in Employment
40 § 49-3-102, MCA What local governmental units affected
41 §49-3-201, MCA Employment of state and local government
42 personnel.

43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on: