

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

**\* 6:30 p.m. October 20, 2020 \*                      REMOTE                      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.

*Due to COVID-19 public health concerns and the resulting Governor's emergency declaration, 3/29/20 Stay-At-Home Order, and social distancing restrictions, the public is prohibited from physically attending the meeting. As a result, the meeting will be conducted by electronic means. Members of the public will be able to observe and participate in the meeting using the following procedure.*

*Register in advance for this meeting:*

[https://zoom.us/join/joinMeeting?jmtk=JwkwfuihrzwuE9QG1\\_xoi6CowHn\\_v3iZ2qrP](https://zoom.us/join/joinMeeting?jmtk=JwkwfuihrzwuE9QG1_xoi6CowHn_v3iZ2qrP)

*After registering, you will receive a confirmation email containing information about joining 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** Policy

**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 act on items in a report unless the item appears as an action item in the new or unfinished business sections of the agenda.

1. Clerk/Business Manager
2. Principal/A.D.
3. Superintendent
  - a. Fall Enrollment
  - b. Facilities and Maintenance

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

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

1. Policies 1<sup>st</sup> reading
  - a. 3210 Equal Education, Nondiscrimination, & Sex Equity
  - b. 3225 Sexual Harassment of Students
  - c. 3225F Sexual Harassment Reporting/Intake Form for Students
  - d. 3225P Sexual Harassment Grievance Procedure – Students
  - e. 3226 Bullying/Harassment/Intimidation/Hazing
  - f. 3310 Student Discipline
  - g. 5010 Equal Employment Opportunity and Non-Discrimination
  - h. 5012 Sexual Harassment of Employees
  - i. 5012F Sexual Harassment Reporting/Intake Form for Employees
  - j. 5012P Sexual Harassment Grievance Procedure – Employees
  - k. 5015 Bullying/Harassment/Intimidation
2. Personnel – Action
  - a. Substitute applications – Marion, Youde
  - b. New positions – nurse (Rauch-Davis), para, custodian,
  - c. Superintendent Evaluation – possible closed session (Sept., Nov., Jan., March, May, July)
3. Approval of Attendance Agreements – AYA/Elk Park/North end
4. Approval of Individual Transportation Contract - Konda
5. Staff Appreciation
6. Instructional plan/evaluation
7. Board annual objectives

8. Count day
9. Activities Bus Update
10. District 5B Volleyball Tournament
11. Spectator Procedure update
12. Winter Sports Update
13. COVID update
14. Facility Update – survey

***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. Nov. – Superintendent’s administrative in-service program

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING November 17, 2020 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**

Buster Bullock, (Boulder area position)

Kyrie Russ, Vice-Chair (At-Large 2 position)

Justin Willcut (MT City area position)

Kevin Harris, (At-Large 1 position)

Cami Robson, 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 act 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

- 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.

work;

- Are proud to work here and of their contribution to the school;

– Are committed to continuing education and the use of best practices;

– Look at our District as a long-term career commitment;

**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.

and

– Feel confident about the Board's decisions and plans.

October 2020

## GENERAL REPORT ITEMS

### PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

### MASBO REGION 4

ASBO conference workshops were well-run. I can't say I was enamored with the beginning speaker or the closing actors.

### CURRENT OFFICE ITEMS

More grants mean more recordkeeping. ☹️ I'm currently spending some out and getting started on others.

### **Financial tidbit of the month:**

#### 3.10 Expenditure Account Structure

The accounting structure is designed to give the desired informational breakdown of expenditures and other financing sources. This structure includes the following dimensions to be reported into the state MAEFAIRS system. Alterations of local accounting structures should be discussed with software vendors to assure compliance with reporting into the MAEFAIRS system.

- |                                   |                      |
|-----------------------------------|----------------------|
| 1. Fund 3 Digits                  | 4. Program 3 Digits  |
| 2. Sub-fund 3 Digits              | 5. Function 4 Digits |
| 3. School Code 4 Digits           | 6. Object 3 Digits   |
| 7. Project Reporter Code 3 Digits |                      |

XXX	XXX	XXXX	XXX	XXXX	XXX	XXX
Fund	Sub-fund	School Code	Program	Function	Object	Project Reporter Code

**1. Fund** - The fund number detail 3-0200.10 SCHOOL FUND ACCOUNT STRUCTURE.

**2. Sub-fund** – This field is used only for the Building Reserve sub-fund code required to differentiate the four different sub-funds.

**3. School Code** – This field is used to denote an individual school unit. This field is necessary for school districts required to report school code level expenditures per ESSA guidelines. This four-digit field utilizes the OPI assigned school code.

**4. Program** - A program is a plan of activities and procedures designed to accomplish a predetermined objective or set of objectives. The program dimension provides the school district the framework to classify expenditures by program for cost determination purposes.

**5. Function** – This field refers to the purpose of an activity or program. It includes the area subfunctions, activities, and sub-activities performed to accomplish general objectives. Expenditures are classified by function to provide comparability between communities and states and to assist in decision making.

**6. Object** - refers to the good or service obtained.

**7. Project Reporter Code (PRC)** - The project reporter code permits a school district to separately track

expenditures to meet a variety of specialized reporting requirements at local, state, and federal levels. A unique project reporter code should be assigned to the revenue and expenditure accounts used to account for each grant or project. This code permits the user to relate expenditures to a specific revenue source. It is designed specifically for state and federal grants but may be used to track local projects within a fund. The PRC is required in the Miscellaneous Fund.

**JHS expenditure lines on reports show fund, program, function, object, and PRC (if necessary).**



October 20, 2020

Principals Report--Mr. Mike Moodry

Student Count w/AYA= 286

### **Academics**

The first quarter mid-term showed some student deficiencies. We are modifying our Enrichment procedure to require students with missing assignments to attend until their assignments are caught up. We have 45% of remote students who had 2 or more F's at mid-term. We are contacting parents and scheduling meetings with struggling remote students to create plans of how to catch them up.

### **Discipline and Attendance**

Our attendance percentage was 93% as of 10/16/2020 as compared to 96% in the 2019-20 school year during the same time period. We made modifications to how we track attendance with permanent and temporary remote students to get a more accurate count compared to previous years. We have had 10 discipline events thus far this year compared to 12 during the same time period last year.

### **Activities**

Fall sports are winding down and gearing up for postseason. The cheer team continues to improve with 12 athletes. The cross country team will have State in Kalispell on Saturday October 24. The volleyball team is undefeated (9-0) with one remaining match versus Manhattan on October 22. The football team is 2-4 with one remaining game with Manhattan on October 23.

Post-season events for football and volleyball are still to be determined. Football has an outside chance to make the playoffs. We have a number of proposals for volleyball, Mr. Norbeck will share at the meeting.

The MHSAA has delayed the start of winter sports. Practice will begin on December 1st with the 1st competition to begin after January 1.

### **Covid Update**

We continue to see exponential growth in our county and state. We have been making modifications to our procedure and protocols as we encounter unforeseen problems and enforcement issues.

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

**Superintendent's Report**

Date: October 20, 2020

Agenda Item: E-3

**3a-At Risk Coordinator Plan**

The At Risk Plan has been in place for the past 6 years and continues to provide support for students at risk. The plan will be incorporated with Montana Behavioral Institute (MBI), the Literacy Grant, Olweus Bullying Prevention, and graduate work taking place at JHS and shared with Altacare professionals working with the District. A new Altacare team is under development and will include a health care professional from AYA. Copies of the plan were provided in the September board packet.

**3b-Enrollment**

The enrollment for Jefferson High School has decreased for the 2020-21 school year. The current official enrollment is 286 full-time students and 6 part-time students. Last year the student population was 292. The numbers have held steady during these unique times.

**3c-Montana Council of Educational Leadership (MCEL)**

I attended the virtual MCEL Conference this past Thursday and Friday. Many of the sessions were dedicated to the issues surrounding Covid and schools. I will be sharing this information with staff as it pertains to them. The workshops are also recorded so I can go back and reference materials presented. There are also some training opportunities for staff.

**3d-Safety Procedure Manual**

Enclosed is the updated Safety Procedure Manual required by all schools in Montana. These updates will continually be monitored for accuracy.

**Recommendation**

Approve updated Safety Plan

**3e-Target Support and Improvement/Literacy Grant**

The Targeted Support and Improvement Grant funds have been used to address students needs associated with academic decline during remote learning. Initial Literacy Grant funds are being used to address IT supports for all students and using assessment data to determine applicable programs and supports to get students on track. A portion of funds go to Basin Elementary and have been used for consultant visits and programs developed by the JHS Instructional Coach.

### 3f-District 5B Volleyball

JHS has submitted a plan to host the 5B District Volleyball tournament. All Covid protocols will be in place and parallel the plan submitted for fall extra-curricular events that took place on the JHS facilities. The plan will need the approval of the Jefferson County Health Board.



# SAFETY PROCEDURE MANUAL

Revised 10/5/2020



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## COMMUNICATION PROCEDURE FOR PERSON IN CHARGE

**Fire.....225-4075**  
**Ambulance.....225-3196**  
**Sheriff.....225-4075**  
**Boulder Police.....225-3694**  
**Poison Control.....1-800-525-5042**

Inform dispatcher specifically where your command post is (the location where the Person in Charge or his/her designee can be found at all times). Remain there until help arrives.

If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a staff member along to serve as a liaison between the hospital and district administration, with instructions to relay progress reports as soon as possible.

<b>Immediately Report Crisis to:</b>	<b>Home</b>	<b>Cell</b>	<b>Office</b>
THE OFFICE OF SUPERINTENDENT <small>(If no answer, one of the principals)</small>	N/A	498-4539	225-3740
CHAIRPERSON OF THE SCHOOL BOARD			
RED CROSS (IF NECESSARY) WILL CONTACT			
<b>ADMINISTRATIVE CHAIN OF COMMAND</b>			
High School Emergencies			
Tim Norbeck	N/A	498-4539	225-3740

### MEDIA PROCEDURE

The only means to inform the general public is by the mass media (radio, television, newspapers, and social media).

We must provide prompt and accurate information. Any misinformation can create confusion. Isolated quotes from individuals are usually incomplete or misleading and therefore **MUST BE AVOIDED**.

PLEASE ALERT ALL STAFF TO THE FOLLOWING DIRECTIVE: After calling emergency series and following safety procedures for your building, it is imperative that employees IMMEDIATELY relay factual information regarding any emergency or disaster to the Superintendent's office. (This phone will ALWAYS be answered.) The Superintendent's office will notify other school district people determined necessary to respond to the emergency.

Superintendent, or their appointed designees will handle the release information. Please refer ALL media to them.

### BUILDING CHAIN OF COMMAND (Person in Charge)

	Home	Cell	Office
Tim Norbeck		498-4539	225-3740
Mike Moody		490-1816	225-3317
Dan Sturdevant		439-9297	225-3317

## **ALTERNATE SCHOOL LOCATIONS**

**(Except for Hazardous Materials, see Hazardous Materials Section for exceptions)**

The following locations have been secured for immediate, temporary housing of students before they are bused to another safe alternate site.

St. Catherine's Catholic Church	214 S Elder	225-3222
Boulder Elementary	205 S Washington	225-3316

The students will walk to these locations and then be bused to the fairgrounds until the emergency is over. If the emergency is resolved before the end of the school day, students will return to the school and school will be dismissed with the buses running as usual.

In the rare event an alternate site is needed, a phone call **MUST** be made to alert the people in the alternate facility. If the alternate location is not a school, a "Hold Harmless Agreement" will be signed by the school district and the property owner assuring them that students will be supervised by district employees while on the premises and the school has insurance to cover any injuries or property damage while the students are at their facility. The property owner, school, and administrative office will each have copies of the agreement.

Some Special Education students may need special transportation. Make arrangements following instructions under section "References Unique to Your Building."

## **JEFFERSON HIGH SCHOOL DISTRICT #1 HOLD HARMLESS AGREEMENT**

In consideration of the use of \_\_\_\_\_  
for a temporary shelter for school children during a School District determined emergency, Jefferson High School District #1 to defend and hold harmless for injuries or property damage arising out of such use. The coverage is to be in effect while students are at your location. The students will be supervised by District employees while on your premises.

You will be notified by the School District before any students are brought to your facility.

## **FIRE DRILL PROCEDURES**

1. At the sound of the fire alarm, all students must exit the building in a prompt, safe, and orderly fashion.
2. The first pupils outside must move away from the building so they do not block the exit from those following.
3. Teachers are responsible to see that students move away from the building, take roll call, and cross the street when necessary to clear the area.
4. The principal of the building will be responsible for preparing an evacuation diagram for each floor of the building under his/her supervision. It shall be posted on the wall in every classroom.

## **POLICY STATEMENT OF THE SUPERINTENDENT**

School authorities have both a moral obligation and a legal responsibility to provide for protection of public property and life, health and property to students, faculty and staff emergencies.

A comprehensive, concise and specific plan has been developed and coordinated to cover emergencies and will consist of a plan for the high school in Boulder, Montana.

Plans will include checklists and lines of succession and emergency assignments clearly designated. Consideration must also be given to security and preservation of essential records and sensitive areas such as boiler room and electrical panels.

See tab "Emergency Numbers-Communication Procedure" for the name of the Person in Charge to succeed me in the event of my absence or incapacitation.

This Crisis Procedure must be previewed and updated annually prior to the commencement of school in August. Any changes will be provided to the principal and must be reflected in all procedure manuals immediately.

Tim Norbeck, Superintendent

## **STATEMENT OF CIVIL DEFENSE DIRECTOR'S RESPONSIBILITY**

The Jefferson County Office of Disaster and Emergency Services (Civil Defense) will assist school officials in disaster awareness. Their responsibilities include:

1. Collection, analysis and dissemination of information concerning potential disasters.
2. Establishment of a warning system to assure that school officials receive immediate word of any situation that may cause a threat to the schools or their students.
3. Coordination of fire, sheriff, and other support for the schools, both in disaster planning and in the event of an actual disaster.
4. Assistance in the training of school personnel who may require special training as a result of their disaster response assignment.
5. Assistance in dealing with state or federal officials during the recovery phase.

## **POLICY STATEMENT OF THE PRINCIPAL**

Each school's Crisis Procedure plan will be updated yearly to better reflect the actions required to minimize the loss of life and injury to persons and to property.

The principal will be the planning coordinator and will involve the necessary staff to accomplish the objectives. Faculty responsibilities for implementation of the plan will be assigned by position.

Assignment of duties to specific individuals does not relieve other school employees from acting in their areas of responsibility in emergencies.

At least once a year, within one month after school commences, the principal will arrange for a faculty meeting for the purpose of reviewing the validity of the plan and to update the staff regarding new procedures.

A chain of command (Person in Charge) that will include names and phone numbers of the persons to succeed the principal in the event of his absence or incapacitation will be designated in writing on tab "Media Procedure-Building Chain of Command" and prominently displayed in the school office.

## **PRINCIPAL'S CHECKLIST**

1. Determine command post in your building (that location where Person in Charge or designee can be found at all times), usually the office so there is access to a telephone. Appoint a person to stay by the phone.
2. Assign written chain of command (Person in Charge) in your building and have posted in the building administrative office. Record names on the tab "Media Procedure—Building Chain of Command". Alert all personnel to their assignment.
3. Have first aid equipment and instruction in designated shelter area in your building.
4. Review teacher checklist with staff on a regular basis and be certain each teacher has a check list available at his/her desk in his/her classroom.
5. Review custodian checklist with staff on a regular basis and be certain each custodian has this list immediately available in his/her office.
6. In an emergency, see Chain of Command listed below for Person in Charge. It is mandatory that the Person in Charge be easily identified by wearing a "Person in Charge" badge (provided). Person in Charge will arrange for checking of all restrooms, vacant rooms and locker rooms.
7. Secretary will secure all records and office valuables in a safe place.
8. Confirm that roll count of students is received at command post.
9. If a student is released to an individual other than parent, get a signed statement from that person including the child's name, pickup time, the person picking up the student and the final designation.

Reference unique to your building: See final tab.

### **CHAIN OF COMMAND (PERSON IN CHARGE)**

Tim Norbeck, Superintendent 225-3740

Mike Moody 225-3317

**EMERGENCY MEMO**  
**JEFFERSON HIGH SCHOOL – BOULDER, MONTANA**

TO: All parents and/or Guardians of Jefferson High School  
FROM: Tim Norbeck, Superintendent of Schools  
RE: Emergency Procedures for Jefferson High School

Jefferson High School District #1 has just updated the Crisis Procedure manual that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, bus or by transportation provided by parents.

It is impossible to foresee all the potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. It will cause inconvenience for all of us. The responsibilities are shared by school, staff and parents.

IN MOST EMERGENCIES YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL HE/SHE ATTENDS. IN THE RARE EVENT OF AN EMERGENCY AFFECTING THE SCHOOL YOUR CHILD ATTENDS THAT PROHIBITS RE-ENTRY TO THE BUILDING (SUCH AS A BROKEN GAS OR WATER MAIN, A FIRE OR A SUDDEN LOSS OF UTILITIES IN BAD WEATHER) STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO THAT SCHOOL'S ALTERNATE SITE, OR ANOTHER SAFE SITE TO BE ANNOUNCED AT THE TIME.

We ask you to follow this procedure if you hear rumors of any school emergency:

1. **TURN ON YOUR RADIO.** We will keep the media accurately informed of any emergency.

KBLL-AM/FM, 99.5 Helena

2. **PLEASE DO NOT COME TO THE SCHOOL.** Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:

- a. If, for any reason "school" must be evacuated during regular school hours, your child will be taken to and cared for at an alternate site.

- b. Stay tuned to the radio stations for updated, accurate reports and information provided by the school district administration concerning when and where to pick up your child.

## **TRANSPORTATION PROCEDURES**

In the event of a disaster or emergency, the Superintendent, acting under Board authority, may close the schools and arrange transportation for bus students. Schools affected will be advised by the Superintendent's office as to the option to exercise depending on the nature of the disaster.

### **OPTIONS:**

1. Immediate closure of specified schools and transportation of the students either to their homes or to alternate locations.
2. Placement of school buses at pre-determined schools in readiness to transport should the situation require.
3. Holding of students at schools and provision of shelter at the school.
4. Acceleration of regular transportation schedule (run the regular route but ahead of schedule with no deviations).

## **PUPIL DISMISSAL PROCEDURES**

Once the dismissal order is received from the proper school authority, the principal will:

1. Relay dismissal instructions to every classroom by most rapid and efficient means.
2. Review dismissal procedure already provided to parents to assure that it will be followed. This procedure should provide guidance regarding parents who have made special arrangements for care in the event the parents are not at home.
3. Designated school personnel will inspect the entire structure once dismissal is completed to assure the building is empty and any precautions dictated by the Fire Plan or other specific disaster plans are taken.
4. School principal may request assistance from Administration and or Department of Emergency Services to assure that students disperse from the school building to minimize hazards and reduce congestion.
5. All dealings with the news media and the public must be handled through the Superintendent's office.

## **CUSTODIAL CHECKLIST**

1. Cut off gas and water supplies immediately.
2. Cut off electricity, ONLY if directed to do so.
3. In the event of an earthquake or crisis that damages buildings, provide the person in charge with condition report and damage survey. Always send two people for initial damage assessment.

References unique to your building: see final tab.

**CHAIN OF COMMAND (people in charge)**

	Home	Cell	Office
Tim Norbeck		498-4539	225-3740
Mike Moodry		490-1816	225-3317
Dan Studevart		439-9297	225-3317

**TEACHER CHECKLIST**

**IF INDOORS:**

1. If advised by Person in Charge, stay in your room.
  - a. Immediately take roll count of students.
  
2. Take protective action if building is threatened.
  - a. Keep children away from windows and outside walls.
  - b. Take shelter under desks, tables and heavy furniture.
  - c. Move away from light fixtures and other suspended objects.
  - d. Shut off or disconnect any electrical or gas operated appliances.
  - e. Be alert to any developing threats such as broken water pipes or electrical wires.
  - f. Communicate roll count of students and situation to the Person in Charge.
  - g. Be prepared to evacuate if advised to do so.
  - h. If advised to evacuate, follow the fire drill plan.
  - i. EARTHQUAKE ONLY—Leave doors to room open to prevent jamming.
  - j. NUCLEAR WARNING—Move to inner core of building to the lowest level openings to the outside. Remember, SHIELDING IS REQUIRED.
  - k. PLANE CRASH—Be prepared to evacuate if advised to do so, following fire plans with possible modifications.

**IF OUTDOORS:**

1. EARTHQUAKE (can happen without warning)
  - a. Move away from building to open space.
  - b. Avoid overhead wires and utility poles.
  - c. Lie flat, face down. Wait for earth to stop moving. The rolling motion of the earth is frightening, but not dangerous.
  - d. Keep students assembled and take roll count of students. Be prepared to provide this information to the Person in Charge.
  - e. Do not light fires or touch any fallen wires.
  - f. Do not enter building until authorized to do so.

**SUDDEN LOSS OF UTILITIES IN SEVERE WEATHER**

1. When advised by Person in Charge, evacuate building.
2. Proceed to alternate site for your school.
3. If repairs cannot be made to the school to allow classes to resume, parents can pick up their children at the appropriate alternative site.



Information on where students may be picked up will be supplied by the

school district administration and will be broadcast on radio and television. The parents of students who are to walk or be bused home will be notified by phone. Parents of high school students driving their own vehicles will also be called.

KBLL-AM/FM 99.5 Helena  
KTVH-TV12 Helena

## **SEVERE STORM/OTHER WEATHER-RELATED EMERGENCIES**

1. If a severe storm or other weather-related emergency is forecast and has hit the area, the Superintendent of Schools will determine if school will open for the day.
2. Tune to the Boulder, Helena, and Butte radio stations for early morning reports.  
KDGZ-FM 98.3 Boulder  
KOPR-FM 94.1 Butte  
KBOW-AM 550 Butte  
KBLL-AM/FM 99.5 Helena
3. Other school district personnel not employed at elementary or secondary schools will be advised by the same radio report whether or not they are to report for work.
4. If a storm develops during the day, our primary means of warning of a severe storm or other weather-related emergency will be by the WEATHER ALERT WARNING radio. The Superintendent will determine the action to be taken and advise the principals. The news media will be informed by the school administrators of the procedures being followed. Bus Drivers will call parents of all students on their bus routes. In town students' parents will be advised to pick them up at school.

## **EARTHQUAKES**

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides.

The school staff and students should be guided by the following:

### **IF INSIDE:**

1. Don't panic. If protected from falling objects, the rolling motion of the earth is frightening but not dangerous.
2. To protect from falling objects, take cover in this manner:
  - a. Use triangle of safety.
  - b. If no cover is available, get against inside doorway or crouch against inside wall and cover head. Stay away from outside walls, windows or other expanses of glass.
3. All doors should be left OPEN to minimize jamming if the building shifts.
4. Stay put and take best cover. Do not attempt to run through building or outside because falling objects are found near outside doors and walls. If in a lavatory or other room with no desk or furniture, get against wall or inside doorway and crouch.

### **IF OUTSIDE:**

1. Move quickly away from building and away from overhead electrical wires.
2. Lie flat, face down, and wait for shocks to subside.
3. Take roll count of students and report to Person in Charge as soon as safe.
4. Do not attempt to enter building until authorized to do so.

5. Do not light fires or touch fallen wires.
6. Be alert for instructions from Person in Charge.

## **HAZARDOUS MATERIALS SPILL OR LEAK**

The main threats include toxic vapors or major fire explosions.

### **STUDENTS ARE INSIDE:**

1. Unless the threat is obvious or imminent, DO NOT EVACUATE THE BUILDING until advised by public safety official in charge.
2. Close all doors and windows and turn off heating or ventilation equipment (try to make the building an airtight environment).
3. If evacuation is required, direct all evacuees out of the downwind side of the building.
4. Evacuees will walk or use provided transportation-NO PRIVATE VEHICLES.
5. Alternate sites will depend on the distance needed for safe refuge, the wind direction and may not be the normally designated building(s).

### **STUDENTS ARE OUTSIDE:**

1. If outside, move the students upwind if possible.
2. Don't step in or get near any spilled materials.
3. Follow directions of public safety official in charge.

## **UNEXPECTED EXPLOSIONS**

1. When advised by Person in Charge, evacuate building using fire drill plan, with possible modifications.
2. Proceed to alternate site for your school (See Alternate School Location tab).
3. If possible, students will be sent home by walking or bus, or parents can pick them up at the alternate location. Information on the picking up of students will be supplied by the school administration and broadcast on radio and television.

## **TORNADO**

While considered a remote possibility, tornadoes have occurred in the Townsend area and must be included in the overall Crisis Procedure Plan.

Information regarding tornadoes will be broadcast on the Weather Alert Warning radio.

occur.

2. **TORNADO WARNING**—means a funnel cloud has actually been sighted. The approximate location and direction of travel is usually given when the warning is broadcast.

The best shelter from a tornado is a specially constructed fallout shelter. Lacking this, a steel framed or reinforced concrete structure is best. If this type structure is not available, take these precautions:

1. Stay away from windows.
2. Get beneath heavy furniture. Otherwise, lay face down, head covered, along the wall of an interior hallway on the lowest floor available.
3. Avoid auditoriums, gyms or any room with a wide free span roof.
4. If a tornado strikes the building, follow the same procedure that is used after an earthquake when the tornado passes.

## **FLOODS**

In general, there will be advance warning of an impending flood.

**The following guidelines will be used:**

1. Notify the principal or PERSON IN CHARGE.
2. Notify necessary emergency services.
3. Notify the Superintendent's office of the probable flood situation.

**The teachers will attend to the welfare of their students:**

1. Prepare to evacuate to alternate sites, if informed to do so.
2. Coordinate efforts for transportation of students.
3. If time allows secure individual classroom area.
  - a. Put all books, materials and equipment on shelving.
  - b. Empty file cabinets.
  - c. Empty desks (students take book with them).

**The principal or their designee will:**

1. Coordinate efforts with the Superintendent's office to inform parents regarding the flood situation and the status of the students. Local, Helena and Butte radio numbers stations will be utilized.

KDGZ-FM, 98.3, Boulder(Superintendent of Schools will take care of this notification)  
KOPR-FM, 94.1 Butte at (406) 494-9999  
KBOW-AM, 550 Butte at (406) 494-3699  
KBLL-AM/FM, 99.5 Helena at (406) 449-7791  
KTVH-TV 12 Helena at (406) 457-1212

2. Notify utility company and request all power and gas be shut off.

## **PLANE CRASH**

Be prepared to evacuate, if advised to do so, following fire drill plan, with possible modifications.

## **NUCLEAR WARNING PROCEDURES**

1. The primary means of warning of a nuclear attack will be by the Weather Alert Warning radio located in the administration office of each building. TAKE IMMEDIATE PROTECTIVE ACTION.
2. In the event a Public Shelter (marked with a black and yellow "Fallout Shelter" sign) is not available, take the following steps:
  - a. Remember SHIELDING IS REQUIRED. This means to move to the center of the building of the lowest level (if there is more than one story) away from outside walls or any openings to the outside.
  - b. The heavier, thicker and denser the shielding materials are between you and the outside, the better the protection.
  - c. Radiation is carried by physical particles of dust or dirt. If you keep this dust and dirt out, you are minimizing the amount of radiation exposure.
  - d. If at all possible, keep a portable radio and monitor the Emergency Broadcast Station. If this is not possible, be alert to attempts by Civil Defense officials to get information to you.

## **BOMB THREAT PROCEDURES**

1. Use your Threat Call Checklist (see below).
2. Upon receipt of a bomb threat, the person receiving the call should make every attempt to:
  - a. Prolong the conversation as much as possible.
  - b. Identify background noises.
  - c. Note distinguished voice characteristics.

- e. Determine the caller’s knowledge of the facility.
  - f. DON’T HANG UP THE PHONE! (Use another phone to call authorities.)
3. The person receiving the call will immediately alert the sheriff at 911.
  4. The principal will confirm notification of the sheriff.
  5. The principal will decide whether to evacuate the school immediately.
  6. The bomb can be almost anything, ranging from the most overt bundle of dynamite and clock to cleverly concealed, perfectly ordinary objects. A briefcase, tool boxes and pieces of pipe have been used. You will be looking for something that doesn’t belong.
  7. If what appears to be a bomb is found, DO NOT TOUCH IT. The sheriff’s department will take charge.
  8. If the caller indicates a time the bomb is due to explode, and the principal determines the threat is valid, the standard fire drill with possible modifications will be announced for evacuation of the facility.
  9. Evacuate personnel at least 300 feet from the building. During inclement weather and a possible prolonged search, move students to your school’s alternate location (see alternate location tab).
  10. Check absentee list for possible clues to who might have phoned in the bomb scare.
  11. Attendance will be taken when the students are assembled away from school. Give roll count to Person in Charge.
  12. Alert office of Superintendent of Schools.

**IF BOMB THREAT CALL IS RECEIVED AT HIGH SCHOOL OR ELEMENTARY MAIN OFFICE:**

1. Use threat Call Checklists: DO NOT DISCONNECT INCOMING CALL LINES.
2. Immediately call the sheriff’s department at 911
3. Call the school involved.
4. Alert Office of Superintendent of Schools.

**BOMB THREAT—THREAT CALL CHECKLIST**

**DON’T HANG UP THE PHONE**

*(use another phone to call sheriff)*

Record the exact words used by caller.

**ASK**

- Is it a time bomb?
- How will you set off the bomb?
- What time is it set for?
- Where is it?
- What does it look like?
- Why are you doing this?
- Who are you?
- Who do you want to hurt?

**VOICE ON THE PHONE CHECKLIST:**

- |       |             |       |                   |       |        |
|-------|-------------|-------|-------------------|-------|--------|
| _____ | Man         | _____ | Woman             | _____ | Child  |
| _____ | Intoxicated | _____ | Speech Impediment | _____ | Accent |

\_\_\_\_\_ Other \_\_\_\_\_

**BACKGROUND NOISE CHECKLIST:**

_____ Music	_____ Children	_____ Talk
_____ Airplane	_____ Traffic	_____ Typing
_____ Machines	_____ Other	

**DO NOT HANG UP THE PHONE** (use another phone to call the sheriff at 225-4075)

Person receiving call, immediately notifies authorities and gives above information, then notify person in charge and alert Superintendent's office.

DATE: \_\_\_\_\_ Time of Call: \_\_\_\_\_

Distribute copies immediately as shown below:

cc: Immediate Supervisor  
Superintendent's Office

## SUICIDE

In the event of a suicide, the school's primary consideration is the prevention of additional suicides or attempted suicides. Treatment and care for students, especially those particularly affected, should continue for as long as it is needed. This longer term care should be developed on a case by case basis. The following plan is designed to meet the immediate needs of the student body in general.

The initial response upon verification of a suicide should be to protect the privacy of the family. The problems a family encounters take precedence over the curiosity of others. REQUIRE STATEMENTS REGARDING THE DEATH TO COME FROM THE DESIGNATED SPOKESPERSON.

### DAY ONE

1. Gather principals, counselors, and crisis team as identified by each school.
2. If needed, provide additional counselors from community resources:
3. Brief the teachers regarding the student's behavior to expect and how to deal with it (hand out suicide guidelines).
4. Provide rooms and additional staff for students who wish to talk as needed.
5. There would be an obvious void in the classroom with the student missing. Make a counselor available to follow the students schedule especially on the first day.
6. Send information home to parents concerning the situation and alert them to any danger of which they should be aware. Encourage parents to attend the funeral with their children.

### DAY TWO

1. Have counselors and community resources available to assist students or staff having a particularly difficult time with the tragedy.
2. Provide extra supervision in non-instructional areas such as:
  - a. restrooms

- b. locker rooms
  - c. areas of the school infrequently used
3. Provide phone number of counselors for further assistance.
  4. A district committee, made up of counselors, administrators, and other personnel with pertinent expertise, will meet to formulate follow-up procedures regarding the tragedy.

# NOTES

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STUDENTS

3210

Equal Education, Nondiscrimination and Sex Equity

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, OPTIONAL (recommended by committee) – gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity, or actual or potential marital or parental status.

No student, ~~on the basis of sex,~~ will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the district Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. The Board designates the following individual to serve as the District’s Title IX Coordinator:

Title: School Counselor  
Office address: 312 S. Main St. Boulder, MT 59632  
Email: joe.michaud@jhs.k12.mt.us  
Phone number: (406) 225-3317

Inquiries regarding discrimination on the basis of disability or requests for accommodation should be directed to the District Section 504 Coordinator. The Board designates the following individual to serve as the District’s Section 504 Coordinator:

Title: School Counselor  
Office address: 312 S. Main St. Boulder, MT 59632  
Email: joe.michaud@jhs.k12.mt.us  
Phone number: (406) 225-3317

~~Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator.~~ Any individual may file a complaint alleging violation of this policy, Policy 3200-Student Rights and Responsibilities, Policy 3225-Sexual Harassment/Intimidation of Students, or Policy 3226-Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1700-Uniform Complaint Procedure.

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

**STUDENTS**

3210

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

- Cross Reference: 1700 Uniform Complaint Procedure
- 3200 Student Rights and Responsibilities
- 3225 Sexual Harassment/Intimidation of Students
- 3226 Bullying/Harassment/Intimidation/Hazing

- Legal Reference: Art. X, Sec. 7, Montana Constitution- Nondiscrimination in education
- § 49-2-307, MCA Discrimination in education
- 24.9.1001, et seq., ARM Sex discrimination in education
- Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.
- 34 CFR Part 106 Nondiscrimination on the basis of sex in education programs or activities receiving Federal financial assistance

Policy History:

- Adopted on: February 2007
- Revised on: February 2018

STUDENTS

Sexual Harassment of Students, Intimidation, and Sexual Misconduct

The District does not discriminate on the basis of sex in any education program or activity that it operates. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District’s Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District’s Title IX Coordinator:

\_\_\_\_\_ Title: School Counselor  
\_\_\_\_\_ Office address: 312 S. Main St. Boulder, MT 59632  
\_\_\_\_\_ Email: joe.michaud@jhs.k12.mt.us  
\_\_\_\_\_ Phone number: (406) 225-3317

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone, or by electronic mail using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

For purposes of this policy and the grievance process, “sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or serve of the District on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
3. “Sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 24 USC12291(a)(8), or “stalking” as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for the investigation.

An individual is not required to submit a report of sexual harassment involving the Title IX Coordinator. In the event the Title IX Coordinator is responsible for or a witness to the alleged harassment, the individual may report the allegations to the building principal, superintendent, or other unbiased school official.

Retaliation Prohibited

STUDENTS

1  
2 The District prohibits intimidation, threats, coercion, or discrimination against any individual for  
3 the purpose of interfering with any right or privilege secured by Title IX or this policy, or  
4 because the individual has made a report or complaint, testified, assisted, or participated or  
5 refused to participate in any manner in an investigation proceeding or hearing, if applicable.  
6 Intimidation, threats, coercion, or discrimination, including charges against an individual for  
7 code of conduct violations that do not involve sex discrimination or sexual harassment, but arise  
8 out of the same facts or circumstances as a report or complaint of sex discrimination, or a report  
9 or formal complaint of sexual harassment, for the purpose of interfering with any right or  
10 privilege secured by Title IX or this part, constitutes retaliation.

11  
12 Confidentiality

13  
14 The district must keep confidential the identity of any individual who has made a report or  
15 complaint of sex discrimination, including any individual who has made a report or filed a  
16 formal complaint of sexual harassment, any individual who has been alleged to be the victim or  
17 perpetrator of conduct that could constitute sexual harassment, and any witness, except as may  
18 be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or  
19 to carry out the purposes of the Title IX regulations, including the conduct of any investigation,  
20 hearing, or judicial proceeding arising thereunder.

21  
22 Notice Requirements

23  
24 The District provides notice to applicants for admission and employment, students, parents, or  
25 legal guardians of elementary and secondary school students, employees and the union(s) with  
26 the name or legal title, office address, email address, and telephone number of the Title IX  
27 Coordinator and notice of the District grievance procedures and process, including how to report  
28 or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment  
29 and how the District will respond. The District also posts the Title IX Coordinator’s contact  
30 information and Title IX policies and procedures in a prominent location on the District website  
31 and in all handbooks made available by the District.

32  
33 Training Requirements

34  
35 The District ensures that Title IX Coordinators, investigators, decision-makers, and any person  
36 who facilitates an informal resolution process, receives training on the definition of sexual  
37 harassment, the scope of the District’s education program or activity, how to conduct an  
38 investigation and grievance process including hearings, appeals, and informal resolution  
39 processes, when applicable, and how to serve impartially including by avoiding prejudgment of  
40 the facts at issue, conflicts of interest, and bias. The District also ensures that decision-makers  
41 and investigators receive training on issues of relevance of questions and evidence, including  
42 when questions and evidence about the complainant’s sexual predisposition or prior sexual  
43 behavior are not relevant as set forth in the formal procedures that follow, and training on any  
44 technology to be used at a live hearing, if applicable. Investigators also receive training on issues  
45 of relevance to create an investigative report that fairly summarizes relevant evidence. All

## STUDENTS

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1 materials used to train individuals who receive training under this section must not rely on sex  
 2 stereotypes and must promote impartial investigations and adjudications of formal complaints of  
 3 sexual harassment and are made publicly available on the District's website.

4  
 5 Conflict of Interest and Bias

6  
 7 The District ensures that Title IX Coordinators, investigators, decision-makers, and any person  
 8 who facilitates an informal resolution process do not have a conflict of interest or bias for or  
 9 against complainants or respondents generally or an individual complainant or respondent.

10  
 11 Determination of Responsibility

12  
 13 The individual who has been reported to be the perpetrator of conduct that could constitute  
 14 sexual harassment is presumed not responsible for alleged conduct. A determination regarding  
 15 responsibility will be made by the decision-maker at the conclusion of the investigation in  
 16 accordance with the process outlined in Policy 3225P. No disciplinary sanctions will be imposed  
 17 unless and until a final determination of responsibility is reached.

18  
 19 ~~Sexual harassment, sexual intimidation, and sexual misconduct are forms of discrimination and~~  
 20 ~~are prohibited. An employee, District agent, or student engages in sexual harassment, sexual~~  
 21 ~~intimidation, and sexual misconduct whenever that individual makes unwelcome advances,~~  
 22 ~~requests sexual favors, or engages in other verbal, non-verbal, electronic or physical contact or~~  
 23 ~~conduct of a sexual or sex-based nature, imposed on the basis of sex, that:~~

24  
 25 ~~1. Denies, deprives, or limits the provision of educational aid, benefits, services,~~  
 26 ~~opportunities, or treatment, or that makes such conduct a condition of a student's~~  
 27 ~~academic status; or~~

28  
 29 ~~2. Has the purpose or effect of:~~

- 30  
 31 ~~a. Substantially interfering with a student's educational environment;~~  
 32 ~~b. Creating an intimidating, hostile, or offensive educational environment;~~  
 33 ~~c. Denying, depriving or limiting the provision of educational aid, benefits, services,~~  
 34 ~~opportunities, or treatment; or~~  
 35 ~~d. Making submission to or rejection of such unwelcome conduct the basis for~~  
 36 ~~academic decisions affecting a student.~~

37  
 38 ~~Sexual harassment, sexual intimidation and sexual misconduct prohibited by this policy includes~~  
 39 ~~verbal, electronic, or physical contact or conduct. The terms "intimidating," "hostile,"~~  
 40 ~~"misconduct," and "offensive" include conduct that has the effect of humiliation, embarrassment,~~  
 41 ~~or discomfort. Examples of sexual harassment, sexual intimidation and sexual misconduct~~  
 42 ~~include, but are not limited to, unwelcome or forceful touching, crude jokes or pictures,~~  
 43 ~~discussions of sexual experiences, pressure or requests for sexual activity or favors, intimidation~~  
 44 ~~by words, actions, insults, or name calling, teasing related to sexual characteristics, and~~  
 45 ~~spreading rumors related to a person's alleged sexual activities. The District will evaluate sexual~~

STUDENTS

~~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. 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.~~

~~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.~~

Cross Reference: 32101700 Equal Educational Opportunity, Nondiscrimination, and Sex Equity  
~~Uniform Complaint Procedure~~  
3225P5232 Sexual Harassment Procedures  
~~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  
Civil Rights Act, Title VI; 42 USC 2000d et seq.  
Civil Rights Act, Title VII; 42 USC 2000e et seq.  
Title IX of the Educational Amendments, Education Amendments of 1972,  
Title IX; 20 U.S.C. § 1681, et seq.

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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)(1), ARM

School Climate

Policy History:

Adopted on: February 2007

Revised on: July 2018, March 2020

*Revision note: Expanded Sexual Harassment to include Intimidation and Misconduct*

**HSexual Harassment Reporting/Intake Form for Students**

This form is not required. Complaints may be submitted in any manner noted in Policy 5012. The form may be used by the Title IX Coordinator to document allegations.

School \_\_\_\_\_ Date \_\_\_\_\_

Student's name \_\_\_\_\_

*(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)*

• Who was responsible for the harassment or incident(s)? \_\_\_\_\_

• Describe the incident(s). \_\_\_\_\_

• Date(s), time(s), and place(s) the incident(s) occurred. \_\_\_\_\_

• Were other individuals involved in the incident(s)?  yes  no  
If so, name the individual(s) and explain their roles. \_\_\_\_\_

• Did anyone witness the incident(s)?  yes  no  
If so, name the witnesses. \_\_\_\_\_

• Did you take any action in response to the incident?  yes  no  
If yes, what action did you take? \_\_\_\_\_

• Were there any prior incidents?  yes  no  
If so, describe any prior incidents. \_\_\_\_\_

Signature of complainant \_\_\_\_\_

Signatures of parents/legal guardians \_\_\_\_\_



1  
2  
3  
4  
5  
6  
7  
8  
9

Turn this form in to the principal or superintendent's office. The form, addressed to the principal or superintendent, may be placed in a blank sealed envelope if you wish to remain anonymous.

Retaliation is prohibited by federal law and district policy. The identity of the individual signing this form will remain confidential in accordance with law and policy.

Revised: May 15, 2012

1 Sexual Harassment Grievance Procedure – Students

2  
3 The Board requires the following grievance process to be followed for the prompt and equitable  
4 resolution of student complaints alleging any action that would be prohibited as sexual  
5 harassment by Title IX. The Board directs the process to be published in accordance with all  
6 statutory and regulatory requirements.

7  
8 Definitions

9  
10 The following definitions apply for Title IX policies and procedures:

11  
12 “Actual knowledge”: notice of sexual harassment or allegations of sexual harassment to the  
13 District’s Title IX Coordinator or any official of the District who has authority to institute  
14 corrective measures on behalf of the District, or to any employee of an elementary or secondary  
15 school.

16  
17 “Education program or activity”: includes locations, events, or circumstances over which the  
18 District exercised substantial control over both the individual who has been reported to be the  
19 perpetrator of conduct that could constitute sexual harassment, and the context in which the  
20 sexual harassment occurs.

21  
22 “Complainant”: an individual who is alleged to be the victim of conduct that could constitute  
23 sexual harassment.

24  
25 “Respondent”: an individual who has been reported to be the perpetrator of conduct that could  
26 constitute sexual harassment.

27  
28 “Formal complaint”: a document filed by a Complainant or signed by the title IX Coordinator  
29 alleging sexual harassment against a Respondent and requesting that the District investigate the  
30 allegation of sexual harassment.

31  
32 “Supportive measures”: non-disciplinary, non-punitive, individualized services offered as  
33 appropriate, as reasonably available and without fee or charge to the Complainant or Respondent  
34 before or after the filing of a formal complaint or where no formal complaint has been filed.

35  
36 District Requirements

37  
38 When the District has actual knowledge of sexual harassment in an education program or activity  
39 of the District, the District will respond promptly in a manner that is not deliberately indifferent.  
40 When the harassment or discrimination on the basis of sex does not meet the definition of sexual  
41 harassment, the Title IX Coordinator will direct the individual to the applicable sex  
42 discrimination process of investigation.

43

1 The district treats individuals who are alleged to be the victim (Complainant) and perpetrator  
2 (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive  
3 measures. Supportive measures are designed to restore or preserve equal access to the District's  
4 education program or activity without unreasonably burdening the other party, including  
5 measures designed to protect the safety of all parties or the District's educational environment, or  
6 deter sexual harassment. Supportive measures may include counseling, extensions of deadlines  
7 or other course-related adjustments, modifications of work or class schedules, mutual restrictions  
8 on contact between the parties, leaves of absence, increased security and monitoring of certain  
9 areas of the District's property, campus escort services, changes in work locations, and other  
10 similar measures.

11  
12 The Title IX Coordinator is responsible for coordinating the effective implementation of  
13 supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly  
14 contact the Complainant to discuss the availability of supportive measures, consider the  
15 Complainant's wishes with respect to supportive measures, inform the Complainant of the  
16 availability of supportive measures with or without the filing of a formal complaints, and explain  
17 to the Complainant the process for filing a formal complaint. If the District does not provide the  
18 Complainant with supportive measures, then the District must document the reasons why such a  
19 response was not clearly unreasonable in light of the known circumstances.

20  
21 Timelines

22  
23 The District has established reasonably prompt time frames for the conclusion of the grievance  
24 process, including time frames for filing and resolving appeals and informal resolution processes.  
25 The grievance process may be temporarily delayed or extended for good cause. Good cause may  
26 include considerations such as the absence of a party, a party's advisor, or a witness; concurrent  
27 law enforcement activity; or the need for language assistance or accommodation of disabilities.  
28 In the event the grievance process is temporarily delayed for good cause, the District will provide  
29 written notice to the Complainant and the Respondent of the delay or extension and the reasons  
30 for the action.

31  
32 Response to a Formal Complaint

33  
34 At the time of filing a formal complaint, a Complainant must be participating in or attempting to  
35 participate in the education program or activity of the District with which the formal complaint is  
36 filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by  
37 electronic mail, or other means designated by the District.

38  
39 The District must follow the formal complaint process before the imposition of any disciplinary  
40 sanctions or other actions that are not supportive measures. However, nothing in this policy  
41 precludes the District from removing a Respondent from the District's education program or  
42 activity on an emergency basis, provided that the District undertakes an individualized safety and  
43 risk analysis, determines that an immediate threat to the physical health or safety of any student  
44 or other individual arising from the allegations of sexual harassment justifies removal, and

1 provides the Respondent with notice and an opportunity to challenge the decision immediately  
2 following the removal. A period of removal may include the opportunity for the student to  
3 continue instruction in an offsite capacity. The District may also place a non-student employee  
4 Responded on administrative leave during the pendency of the grievance process. This provision  
5 may not be construed to modify any rights under the Individuals with Disabilities Education Act,  
6 Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

7  
8 Upon receipt of a formal complaint, the District must provide written notice to the known parties  
9 including:

- 10  
11 1. Notice of the allegations of sexual harassment, including information about the  
12 identities of the parties involved in the incident, the conduct allegedly constituting  
13 sexual harassment, the date and location of the alleged incident, and any sufficient  
14 details known at the time. Such notice must be provided with sufficient time to  
15 prepare a response before any initial interview;
- 16  
17 2. An explanation of the District's investigation procedures, including any informal  
18 resolution process;
- 19  
20 3. A statement that the Respondent is presumed not responsible for the alleged conduct  
21 and that a determination regarding responsibility will be made by the decision-maker  
22 at the conclusion of the investigation;
- 23  
24 4. Notice to the parties that they may have an advisor of their choice who may be, but is  
25 not required to be, an attorney, and may inspect and review any evidence; and
- 26  
27 5. Notice to the parties of any provision in the District's code of conduct or policy that  
28 prohibits knowingly making false statements or knowingly submitting false  
29 information.

30  
31 If, in the course of an investigation, the District decides to investigate allegations about the  
32 complainant or Respondent that are not included in the notice initially provided, notice of the  
33 additional allegations must be provided to known parties.

34  
35 The District may consolidate formal complaints as to allegations of sexual harassment against  
36 more than one Respondent, or by more than one Complainant against one or more Respondents,  
37 or by one party against the other party, where the allegations of sexual harassment arise out of  
38 the same facts or circumstances.

39  
40 Investigation of a Formal Complaint

41  
42 When investigating a formal complaint and throughout the grievance process, the District must:  
43

- 1           1. Ensure that the burden of proof and the burden of gathering evidence sufficient to  
2           reach a determination regarding responsibility rests on the District and not the parties;  
3
- 4           2. Provide an equal opportunity for the parties to present witnesses and evidence;  
5
- 6           3. Not restrict either party's ability to discuss the allegations under investigation or to  
7           gather and present relevant evidence;  
8
- 9           4. Allow the parties to be accompanied with an advisor of the party's choice who may  
10           be, but is not required to be, an attorney. The District may establish restrictions  
11           regarding the extent to which the advisor may participate in the proceedings, as long  
12           as the restrictions apply equally to both parties;  
13
- 14           5. Provide written notice of the date, time, location, participants, and purpose of any  
15           interview or meeting at which a party is expected to participate, with sufficient time  
16           for the party to prepare to participate;  
17
- 18           6. Provide the parties equal access to review all the evidence collected which is directly  
19           related to the allegations raised in a formal complaint and comply with the review  
20           periods outlined in this process;  
21
- 22           7. Objectively evaluate all relevant evidence without relying on sex stereotypes;  
23
- 24           8. Ensure that Title IX Coordinators, investigators, decision-makers, and individuals  
25           who facilitate an informal resolution process do not have a conflict of interest or bias  
26           for or against Complainants or Respondents generally or an individual Complainant  
27           or Respondent;  
28
- 29           9. Not make creditability determinations based on the individual's status as  
30           Complainant, Respondent, or witness;  
31
- 32           10. Not use questions or evidence that constitute or seek disclosure of privileged  
33           information unless waived.  
34

Dismissal of Formal Complaints

If the conduct alleged in the formal complaint would not constitute sexual harassment, even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy.

The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any time during the investigation or hearing, if applicable, when any of the following apply:

- 1 1. A Complainant provides written notification to the Title IX Coordinator that the  
2 Complainant would like to withdraw the formal complaint or any allegations therein;  
3
- 4 2. The Respondent is no longer enrolled or employed by the District; or  
5
- 6 3. Specific circumstances prevent the District from gathering evident sufficient to reach  
7 a determination as to the formal complaint or allegations therein.  
8

9 Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the  
10 reasons for dismissal simultaneously to both parties.

11  
12 Evidence Review

13  
14 The District provides both parties an equal opportunity to inspect and review any evidence  
15 obtained as part of the investigation so that each party can meaningfully respond to the evidence  
16 prior to the conclusion of the investigation. The evidence provided by the District must include  
17 evidence that is directly related to the allegations in the formal complaint, evidence upon which  
18 the District does not intend to rely in reaching a determination regarding responsibility, and any  
19 inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to  
20 completion of the investigative report, the Title IX Coordinator must send to each party and the  
21 party's advisor, if any, the evidence subject to inspection and review in an electronic format or a  
22 hard copy. The parties have 10 calendar days to submit a written response to the Title IX  
23 Coordinator, which the investigator will consider prior to completion of the investigative report.  
24

25 Investigative Report

26  
27 The investigator must prepare an investigative report that fairly summarizes relevant evidence  
28 and send the report of the title IX Coordinator. The Title IX Coordinator must send to each party  
29 and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for  
30 their review and written response. The parties have 10 calendar days to submit a written response  
31 to the Title IX Coordinator.  
32

33 Decision-Maker's Determination

34  
35 The investigative report is submitted to the decision-maker. The decision-maker cannot be the  
36 same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a  
37 hearing or make a determination regarding responsibility until 10 calendar days from the date the  
38 Complainant and Respondent receive the investigator's report.  
39

40 Prior to reaching a determination regarding responsibility, the decision-maker must afford each  
41 party the opportunity to submit written, relevant questions that a party wants asked of any party  
42 or witness, provide each party with the answers, and allow for additional, limited follow-up  
43 questions from each party. Questions and evidence about the Complainant's sexual  
44 predisposition or prior sexual behavior are not relevant, unless such questions and evidence

1 about the Complainant's prior sexual behavior are offered to prove that someone other than the  
2 Respondent committed the conduct alleged by the Complainant, or if the questions and evidence  
3 concern specific incidents of the Complainant's prior sexual behavior with respect to the  
4 respondent and are offered to prove consent. Questions must be submitted to the Title IX  
5 Coordinator within three calendar days from the date the Complainant and Respondent receive  
6 the investigator's report.

7  
8 The decision-maker must issue a written determination regarding responsibility based on a  
9 preponderance of the evidence standard. The decision-maker's written determination must:

- 10  
11 1. Identify the allegations potentially constituting sexual harassment;
- 12  
13 2. Describe the procedural steps taken, including any notifications to the parties,  
14 interviews with the parties and witnesses, site visits, methods used to gather evidence,  
15 and hearings held;
- 16  
17 3. Include the findings of fact supporting the determination;
- 18  
19 4. Draw conclusions regarding the application of any District policies and/or code of  
20 conduct rules to the facts;
- 21  
22 5. Address each allegation and a resolution of the complaint including a determination  
23 regarding responsibility, the rationale therefor, any recommended disciplinary  
24 sanction(s) imposed on the Respondent, and whether remedies designed to restore or  
25 preserve access to the educational program or activity will be provided by the District  
26 to the Complainant; and
- 27  
28 6. The procedures and permissible bases for the Complainant and/or Respondent to  
29 appeal the determination.

30  
31 A copy of the written determination must be provided to both parties simultaneously, and  
32 generally will be provided within 60 calendar days from the District's receipt of a formal  
33 complaint.

34  
35 The determination regarding responsibility becomes final either on the date that the District  
36 provides the parties with the written determination of the result of the appeal, if an appeal is  
37 filed, or, if an appeal is not filed, the date on which an appeal would no longer be considered  
38 timely.

39  
40 Where a determination of responsibility for sexual harassment has been made against the  
41 Respondent, the District will provide remedies to the Complainant that are designed to restore or  
42 preserve equal access to the District's education program or activity. Such remedies may include  
43 supportive measures; however, remedies need not be non-disciplinary or non-punitive and need  
44 not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective

1 implementation of any remedies. Following any determination of responsibility, the District may  
2 implement disciplinary sanctions in accordance with State or Federal law and/or the negotiated  
3 agreement. For students, the sanctions may include disciplinary action, up to and including  
4 permanent exclusion.

5  
6 Appeals

7  
8 Either the Complainant or Respondent may appeal the decision-maker's determination regarding  
9 responsibility or a dismissal of a formal complaint on the following bases:

- 10  
11 1. Procedural irregularity that affected the outcome of the matter;
- 12  
13 2. New evidence that was not reasonably available at the time that could affect the  
14 outcome; and
- 15  
16 3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or  
17 bias for or against Complainants or Respondents generally or an individual  
18 Complainant or Respondent that affected the outcome.

19  
20 The request to appeal must be made in writing to the Title IX Coordinator within seven calendar  
21 days after the date of the written determination. The appeal decision-maker must not have a  
22 conflict of interest or bias for or against Complainants or Respondents generally or an individual  
23 Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the  
24 decision-maker from the original determination.

25  
26 The appeal decision-maker must notify the other party in writing when an appeal is filed and  
27 give both parties a reasonable equal opportunity to submit a written statement in support of, or  
28 challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a  
29 written decision describing the result of the appeal and the rationale for the result. The decision  
30 must be provided to both parties simultaneously, and generally will be provided within 10  
31 calendar days from the date the appeal is filed.

32  
33 Informal Resolution Process

34  
35 Except when concerning allegations that an employee sexually harassed a student, at any time  
36 during the formal complaint process and prior to reaching a determination regarding  
37 responsibility, the District may facilitate an informal resolution process, such as mediation, that  
38 does not involve a full investigation and determination of responsibility, provided that the  
39 District:

- 40  
41 1. Provides to the parties a written notice disclosing:
  - 42  
43 a. The allegations;

44



1           b. The requirements of the informal resolution process including the  
2           circumstances under which it precludes the parties from resuming a formal  
3           complaint arising from the same allegations provided, however, that at any  
4           time prior to agreeing to a resolution, any party has the right to withdraw from  
5           the informal resolution process and resume the Title IX formal complaint  
6           process with respect to the formal complaint; and

7  
8           c. Any consequences resulting from participating in the informal resolution  
9           process, including the records that will be maintained or could be shared.

10  
11           2. Obtains the parties' voluntary, written consent to the informal resolution process.

12  
13           The informal resolution process generally will be completed within 30 calendar days, unless the  
14           parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process.  
15           The formal grievance process timelines are stayed during the parties' participation in the  
16           informal resolution process. If the parties do not reach resolution through the informal resolution  
17           process, the parties will resume the formal complaint grievance process, including timelines for  
18           resolution, at the point they left off.

19  
20           Recordkeeping

21  
22           The District must maintain for a period of seven years records of:

23  
24           1. Each sexual harassment investigation, including any determination regarding  
25           responsibility, any disciplinary sanctions imposed on the Respondent, and any  
26           remedies provided to the Complainant designed to restore or preserve equal access to  
27           the District's education program or activity;

28  
29           2. Any appeal and the result therefrom;

30  
31           3. Any informal resolution and the result therefrom; and

32  
33           4. All materials used to train Title IX Coordinators, investigators, decision-makers, and  
34           any person who facilitates an informal resolution process. The District must make  
35           these training materials publicly available on its website.

36  
37           The District must create, and maintain for a period of seven years, records of any actions,  
38           including any supportive measures, taken in response to a report or formal complaint of sexual  
39           harassment. In each instance, the District must document the basis for its conclusion that its  
40           response was not deliberately indifferent, and document that it has taken measure designed to  
41           restore or preserve equal access to the District's education program or activity.

42  
43  
44

Jefferson High School District #1

STUDENTSSECTION

3225PPolicy#

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1 Cross Reference: Policy 3210 Equal Education, Nondiscrimination,  
2 and Sex Equity  
3 Policy 3225 Sexual Harassment  
4 Policy 3310 Student Discipline

5  
6 Legal Reference: Art. X, Sec. 1, Montana Constitution – Educational goals and  
7 duties  
8 Section 49-3-101, et seq., MCA, Montana Human Rights Act  
9 Civil Rights Act, Title VI; 42 USC 2000d et seq.  
10 Civil Rights Act, Title VII; 42 USC 2000e et seq.  
11 Education Amendment of 1972, Title IX; 20 USC 1681 et seq.  
12 Section 20-5-201, MCA Duties and Sanctions  
13 Section 20-5-202, MCA, Suspension and Expulsion  
14 34 CFR Part 106 Nondiscrimination on the basis of  
15 sex in education programs or  
16 activities receiving Federal financial  
17 assistance  
18 10.55.701(1)(f), ARM Board of Trustees  
19 10.55.719, ARM Student Protection Procedures  
20 10.55.801(1)(a), ARM School Climate

21  
22 Policy History:

23 Adopted on:

24 Revised on:

25  
26 *Revision Note:*

## STUDENTS

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Bullying/Harassment/Intimidation/Hazing

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

Definitions

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

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

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

4. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
- c. Creating a hostile educational environment.
- d. Substantially and materially disrupts the orderly operation of a school.

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1  
2 5. "Electronic communication device" means any mode of electronic communication,  
3 including, but not limited to, computers, cell phones, PDAs, or the internet.  
4

Reporting

5  
6  
7 All complaints about behavior that may violate this policy shall be promptly investigated. Any  
8 student, employee, or third party who has knowledge of conduct in violation of this policy or  
9 feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this  
10 policy is encouraged to immediately report his/her concerns to the building principal or the  
11 District Administrator, who have overall responsibility for such investigations. A student may  
12 also report concerns to a teacher or counselor, who will be responsible for notifying the  
13 appropriate District official. Complaints against the building principal shall be filed with the  
14 Superintendent. Complaints against the Superintendent or District Administrator shall be filed  
15 with the Board.  
16

17 The complainant shall be notified of the findings of the investigation and, as appropriate, that  
18 remedial action has been taken. As part of the investigation, the guidance counselor will meet  
19 with the victim to make sure he/she is comfortable with the resolution of the problem.  
20

Exhaustion of administrative remedies

21  
22  
23 A person alleging violation of any form of harassment, intimidation, hazing, or threatening,  
24 insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or  
25 electronic communication, as stated above, may seek redress under any available law, either civil  
26 or criminal, after exhausting all administrative remedies.  
27  
28

Responsibilities

29  
30  
31 The District Administrator shall be responsible for ensuring notice of this policy is provided to  
32 students, staff, and third parties and for the development of administrative regulations, including  
33 reporting and investigative procedures, as needed.  
34

35 When an employee has actual knowledge that behavior in violation of this policy is sexual  
36 harassment, the employee must contact the Title IX Coordinator. The Title IX sexual harassment  
37 grievance process will be followed, if applicable, prior to imposing any discipline that cannot be  
38 imposed without resolution of the Title IX process.  
39

Consequences

40  
41  
42 Students whose behavior is found to be in violation of this policy will be subject to discipline up  
43 to and including expulsion. Staff whose behavior is found to be in violation of this policy will be  
44 subject to discipline up to and including dismissal. Third parties whose behavior is found to be

## STUDENTS

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1 in violation of this policy shall be subject to appropriate sanctions as determined and imposed by  
 2 the District Administrator or the Board. Individuals may also be referred to law enforcement  
 3 officials.

4  
 5 Retaliation and Reprisal

6  
 7 Retaliation is prohibited against any person who reports or is thought to have reported a  
 8 violation, files a complaint, or otherwise participates in an investigation or inquiry. Such  
 9 retaliation shall be considered a serious violation of Board policy, whether or not a complaint is  
 10 substantiated. False charges shall also be regarded as a serious offense and will result in  
 11 disciplinary action or other appropriate sanctions.

12  
 13 Cross Reference:     3225                    Sexual Harassment  
 14                            3225F                    Harassment Reporting Form for Students  
 15                            3225P                    Sexual Harassment Grievance Procedure  
 16  
 17 Legal Reference:     § 20-5-207, MCA            “Bully-Free Montana Act”  
 18                            § 20-5-208, MCA            Definition  
 19                            § 20-50-209, MCA           Bullying of student prohibited  
 20                            § 20-5-210, MCA           Enforcement – exhaustion of  
 21    administrative remedies  
 22                            10.55.701(2+)(f), ARM    Board of Trustees  
 23                            10.55.801(1)(d), ARM    School Climate  
 24                            10.55.719, ARM,            Student Protection Procedures

25  
 26 Policy History:

27 Adopted on: February 2007

28 Revised on: April 21, 2009; June 2012, January 2016

29  
 30 *Note: The revisions included the addition of lines 5-6 and #5 of page 1.*

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

32 *January 2016 revision clarifies “Bullying” and adds section on Exhaustion of administrative*  
 33 *remedies.*

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Student Discipline

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products including alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing, bullying, or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- ~~Hazing or bullying.~~
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

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1  
2  
3 These grounds stated above for disciplinary action apply whenever a student’s conduct is  
4 reasonably related to school or school activities, including but not limited to the circumstances  
5 set forth below:

- 6
- 7 • On, or within sight of, school grounds before, during, or after school hours or at any other
- 8 time when school is being used by a school group.
- 9 • Off school grounds at a school-sponsored activity or event or any activity or event that
- 10 bears a reasonable relationship to school.
- 11 • Travel to and from school or a school activity, function, or event.
- 12 • Anywhere conduct may reasonably be considered to be a threat or an attempted
- 13 intimidation of a staff member or an interference with school purposes or an educational
- 14 function.
- 15
- 16

17 Disciplinary Measures

18  
19 Disciplinary measures include but are not limited to:

- 20
- 21 • Expulsion
- 22 • Suspension from class
- 23 • In-School Suspension
- 24 • Clean-up duty
- 25 • Loss of student privileges
- 26 • Loss of bus privileges
- 27 • Notification to juvenile authorities and/or police
- 28 • Restitution for damages to school property
- 29
- 30

31 No District employee or person engaged by the District may inflict or cause to be inflicted  
32 corporal punishment on a student. Corporal punishment does not include reasonable force  
33 District personnel are permitted to use as needed to maintain safety for other students, school  
34 personnel, or other persons or for the purpose of self-defense.

35  
36 Non-Disciplinary Measures

37  
38 The Superintendent or designee is authorized to assign a student to non-disciplinary offsite  
39 instruction pending the results of an investigation or for reasons related to the safety or well-  
40 being of students and staff. During the period of non-disciplinary offsite instruction, the student  
41 will be permitted to complete all assigned schoolwork for full credit. The assignment of non-  
42 disciplinary offsite instruction does not preclude the Superintendent or designee from

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1 disciplining a student who has, after investigation, been found to have violated a School District  
2 policy, rule, or handbook provision.

3  
4 Gun-Free Schools

5  
6 The Board will expel any student who uses, possesses, controls, or transfers a firearm or any  
7 object that can reasonably be considered or looks like a firearm at any setting that is under the  
8 control and supervision of the District, for a definite period of time of at least one (1) calendar  
9 year, except that the trustees may authorize the school administration to modify the requirement  
10 for expulsion of a student on a case-by-case basis. The Board may modify an expulsion period  
11 on a case-by-case basis. Any modification from the one-(1)-year mandatory expulsion must be in  
12 writing. A building administrator will notify the criminal justice or juvenile delinquency system  
13 of any student who brings a firearm to school.

14  
15 When a student violating this gun-free policy is identified as disabled, either under the IDEA or  
16 Section 504 of the Rehabilitation Act of 1973, a building administrator must determine whether a  
17 student’s conduct is related to disability. If a violation of policy is owing to a disability  
18 recognized by the IDEA or Section 504, lawful procedures for changes in placement must be  
19 followed.

20  
21 The Board will grant a hearing for any student subject to an expulsion in accordance with § 20-5-  
22 202, MCA, and Policy 3300.

23  
24 Possession of a Weapon in a School Building

25  
26 The District will refer to law enforcement for immediate prosecution any person who possesses,  
27 carries, or stores a weapon in a school building, except as provided below, and the District may  
28 take disciplinary action as well in the case of a student. In addition, the District will refer for  
29 possible prosecution a parent or guardian of any minor violating this policy on grounds of  
30 allowing a minor to possess, carry, or store a weapon in a school building.

31  
32 For the purposes of this section only, “school building” means all buildings owned or leased by a  
33 local school district that are used for instruction or for student activities; “weapon” means any  
34 object, device, or instrument designed as a weapon or through its use is capable of threatening or  
35 producing bodily harm or which may be used to inflict self-injury, including but not limited to  
36 any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile)  
37 weapons; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives;  
38 fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and  
39 objects that have been modified to serve as a weapon.

40  
41 No person shall possess, use, or distribute any object, device, or instrument having the  
42 appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons,  
43 including but not limited to weapons listed above which are broken or non-functional, look-alike  
44 guns; toy guns; and any object that is a facsimile of a real weapon.



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

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

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

#### Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

Cross Reference:	3300	<u>          </u>	Corrective Actions and Punishment
	<u>3225</u>	<u>          </u>	<u>Sexual Harassment of Students</u>
	3226	<u>          </u>	Bullying, Harassment
	5015	<u>          </u>	Bullying, Harassment

#### Legal Reference:

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

#### Policy History:

STUDENTS

- 1 Adopted on: February 2007
- 2 Revised on: January 20, 2009, February 15, 2011, January 2016
- 3 *Revision Note: January 2016 Clarifies e-Cigarette as alternative nicotine product and references*
- 4 *MCA, Legal References updated.*

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, 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.

Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education or both. The Board designates the following individual to serve as the District’s Title IX Coordinator:

Title: School Counselor

Office address: 312 S. Main St. Boulder, MT 59632

Email: joe.michaud@jhs.k12.mt.us

Phone number: (406) 225-3317

Inquiries regarding discrimination on the basis of disability or requests for accommodation should be directed to the District Section 504 Coordinator. The Board designates the following individual to serve as the District’s Section 504 Coordinator:

Title: School Counselor

Office address: 312 S. Main St. Boulder, MT 59632

Email: joe.michaud@jhs.k12.mt.us

Phone number: (406) 225-3317

Any individual may file a complaint alleging violation of this policy, Policy 5012/5012P – Sexual Harassment, or Policy 5015 – Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1700 – Uniform Complaint Procedure.

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

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

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

PERSONNEL

5010

~~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.  
Genetic Information Nondiscrimination Act of 2008 (GINA)  
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, July 2019

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

PERSONNEL

Sexual Harassment of Employees, Sexual Intimidation, and Sexual Misconduct in the Workplace

The district does not discriminate on the basis of sex in any education program or activity that it operates. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: School Counselor
Office address: 312 S. Main St. Boulder, MT 59632
Email: joe.michaud@jhs.k12.mt.us
Phone number: (406) 225-3317

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made using the attached form, in person, by mail, by telephone, or by electronic mail using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator shall direct the individual to the applicable sex discrimination process for investigation.

An individual is not required to submit a report of sexual harassment involving the Title IX Coordinator. In the event the Title IX Coordinator is responsible for or a witness to the alleged harassment, the individual may report the allegations to the building principal or superintendent or other unbiased school official.

PERSONNEL

1  
2 Retaliation Prohibited

3  
4 The District prohibits intimidation, threats, coercion, or discrimination against any individual for  
5 the purpose of interfering with any right or privilege secured by Title IX or this policy, or  
6 because the individual has made a report or complaint, testified, assisted, or participated or  
7 refused to participate in any manner in an investigation proceeding or hearing, if applicable.  
8 Intimidation, threats, coercion, or discrimination, including charges against an individual for  
9 code of conduct violations that do not involve sex discrimination or sexual harassment, but arise  
10 out of the same facts or circumstances as a report or complaint of sex discrimination, or a report  
11 or formal complaint of sexual harassment, for the purpose of interfering with any right or  
12 privilege secured by Title IX or this part, constitutes retaliation.

13  
14 Confidentiality

15  
16 The District must keep confidential the identity of any individual who has made a report or  
17 complaint of sex discrimination, including any individual who has made a report or filed a  
18 formal complaint of sexual harassment, any individual who has been alleged to be the victim or  
19 perpetrator of conduct that could constitute sexual harassment, and any witness, except as may  
20 be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or  
21 to carry out the purposes of the Title IX regulations, including the conduct of any investigation,  
22 hearing or judicial proceeding arising thereunder.

23  
24 Notice Requirements

25  
26 The District provides notice to applicants for admission and employment, students, parents, or  
27 legal guardians of elementary and secondary school students, employees and the union(s) with  
28 the name or title, office address, email address, and telephone number of the Title IX  
29 Coordinator and notice of the District grievance procedures and process, including how to report  
30 or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment  
31 and how the District will respond. The District also posts the Title IX Coordinator's contact  
32 information and Title IX policies and procedures in a prominent location on the district website  
33 and in all handbooks made available by the district.

34  
35 Training Requirements

36  
37 The District ensures that Title IX Coordinators, investigators, decision-makers, and any person  
38 who facilitates an informal resolution process, receives training on the definition of sexual  
39 harassment, the scope of the District's education program or activity, how to conduct an  
40 investigation and grievance process including hearings, appeals, and informal resolution  
41 processes, when applicable, and how to serve impartially including by avoiding prejudgment of  
42 the facts at issue, conflicts of interest, and bias. The District also ensure that decision-makers and  
43 investigators receive training on issues of relevance of questions and evidence, including when  
44 questions and evidence about the complainant's sexual predisposition or prior sexual behavior  
45 are not relevant as set forth in the formal procedures that follow, and training on any technology

PERSONNEL

1 to be used at a live hearing, if applicable. Investigators also receive training on issues of  
2 relevance to create an investigative report that fairly summarizes relevant evidence. All materials  
3 used to train individuals who receive training under this section must not rely on sex stereotypes  
4 and must promote impartial investigations and adjudications of formal complaints of sexual  
5 harassment and are made publicly available on the District’s website.

6  
7 Conflict of Interest and Bias

8  
9 The District ensures that Title IX Coordinators, investigators, decision-makers, and any person  
10 who facilitates an informal resolution process do not have a conflict of interest or bias for or  
11 against Complainants or Respondents generally or an individual Complainant or Respondent.

12  
13 Determination of Responsibility

14  
15 The individual who has been reported to be the perpetrator of conduct that could constitute  
16 sexual harassment is presumed not responsible for alleged conduct. A determination regarding  
17 responsibility will be made by the decision-maker at the conclusion of the investigation in  
18 accordance with the process outlined in Policy 3225P. No disciplinary sanctions will be imposed  
19 unless and until a final determination of responsibility is reached.

20  
21 ~~The District will do everything in its power to provide employees a work environment free of~~  
22 ~~unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or~~  
23 ~~communications constituting sexual harassment, or misconduct, as defined and otherwise~~  
24 ~~prohibited by state and federal law.~~

25  
26 ~~The District prohibits its employees from making sexual advances or requesting sexual favors or~~  
27 ~~engaging in any conduct of a sexual nature when:~~

28  
29 ~~Submission to such conduct is made either explicitly or implicitly a term or condition of an~~  
30 ~~individual’s employment;~~

31  
32 ~~Submission to or rejection of such conduct by an individual is used as a basis for employment~~  
33 ~~decisions affecting that individual; or~~

34  
35 ~~Such conduct has the purpose or effect of substantially interfering with the individual’s work~~  
36 ~~performance or creating an intimidating, hostile, or offensive work environment.~~

37  
38 ~~Such conduct deprives the individual of their rights to equal employment under District policy~~  
39 ~~and state or federal law.~~

40  
41 ~~Sexual harassment, sexual intimidation, and sexual misconduct prohibited by this policy includes~~  
42 ~~verbal, electronic, or physical contact or conduct. The terms “intimidating,” “hostile,”~~  
43 ~~“misconduct,” or “offensive” include but are not limited to conduct that has the effect of~~  
44 ~~deprivation of rights, humiliation, embarrassment, or discomfort. Examples of sexual~~  
45 ~~harassment, sexual intimidation, and sexual misconduct include but are not limited to unwelcome~~

PERSONNEL

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

Cross Reference:	1700	<u>Uniform Complaint Procedure</u>
	5010	<u>Equal Employment and Non-Discrimination</u>
	5012P	<u>Sexual Harassment Procedures</u>

5012

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 <u>Montana Human Rights Act</u>
	<i>Harris v. Fork Lift Systems</i> , 114 S.Ct. 367 (1993)
	<u>Civil Rights Act, title VI; 42 USC 2000d et seq.</u>
	<u>34 CFR Part 106</u> <u>Nondiscrimination on the basis of sex in education programs or activities receiving Federal financial assistance</u>
	<u>10.55.701(1)(f), ARM</u> <u>Board of Trustees</u>
	<u>10.55.719, ARM</u> <u>Student Protection Procedures</u>
	<u>10.55.801(1)(a), ARM</u> <u>School Climate</u>



**PERSONNEL**

- 1 Policy History:
- 2 Adopted on: February 2007
- 3 Revised on: April 2019

1st REVISION

**Sexual Harassment Reporting/Intake Form for Employees**

This form is not required. Complaints may be submitted in any manner noted in Policy 5012. The form may be used by the Title IX Coordinator to document allegations.

School \_\_\_\_\_ Date \_\_\_\_\_

Employee's name \_\_\_\_\_

Who was responsible for the harassment or incident(s)? \_\_\_\_\_

Describe the incident(s). \_\_\_\_\_

Date(s), time(s), and place(s) the incident(s) occurred. \_\_\_\_\_

Were other individuals involved in the incident(s)?  yes  no

If so, name the witnesses. \_\_\_\_\_

Did you take any action in response to the incident(s)?  yes  no

If yes, what action did you take? \_\_\_\_\_

Were there any prior incidents?  yes  no

If so, describe any prior incidents. \_\_\_\_\_

Signature of complainant \_\_\_\_\_

*Retaliation is prohibited by federal law and district policy. The identity of the individual signing this form will remain confidential in accordance with law and policy.*

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~~Legal Reference:~~

Policy History:

Adopted on:

Revised on:

*Revision Note:*

1 Sexual Harassment Grievance Procedure – Employees

2  
3 The Board requires the following grievance process to be followed for the prompt and equitable  
4 resolution of employee complaints alleging any action that would be prohibited as sexual  
5 harassment by Title IX. The Board directs the process to be published in accordance with all  
6 statutory and regulatory requirements.

7  
8 Definitions

9  
10 The following definitions apply for Title IX policies and procedures:

11  
12 “Actual knowledge”: notice of sexual harassment or allegations of sexual harassment to the  
13 District’s Title IX Coordinator or any official of the District who has authority to institute  
14 corrective measures on behalf of the District or to any employee of an elementary or secondary  
15 school.

16  
17 “Education program or activity”: includes locations, events, or circumstances over which the  
18 District exercised substantial control over both the individual who has been reported to be the  
19 perpetrator of conduct that could constitute sexual harassment and the context in which the  
20 sexual harassment occurs.

21  
22 “Complainant”: an individual who is alleged to be the victim of conduct that could constitute  
23 sexual harassment.

24  
25 “Respondent”: an individual who has been reported to be the perpetrator of conduct that could  
26 constitute sexual harassment.

27  
28 “Formal complaint”: a document filed by a Complainant or signed by the title IX Coordinator  
29 alleging sexual harassment against a Respondent and requesting that the District investigate the  
30 allegation of sexual harassment.

31  
32 “Supportive measures”: non-disciplinary, non-punitive individualized services offered as  
33 appropriate, as reasonably available, and without fee or charge to the Complainant or  
34 Respondent before or after the filing of a formal complaint or where no formal complaint has  
35 been filed.

36  
37 District Requirements

38  
39 When the District has actual knowledge of sexual harassment in an education program or activity  
40 of the District, the District will respond promptly in a manner that is not deliberately indifferent.  
41 When the harassment or discrimination on the basis of sex does not meet the definition of sexual  
42 harassment, the Title IX Coordinator will direct the individual to the applicable sex  
43 discrimination process for investigation.

1 The District treats individuals who are alleged to be the victim (Complainant) and perpetrator  
2 (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive  
3 measures. Supportive measures are designed to restore or preserve equal access to the District's  
4 education program or activity without unreasonably burdening the other party, including  
5 measures designed to protect the safety of all parties or the District's educational environment, or  
6 deter sexual harassment. Supportive measures may include counseling, extensions of deadlines  
7 or other course-related adjustments, modifications of work or class schedules, mutual restrictions  
8 on contact between the parties, leaves of absence, increased security and monitoring of certain  
9 areas of the District's property, campus escort services, changes in work locations, and other  
10 similar measures.

11  
12 The Title IX Coordinator is responsible for coordinating the effective implementation of  
13 supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly  
14 contact the Complainant to discuss the availability of supportive measures, consider the  
15 Complainant's wishes with respect to supportive measures, inform the Complainant of the  
16 availability of supportive measures with or without the filing of a formal complaint, and explain  
17 to the Complainant the process for filing a formal complaint. If the District does not provide the  
18 Complainant with supportive measures, then the District must document the reasons why such a  
19 response was not clearly unreasonable in light of the known circumstances.

20  
21 Timelines

22  
23 The district has established reasonably prompt time frames for the conclusion of the grievance  
24 process, including time frames for filing and resolving appeals and informal resolution processes.  
25 The grievance process may be temporarily delayed or extended for good cause. Good cause may  
26 include considerations such as the absence of a party, a party's advisor, or a witness; concurrent  
27 law enforcement activity; or the need for language assistance or accommodation of disabilities.  
28 In the event the grievance process is temporarily delayed for good cause, the District will provide  
29 written notice to the Complainant and the Respondent of the delay or extension and the reasons  
30 for the action.

31  
32 Response to a Formal Complaint

33  
34 At the time of filing a formal complaint, a Complainant must be participating in or attempting to  
35 participate in the education program or activity of the District with which the formal complaint is  
36 filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by  
37 electronic mail, or other means designated by the District.

38  
39 The District must follow the formal complain process before the imposition of any disciplinary  
40 sanctions or other actions that are not supportive measures. However, nothing in this policy  
41 precludes the District from placing a non-student employee Respondent on administrative leave  
42 during the pendency of the grievance process. The District may also remove a student  
43 Respondent alleged to have harassed an employee Complainant from the education setting. The  
44 student may receive instruction in an offsite capacity during the period of removal. This

1 provision may not be construed to modify any rights under the Individuals with Disabilities  
2 Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities  
3 Act.

4  
5 Upon receipt of a formal complaint, the District must provide written notice to the known parties  
6 including:

- 7  
8 1. Notice of the allegations of sexual harassment, including information about the  
9 identities of the parties involved in the incident, the conduct allegedly constituting  
10 sexual harassment, the date and location of the alleged incident, and any sufficient  
11 details known at the time. Such notice must be provided with sufficient time to  
12 prepare a response before any initial interview;
- 13  
14 2. An explanation of the District's investigation procedures, including any informal  
15 resolution process;
- 16  
17 3. A statement that the Respondent is presumed not responsible for the alleged conduct  
18 and that a determination regarding responsibility will be made by the decision-maker  
19 at the conclusion of the investigation;
- 20  
21 4. Notice to the parties that they may have an advisor of their choice who may be, but is  
22 not required to be, an attorney and may inspect and review any evident; and
- 23  
24 5. Notice to the parties of any provision in the District's code of conduct or policy that  
25 prohibits knowingly making false statements or knowingly submitting false  
26 information.

27  
28 If, in the course of an investigation, the District decides to investigate allegations about the  
29 Complainant or Respondent that are not included in the notice initially provided, notice of the  
30 additional allegations must be provided to known parties.

31  
32 The District may consolidate formal complaints as to allegations of sexual harassment against  
33 more than one Respondent, or by more than one Complainant against one or more Respondents,  
34 or by one party against the other party, where the allegations of sexual harassment arise out of  
35 the same facts or circumstances.

36  
37 Investigation of a Formal Complaint

38  
39 When investigating a formal complaint and throughout the grievance process, the District must:

- 40  
41 1. Ensure that the burden of proof and the burden of gathering evidence sufficient to  
42 reach a determination regarding responsibility rests on the District and not the parties;

43

- 1           2. Provide an equal opportunity for the parties to present witnesses and evidence;
- 2
- 3           3. Not restrict either party's ability to discuss the allegations under investigation or to
- 4           gather and present relevant evidence;
- 5
- 6           4. Allow the parties to be accompanied with an advisor of the party's choice who may
- 7           be, but is not required to be, an attorney. The District may establish restrictions
- 8           regarding the extent to which the advisor may participate in the proceedings, as long
- 9           as the restrictions apply equally to both parties;
- 10
- 11          5. Provide written notice of the date, time, location, participants, and purpose of any
- 12          interview or meeting at which a party is expected to participate with sufficient time
- 13          for the party to prepare to participate;
- 14
- 15          6. Provide the parties equal access to review all the evidence collected which is directly
- 16          related to the allegations raised in a formal complaint and comply with the review
- 17          periods outlined in this process;
- 18
- 19          7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
- 20
- 21          8. Ensure that Title IX Coordinators, investigators, decision-makers, and individuals
- 22          who facilitate an informal resolution process do not have a conflict of interest or bias
- 23          for or against Complainants or Respondents generally or an individual Complainant
- 24          or Respondent;
- 25
- 26          9. Not make creditability determinations based on the individual's status as
- 27          Complainant, Respondent, or witness; and
- 28
- 29          10. Not use questions or evidence that constitute or seek disclosure of privileged
- 30          information unless waived.

31  
32 Dismissal of Formal Complaints

33  
34 If the conduct alleged in the formal complaint would not constitute sexual harassment even if  
35 proved, did not occur in the district's education program or activity, or did not occur against a  
36 person in the United States, then the District must dismiss the formal complaint with regard to  
37 that conduct for purposes of sexual harassment under this policy.

38  
39 The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any  
40 time during the investigation or hearing, if applicable, when any of the following apply:

- 41
- 42          1. a Complainant provides written notification to the Title IX Coordinator that the
- 43          Complainant would like to withdraw the formal complaint or any allegations therein;
- 44

1           2. the Respondent is no longer enrolled or employed by the District; or  
2

3           3. specific circumstances prevent the District from gathering evidence sufficient to reach  
4           a determination as to the formal complaint or allegations therein.  
5

6 Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the  
7 reasons for dismissal simultaneously to both parties.  
8

9 Evidence Review

10  
11 The District provides both parties an equal opportunity to inspect and review any evidence  
12 obtained as part of the investigation so that each party can meaningfully respond to the evidence  
13 prior to the conclusion of the investigation. The evidence provided by the District must include  
14 evidence that is directly related to the allegations in the formal complaint, evidence upon which  
15 the District does not intend to rely in reaching a determination regarding responsibility, and any  
16 inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to  
17 completion of the investigative report, the Title IX Coordinator must send to each party and the  
18 party's advisor, if any, the evidence subject to inspection and review in an electronic format or a  
19 hard copy. The parties have 10 calendar days to submit a written response to the Title IX  
20 Coordinator, which the investigator will consider prior to completion of the investigative report.  
21

22 Investigative Report

23  
24 The investigator must prepare an investigative report that fairly summarizes relevant evidence  
25 and send the report to the Title IX Coordinator. The Title IX Coordinator must send to each party  
26 and the party's advisor, if any, the investigative report in an electronic format or a hard copy for  
27 their review and written response. The parties have 10 calendar days to submit a written response  
28 to the Title IX Coordinator.  
29

30 Decision-Maker's Determination

31  
32 The investigative report is submitted to the decision-maker. The decision-maker cannot be the  
33 same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a  
34 hearing or make a determination regarding responsibility until 10 calendar days from the date the  
35 Complainant and Respondent receive the investigator's report.  
36

37 Prior to reaching a determination regarding responsibility, the decision-maker must afford each  
38 party the opportunity to submit written, relevant questions that a party wants asked of any party  
39 or witness, provide each party with the answers, and allow for additional, limited follow-up  
40 questions from each party. Questions and evidence about the Complainant's sexual  
41 predisposition or prior sexual behavior are not relevant, unless such questions and evidence  
42 about the Complainant's prior sexual behavior are offered to prove that someone other than the  
43 Respondent committed the conduct alleged by the Complainant or if the questions and evidence  
44 concern specific incidents of the Complainant's prior sexual behavior with respect to the



1 Respondent and are offered to prove consent. Questions must be submitted to the Title IX  
2 Coordinator within three calendar days from the date the Complainant and Respondent receive  
3 the investigator's report.

4  
5 The decision-maker must issue a written determination regarding responsibility based on a  
6 preponderance of the evidence standard. The decision-maker's written determination must:

- 7
- 8 1. Identify the allegations potentially constituting sexual harassment;
- 9
- 10 2. Describe the procedural steps taken, including any notifications to the parties,  
11 interviews with parties and witnesses, site visits, methods used to gather evidence,  
12 and hearing held;
- 13
- 14 3. Include the findings of fact supporting the determination;
- 15
- 16 4. Draw conclusions regarding the application of any District policies and/or code of  
17 conduct rules to the facts;
- 18
- 19 5. Address each allegation and a resolution of the complaint including a determination  
20 regarding responsibility, the rationale therefor, any recommended disciplinary  
21 sanction(s) imposed on the Respondent, and whether remedies designed to restore or  
22 preserve access to the educational program or activity will be provided by the District  
23 to the Complainant; and
- 24
- 25 6. The procedures and permissible bases for the Complainant and/or Respondent to  
26 appeal the determination.
- 27

28 A copy of the written determination must be provided to both parties simultaneously, and  
29 generally will be provided within 60 calendar days from the District's receipt of a formal  
30 complaint.

31  
32 The determination regarding responsibility becomes final either on the date that the District  
33 provides the parties with the written determination of the result of the appeal if an appeal is filed,  
34 or, if an appeal is not filed, the date on which an appeal would no longer be considered timely.

35  
36 Whether a determination of responsibility for sexual harassment has been made against the  
37 Respondent, the District will provide remedies to the Complainant that are designed to restore or  
38 preserve equal access to the District's education program or activity. Such remedies may include  
39 supportive measures; however, remedies need not be non-disciplinary or non-punitive and need  
40 not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective  
41 implementation of any remedies. Following any determination of responsibility, the District may  
42 implement disciplinary sanctions in accordance with State or Federal law and/or the negotiated  
43 agreement. For employees, the sanctions may include any form of responsive discipline, up to  
44 and including termination.

1  
2 Appeals

3  
4 Either the Complainant or Respondent may appeal the decision-maker's determination regarding  
5 responsibility or a dismissal of a formal complaint on the following bases:

- 6  
7 1. Procedural irregularity that affected the outcome of the matter;  
8  
9 2. New evidence that was not reasonably available at the time that could affect the  
10 outcome; and  
11  
12 3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or  
13 bias for or against Complainants or Respondents generally or an individual  
14 Complainant or Respondent that affected the outcome.

15  
16 The request to appeal must be made in writing to the Title IX Coordinator within seven calendar  
17 days after the date of the written determination. The appeal decision-maker must not have a  
18 conflict of interest or bias for or against Complainants or Respondents generally or an individual  
19 Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the  
20 decision-maker from the original determination.

21  
22 The appeal decision-maker must notify the other party in writing when an appeal is filed and  
23 give both parties a reasonable equal opportunity to submit a written statement in support of or  
24 challenging the outcome. After reviewing the evidence, the appeal decision-maker must issue a  
25 written decision describing the result of the appeal and the rationale for the result. The decision  
26 must be provided to both parties simultaneously, and generally will be provided within 10  
27 calendar days from the date the appeal is filed.

28  
29 Informal Resolution Process

30  
31 Except when concerning allegations that an employee sexually harassed a student, at any time  
32 during the formal complaint process and prior to reaching a determination regarding  
33 responsibility, the District may facilitate an informal resolution process, such as mediation, that  
34 does not involve a full investigation and determination of responsibility, provided that the  
35 District:

- 36  
37 1. Provides to the parties a written notice disclosing:  
38  
39 a. The allegations;  
40  
41 b. The requirements of the informal resolution process including the  
42 circumstances under which is precludes the parties from resuming a formal  
43 complaint arising from the same allegations provided, however, that at any  
44 time prior to agreeing to a resolution, any party has the right to withdraw from

the informal resolution process and resume the Title IX formal complaint process with respect to the formal complaint; and

c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

2. Obtains the parties' voluntary, written consent to the informal resolution process.

The informal resolution process generally will be completed within 30 calendar days, unless the parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process. The formal grievance process timelines are stayed during the parties' participation in the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the formal complaint grievance process, including timelines for resolution, at the point they left off.

Recordkeeping

The District must maintain for a period of seven years records of:

1. Each sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the District's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District must make these training materials publicly available on its website.

The district must create and maintain for a period of seven years records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity.

Cross Reference:	Policy 5010	Equal Employment and Non-Discrimination
	Policy 5012	Sexual Harassment
	Policy 5255	Employee Discipline

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1	Legal Reference:	<u>Art. X, Sec. 1, Montana Constitution – Educational goals and duties</u>
2		<u>Section 49-3-101, et seq., MCA, Montana Human Rights Act</u>
3		<u>Civil Rights Act, Title VI; 42 USC 2000d et seq.</u>
4		<u>Civil Rights Act, Title VII; 42 USC 2000e et seq.</u>
5		<u>Education Amendments of 1972, Title IX; 20 USC 1681 et seq.</u>
6		<u>34 CFR Part 106</u>
7		<u>Nondiscrimination on the basis of sex in</u>
8		<u>education programs or activities receiving</u>
9		<u>Federal financial assistance</u>
10		<u>10.55.701(1)(f), ARM</u>
11		<u>Board of Trustees</u>
12		<u>10.55.719, ARM</u>
13		<u>Student Protection Procedures</u>
14		<u>10.55.801(1)(a), ARM</u>
15		<u>School Climate</u>

Policy History:

Adopted on:

Revised on:

*Revision Note:*

PERSONNEL

Bullying/Harassment/Intimidation

The board will strive to provide a positive and productive working environment. Bullying, harassment, intimidation, between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).

Definitions

1. “Third parties” include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
2. “District” includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.
3. “Harassment, intimidation, or bullying” means any act that substantially interferes with an employee’s opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, and that has the effect of:
  - a. Physically harming an employee or damaging an employee’s property;
  - b. Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee’s property; or
  - c. Creating a hostile working environment.
4. “Electronic communication device” means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

PERSONNEL

1 The complainant shall be notified of the findings of the investigation and, as appropriate, that  
2 remedial action has been taken.

3  
4 Responsibilities

5  
6 The District Administrator shall be responsible for ensuring that notice of this policy is provided  
7 to staff and third parties and for the development of administrative regulations, including  
8 reporting and investigative procedures, as needed.

9  
10 When an employee has actual knowledge that behavior in violation of this policy is sexual  
11 harassment, the employee must contact the Title IX Coordinator. The Title IX sexual harassment  
12 grievance process will be followed, if applicable, prior to imposing any discipline that cannot be  
13 imposed without resolution of the Title IX process.

14  
15 Consequences

16  
17 Staff whose behavior is found to be in violation of this policy will be subject to discipline up to  
18 and including dismissal. Third parties whose behavior is found to be in violation of this policy  
19 shall be subject to appropriate sanctions as determined and imposed by the District Administrator  
20 or the Board. Individuals may also be referred to law enforcement officials.

21  
22 Retaliation and Reprisal

23  
24 Retaliation is prohibited against any person who reports or is thought to have reported a  
25 violation, files a complaint, or otherwise participates in an investigation or inquiry. Such  
26 retaliation shall be considered a serious violation of Board policy, whether or not a complaint is  
27 substantiated. False charges shall also be regarded as a serious offense and will result in  
28 disciplinary action or other appropriate sanctions.

29  
30  
31 Legal Reference: 10.55.701(1)(g), ARM Board of Trustees  
32 10.55.801(1)(d), ARM School Climate

33  
34 Policy History:

35 Adopted on: February 2007

36 Revised on: April 21, 2009

37 *Note: Revision included adding cyberbullying (lines 5-6 page 1) and #4 on page 1.*

# MINUTES Jefferson High School Dist. 1

September 15, 2020

Regular Board Meeting

**Board members present:** Cami Robson Kyrie Russ Justin Willcut  
Kevin Harris Bryher Herak(remotely) Larry Rasch (remotely)

**Board members absent:** Buster Bullock

**Administrators present:** Tim Norbeck, Superintendent Lorie Carey, Business Manager  
Mike Moodry, Principal

**Staff Present:** Aubrie Carey, Policy Coordinator/Administrative Assistant Alan Smith - technology

**Visitors:** Elizabeth Kaleva, Mandy McMaster, Jennifer Zody, Jan Anderson, Diana McFarland, Jana Gruber, Amy Michaud, Carly Delsigne, Cheyloh Eveland, Desiree Van Blaricom, John Noble, Ondrea Dukart, Tyler Bogy, Michelle Popp, Danielle Young, Dani Morris, Noah Genger, Kate Miller, Teresa Meyer, Jenny Genger

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## A. Call to order-Chairperson

1. Pledge of Allegiance Ms. Robson called the meeting to order at 6:30 p.m. The attendees recited the pledge.

Mr. Harris moved to move H5 to the beginning of the agenda. Mr. Willcut seconded the motion, which passed unanimously.

**H.5. Student Out-of-state Placement Discussion** Ms. Kaleva joined the board to give information concerning the district's obligation. An IEP review is necessary. The school may be obligated to pay the out-of-state care for a recently enrolled student.

**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.

Mandy McMaster – spectator and non-conference schedule Jen Zody – parents feel like they are yelling to get someone to listen. Advocating for students. Emailed Board of Health. Response from Christina Binkowski and then later from Mr. Norbeck. MHSA recommended that the non-conference schedule be addressed just as the administration had established. Mandy McMaster – lack of communication between the school and parents. Keep this a secret? Appreciated the emails about COVID from administration Monday after the day of all remote learning. Jenny Genger – parents want the best for the kids and are also very thankful for the administration.

**C. Student Report** Submitted through the clerk by Josh Smerker.

**D. Staff Report** None.

**E. Committee Reports.** Ms. A. Carey stated that there are several lengthy policies up for review and approval.

**F. Administration Reports –** The board briefly reviewed the written reports provided in board packet. Some specific, anticipated items are listed below. The Board will not act 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 Written report in packet. Ms. Robson inquired about Ms. L Carey and Ms. A Williams serving lunch.
2. Principal/A.D. Written report in packet.
3. Superintendent Written report in packet. Ms. Herak inquired about the iGraduate and the Reach Higher programs. JHS uses funds from these to help with FAFSA night and other activities to encourage the success of students.

**G. UNFINISHED BUSINESS** None.

**H. NEW BUSINESS**

1. Personnel – Action
    - a. Substitute applications – none
    - b. New positions – nurse, para, custodian. Norbeck has re-advertised for the nurse position. We are waiting for the background check on the custodian.
    - c. Discussion of Athletic and Activity Stipends MOU with BAT has some language addressing this that might have some flexibility in it.
    - d. Superintendent Evaluation – possible closed session. Ms. Russ moved to place this below H.4. Mr. Harris seconded the motion, which passed unanimously.
  2. **Approval of Attendance Agreements** – AYA/Elk Park/North end
  3. **School Resource Officer** – Mr. Norbeck expressed that the 3 officers who come to the school all have been a very positive influence. Ms. Herak moved to approve the MOU. Mr. Harris seconded the motion, which passed unanimously.
  4. **Student Attendance clarification.** Mr. Harris moved to move 4 and 1d to end of meeting.
  5. **Student Out-of-state Placement Discussion** – addressed above
  6. **Transportation Budget amended** – Mr. Harris moved to approve the amended transportation budget. Mr. Willcut seconded the motion, which passed unanimously.
  7. **Facility Use** – possible spay/neuter clinic. The organization will be responsible for the proper authorization. Ms. Robson was hesitant because the school has been open just for student use. Mr. Willcut asked what the numbers were previously. Mr. Harris said that animals are scheduled and it's not just a come as you wish. Mr. Bullock moved to allow the use. Mr. Harris seconded the motion, which passed 5 to 1. Mr. Rasch voted Nay.
  8. **Spectator Procedure update** – health board accepted the proposal of 2 guests for each opposing team member and 4 for each home team member. Mr. Norbeck expressed frustration with the lack of continuity between the COVID practices of business owners, public schools, individuals, churches, etc. Mr. Bullock moved to put the decisions to answer to the directives of the Health Board without waiting for a school board meeting in the hands of administration. Ms. Herak seconded the motion. Mr. Harris asked about JHS requirements of masks at activities. Mr. Moodry said that attendees were allowed to remove their masks if they could socially distance. Ms. Van Blaricom very much agreed with Mr. Norbeck. She expressed the desire to have the band participate. Mr. Noble appreciated the opportunity to go to Whitehall and Columbus. Encouraged the board to extend that opportunity to visiting schools. Also suggested band be included. Ms. McMaster thanked the administration for amending the attendance procedure for activities. She also asked that the band and other school students be allowed to attend. Ms. Young also supported the inclusion of the band and other school students. Motion passed unanimously.
  9. **COVID update.** Mr. Norbeck reviewed the process in which the school participated this past week when a member of our school community was tested positive for COVID. He said a few items need to be addressed but overall the processes in place worked fairly well. Mr. Moodry reviewed the protocols with the county and shared the process and improvements that will be made.
  10. **Facility Update** – survey. A draft of a survey was presented.
  11. **At-risk coordinator plan.** Mr. Norbeck put the plan in his report. Mr. Harris moved to approve the plan. Ms. Russ seconded the motion, which passed unanimously.
- Closed session 8:35 p.m. to 9:25 p.m.

**I. COMMUNICATIONS AND COMMENTS**

None.



**J. COMMENDATIONS** Mr. Moodry commended the staff for their efforts. Mr. Harris commended the administrators for their preparation of the students and staff for teaching students all remotely when necessary. Mr. Bullock commended the administration and staff for the job they are doing. Ms. Robson commended the administration and health department for their address of the COVID response. Mr. Norbeck commended Mr. Sturdevant for his attendance at all the away games. He hauls the football equipment in his former glass trailer behind the suburban. Mr. Norbeck commended the district office for taking care of the day-to-day items and all the additional items thrown at them. He also commended the front office as well. The new hires are also a great fit for JHS.

**K. CONSENT AGENDA** Ms. Herak moved to approve minutes of the previous meeting and the claims and accounts. Mr. Harris seconded the motion, which passed unanimously.

**L. FOLLOWUP/ADJOURNMENT**

Next meeting Annual Objectives, instructional plan and evaluation, Count Day, survey discussion

The meeting adjourned at 9:35 p.m.

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Chair, Jefferson High School Board

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Clerk, Jefferson High School Board

10/16/20  
14:14:00

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/20

Page: 1 of 10  
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	
21182	46329S	1650 MEADOW GOLD GREAT FALLS	237.15						
1		561446 09/10/20 Milk	237.15*		201	910-3100	630		
21183	46324S	1451 L & P GROCERY	10.14						
1		01-1126709 09/09/20 Straws	10.14	9808	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-									
21184	46316S	1002 GENERAL DISTRIBUTING	240.00						
1		913107 09/02/20 Welding gasses, tank main	240.00*	9939	201	390-1640	610		
21185	46334S	4582 REDROCK SPORTING GOODS	139.95						
1		24012 09/03/20 Ball rack and volleyballs	119.95*	9943	215	770-1000	610	770	
2		24012 09/03/20 Ball rack	20.00*		215	770-1000	610	770	
21186	46305S	899 360* OFFICE SOLUTIONS	111.00						
1		IN154281 09/14/20 Acct. 2253317_E copier charg	111.00*		201	100-2400	440		
21187	46335S	5284 RODDA PAINT	220.00						
1		73023606 09/04/20 Field paint	220.00*		201	720-3500	610		
21188	46338S	1645 VERIZON WIRELESS	30.02						
1		9862186781 09/05/20 Acct. 442117550	30.02*		201	100-2100	530		
21189	46328S	1579 MARC	448.00						
1		0710628-IN 09/04/20 Multi purpose cleaner	448.00	9953	201	100-2600	610		
21190	46309S	4967 CENTURY LINK	80.84						
1		150719455 09/04/20 Acct. 88113581	80.84*		228	100-1000	530		
21191	46318S	157 HARDWARE HANK	148.04						
1		115378 08/03/20 Cement, masking tape	36.47		201	100-2600	610		
2		115398 08/04/20 Paint roller	11.98		201	100-2600	610		
3		115497 08/10/20 Razor blades, glass scraper, s	42.40		201	100-2600	610		
4		115720 08/21/20 Adhesive	11.96		201	100-2600	610		
5		115757 08/24/20 Screwdriver set, cotter pin	23.25		201	100-2600	610		
6		115827 08/27/20 Key cut	6.00		201	100-2600	610		
7		115859 08/29/20 Spray paint - cross country	15.98*		201	720-3500	610		

10/16/20  
14:14:00

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/20

Page: 2 of 10  
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	
21192	46315S	3547 FRONTLINE AG SOLUTIONS, LLC	163.71						
1		779552 08/26/20 Mower belt and freight	163.71	9934	201	100-2600	615		
21193	46317S	1086 GIULIO DISPOSAL SERVICES, INC.	155.00						
1		1337 08/31/20 Disposal services	155.00*		201	100-2600	431		
21194	46320S	612 HOME DEPOT PRO INSTITUTIONAL	1,074.17						
1		571047133 09/01/20 disinfectant and cleaner	1,021.20*	9954	215	770-2600	610	770	
2		570768812 09/01/20 Disinfectant and cleaner	52.97*	9954	215	770-2600	610	770	
21195	46314S	4065 FOLLET SOFTWARE COMPANY	595.58						
1		1412079 09/01/20 license renewal	570.00	9815	201	999			
2		1412079 09/01/20 Titlepeek online service	25.58		201	100-2220	680		
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-680-									
21196	46296S	5093 COX, TRAVERS	106.05						
1		VB Manh 09/17/20 VB ref mileage	31.05*		215	720-3500	582	720	
2		VB Manh 09/17/20 VB ref	75.00*		215	720-3500	330	720	
21197	46302S	5383 REILLY, REBEL	175.55						
1		VB Manh 09/17/20 VB Ref mileage	42.55*		215	720-3500	582	720	
2		VB Manh 09/17/20 VB Ref	133.00*		215	720-3500	330	720	
21198	46299S	4940 FABATZ, ANNA	129.88						
1		VB Manh 09/17/20 VB Ref mileage	8.88*		215	720-3500	582	720	
2		VB Manh 09/17/20 VB Ref	121.00*		215	720-3500	330	720	
21199	46303S	5063 RIES, JOHN	141.88						
1		VB Manh 09/17/20 VB Ref mileage	8.88*		215	720-3500	582	720	
2		VB Manh 09/17/20 VB Ref	133.00*		215	720-3500	330	720	
21200	46298S	5077 DAVIS, KYLE	66.48						
1		FB SGC 09/18/20 FB Ref mileage	6.48*		215	720-3500	582	720	
2		FB SGC 09/18/20 FB Ref	60.00*		215	720-3500	330	720	
21201	46300S	5065 JACOBSON, BRIAN	66.48						
1		FB SGC 09/18/20 FB Ref mileage	6.48*		215	720-3500	582	720	
2		FB SGC 09/18/20 FB Ref	60.00*		215	720-3500	330	720	

10/16/20  
14:14:00

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/20

Page: 3 of 10  
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
21202	46304S	4920 WICHMAN, CRAIG	66.48					
1		FB SGC 09/18/20 FB Ref mileage	6.48*		215	720-3500	582	720
2		FB SGC 09/18/20 FB Ref	60.00*		215	720-3500	330	720
21203	46297S	5216 DALLAS, CURT	91.05					
1		FB SGC 09/18/20 FB Ref	60.00*		215	720-3500	330	720
2		FB SGC 09/18/20 FB Ref mileage	31.05*		215	720-3500	582	720
21204	46301S	5384 LEMELINE, KALE	66.48					
1		FB SGC 09/18/20 FB Ref	60.00*		215	720-3500	330	720
2		FB SGC 09/18/20 FB Ref mileage	6.48*		215	720-3500	582	720
21205	46296S	5093 COX, TRAVERS	176.05					
1		vb 34KS 09/05/20 VB Ref	145.00*		215	720-3500	330	720
2		vb 34ks 09/05/20 VB Ref mileage	31.05*		215	720-3500	582	720
21206	46294S	4931 BISKUPIAK, WALTER HOWARD	151.48					
1		vb 34KS 09/05/20 VB Ref	145.00*		215	720-3500	330	720
2		vb 34ks 09/05/20 VB Ref mileage	6.48*		215	720-3500	582	720
21207	46293S	5298 ACKERMAN, BRIAN	151.48					
1		vb 34KS 09/05/20 VB Ref	145.00*		215	720-3500	330	720
2		vb 34ks 09/05/20 VB Ref mileage	6.48*		215	720-3500	582	720
21208	46295S	5310 COX, CAYDANN	116.48					
1		vb 34KS 09/05/20 VB Ref	110.00*		215	720-3500	330	720
2		vb 34ks 09/05/20 VB Ref mileage	6.48*		215	720-3500	582	720
21209	46323S	5382 KVISTAD, TOM	3,250.00					
1		2021-1 09/18/20 Storage trailer	3,250.00*		215	474-1000	660	224
21210	46308S	5079 APPLIED EDUCATIONAL SYSTEMS	799.00					
1		000143317 09/17/20 Subscription for Business	799.00	9933	201	100-1170	680	
21211	46312S	2717 CITY OF BOULDER	1,409.97					
1		Sept2020 09/02/20 Outdoor water	15.97*		201	100-2600	421	
2		Sept2020 09/02/20 Water	546.56*		201	100-2600	421	
3		Sept2020 09/02/20 Sewer	765.44*		201	100-2600	421	
4		Sept2020 09/02/20 Tennis water	34.16*		201	100-2600	421	
5		Sept2020 09/02/20 Tennis sewer	47.84*		201	100-2600	421	

10/16/20  
14:14:00

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/20

Page: 4 of 10  
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	
21212	46310S	4789 CHIEF ARCHITECT	1,290.00						
1		ORD-700330 09/21/20 Premier SSA Renewal	1,290.00*	9937	215	451-1640	680	301	
21213	46330S	1737 NORTHWESTERN ENERGY	2,777.29						
1		Sept2020 09/01/20 Gas tax	24.43*		201	100-2600	411		
2		Sept2020 09/01/20 Electric service	2,108.56*		201	100-2600	412		
3		Sept2020 09/01/20 Gas service	223.91*		201	100-2600	411		
4		Sept2020 09/01/20 Electric tax	420.39*		201	100-2600	412		
21214	46320S	612 HOME DEPOT PRO INSTITUTIONAL	25.49						
1		569565187 08/27/20 Drum pump blue 8oz	25.49*		215	770-1000	610	770	
21215	46336S	5385 SCHOLASTIC ART	178.00						
1		M7006233 09/01/20 Scholastic Art	178.00*		201	100-1140	610		
21216	46316S	1002 GENERAL DISTRIBUTING	6,318.45						
1		00905664 08/17/20 Glasses, helmets, gloves, ja	6,088.07*		215	770-1000	610	770	
3		00910606 08/31/20 Welding gasses, tank main	30.38*	9939	201	390-1640	610		
4		00909217 08/31/20 Welding gasses, tank main	200.00*	9939	201	390-1640	610		
21217	46306S	3766 ACADIA MONTANA	1,218.89						
1		4325608 09/14/20 Altacare	1,218.89*		215	280-1000	330	524	
21218	46332S	5105 PARSONS, CASSIDY	53.49						
1		09/15/20 FCS food reimbursement	53.49		201	390-1710	610		
21219	46325S	4498 LERUM AUTO	63.00						
1		Suburban 09/03/20 Oil change	63.00*		201	100-2600	440		
21220	46337S	4776 SCHOOL SERVICES OF MONTANA	230.00						
1		5290 08/14/20 Infinite Campus training	230.00*		201	100-2300	321		
21221	46305S	899 360* OFFICE SOLUTIONS	341.81						
1		448112 09/08/20 Disinfectant	387.64*		215	770-1000	610	770	
2		448112 01/31/19 CR3340	-45.83*		215	770-1000	610	770	

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Claim	Warrant	Vendor #/Name	Amount			Acct./Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
21222	46331S	1987 PACIFIC STEEL	1,620.12					
1		749118 09/04/20 Steel for welding lab	1,500.00*	9941	201	390-1640	610	
2		749118 09/04/20 Steel for welding lab	23.33*		201	390-1640	610	
3		749139 09/04/20 Steel for welding lab	96.79*		201	390-1640	610	
21223	46313S	4633 COMMERCIAL ENERGY OF MT INC.	70.76					
1		NWE061397 09/01/20 Acct. 3675	70.76*		201	100-2600	411	
21224	46307S	4878 ANNETTE SMITH ELECTRIC INC	272.00					
1		1466 09/03/20 Fixed kiln in art room	272.00*		201	100-2600	440	
21225	46333S	4761 PEAK 1 ADMINISTRATION	25.00					
1		INV0000909 08/15/20 COBRA Minimum Fee	25.00*		201	100-1000	260	
21226	46321S	4672 ITC CORE TECHNOLOGIES LLC	298.50					
1		HDW-444580 09/08/20 Ashay backup renewal	298.50*	9906	228	100-1000	680	
21227	46327S	4587 MAILING SYSTEMS PLUS MORE	185.41					
1		5928 09/10/20 Postage machine ink cartridge	185.41*		201	100-2400	532	
21228	46326S	5374 MAD DOG ENTERPRISES	3,887.00					
1		23 09/10/20 Concrete behind stadium	2,700.00*	9922	201	100-2600	460	
2		23 09/10/20 Cement for slope behind s	1,100.00	9961	201	100-2600	615	
3		23 09/10/20 Concrete	87.00*		201	100-2600	440	
21230	46322S	5364 JOHNSON CONTROLS FIRE PROTECTION	376.32					
1		21846081 09/15/20 Acct. 46768701-SG	376.32*		201	100-2600	440	
21231	46339S	4639 WEX BANK	1,409.10					
1		67236649 08/31/20 Sports practice	763.84*		201	720-3500	582	
2		67236649 08/31/20 Driver's ed	152.47*		218	100-1000	624	
3		67236649 08/31/20 Bus routes	492.79*		210	100-2700	624	
21232	46319S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	29,423.21					
1		09/01/20 Routes	24,788.26*		210	100-2700	624	
2		09/01/20 Activities	4,533.76*		201	720-3500	582	
3		09/01/20 PPE and Sanitization	101.19*		215	770-1000	610	770

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
21233	46306S	3766 ACADIA MONTANA	1,236.56					
1		4344640 09/21/20 Altacare	1,236.56*		215	280-1000	330	524
21234	46311S	4827 CITI BUSINESS VISA-Costco	3,758.84					
1		09/01/20 door barricade w/sign	76.86	9952	201	100-2600	615	
		MYSAFETYSIGN						
2		7775453 08/28/20 Tech math books	154.62*		201	100-1000	640	
3		49962 08/26/20 ASBO registration	375.00		215	180		777
4		53488g 08/22/20 Freshmen welcome meal	60.92*		201	100-2100	610	
5		50075g 08/22/20 inadvertent charge	141.80*		201	100-2100	610	
6		50075g 08/22/20 credit for inadvertent charge	-141.80*		201	100-2100	610	
7		3933 09/01/20 alcohol prep pads	93.61*		215	770-1000	610	770
8		154666 08/08/20 lptp bag, flashdr,usbhub,tripd	323.09*		215	451-1170	660	301
9		317893659 08/08/20 Canon camera	649.99*		215	451-1170	660	301
10		5287406 09/15/20 face masks	94.90*		215	770-1000	610	770
11		5318644 08/17/20 tech math books	57.85*		201	100-1000	640	
12		6591140 09/15/20 serve safe	4.70	9899	215	999		279
		NASCO MODESTO						
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1710-660-279						
13		6591140 09/15/20 serve safe	304.35	9899	215	999		279
		NASCO MODESTO						
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1710-660-279						
14		6591140 09/15/20 Serve safe training	635.95*		215	451-1710	660	301
15		283661 08/20/20 Country meats/FCCLA	178.00		201	180		
16		5288245 09/08/20 Laptop HP BPA	749.00*		215	451-1170	660	301
21235	46356S	5021 PACIFIC SOURCE HEALTH PLANS	1,178.40					
1		2025800009 09/15/20 Retiree premium	589.20		289	675		
2		2025800009 09/15/20 Retiree premium school pay	589.20*		201	100-1000	260	
21236	46359S	2144 SAFEGUARD BUSINESS SYSTEMS	226.50					
1		34213731 09/03/20 Payroll warrant BMS	226.50*		201	100-2500	610	
21237	46358S	5341 Quadient, Inc.	230.44					
1		57877765 09/12/20 Postage meter	230.44*		201	100-2400	532	

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
21238	46349S	612 HOME DEPOT PRO INSTITUTIONAL	1,699.98					
1		572402857 09/11/20 Disinfectant and cleaner	25.83*	9954	215	770-2600	610	770
2		572402865 09/11/20 Disinfectant and cleaner	1,674.15*	9955	215	770-1000	610	770
21239	46350S	5160 INFINITE CAMPUS	900.00					
1		SRVINV0238 09/16/20 School Foods modules/supp	900.00	9896	215	999		310
PO Accounting (Org/Prog/Func/Obj/Proj: -910-3100-680-310								
21240	46344S	2152 CENTURY LINK	463.30					
1		Sept2020 09/13/20 Acct. 406-225-3317 232B	463.30*		201	100-2400		531
21241	46355S	5388 MI CORRECTIONAL ENTERPRISES	221.00					
1		78972 08/31/20 COVID 19 Shield with Feet	221.00*		215	770-2600	660	770
21242	-99925E	4786 MC Mastercard	2,646.28					
1		7567455 08/31/20 Webcams	1,399.90*		215	770-1000	660	770
2		5514665 08/31/20 Docking stations and accessor	1,246.38*		215	770-1000	660	770
21243	-99924E	4786 MC Mastercard	730.73					
1		REFUND 08/14/20 Scope lamps refund	-53.95		201	100-1511		610
2		EFBD49E-00 08/21/20 Presentation software	149.99	9811	201	999		
PEARDECK.COM								
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-680-								
3		2385057 08/19/20 Code Talker: A Novel	299.40	9872	215	999		711
AMAZON.COM								
PO Accounting (Org/Prog/Func/Obj/Proj: -423-1000-640-711								
4		W802050950 08/10/20 Apple developer membership	99.00*		201	100-2400		680
5		18198-3652 09/02/20 Teacher licenses	75.00*	9957	215	770-1000		680 770
DELTAMATH SOLUTIONS LLC								
6		4662641 09/02/20 Arch Drawing supplies	39.74	9812	201	999		
BLICK ART MATERIALS								
PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-								
7		51143177 09/03/20 test kits, tape, pipettes	74.55	9836	201	999		
CAROLINA BIOLOGICAL								
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-								
8		09/01/20 Fraudulent charges	47.00		201	100-1000		610



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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
21244	-99923E	4786 MC Mastercard	2,841.27					
1		Dist Act 1 09/05/20 Due from activities	141.27		201	180		
2		Dist Act 2 09/05/20 Due from activities	2,700.00		201	180		
21245	-99922E	4786 MC Mastercard	1,016.23					
1		56499731 09/02/20 FCS supplies	1,016.23*		215	451-1710	610	301
21246	-99921E	4786 MC Mastercard	170.49					
1		009068 08/23/20 1 inch white vinyl	69.94		201	100-2600	610	
2		047041 08/23/20 Spray bottles, hardware	100.55		201	100-2600	610	
21247	46353S	1451 L & P GROCERY	9.58					
1		01-1140660 09/28/20 Vinegar for cleaning	9.58		201	100-2600	610	
21248	46352S	3374 J.W.PEPPER & SON, INC.	180.00					
1		362907987 08/19/20 class music	130.00	9898	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-610-						
2		360620387 08/05/20 class music	50.00	9898	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-610-						
21249	46345S	5389 DRYNAN, MARY	68.96					
1		09/23/20 Legos	68.96*		215	474-1000	610	258
21250	46360S	1609 SAM/MASS	150.00					
1		5973 07/27/20 Leadership Summit	150.00*		201	100-2300	810	
21251	46346S	5192 GRAMMARLY INC	2,550.00					
1		6878 09/23/20 Ann. subscription	2,550.00*	9966	228	100-1000	680	
21252	46343S	5346 BSN SPORTS	1,494.48					
1		909903430 09/09/20 weight room items	1,494.48	9893	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-660-						
21254	46348S	3474 HELENA HIGH SCHOOL	1,939.75					
1		1011728377 09/29/20 ipads	1,939.75*		215	456-1000	660	307

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
21255	46354S	5392 MISSOULA COUNTY PUBLIC SCHOOLS	2,096.75					
1		1563 09/29/20 chrome cart, dist. learning	650.00*		215	456-1000	660	307
2		1563 09/29/20 chrome cart, dist. learning	1,446.75*		215	456-1000	535	307
21256	46347S	4768 GREAT FALLS PUBLIC SCHOOLS	2,118.92					
1		09/24/20 laptops	2,118.92*		215	456-1000	660	307
21257	46357S	5393 POPLAR PUBLIC SCHOOL DISTRICT	2,096.75					
1		122114-1 07/23/20 Successmaker curriculum	2,096.75*		215	456-1000	321	307
21259	46340S	5395 ANACONDA PUBLIC SCHOOLS	2,093.00					
1		ac43190413 09/01/20 iPads	2,093.00*		215	456-1000	660	307
21260	46341S	5396 BILLINGS PUBLIC SCHOOLS	2,178.09					
1		321 09/10/20 charging station	346.84*		215	456-1000	660	307
2		321 09/10/20 curriiculum supplies	1,831.25*		215	456-1000	610	307
21261	46351S	4326 INTERNATIONAL ACADEMY OF SCIENCE	2,100.00					
1		75708 09/23/20 Acellus licenses	2,100.00*		215	456-1000	680	307
21262	46342S	290 BOULDER ELEMENTARY SCHOOL	2,096.75					
1		73441 07/28/20 Acellus licenses	2,096.75*		215	456-1000	680	307
		<b># of Claims</b>	<b>78</b>					
		<b>Total:</b>	<b>99,175.28</b>					
		<b>Total Electronic Claims</b>	<b>7,405.00</b>					
		<b>Total Non-Electronic Claims</b>	<b>91,770.28</b>					

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$27,073.82
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$25,281.05
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$43,149.40
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	\$152.47
228 TECHNOLOGY FUND	
101	\$2,929.34
289 RETIREE/COBRA INSURANCE FUND	
101	\$589.20
<b>Total:</b>	<b>\$99,175.28</b>

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Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
21263 46371S	1451 L & P GROCERY	86.84				
1	01-1142928 10/01/20 FCS groceries	16.45	9804	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-					
2	01-1142098 09/30/20 FCS groceries	37.61	9804	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-					
3	01-1136402 09/22/20 FCS groceries	32.78	9804	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-					
21264 46373S	1650 MEADOW GOLD GREAT FALLS	368.03				
1	60207943 09/17/20 Milk	182.71*		201	910-3100	630
2	60208049 09/24/20 Milk	185.32*		201	910-3100	630
21265 46379S	3388 THREE BROTHERS PLUMBING & HEATING	974.16				
1	477709 09/24/20 grease trap for kitchen	974.16	9884	215	999	310
	PO Accounting (Org/Prog/Func/Obj/Proj: -910-3100-660-310					
21266 46361S	3766 ACADIA MONTANA	494.63				
1	4293973 09/07/20 Altacare	494.63*		215	280-1000	330 524
21267 46376S	5087 ROWLING, RICK	102.55				
1	FB Whiteha 10/02/20 FB ref	60.00*		215	720-3500	340 720
2	FB Whiteha 10/02/20 FB ref mileage	42.55*		215	720-3500	582 720
21268 46367S	5064 HOILAND, ERIC L	68.88				
1	FB Whiteha 10/02/20 FB ref	60.00*		215	720-3500	340 720
2	FB Whiteha 10/02/20 FB ref mileage	8.88*		215	720-3500	582 720
21269 46370S	4901 KINZLE, JON	68.88				
1	FB Whiteha 10/02/20 FB ref	60.00*		215	720-3500	340 720
2	FB Whiteha 10/02/20 FB ref mileage	8.88*		215	720-3500	582 720
21270 46381S	5397 WINSTON, JOHN	68.88				
1	FB Whiteha 10/02/20 FB referee	60.00*		215	720-3500	340 720
2	FB Whiteha 10/02/20 FB ref mileage	8.88*		215	720-3500	582 720
21271 46372S	5398 LAMIAUX, DUSTIN	68.88				
1	FB Whiteha 10/02/20 FB referee	60.00*		215	720-3500	340 720
2	FB Whiteha 10/02/20 FB ref mileage	8.88*		215	720-3500	582 720

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
21273	46374S	5021 PACIFIC SOURCE HEALTH PLANS	1,590.48					
1		October 20 09/25/20 BES emp premium C.M.	483.66		215	675		666
2		October 20 09/25/20 BES emp premium D.O.	623.15		215	675		666
3		October 20 09/25/20 BES emp premium R.H.	483.67		215	675		666
21274	46407S	5063 RIES, JOHN	129.88					
1		SGCo 10/06/20 VB referee fee	121.00*		215	720-3500	340	720
2		SGCo 10/06/20 VB Ref mileage	8.88*		215	720-3500	582	720
21275	46368S	5096 HUCKEY, SUSAN	141.88					
1		SGCo 10/06/20 VBall Ref fee	133.00*		215	720-3500	340	720
2		SGCo 10/06/20 VBall Ref mileage	8.88*		215	720-3500	582	720
21276	46364S	5061 FOLEY, MIKE	141.88					
1		SGCo 10/06/20 VBall Ref fee	133.00*		215	720-3500	340	720
2		SGCo 10/06/20 VBall Ref Mileage	8.88*		215	720-3500	582	720
21277	46378S	4908 SHEA, DARA LIANNE	83.88					
1		SGCo 10/06/20 VBall Ref fee	75.00*		215	720-3500	340	720
2		SGCo 10/06/20 VBall Ref mileage	8.88*		215	720-3500	582	720
21278	46369S	5126 KESSEL, SYDNEY	104.48					
1		BRDWTR 10/08/20 Vball ref fee	98.00*		215	720-3500	340	720
2		BRDWTR 10/08/20 Vball ref mileage	6.48*		215	720-3500	582	720
21279	46365S	5302 GRIMSRUD, JUSTIN	104.48					
1		BRDWTR 10/08/20 Vball ref fee	98.00*		215	720-3500	340	720
2		BRDWTR 10/08/20 VBall ref mileage	6.48*		215	720-3500	582	720
21280	46362S	5223 ALTHOF, PATSY	139.48					
1		BRDWTR 10/08/20 Vball ref fee	133.00*		215	720-3500	340	720
2		BRDWTR 10/08/20 Vball ref mileage	6.48*		215	720-3500	582	720
21281	46366S	5399 HEWITT, KAYLA	164.05					
1		BRDWTR 10/08/20 Vball ref fee	133.00*		215	720-3500	340	720
2		BRDWTR 10/08/20 Vball ref milieage	31.05*		215	720-3500	582	720

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
21282	46363S	4940 FABATZ, ANNA	81.88					
1		Whthll 10/13/20 Vball ref fee	73.00*		215	720-3500	340	720
2		Whthll 10/13/20 Vball ref milieage	8.88*		215	720-3500	582	720
21283	46377S	4938 SEWELL, TAYLOR	116.88					
1		Whthll 10/13/20 Vball ref fee	108.00*		215	720-3500	340	720
2		Whthll 10/13/20 Vball ref milieage	8.88*		215	720-3500	582	720
21284	46364S	5061 FOLEY, MIKE	92.18					
1		Whthll 10/13/20 Vball ref fee	50.00*		215	720-3500	340	720
2		Whthll 10/13/20 Vball ref milieage	42.18*		215	720-3500	582	720
21285	46410S	4906 TOBIN, MARILYN	127.18					
1		Whthll 10/13/20 Vball ref fee	85.00*		215	720-3500	340	720
2		Whthll 10/13/20 Vball ref milieage	42.18*		215	720-3500	582	720
21286	46382S	5201 GUARDIAN LIFE INSURANCE COMPANY OF	186.77					
1		Oct 20 09/16/20 Ret prem Hohenthal	18.52		289	675		
2		Oct 20 09/16/20 Ret Prem Foster	59.39		289	675		
3		Oct 20 09/16/20 Ret Prem Allen	108.86		289	675		
21287	46394S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	35,313.15					
1		1221 09/30/20 route fuel	23,402.26*		210	100-2700	513	
2		1221 09/30/20 Route fuell targeted	1,386.00*		215	420-2700	513	289
3		1221 09/30/20 Covid Route	4,900.00*		210	771-2700	513	
4		1221 09/30/20 Sanitation	308.94*		210	771-2700	513	
5		1221 09/30/20 XC cont cost	1,081.92*		201	720-3500	582	
6		1221 09/30/20 XC cont downtime	139.26*		201	720-3500	582	
7		1221 09/30/20 FB cont cost	1,736.96*		201	720-3500	582	
8		1221 09/30/20 FB cont downtime	348.15*		201	720-3500	582	
9		1221 09/30/20 VB cont cost	1,661.51*		201	720-3500	582	
10		1221 09/30/20 VB cont downtime	348.15*		201	720-3500	582	
21288	46411S	4639 WEX BANK	3,808.36					
1		67804144 09/30/20 Route fuel	1,534.15*		210	100-2700	624	
2		67804144 09/30/20 Covid Route fuel	444.00*		210	771-2700	624	
3		67804144 09/30/20 XC fuel	186.48*		201	720-3500	582	
4		67804144 09/30/20 FB fuel	299.38*		201	720-3500	582	
5		67804144 09/30/20 VB fuel	286.38*		201	720-3500	582	
6		67804144 09/30/20 Custodial fuel	88.71*		201	100-2600	624	
7		67804144 09/30/20 FB AD fuel	247.52*		201	720-3500	582	
8		67804144 09/30/20 VB AD fuel	41.98*		201	720-3500	582	

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
9		67804144 09/30/20 AD meeting fuel	28.39*		201	720-3500	582	
10		67804144 09/30/20 Drivers ed fuel	23.28*		218	100-1000	624	
11		67804144 09/30/20 Foods fuel	39.58*		201	910-3100	624	
12		67804144 09/30/20 Due from BES	588.51		201	180		
21289	46399S	1451 L & P GROCERY	24.75					
1		02-714265 10/08/20 Water for testing	24.75*		201	100-2100	610	
21290	46390S	5360 FTF FIRST TO THE FINISH	499.84					
1		SI-721008 08/27/20 no-touch thermometers	499.84*	9942	215	770-1000	660	770
21291	46391S	1002 GENERAL DISTRIBUTING	352.00					
1		917721 09/24/20 Floor brush heads and handles	352.00		201	100-2600	610	
21292	46395S	612 HOME DEPOT PRO INSTITUTIONAL	16.01					
1		574381158 09/23/20 Seaside refill	16.01		201	100-2600	610	
21293	46406S	2129 PICCOLO'S MUSIC	15.00					
1		128718 09/15/20 Instrument repair	15.00*		201	100-1470	440	
21294	46387S	2717 CITY OF BOULDER	1,409.97					
1		Oct2020 10/01/20 Water	546.56*		201	100-2600	421	
2		Oct2020 10/01/20 Sewer	765.44*		201	100-2600	421	
3		Oct2020 10/01/20 Tennis water	34.16*		201	100-2600	421	
4		Oct2020 10/01/20 Tennis sewer	47.84*		201	100-2600	421	
5		Oct2020 10/01/20 Outdoor water	15.97*		201	100-2600	421	
21295	46398S	5403 KALEVA LAW OFFICE	2,062.50					
1		3604 09/29/20 Payment of residential placeme	2,062.50*		201	100-2300	330	
21296	46393S	157 HARDWARE HANK	90.42					
1		115899 09/01/20 Hitch pin	7.49		201	100-2600	610	
2		115988 09/08/20 Key cut, brooms	27.98		201	100-2600	610	
3		116070 09/11/20 Key cut	6.00		201	100-2600	610	
4		116075 09/11/20 Spray paint, rebar tie wire	12.98		201	100-2600	610	
5		116123 09/15/20 Fuse	4.49		201	100-2600	610	
6		116156 09/17/20 Light bulbs	22.99		201	100-2600	610	
7		116275 09/25/20 Chalk reel	8.49		201	100-2600	610	

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JEFFERSON HIGH SCHOOL  
Claim Details  
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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
21297	46388S	4633 COMMERCIAL ENERGY OF MT INC.	331.76					
1		NWE061886 10/01/20 Acct. 3676	17.11*		201	100-2600	411	
2		NWE061885 10/01/20 Acct. 3675	314.65*		201	100-2600	411	
21298	46385S	4878 ANNETTE SMITH ELECTRIC INC	615.00					
1		1489 10/05/20 Power for planer in woodshop	615.00*		201	100-2600	440	
21299	46383S	3766 ACADIA MONTANA	1,685.05					
1		4383671 10/05/20 Altacare	1,685.05*		215	280-1000	330	524
21300	46386S	385 BOULDER MONITOR & JEFFERSON CO.	5.00					
1		2457 10/01/20 Board agenda	5.00*		201	100-2300	540	
21301	46399S	1451 L & P GROCERY	55.31					
1		02-713425 10/06/20 Water	8.25*		201	100-2100	610	
2		02-1146167 10/05/20 ACT breakfast	25.41*		201	100-2100	610	
3		01-1143987 10/02/20 Biology supplies	21.65	9834	201	999		
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-								
21302	46396S	5368 INGRAHAM ENVIRONMENTAL	4,400.00					
1		13977 08/04/20 Wood shop floor removal	4,400.00	9895	201	999		
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-								
21303	46405S	1987 PACIFIC STEEL	1,620.12					
1		7364553 09/04/20 Steel	96.79*		201	390-1640	610	
2		7364555 09/04/20 Steel	1,523.33*		201	390-1640	610	
21304	46409S	5405 THE TRANSFORMATIVE READING TEACHER	2,500.00					
1		2117 09/28/20 Consultative days	2,500.00*	9972	215	423-1000	330	713
21305	46403S	1737 NORTHWESTERN ENERGY	4,347.37					
1		Oct2020 10/01/20 Gas tax	114.56*		201	100-2600	411	
2		Oct2020 10/01/20 Electric service	3,105.60*		201	100-2600	412	
3		Oct2020 10/01/20 Gas service	482.19*		201	100-2600	411	
4		Oct2020 10/01/20 Electric tax	645.02*		201	100-2600	412	



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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
21306	46392S	1086 GIULIO DISPOSAL SERVICES, INC.	155.00					
1		1371 09/30/20 Disposal services	155.00*		201	100-2600	431	
21307	46401S	5377 MONTANA CORRECTIONAL ENTERPRISES	576.00					
1		79039 09/04/20 COVID-19 Shield	576.00*	9927	215	770-1000	660	770
21308	46400S	5074 LUNDIN, BRIAN	91.05					
1		3Forks 10/10/20 FB ref	60.00*		215	720-3500	340	720
2		3Forks 10/10/20 FB ref mileage	31.05*		215	720-3500	582	720
21309	46408S	4924 STRUBLE, CRAIG	66.48					
1		3Forks 10/10/20 FB ref	60.00*		215	720-3500	340	720
2		3Forks 10/10/20 FB ref mileage	6.48*		215	720-3500	582	720
21310	46402S	5057 NOEM, WAYNE ALAN	66.48					
1		3Forks 10/10/20 FB ref	60.00*		215	720-3500	340	720
2		3Forks 10/10/20 FB ref mileage	6.48*		215	720-3500	582	720
21311	46412S	4920 WICHMAN, CRAIG	66.48					
1		3Forks 10/10/20 FB ref	60.00*		215	720-3500	340	720
2		3Forks 10/10/20 FB ref mileage	6.48*		215	720-3500	582	720
21312	46397S	5065 JACOBSON, BRIAN	66.48					
1		3Forks 10/10/20 FB ref	60.00*		215	720-3500	340	720
2		3Forks 10/10/20 FB ref mileage	6.48*		215	720-3500	582	720
21313	46402S	5057 NOEM, WAYNE ALAN	79.05					
1		Columbus 10/12/20 JV FB ref	48.00*		215	720-3500	340	720
2		Columbus 10/12/20 JV FB ref mileage	31.05*		215	720-3500	582	720
21314	46389S	5075 DONNELL, JACK	54.48					
1		Columbus 10/12/20 JV FB ref	48.00*		215	720-3500	340	720
2		Columbus 10/12/20 JV FB ref mileage	6.48*		215	720-3500	582	720
21315	46404S	4897 OBRIGEWITCH, ERIC	54.48					
1		Columbus 10/12/20 JV FB ref	48.00*		215	720-3500	340	720
2		Columbus 10/12/20 JV FB ref mileage	6.48*		215	720-3500	582	720

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JEFFERSON HIGH SCHOOL  
Claim Details  
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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
21316	46384S	5104 ALMENDINGER, ERIC	54.48					
1		Columbus 10/12/20 JV FB ref	48.00*		215	720-3500	340	720
2		Columbus 10/12/20 JV FB ref mileage	6.48*		215	720-3500	582	720
		<b># of Claims</b> 53	<b>Total:</b> 65,989.18					
			65,989.18					

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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 10/20

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$23,077.96
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$30,589.35
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$12,111.82
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	\$23.28
289 RETIREE/COBRA INSURANCE FUND	
101	\$186.77
<b>Total:</b>	<b>\$65,989.18</b>