

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

Tuesday, June 20, 2023 6:30 p.m. Jefferson High School Library or Cafeteria

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

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

A. Call to order-Chairperson

1. Pledge of Allegiance

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

C. Consent Agenda

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

D. Student Report

E. Staff Report – Sarah Layng

F. Committee Reports

G. Administration Reports – *The board briefly reviews the written reports provided in the 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. Facility Manager
3. Principal/A.D.
4. Superintendent

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

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

1. Construction/Renovation update
2. Personnel
 - a. Contract Renewals – Spring coaches
 - b. Resignations – Jen Scott, Mike Robbins
 - c. New Hires – Girls basketball, paraprofessional educators (Brito, DeHennis), Administrative Assistant, Industrial Arts (CTE)
 - d. Volunteer – G. Williams
3. Attendance Agreements – 11 YDI, 2 JHS students to Helena, 25 Helena to JHS for 23/24, 1 JHS student to Butte
4. Approval of Certified Collective Bargaining Agreement
5. Approval of Classified Collective Bargaining Agreement
6. Approval of MOU with Certified Staff
7. Approval of Staff and Student Handbooks
8. Approval of Harlow's Bus Contract
9. Approval of Transportation Agreements
10. Approval of 23/24 Fee Schedule
11. Student discipline hearing

J. Communication and Comments

1. Letters to the Board – Q. Shultz, J. Scott, M. Robbins

K. Commendations and Recognition

L. Follow-up/Adjournment – upcoming agenda items

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING July 18, 5:30 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)

Dani Morris, Vice-Chair (At-Large 1 position)

Justin Willcut (MT City area position)

Jenny Genger, (At-Large 2 position)

Cami Robson, Chair (Clancy area position)

Larry Rasch (At-Large 3 position)

Lindsey Graham (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;*
- Feel happy, challenged, safe, and supported during their time here;*

Teachers:

- Actively support students with their time, attention and obvious commitment;*
- Have the tools and resources necessary to do optimal work;*
- Are proud to work here and of their contribution to the school;*

Our Administration and Board

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

Our communities:

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

- Appreciate and fully engage in our activities that augment our core curriculum; and*
- Have access to technology that enhances their learning opportunities.*

- Are committed to continuing education and the use of best practices;*
- Look at our District as a long-term career commitment; and*
- Feel confident about the Board's decisions and plans.*

COMMITTEE ASSIGNMENTS:

Negotiations/Personnel – B. Bullock, J. Willcut, J. Genger

Policy/Handbook – D. Morris, J. Genger, L. Graham

Budget/Insurance/Investments – J. Willcut, D. Morris, L. Graham

Building/Grounds/Transportation – C. Robson, B. Bullock, L. Rasch,

Technology – L. Rasch, J. Willcut, C. Robson

MINUTES Jefferson High School Dist. 1 Board of Trustees

May 16, 2023

Board members present in-person:	Cami Robson	Jenny Genger	Regular Meeting
	Larry Rasch	Dani Morris	Buster Bullock
	Lindsey Graham		Justin Willcut

Administrators present: Erik Wilkerson-Superintendent, Mike Moodry-Principal, Lorie J Carey-Business Manager

Staff Present List included with the packet.

Visitors Present: List included with the packet.

A. Call to Order The meeting was called to order by Ms. Robson, chair, at 6:30 p.m.

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. Consent Agenda Approval of High School Claims and Accounts and minutes of the previous meeting(s) – action Mr. Bullock moved to approve the minutes.. Ms. Morris seconded the motion, which passed unanimously. Mr. Rasch moved to approve the claims. Mr. Bullock seconded the motion, which passed unanimously. Ms. Graham moved to approve the construction claims. Mr. Rasch seconded the motion, which passed unanimously.

D. Student Report – Quinn Shultz reported.

E. Staff Report – Mary Drynan – learning center introduction of staff. Ester Kirsch presented information about the Life Skills Class recently established at JHS. Mike Robbins – requesting consideration of a required course of workplace safety/intro to drafting. Lacey Lemmons expressed her support of the requirement.

F. Committee Reports -

G. Administration Reports – The board briefly reviews the written reports provided in the 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 – No questions
2. Facility Manager – No questions.
3. Principal/A.D. – Met with Dick Andersons' Education consultant. Ms. Layng golf at state. Girls and Boys both first in Divisionsals. Tennis girls at divisionsals. Boys tennis divisional this week. Track 9 events on each side pre-qualified. Boys 1st and girls 2nd at district. Graduation parking will be at the fairgrounds with a bus shuttling back and forth. Prom – Dani suggested the grand march be moved an hour later.
4. Superintendent –.

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

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

1. **Construction/Renovation update** – Tim Tholte from DA and Klint Fisher from SMA gave a brief overview of the project. SMA will be looking at FF&E this summer.
2. **Approval of out-of-state travel** – Skills USA competition June 18-24 in Atlanta Ms. Graham moved and Mr. Bullock seconded the approval, The motion passed unanimously, International Thespian Festival – Bloomington, IN. June 17 -26. Moved to approve the trip to the festival. Mr. Rasch seconded the motion, which passed unanimously.
3. **Personnel**
 - a. **Contract Renewals** – 23/24 Foods position. Mr. Rasch moved to approve Cammy Glidewell. Mr. Bullock seconded the motion, which passed unanimously.
 - b. **Resignations** – A. Carey, K. Padmos. Mr. Willcut moved to accept the two resignations. Mr. Rasch seconded the motion which passed by 6. Mr. Bullock abstained.
 - c. **New Hires** – Cheer coach – Chantel Lyon . Mr. Rasch moved to approve Ms. Lyon as the assistant cheer coach. Mr. Bullock seconded the motion, which passed unanimously. Girls head basketball – Aubrey McMasters. Mr. Bull-

ock moved to approve. Mr. Rasch seconded the motion, which passed unanimously. Brian Bullock was recommended as assistant GBB coach. Ms. Morris was concerned about having a coach in GBB and also in BBB. Mr. Moodry explained that he had contacted other schools who have had this situation before and made it work. Motion passed by 5. Mr. Bullock and Ms. Graham abstained.

d. Substitutes – none.

4. **Attendance Agreements** – 4 YDI, 1 JHS students to Helena, 1 Helena to JHS. Mr. Willcut moved to approve and acknowledge. Ms. Graham seconded the motion which passed unanimously.

5. **Approval of change of health insurance provider and broker.** Mr. Bullock moved to approve the insurance program of MUST. Mr. Willcut seconded the motion which passed by 6, Mr. Rasch had stepped out. Ms. Genger moved to approve Julie Blockey. Mr. Bullock seconded the motion, which passed by 6. Mr. Rasch had stepped out.

6. **Approval of Certified Collective Bargaining Agreement** – moved to June

7. **Approval of Classified Collective Bargaining Agreement** – moved to June

8. **Eighth grade students in JHS wrestling** – MHSA approved 8th grade students for participation at the high school level in the sports except for Football. Accepting those students would fill the lighter weight classes. He doesn't expect a major rush but would like to offer an opportunity for some kids to get a little experience. Mr. Bullock moved to allow 8th graders to participate. Ms. Genger seconded the motion, which passed unanimously.

9. **Approval of Prickly Pear Co-op Representative.** Mr. Willcut moved to approve Mr. Wilkerson. Mr. Rasch seconded the motion, which passed by 6. Mr. Bullock had stepped out.

10. **Heard Scholarship.** \$5000 Boy – Caleb Smartnick, \$5000 Girl – Austie May, \$2500 for each Izzie Morris, Ethan Smartnick, Trinity Boyce, Quinn Shultz, Jessie Harris, Emma McCauley

J. Communication and Comments

1. Letters –Ms. Aubrie Carey (administrative assistant), Kaylee Padmos (nurse)

K. Commendations

L. Follow-up/Adjournment – upcoming months

Next meeting – CBA approvals, CTE requirement, Student hearing

M. Adjournment - meeting adjourned at 8:55 p.m.

A. Call to Order Ms. Robson

B. Board Reorganization (Policy 1120)

- i. Seating of Trustees – Ms. Sarah Eyer seated the three trustees – Bullock, Willcut, and Rasch
- ii. Election of Chair – called by Superintendent. Ms. Robson was nominated by Ms. Morris. Mr. Rasch seconded the motion which passed unanimously. Ms. Robson elected.
- iii. Election of Vice-Chair Ms. Graham was nominated by Ms. Morris. Seconded by Mr. Willcut. Ms. Graham elected.
- iv. Appointment of Clerk Mr. Willcut moved to approve Ms. Lorie Carey as JHS board of trustees clerk Mr. Rasch seconded the motion which passed by 6. Mr. Bullock abstained.
- v. Assignment of Committees – All members the same as the previous year..
- vi. Meeting times. Ms. Graham moved to move the meetings to 5:30 p.m. on the third Tuesday of each month. Mr. Willcut seconded the motion, which passed. unanimously.
- vii. Appointment of MTSBA Liaison (Policy 1135P)

Mr. Rasch moved to approve Ms. Robson. Ms. Genger seconded the motion, which passed unanimously.

C. New Business

- i.. New Board Member Training – Ms. Robson encouraged all members to complete the online training.
- ii.. Approval to have Jefferson County run the 2024 election by mail ballot. Mr. Bullock moved to approve. Ms. Graham seconded the motion, which passed unanimously.
- iii. Student Discipline Hearing – possible closed session – Moved to June

D. Adjournment

Signature of Chair

Signature of Clerk



July 19th 2022

Lori Cary, Business Manager
Jefferson High School
312 Main Street
Boulder, Mt 59632

Dear Lori:

This letter is to request a cost-of-living increase as per the school contract Page 5, Item Number 14, Cost of Living Escalator: beginning on July 1, 2022 and for subsequent years of this contract, the annual increase in the contract shall increase by the greater of 3% or annual Consumer Price Index (CPI) Urban, All Items and shall not exceed a 6% annual increase determined in April of each year. <https://www.bls.gov/cpi>.

Based on April 2022 CPI rate of 8.3%, the contract will increase by the agreed amount of 6.00% for the 2022-2023 school year.

The 2022-2023 School Year Transportation Rates:

- **General School Transportation**
 - Route Cost Per Mile: \$3.87/ Mile
- **School Field Trips and Activity Transportation**
 - School Bus Activities Rate: \$2.04/Mile
 - Minimum Charge of Seventy-Five (75) Miles
- **Driver Downtime Per School**
 - Jefferson High School
 - Day Trips Per Driver Per Trip: \$76.90/ Trip
 - Overnight Trip Per Driver, Per Day, Per Trip: \$100.56/ Trip
 - Boulder Elementary:
 - Driver Downtime Per Hour, Per Driver: \$11.83/ Hour
- **PPE / Sanitizing Expense** Pass Through
 - The items may include but not limited to: gloves, mask, disinfectant and hand sanitizer for the bus, etc. We would want a mutually agreed upon / approved plan.

Cancellation Fees Due To School Closure: For each day that scheduled transportation is cancelled, meaning that school buses do not provide scheduled transportation services due to an unplanned school closure, for any reason whatsoever, School District school shall pay Contractor minimum fifty percent (50%) of the cost for the transportation services scheduled for that day, provided that Contractor shall give an equal credit against the cost of transportation services provided by Contractor for make-up days added in the same school year where transportation is provided.

If you have any questions, please do not hesitate to contact me at any time 406-225-3344

Sincerely,

Customer Acknowledgement

Joe Canzona
Transportation Manager
joe.canzona@harlowsschoolbus.com

Signature: 
Printed Name: Erik Wilkerson

Cc: Jacob Iverson, Senior Vice President, Andy Ellingsen, Director of Operations

Harlow's School Bus Service, Inc

1021 South 23rd Street Suite A, Bismarck North Dakota 58501

06/09/23
12:31:11

JEFFERSON HIGH SCHOOL
Check/Claim Details
For the Accounting Period: 5/23

Page: 1 of 5
Report ID: AP100W

* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
<hr/>							
-99702E	4786 MC Mastercard						
23794		13,432.62					
Dist Act 1, Dist Act 2, Act Drama							
1	102752 04/19/23 Fuel	50.36		201	710-3400	582	
2	DistAct1 05/05/23 Due from activities	2,394.00		201	170		
3	DistAct2 05/05/23 Due from activities	4,652.75		201	170		
4	ActDrama 05/05/23 Due from activities	6,335.51		201	170		
	Total Check:	13,432.62					
<hr/>							
-99701E	4786 MC Mastercard						
23795		49.49					
Vball Gbball Tennis							
1	04/06/23 Tennis shirt	49.49*		201	720-3500	610	
	Total Check:	49.49					
<hr/>							
-99700E	4786 MC Mastercard						
23796		2,651.92					
Dist Admin 2							
1	28064 04/23/23 Conference lodging Bieler	109.18		201	100-1000	582	
2	43050 04/26/23 BPA Ntls lodging	387.60*		215	451-1170	582	335
3	43050 04/26/23 BPA Ntls lodging	628.08*		201	390-1000	582	778
4	43050 04/26/23 BPA Ntls lodging	238.20*		215	392-1170	582	337
5	42789 04/26/23 BPA Ntls lodging	1,253.88*		215	392-1170	582	337
6	43050 04/26/23 Due from BPA	34.98		201	170		
	Total Check:	2,651.92					
<hr/>							
-99699E	4786 MC Mastercard						
23797		938.67					
Cheer Band							
1	098339 04/20/23 Dist Music Fest meals	46.29		201	710-3400	582	
2	084447 04/21/23 Dist Music Fest meals	108.14		201	710-3400	582	
3	017453 04/21/23 Dist Music Fest meals	8.05		201	710-3400	582	
4	081335 04/21/23 Dist Music Fest meals	258.73		201	710-3400	582	
5	066467 04/21/23 Dist Music Fest meals	20.85		201	710-3400	582	
6	062268 04/21/23 Dist Music Fest meals	316.76		201	710-3400	582	
7	021486 04/21/23 Dist Music Fest meals	71.85		201	710-3400	582	
8	092744 04/22/23 Dist Music Fest meals	108.00		201	710-3400	582	
	Total Check:	938.67					
<hr/>							
-99698E	4786 MC Mastercard						
23798		2,712.26					
Dist Admin 1							
1	199636042 04/28/23 Zoom renewal	777.61*		215	785-1000	680	785
2	060483 05/04/23 Field trip meals	83.65*		215	474-1000	582	28
3	04/17/23 Screen for Art	500.00*		215	100-1000	660	287
4	04/17/23 Due from Art	1,351.00		201	170		
	Total Check:	2,712.26					

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JEFFERSON HIGH SCHOOL
Check/Claim Details
For the Accounting Period: 5/23

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Report ID: AP100W

* Over spent expenditure

Warrant Claim		Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
-99697E	4786 MC Mastercard							
	23804	4,250.45						
Act FCS								
1	010598 04/06/23 Due from Skills USA	50.40		201	170			
2	HZ2CVA 04/17/23 Skills USA Ntls travel	64.99*		215	397-1641	582	304	
3	HZ2CVA 04/17/23 Skills USA Ntls travel	1,152.00*		215	397-1641	582	304	
4	HZ2CVA 04/17/23 Skills USA Ntls travel	1,152.00*		215	397-1641	582	304	
5	HZ2CVA 04/17/23 Skills USA Ntls travel	29.99*		215	397-1641	582	304	
6	HZ2CVA 04/17/23 Skills USA Ntls travel	78.36*		215	397-1641	582	304	
7	HZ2CVA 04/17/23 Skills USA Ntls travel	1,073.64*		215	397-1641	582	319	
8	HZ2CVA 04/17/23 Skills USA Ntls travel	29.99*		215	397-1641	582	319	
9	HZ2CVA 04/17/23 Skills USA Ntls travel	64.99*		215	397-1641	582	319	
10	04/18/23 Skills USA Ntls travel	246.09*		215	397-1641	582	319	
11	04/20/23 Skills USA Ntls travel	283.00*		215	397-1641	582	319	
12	04/25/23 Skills USA Ntls travel	25.00*		215	397-1641	582	319	
	Total Check:	4,250.45						
48430S	5574 BOULDER ACE HARDWARE							
	23825	328.04						
1	a11346 02/23/23 volt tester	17.99		201	100-2600	615		
2	a12315 03/24/23 Rawl	24.99		201	100-2600	615		
3	a12098 03/14/23 fasteners	48.53		201	100-2600	615		
4	a12601 04/03/23 Drill bits	153.20		201	100-2600	615		
5	a12651 04/05/23 fasteners	9.80		201	100-2600	615		
6	632 04/10/23 Volt tester, drill bits, batte	34.55		201	100-2600	615		
7	634 04/11/23 Gloves	16.99		201	100-2600	615		
8	646 04/17/23 Bondo	21.99		201	100-2600	615		
	Total Check:	328.04						
48450S	4967 CENTURY LINK							
	23792	81.98						
1	640407743 05/04/23 ACCT.88113581	81.98*		228	100-1000	530		
	Total Check:	81.98						
48451S	2717 CITY OF BOULDER							
	23788	1,409.97						
1	May2023 05/03/23 Outdoor water	15.97		201	100-2600	421		
2	May2023 05/03/23 Tennis sewer and water	82.00		201	100-2600	421		
3	May2023 05/03/23 Sewer and water	1,312.00		201	100-2600	421		
	Total Check:	1,409.97						

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JEFFERSON HIGH SCHOOL
Check/Claim Details
For the Accounting Period: 5/23

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* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
48452S	631 CRESCENT ELECTRIC SUPPLY CO.						
23791		205.92					
1	511331947 04/21/23 Light bulbs	205.92		201	100-2600	615	
	Total Check:	205.92					
48453S	5191 FISHER'S TECHNOLOGY						
23790		385.00					
1	1166126 05/02/23 Copier	385.00*		201	100-2400	440	
	Total Check:	385.00					
48454S	5510 GRIZZLY DIESEL SERVICE						
23787		465.64					
1	37934 04/25/23 Coach bus repairs	451.27*		224	100-2600	440	
2	SvcCharge 04/30/23 Service charge	14.37*		224	100-2600	440	
	Total Check:	465.64					
48455S	5160 INFINITE CAMPUS						
23786		3,288.60					
1	ANNUAL0416 05/01/23 23-24 license renewal	3,288.60*		201	100-2400	680	
	Total Check:	3,288.60					
48456S	1451 L & P GROCERY						
23785		24.53					
1	01-1794192 04/24/23 Forks, lemonade	24.53*		215	324-1000	610	148
	Total Check:	24.53					
48457S	5670 LUMEN						
23789		388.13					
1	640193830 05/01/23 Internet service	388.13*		228	100-1000	680	
	Total Check:	388.13					
48458S	5681 PATHFUL, INC						
23784		3,000.00					
1	INV1376 05/11/23 Pathful Explore software	3,000.00*	10722	215	474-1000	680	321
	Total Check:	3,000.00					
48459S	1645 VERIZON WIRELESS						
23793		30.02					
1	9934162158 05/05/23 iPad service	30.02*		201	100-2100	530	
	Total Check:	30.02					

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* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
48460S	4827 CITI BUSINESS VISA-Costco						
23803		13,598.54					
1	19335G 05/17/23 Due from Student Council	119.94		201	170		
2	2321781 05/17/23 Due from Art Club	90.69		201	170		
3	39755G 04/21/23 Postage	16.90		201	100-2300	532	
4	19900G 05/01/23 Staff appreciation	127.09*		201	100-2300	800	
5	52585G 04/26/23 Shelving	239.98*		201	910-3100	660	
6	672895362 05/08/23 Laptops for Learning Cent	12,435.00*	10720	215	474-1000	660	321
DELL							
7	672895362 05/08/23 Laptops for Learning Cent	300.00*		215	474-1000	660	28
8	102207 04/21/23 Conference lodging	23.41*		215	394-1710	582	336
9	19335G 04/21/23 Conference lodging	13.39*		215	394-1710	582	336
10	LateFee 05/19/23 Late fee	39.00		201	100-2500	810	
11	Interest 05/19/23 Interest charge	185.94		201	100-2500	810	
12	05/02/23 Due from Cassidy	7.20		201	190		
	Total Check:	13,598.54					
48461S	5677 DICK ANDERSON CONSTRUCTION						
23800		330,028.03					
1	3112-02 05/01/23 Construction payment2	330,028.03*		260	100-4500	725	
	Total Check:	330,028.03					
48462S	5682 SHELBY INN AND SUITES						
23799		1,838.28					
1	34534 05/17/23 Golf state lodging	1,838.28*		215	720-3500	582	139
	Total Check:	1,838.28					
48463S	5270 SMA ARCHITECTS						
23801		36,833.10					
1	22-001-10 03/23/23 architecture	18,525.26*		260	100-4000	700	
2	23-001-11 04/11/23 architecture	7,403.70*		260	100-4000	700	
3	22-001-12 05/10/23 architecture	10,904.14*		260	100-4000	700	
	Total Check:	36,833.10					
48464S	5419 STRIVE						
23802		2,500.00					
1	1178 05/19/23 Literacy consultant	2,500.00*		215	423-1000	330	713
	Total Check:	2,500.00					
48465S	5523 CANON FINANCIAL SERVICES, INC.						
23806		730.30					
1	30509141 05/13/23 Copier charges	730.30		201	100-5200	840	
	Total Check:	730.30					

06/09/23
12:31:11

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Page: 5 of 5
Report ID: AP100W

* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
48466S	4633 COMMERCIAL ENERGY OF MT INC.						
23811		5,098.57					
1	NWE076121 04/03/23 Gas	2,747.40		201	100-2600	411	
2	NWE076122 04/03/23 Gas	196.08		201	100-2600	411	
3	NWE076921 05/23/23 Gas	135.89		201	100-2600	411	
4	NWE076920 05/23/23 Gas	2,019.20		201	100-2600	411	
	Total Check:	5,098.57					
48467S	5337 DEMARS, ANNA						
23810		264.67					
1	05/22/23 Golf mileage	264.67*		201	720-3500	582	
	Total Check:	264.67					
48468S	5336 HOOVER, JENN						
23808		1,290.00					
1	2223-2 05/26/23 Bootcamp hours	1,290.00*		217	610-1000	330	
	Total Check:	1,290.00					
48469S	1451 L & P GROCERY						
23805		9.35					
1	01-1815944 05/23/23 Apples for school foods	9.35*		201	910-3100	610	
	Total Check:	9.35					
48470S	5200 MOODRY, MIKE						
23807		254.63					
1	334360 05/23/23 End of year celebration	254.63*		215	423-1000	610	713
	Total Check:	254.63					
48471S	4761 PEAK 1 ADMINISTRATION						
23812		25.00					
1	130982 05/15/23 COBRA minimum fee	25.00		201	100-1000	260	
	Total Check:	25.00					
48472S	4458 RYKAL, HEATHER						
23809		910.00					
1	2223-2 05/26/23 Bootcamp hours	390.00*		217	610-1000	330	
2	2223-2 05/26/23 Pickleball hours	520.00*		217	610-1000	330	
	Total Check:	910.00					
# of Claims		30	Total:		427,023.71		

06/09/23
12:31:57

JEFFERSON HIGH SCHOOL
Check/Claim Details
For the Accounting Period: 6/23

Page: 1 of 2
Report ID: AP100W

* Over spent expenditure

Warrant Claim		Vendor #/Name	Amount		Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line	Amount	PO #	Fund Org	Prog-Func	Obj	Proj
4374 UNITED STATES POSTAL SERVICE								
23815			3,000.00					
1	06/01/23 Postage		3,000.00*		201	100-2400	532	
23816			9,248.40					
1	89693283 05/31/23 Due from BES		1,828.15		201	180		
2	89693283 05/31/23 Route fuel		3,854.01*		210	100-2700	624	
3	89693283 05/31/23 Golf		354.88*		201	720-3500	582	
4	89693283 05/31/23 Tennis		79.93*		201	720-3500	582	
5	89693283 05/31/23 Seniors		119.89*		201	100-2100	582	
6	89693283 05/31/23 Band VH		202.57		201	710-3400	582	
7	89693283 05/31/23 Golf VH		263.53*		201	720-3500	582	
8	89693283 05/31/23 Track VH		826.14*		201	720-3500	582	
9	89693283 05/31/23 Add'l Sport VH fuel		1,045.45*		201	720-3500	582	
10	89693283 05/31/23 custodial		21.94*		201	100-2600	624	
11	89693283 05/31/23 tennis		134.94*		201	720-3500	582	
12	89693283 05/31/23 art		62.61		201	710-3400	582	
13	89693283 05/31/23 softball		109.50*		201	720-3500	582	
14	89693283 05/31/23 Pre ETS		74.31*		215	474-1000	582	28
15	89693283 05/31/23 Drivers ed		204.03*		218	100-1000	624	
16	89693283 05/31/23 golf		66.52*		201	720-3500	582	
23817			34,278.34					
1	7043 05/31/23 Route contract		27,634.03*		210	100-2700	513	
2	7043 05/31/23 Golf trips		1,358.64*		201	720-3500	582	
3	7043 05/31/23 Golf trips downtime		354.92*		201	720-3500	582	
4	7043 05/31/23 Tennis trips		306.00*		201	720-3500	582	
5	7043 05/31/23 Tennis trips downtime		153.80*		201	720-3500	582	
6	7043 05/31/23 Senior excursions		459.00*		201	100-2100	582	
7	7043 05/31/23 Sr. Excursion downtime		153.80*		201	100-2100	582	
8	7043 05/31/23 Band VH trips		158.95		201	710-3400	582	
9	7043 05/31/23 Band VH trips dwntime		274.55		201	710-3400	582	
10	7043 05/31/23 Golf VH trips		260.10*		201	720-3500	582	
11	7043 05/31/23 Golf VH trips downtime		491.30*		201	720-3500	582	
12	7043 05/31/23 Track VH trip		939.25*		201	720-3500	582	
13	7043 05/31/23 Track VH trip downtime		1,734.00*		201	720-3500	582	
23818			96.00					
1	05/25/23 Tennis state meals		96.00*		215	720-3500	582	139
23819			39.90					
1	05/26/23 Mileage to pick up batteries		39.90*		201	100-2600	582	
23820			4,179.83					
1	2719 06/01/23 10 microsoft licenses		22.50		201	100-1000	680	
2	2707 06/01/23 monthly services		4,157.33*		201	100-2580	330	
23821			134.60					
1	5026 05/31/23 Board agenda, notice of nepoti		134.60		201	100-2300	540	

06/09/23
12:31:57

JEFFERSON HIGH SCHOOL
Check/Claim Details
For the Accounting Period: 6/23

Page: 2 of 2
Report ID: AP100W

* Over spent expenditure

Warrant Claim		Vendor #/Name	Amount		Acct/Source/			
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
	23822		163.50					
1		287204 05/04/23 Vacuum bags, towel dispen	85.50	10719	201	100-2600	615	
2		291472 05/25/23 Cleaning pads	78.00		201	100-2600	615	
	23823		904.28					
1		NWE077032 06/01/23 Gas	868.71		201	100-2600	411	
2		NWE077033 06/01/23 Gas	35.57		201	100-2600	411	
		Total Check:	52,044.85					
-99696E								
	5021	PACIFIC SOURCE HEALTH PLANS						
	23814		1,779.83					
1		2314300000 05/23/23 BES CM	527.49		215	675		666
2		2314300000 05/23/23 BES DO	724.84		215	675		666
3		2314300000 05/23/23 BES RH	527.50		215	675		666
		Total Check:	1,779.83					
# of Claims		10	Total:	53,824.68				

Application and Certificate For Payment

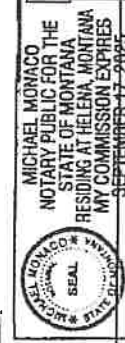
To Owner: JEFFERSON HIGH SCHOOL DISTRICT #1 P.O. BOX 838 BOULDER, MT 59632		Project: JEFFERSON HIGH SCHOOL 312 SOUTH MAIN ST. BOULDER, MT 59632		Application No.: 3112-03	Date: 5/30/2023
From: Dick Anderson Construction 3424 HIGHWAY 12 E HELENA, MT 59601		Contractor Job Number: 3112-JEFHIG		Period To: 5/31/2023	
				Architect's Project No:	
				Contract date: 5/6/2022	
Contract For:					

Contractor's Application for Payment

Change Order Summary	Additions	Deductions
Change orders approved in previous months by owner		
Change orders approved this month		
Totals		
Net change by change orders		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: _____
By: [Signature] **Date:** 5/30/2023
State of: Montana **County of:** Lewis & Clark
Subscribed and sworn to before me this 30th **day of** May
2023 **(year).** **Notary public:** Michael Monaco



My commission expires September 17th 2025

Architect's Certificate for Payment

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified

Amount Certified: \$ **\$386,100.90**

Original contract sum \$12,031,692.65
 Net change by change orders \$0.00
 Contract sum to date \$12,031,692.65
 Total completed and stored to date \$1,092,884.47
 Retainage
 5.00% of completed work \$54,644.22
 Total earned less retainage \$1,038,240.25
 Less previous certificates for payment \$652,139.35
 Current sales Tax \$0.00
 7.700% of taxable
 Current payment due \$386,100.90
 Less Gross Receipts Tax 3,861.01
CURRENT PAYMENT DUE 382,239.89
 Balance to finish, including retainage \$10,993,452.40

Architect:

By: [Signature] Date: **06.01.2023**

This Certification is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

OBLIGATIONS UPON DELAY OF PAYMENT Pursuant to the requirements of Section 28-2-2104 of the Montana Code Annotated, if a periodic or final payment is delayed more than 30 day from the date the payment is required, the Owner shall pay the contractor interest beginning on the day following the date when the payment is due at the rate specified in the contract or if the contract is silent, interest will be calculated at a rate of 1 1/2% a month, or a pro rata fraction thereof, on the unpaid balance.

Application and Certificate of Payment -- page 2

To Owner: JEFFERSON HIGH SCHOOL DIS' Application No: 3112-JEFHIG Period To: 5/31/2023
 From (Contractor): JEFFERSON HIGH SCHOOL DIS' Contractor's Job Number: 3112-JEFHIG Detail Page 2 of 2 Pages
 Project: 3112-JEFHIG / JEFFERSON HIGH SCHC Architect's Job Number:

Item Number	Description	Scheduled Value	Work Completed		Materials Presently Stored	Completed And Stored To Date	% Comp	Balance To Finish	Retention
			Previous Application	This Period					
001	BP#01-1 FINAL CLEANING	34,000.00						34,000.00	
002	BP#02-1 DEMOLITION	166,000.00						166,000.00	
003	BP#02-2 SITEWORK	447,119.00	36,850.00	58,620.00		95,470.00	21.35	351,649.00	4,773.50
004	BP#03-1 BUILDING FOUNDA'	365,127.00	26,850.00	70,062.00		96,912.00	26.54	268,215.00	4,845.60
005	BP#03-2 CONCRETE POLISH	112,000.00						112,000.00	
006	BP#04-1 MASONRY	58,650.00						58,650.00	
007	BP#05-1 STRUCTURAL STEE	1,151,425.00	303,273.00	94,287.00		397,560.00	34.53	753,865.00	19,878.00
008	BP#06-1 CARPENTRY	141,000.00						141,000.00	
009	BP#06-2 ARCHITECTURAL C	249,210.00						249,210.00	
010	BP#07-1 BUILDING INSULATI	50,800.00						50,800.00	
011	BP#07-2 METAL SIDING & SC	192,000.00						192,000.00	
012	BP#07-3 ROOFING	313,194.00						313,194.00	
013	BP#08-1 DOORS & HARDWA	210,000.00						210,000.00	
014	BP#08-2 WINDOWS	189,639.00						189,639.00	
015	BP#09-1 METAL WALL FRAM	996,525.00						996,525.00	
016	BP#09-3 PAINT	138,075.00						138,075.00	
017	BP#09-4 FLOORING & TILE	149,000.00						149,000.00	
018	BP#09-5 ACOUSTIC CEILING	161,084.00						161,084.00	
019	BP#10-1 SPECIALTIES	226,000.00						226,000.00	
020	BP#12-1 WINDOW COVERIN	17,768.00						17,768.00	
021	BP#14-1 ELEVATOR & LIFT	105,313.00						105,313.00	
022	BP#21-1 FIRE SPRINKLER	155,910.00						155,910.00	
023	BP#22-1 PLUMBING COMPLI	1,086,180.00						1,086,180.00	
024	BP#23-1 H.V.A.C. COMPLETE	1,622,908.00							
025	BP#26-1 ELECTRICAL COMP	1,336,837.00	28,350.00	36,145.00		36,145.00	2.23	1,586,763.00	1,807.25
026	BP#32-1 LANDSCAPE & IRRIG	66,905.00		78,247.00		106,597.00	7.97	1,230,240.00	5,329.85
027	ALLOWANCE - WHEEL CHAIR	92,868.00						66,905.00	
028	GC & FIXED GC/CM COSTS	825,093.00	45,838.00			91,675.00	11.11	92,868.00	
029								733,417.00	4,583.80
030	GC/CM CONTINGENCY @ 5%	491,149.20						491,149.20	
031	CMAR OH & P @ 5%	544,408.31	22,058.00	19,159.00		41,217.00	7.57	503,191.31	2,060.85
032	BOND & INSURANCE @ 1.85	216,379.47	216,379.47			216,379.47	100.00		10,818.97
033	GROSS RECEIPTS TAX 1%	119,125.67	6,864.00	4,064.00		10,928.00	9.17	108,197.67	546.40
Application Total		12,031,692.65	686,462.47	406,422.00		1,092,884.47	9.08	10,938,808.18	54,644.22

**CONTRACTOR CONDITIONAL WAIVER FOR
PROGRESS PAYMENT REQUEST AND RELEASE**

PROJECT NO: 01-23-112
CONTRACT NO:

From: Dick Anderson Construction Inc
3424 Hwy 12 E
Helena, MT 59601

Conditional Waiver and Release Upon Progress Payment

Upon receipt of payment in the amount of \$382,239.89, to Dick Anderson Construction, Inc, for labor, services, equipment, or materials furnished to 5/31/2023, on the job of Jefferson High School located at 312 S. Main St., Boulder, MT 59632, and when the check has been properly endorsed and paid by the bank upon which it is drawn, the undersigned effectively waives, releases, and relinquishes all claims, lien rights (statutory, equitable or otherwise), causes of action, and equitable rights to compensation, payment, or damages of any kind relating to the furnishing of labor, materials, equipment, supplies, or services of any kind, up through 5/31/23 (date), except for retainage or items furnished after said date. This release shall not include any claim for damages for inefficiencies, impacts, disruptions, or delays after said date.

The undersigned further warrants and represents that all laborers, subcontractors, consultants, and suppliers of the undersigned have been paid from any prior Progress Payments and further agrees to pay from these funds all laborers, subcontractors, consultants, and suppliers who have furnished such items up through 5/31/23 (date). The undersigned further agrees to indemnify, defend, and hold the owner, Jefferson High School District #1, its surety, and the project harmless from any claims for nonpayment by any laborers, subcontractors, consultants or suppliers of the undersigned through said date.

By: [Signature]

Title: PM

Date: 5/30/2023

Witnessed by: [Signature]

Date: 5/30/2023

Please return to: Dick Anderson Construction, Inc



PO Box 3445
Phone: 406-782-5177

Butte, MT 59702
Fax: 406-782-5866

Jefferson High School
312 South Main
Boulder, MT 59632
Lorie Carey

Invoice number 19922
Date 05/18/2023
Project 2301035 Jefferson High School Addition
2023

Professional Services Through 04/30/2023

**ENGINEERING
LABOR**

	Units	Rate	Billed Amount
P6 - Project Manager			
Michael J. Browne	0.50	148.00	74.00
P4 - Senior Engineer/Scientist I			
Adam J. Fetherston	1.00	135.00	135.00
Phase subtotal			209.00

**FIELD INSPECTION
LABOR**

	Units	Rate	Billed Amount
T4 - Technician II			
Whitney K. Gotcher	1.50	98.00	147.00
	0.50	98.00	49.00

REIMBURSABLES

	Units	Rate	Billed Amount
Half Day Charge of Density/Moisture Gauges	4.00	40.00	160.00
Miles	250.00	0.66	163.75
Phase subtotal			519.75

**TRAVEL
LABOR**

	Units	Rate	Billed Amount
T4 - Technician II			
Whitney K. Gotcher	2.00	98.00	196.00
	2.00	98.00	196.00
Phase subtotal			392.00

UNIT PRICE TESTS

REIMBURSABLES

	Units	Rate	Billed Amount
Compact-Standard Proctor (no oversize correction)s	1.00	210.00	210.00

Invoice total **1,330.75**

Invoice Summary

	Contract Amount	Prior Billed	Current Billed	Total Billed	Remaining
Totals to Date	26,398.00	0.00	1,330.75	1,330.75	25,067.25



920 Front Street
Suite 101
Helena, MT 59601
406-442-4933

Jefferson High School District No. 1
P.O Box 838
Attn: Superintendent Erik Wilkerson
Boulder, MT 59632

Invoice number 22-001-13
Date 06/09/2023

Project 22-001 JEFFERSON HIGH SCHOOL
EXPANSION & REMODEL

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
SMA - Basic Services					
Schematic Design	77,085.76	100.00	77,085.76	77,085.76	0.00
Design Development	77,085.76	100.00	77,085.76	77,085.76	0.00
Construction Documents	207,167.98	100.00	207,167.98	207,167.98	0.00
Bidding	14,453.58	100.00	14,453.58	14,453.58	0.00
Construction Administration	81,903.62	20.00	8,190.36	16,380.72	8,190.36
Subtotal	457,696.70	85.68	383,983.44	392,173.80	8,190.36
Consultants					
Mechanical/Electrical/Plumbing Schematic Design	30,656.00	100.00	30,656.00	30,656.00	0.00
Mechanical/Electrical/Plumbing Design Development	63,313.00	100.00	63,313.00	63,313.00	0.00
Mechanical/Electrical/Plumbing Construction Documents	163,282.00	100.00	163,282.00	163,282.00	0.00
Mechanical/Electrical/Plumbing Bidding	5,731.00	100.00	5,731.00	5,731.00	0.00
Mechanical/Electrical/Plumbing Construction Administration	63,582.00	20.00	6,358.20	12,716.40	6,358.20
Structural Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Structural Design Development	14,400.00	100.00	14,400.00	14,400.00	0.00
Structural Construction Documents	44,000.00	100.00	44,000.00	44,000.00	0.00
Structural Bidding	1,600.00	100.00	1,600.00	1,600.00	0.00
Structural Construction Administration	16,000.00	50.00	1,600.00	8,000.00	6,400.00
Civil Schematic Design	5,800.00	100.00	5,800.00	5,800.00	0.00
Civil Design Development	5,600.00	100.00	5,600.00	5,600.00	0.00
Civil Construction Documents	34,270.00	100.00	34,270.00	34,270.00	0.00
Civil Bid Phase Services	3,480.00	100.00	3,480.00	3,480.00	0.00
Civil Construction Phase Services	14,250.00	20.00	1,425.00	2,850.00	1,425.00
Civil Project Closeout Services	4,800.00	0.00	0.00	0.00	0.00
Landscape Architect	22,600.00	95.00	21,470.00	21,470.00	0.00
Subtotal	497,364.00	84.68	406,985.20	421,168.40	14,183.20



architecture + design

Jefferson High School District No. 1

Project 22-001 JEFFERSON HIGH SCHOOL EXPANSION & REMODEL

Invoice number 22-001-13

Date 06/09/2023

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Additional Services					
Programming/Ed Specs	24,089.70	100.00	24,089.70	24,089.70	0.00
Phase 1 - Scope	27,265.00	0.00	0.00	0.00	0.00
Phase 2 - Specifications	23,370.00	0.00	0.00	0.00	0.00
Phase 3 - Bidding	15,580.00	0.00	0.00	0.00	0.00
Phase 4 - Contract Administration	11,685.00	0.00	0.00	0.00	0.00
Fire Protection Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Fire Protection Design Development	7,000.00	100.00	7,000.00	7,000.00	0.00
Fire Protection Construction Documents	15,000.00	100.00	15,000.00	15,000.00	0.00
Fire Protection Bidding	1,000.00	100.00	1,000.00	1,000.00	0.00
Fire Protection Construction Administration	3,000.00	20.00	300.00	600.00	300.00
Special Systems Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Special Systems Design Development	7,000.00	100.00	7,000.00	7,000.00	0.00
Special Systems Construction Documents	15,000.00	100.00	15,000.00	15,000.00	0.00
Special Systems Bidding	1,000.00	100.00	1,000.00	1,000.00	0.00
Special Systems Construction Administration	3,000.00	20.00	300.00	600.00	300.00
Subtotal	161,989.70	48.95	78,689.70	79,289.70	600.00
Total	1,117,050.40	79.91	869,658.34	892,631.90	22,973.56

Invoice total **22,973.56**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
22-001-13	06/09/2023	22,973.56	22,973.56				
	Total	22,973.56	22,973.56	0.00	0.00	0.00	0.00

Approved by:

Klint K. Fisher

Principal

If you have already made payment on outstanding invoices, please disregard this aging summary. Thank you!

From the desk of:  *orie*

June 2023

By the time you read this, I will have attended the MASBO summer conference. I may come away with a bunch of new information which I will share with you in person at the meeting.

PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

CURRENT OFFICE ITEMS

Audit

The audit was completed with 3 findings - miscellaneous fund at the district level and cash reconciliation and receipting/reconciliation controls at the activity level.

Miscellaneous Fund: In addition to reconciling cash in all funds with the county, it is important to reconcile all projects within the miscellaneous fund. This was a repeat finding since our audit last year fell in May, with little time to implement the solution. Recently I've been able to work toward establishing a monthly process of reconciliation that should solve this issue.

Activity cash and receipt reconciliation: The solution proposed is two-fold. A new activity accounting system from Black Mtn. (the company currently used at the district level) will replace the old system. I will attend classes at MASBO summer conference to get a feel for the new system to assist in the transition. In addition, the plan is to move the recording and reconciling portion of the front office secretary duties to the administrative assistant at the district level. This will add another layer of security while relieving some of the stress in the front office. The receipt of payments will remain with the front office.



June 20, 2023

Project 23-24 Enrollment: 331 w/AYA

Principals Report--Mr. Mike Moodry

Academics

The final grades have been submitted. Our staff continues to serve our students well. We had a 1.9% failure rate for the semester.

We are piloting a new program with Montana Digital Academy (see attached). This agreement allows us to expand our offering high quality educational opportunities for our students with a variety of needs.

Graduation

Graduation was held Sunday, May 21, 2022 at 2:00 in JHS North Gym. We graduated 48 seniors.

Planning for 2023-24 School Year

We will have 331 enrolled for the fall. We currently have 97 freshmen registered and have gained 6 more students either coming or returning from Helena. The out-of-district students are included in the count and have schedules. We are able to maintain acceptable classroom numbers with our current staffing and building.

Spring Activities

Athletics:

Spring coaches will be at the meeting to give season summaries. Mrs. Layng will also give a presentation during the staff report on coaches (see attached).

Activities:

FCCLA and Skills USA will be traveling to nationals this month.

The Student Council hosted the All School BBQ May 18th. The student council should be commended on their efforts.



PO Box 838 Boulder, MT 59632 Phone: 406-225-3317 Fax: 406-225-3289

Jefferson High School/MTDA Pilot Programs

2023-24 School Year

JHS is committed to provide the most cutting edge and adaptable curriculum to our diverse student body. We will be partnering with Montana Digital Academy in providing digital learning options to our student body.

1) Youth Dynamics

- a) Youth Dynamics is a group home which is educationally served by the Jefferson High School School District. We send three teacher daily in Math, Science, and English. We currently serve the students with direct instruction and Acellus software.
- b) Proposal—we would like to replace our Accellus with blended learning led by our teachers.
- c) We do have some technical issues to deal with since the facility allows limited digital communications.

2) Credit recovery and Original credit.

- a) We will continue with our same MTDA services for credit recovery and original credit (not offered in house).

3) Vape Education

- a) We already use free online vape education but would like to pilot the MTDA version.

4) Industry Certification/CTE

- a) We already offer CNA and CDL certifications through Highlands College but would like to see it expanded through MTDA.
- b) We are partnering with Dick Anderson Construction to launch a Pre-Apprenticeship program they offer through Moodle.
- c) Our hope is to add MTDA Industry Certification along with apprenticeship program offered by Dick Anderson and its sub contractors.
- d) 3rd Party vendors through MTDA may also be an option for expanded CTE.

COACHING SUMMARIES:

Money Spent out of pocket during season:

\$20 - \$200 was the range from coaches paying of items such as:

Tip money

Snacks, food for kids, tips

Small equipment items for training and or coaching purposes.

Practice balls for golf.

Money & mileage spent out of pocket out of season:

- Cross Country: approx 1200
- Wrestling: 1100 miles plus hotel & meal expenses (\$750). Travel & lodging for MCA Clinic.
- Girls Basketball: (going from last summer info) 1100 miles per coach traveling to and from tournaments and league play. Will be about the same this summer with new coaches. Travel & lodging for MCA Clinic.
- Boys Basketball: 300-500 miles per coach for tournaments & clinic mileage plus travel & lodging for MCA Clinic.
- Football: 7 on 7 mileage to/from Butte on occasion. Travel & lodging for MCA Clinic.
- Volleyball: Minimal mileage & money spent - just back & forth for open gyms.
- Track & Field: Minimal mileage & costs. Travel & costs for MCA Clinic.
- Golf: Minimal mileage & costs.
- Tennis: Mileage for open courts approx 1500. 2-3 times per week.

Other items: Tournament charges are typically to be paid up front. Most reimburse, but there are usually 1 or 2 that don't so coaches are out that cost.

In Season & Out of Season purchases by coaches:

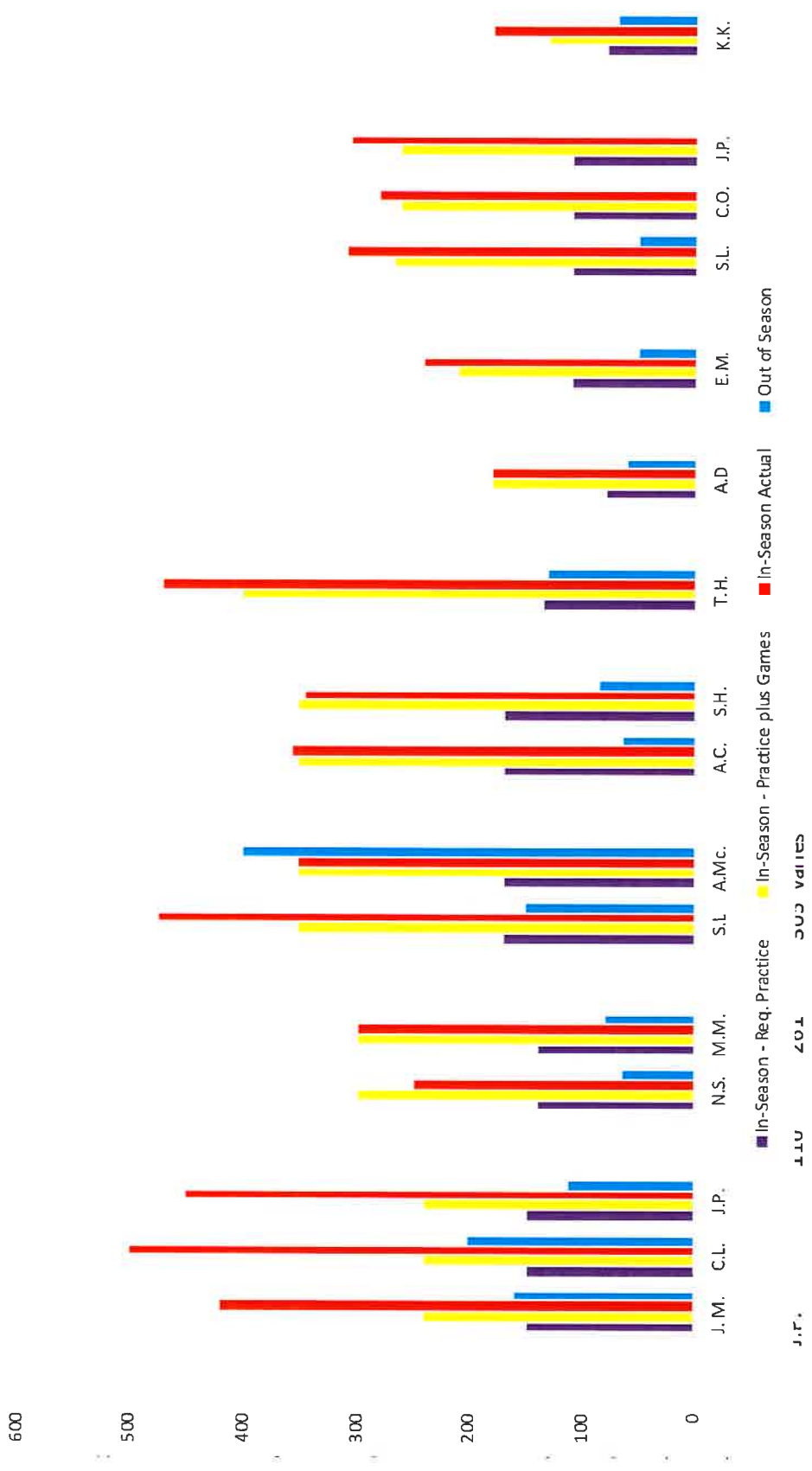
Books, videos, motivational items, coaching items, training supplies, KT taping supplies, massage & rehab items.

Coaching attire: \$100 - \$500/year
Golf balls at tournaments.

Needs & Wants:

- Hudl Assist - over & above our regular video - Hudl assist helps athletes with recruiting & assists coaches with breaking film down easier.
- Blocking pads for football - approx 20 years old, held together with duct tape.
- Blocking sleds.
- Funding for professional development & coaching apparel &/or team apparel.
- Adequate training facilities up to regulations & specifications for safety & training purposes. Injury prevention. Up to date whirlpool – this is used daily for track & field athletes - getting to be an electrical hazard.
- Privacy stalls in the locker rooms.
- Summer coaching stipend.
- Support at events including out of town travel, especially for postseason.

Coaching Hours



CC

K.K.

80

130

180

70

J.P., C.L., N.S., M.M., S.L, A.Mc., A.C., S.H., T.H., A.D, E.M, S.L, C.O., J.P., K.K.

In-Season - Req. Practice In-Season - Practice plus Games In-Season Actual Out of Season

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

Superintendent's Report



Date: June 20, 2023

Review of Annual Objectives

Included in the packet are five (5) goals for Jefferson High School. These five areas place emphasis on student learning/achievement, communication, professional development, academic environment, and management of district resources.

Recommendation: Review goals and provide feedback to prioritize areas for each goal.

Report/ Plan Educational Programs

The following information describes the progress through the 2022-2023 school year at Jefferson High School and accomplishments and direction pertaining to the goals and objectives of the district. The following areas of concentration are reviewed.:

- Improving student achievement.
- Align curriculum with state standards and ESSA (Every Student Succeeds Act).
- Increase technology efficiency and map upgrades and changes required.
- Increasing curriculum opportunities and class offerings.

Student Achievement

JHS continued the MAPS testing to assess student abilities and utilize the data to address areas within the curriculum in need of improvement. Students were tested two (2) times during the year. Although there is not a big difference in the results, a fair percentage of students showed increases in scores between the two testing cycles.

Efforts were made to close the achievement gap regarding the guidelines set by student performance. The Literacy Grant completed the third of five (5) years and used data to address student reading deficiencies. Intensive Reading classes continued to address these needs and an Instructional Coach assisted in increasing reading across all curricular areas. The credit recovery program through the Montana Digital Academy (MTDA) assisted, and a credit recovery teacher was implemented and has produced positive results in helping students recover lost credit. EdReady and IXL have been used to provide supports in the areas of Math and ELA (English Language Arts) to support students and get them back on track.

JHS continues to be a school-wide title program to provide academic assistance for all students. The information and planning throughout the school year will be used to efficiently provide additional support.

Assessment throughout the year included MAPS (9-11) and ACT for Juniors. Data gathered from these assessments will be formulated to address instructional program modifications. These test scores may not accurately reflect the overall school performance, but the results are good indicators of areas of strength or areas of concern. JHS continues to emphasize the education of the whole student.

Curriculum

The area of emphasis with curriculum was reviewing the current program in place and developing models to increase the achievement level of all students to reach the level of proficient or above in all curriculum areas. Two areas of emphasis were placed on increasing dual credit opportunities across multiple disciplines and providing an advanced academic track. Jefferson High School students will have more dual credit opportunities for the 2023-2024 school year.

Increased professional development opportunities include strategic planning, mental health training, OPI workshops, and literacy instruction. The past year has provided for growth and improvement at JHS.

Technology

The updated mapping of all infrastructure continues to identify areas of concern, immediate needs, and expectations of technology usage in the future. This plan will need continued updates throughout the school year as the new addition is under construction.

The CAD and business Lab upgrades will continue, increasing efficiency of usage and allowing for expansion of curriculum. These continued capital improvements have improved the aesthetic appearance and expanded student usage.

The major emphasis with technology has been evaluating the current system and identifying changes needed to coincide with the new addition and new safety and security features.

Instructional Progress

We will have an apprenticeship program starting this year in cooperation with Dick Anderson Construction. These can be dual credit classes and could lead to a future in the trades. We continue to look for other dual credit offerings.

Fee Schedule

Proposed fee schedule for 2023-2024 is attached.

Other Items of Interest

Van Hool-The Van Hool bus was in an accident in the Walmart parking lot in Butte. The bus side-swiped a pole holding a camera. The damage includes bay doors, the side door entrance, and the skirting that goes over the tires all on the passenger side of the bus. I should have at least two, if not three estimates by the Board meeting. We carry a \$500 deductible.

Jefferson High School 2022-2023 Annual Goals and Objectives Review

The implementation of annual objectives will utilize development of Jefferson High School growth plans for the upcoming academic year. The objectives will be used to assess student performance, district decision making, and appropriate resource usage.

Goal 1- Use current assessment models to guide increased student learning.

Objectives

- Update district curriculum to continue to meet state and national standards.
- Evaluate student performance with guidance from current assessment models.
- Use assessment models to monitor student growth and performance.
- Develop teaching models to include collaboration, self-assessment, and goal setting to provide feedback for increasing learning and teaching objectives.
- Develop assessment rubrics to increase problem solving skills and higher order thinking.
- Develop advanced courses to allow increased opportunities for student participation.
- Evaluate student progress annually using measures and standards from current assessment models and curriculum benchmarks.
- JHS students will meet graduation standards and use developed skills for success.

Review: JHS has done an excellent job of assessing students and working collaboratively through the literacy grant. This has allowed the district to identify high risk students so we can put specific efforts toward those students. The PLC groups have worked together to identify those students and give them targeted assistance.

Goal 2- Increase communication and relations to improve student achievement.

Objectives

- Develop and implement a communication plan to increase community relations.
- Provide professional development opportunities for implementing current communication trends.
- Revamp website to provide efficient and applicable data with ease of access.
- Analyze benefits and challenges of digital media and social networking usage.
- Increase reporting of student performance and parental involvement by providing training opportunities on curriculum and assessment.

Review: Community relations will continue to be a goal for the 2023-2024 school year. We have been providing monthly updates to the Boulder Monitor that include school successes and updates to the building project. We have updated our website to make it more accessible and easier to locate information. However, this will be an ongoing project. We will continue to educate parents on the use of Infinite Campus, so they have access to their child's current academic performance.

Goal 3- Promote enhanced teaching and learning opportunities by implementing appropriate professional teaching practices.

Objectives

- Increase efficiency of EPAS teacher evaluation model developed for Montana.
- Increase professional development opportunities for all staff.
- Collaboration between administration and faculty on the impact of EPAS and its effectiveness in providing feedback for teacher growth plans.
- Increase awareness and publicize educational practices demonstrated by administration, faculty, and students.
- Use collected data to provide feedback for continuous planning and setting of annual goals.

Review: Increased professional development has been a focus of this past year by bringing in great guests during early ins and early outs. They gave us a plethora of tools to help with teacher growth plans. Also, having Eric Gustafson as an educational coach was a great help for growth. Data on students was instrumental in continuous planning.

Goal 4- Foster an academic environment to encourage respect, citizenship, responsibility, and success.

Objectives

- Develop a school plan to create an atmosphere of respect and responsibility within all school settings.
- Survey parents, patrons, students, and staff to provide feedback for establishing a school climate action plan.
- Provide community wide learning sessions to communicate expected school climate and educational goals for each academic level.
- Survey alumni to determine what areas need further development and what skills are needed for post-secondary success.

- Continue to use igraduate program to promote academic completion and provide tools to each this goal.
- Pilot a Community Schools program to encourage parent and community involvement in the District.

Review: We continue to work with the community on different projects. We also have an active student council that promotes a positive environment in our school.

Goal 5- Provide continued guidance for appropriate management of district resources to create a positive learning environment that maximizes student learning opportunities.

Objectives

- Review policies and procedures for budget preparation and use feedback from audits and reviews to update financial operations.
- Develop short and long term plans addressing capital improvement projects throughout the entire district facilities.
- Address current technology plans (contracted implementation) for immediate and long-term goals to meet the needs for instruction and assessment.
- Increase cost savings with efficient and cooperative shared purchasing services.
- Update the safety plan in accordance with state law, district policies, and recommendations from safety and security reviews.

Review: We have recently had our Federal Financial Audit and a Civil Rights Audit through the OPI. Once the reports are received, we will address any financial and safety concerns respectively. Our capital improvement plan is ongoing, especially with the current building project. We have a few updates that will need to be addressed soon. We do belong to a few cooperative purchasing services but do not use them as much as we should. Technology plans are fluid currently.



201 E Broadway Ste C
Helena, MT 59601
Phone: (406) 457-8252
Fax: (406) 443-8584

Field Inspection

Report Date: 05/18/2023

Client:

Jefferson High School
312 S Main
Boulder, MT 59632

Project:

2301035
Jefferson High School Addition 2023

Activity Date: 05/17/2023

Technician: Gotcher, Whitney

Inspection Summary:

Pioneer Technical Services arrived onsite to conduct a rebar inspection of building exterior footings located at gridlines EA to F from lines 1 to 3. Rebar was in compliance with plans and specifications at this time. Contractor was notified of results of while onsite.

Notified of Inspection Results: Contractor





201 E Broadway Ste C
Helena, MT 59601
Phone: (406) 457-8252
Fax: (406) 443-8584

Field Inspection

Report Date: 05/18/2023

Client:

Jefferson High School
312 S Main
Boulder, MT 59632

Project:

2301035
Jefferson High School Addition 2023



A handwritten signature in black ink, appearing to read "Kevin Mock".

Kevin Mock
Materials Testing Supervisor



1309 Cole Ave
Helena, MT 59601
Phone: (406) 443-6053
Fax: (406) 442-1158

Compressive Strength of Concrete

Test Method:

Report Date: 05/26/2023
Sample: 6373

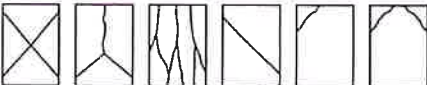
Client:

Jefferson High School
312 S Main
Boulder, MT 59632

Project:

2301035
Jefferson High School Addition 2023

Sample Details											
Set #:	1	Technician:	Gotcher, Whitney	Batched:	12:05 MDT						
Specimen Size:	4" X 8"	Cast By:	Gotcher, Whitney	Sampled:	13:25 MDT						
Specimens In Set:	5	Date Cast:	05/18/23	Cast:	13:35 MDT						
Truck / Ticket #:	12 / 4186	Sampled From:	Pump Truck Hose	Truck Empty:							
Contractor:	Arco Builders	Placement Method:	Pump Truck Hose	Placement Time:							
Location											
Placement Location:	Building Exterior Footing										
Location Details:	Gridlines EA to C and gridlines E to F from lines 1 to 3										
Sample Location / Notes:	Gridline EA from line 1 Sampled at 10.50 yards of a total of 100 yards										
Batch Log						Specifications					
Supplier:	Sparrow Enterprises	Mix Design:	CE45.45	Strength:	4500 (psi)						
Plant:	Helena			Air:	4.5 - 7.5 (%)						
On-Site Admixtures:	None			Slump:	2 - 8 (in)						
Field Measurements											
Weather:	Mostly sunny			Slump (in):	5-1/4 (ASTM C143)	Plastic Unit Weight:					
Air Temperature (F):	67			Concrete Temp (F):	75 (ASTM C1064)	Air Content:	5.3 (ASTM C231)				
						Load Volume:	10.50 (yd³)				
Lab Test Results											
Specimen Number	Test Age Days	Test Date	Field / Lab Cure Days	Average Cylinder Diameter (in)	Cylinder Area (in²)	Max Load (lbs)	Strength (psi)	Fracture Type	Break Remark	Capping Method	
1-1	7	05/25/23	1 / 6	4.00	12.57	53,030	4,220	3		U	
1-2	28	06/15/23	1 / 27								
1-3	28	06/15/23	1 / 27								
1-4	28	06/15/23	1 / 27								
1-5	28 H	06/15/23	1 / 27								
Test Age Average Strengths (psi): 7 Day - 4220											
										Capping Methods	
Tested By: Talon Pallister (1)										U: Unbonded Cap (ASTM C1231)	
Checked In : 05/19/2023 (1,2,3,4,5)											



TYPE 1 TYPE 2 TYPE 3 TYPE 4 TYPE 5 TYPE 6

Kevin Mock
Materials Testing Supervisor

Notice: Pioneer Technical Services considers the data and information contained in this report to be proprietary. This information is intended only for the use of the recipient(s) named herein. Test results presented herein relate only to those items tested. This document and any information contained herein shall not be disclosed or shall not be duplicated or used in whole or in part for any purpose other than to validate test results without written approval.
Standards: ASTM 31 (casting); C39 (breaking); C511 (curing); C617/C1231 (capping); C143 (Slump); C173/C231 (entrained air); C1064 (temp); C172 (sampling)



201 E Broadway Ste C
Helena, MT 59601
Phone: (406) 457-8252 | Fax: (406) 443-8584

Soil Nuclear Gauge

Report Date: 06/02/2023
Test Method: ASTM D 6938

Client:

Jefferson High School
312 S Main
Boulder, MT 59632

Project:

2301035
Jefferson High School Addition 2023

Test Results

Test #	Retest Of	Test Date	Proctor ID	Method	Soil Classification	Optimum Moisture (%)	Maximum Dry Density (pcf)	In Place Moisture (%)	In Place Dry Density (pcf)	In Place Wet Density (pcf)	Probe Depth (in)	Percent Compaction	Min Comp. (%)	Remark
25		06/01/23	Footing Subgrade - Lab No. 28304	D698 C	GP w/S	7.1	138.2	4.2	125.2	130.5	6	91	98	DF
26	25	06/01/23	Footing Subgrade - Lab No. 28304	D698 C	GP w/S	7.1	138.2	5.0	131.8	138.4	6	95	98	DF
27	26	06/01/23	Footing Subgrade - Lab No. 28304	D698 C	GP w/S	7.1	138.2	6.2	135.0	143.4	6	98	98	DP
28		06/01/23	Footing Subgrade - Lab No. 28304	D698 C	GP w/S	7.1	138.2	4.6	124.6	130.3	6	90	98	DF
29	28	06/01/23	Footing Subgrade - Lab No. 28304	D698 C	GP w/S	7.1	138.2	5.4	132.0	139.1	6	96	98	DF
30	29	06/01/23	Footing Subgrade - Lab No. 28304	D698 C	GP w/S	7.1	138.2	6.2	135.5	143.9	6	98	98	DP

Test Information

Test #	Test Location	Elevation	Reference	Gauge Make / Model / SN / Calibrated	Field Technician
25	Subgrade below footing: Gridline 23 from line 16.1		finish grade	InstroTek / Xplorer 3500 / 2067 / 03/13/2018	Gotcher, Whitney
26	Subgrade below footing: Gridline 23 from line 16.1		finish grade	InstroTek / Xplorer 3500 / 2067 / 03/13/2018	Gotcher, Whitney
27	Subgrade below footing: Gridline 23 from line 16.1		finish grade	InstroTek / Xplorer 3500 / 2067 / 03/13/2018	Gotcher, Whitney
28	Subgrade below footing: Gridline 19 from line 16		finish grade	InstroTek / Xplorer 3500 / 2067 / 03/13/2018	Gotcher, Whitney
29	Subgrade below footing: Gridline 19 from line 16		finish grade	InstroTek / Xplorer 3500 / 2067 / 03/13/2018	Gotcher, Whitney
30	Subgrade below footing: Gridline 19 from line 16		finish grade	InstroTek / Xplorer 3500 / 2067 / 03/13/2018	Gotcher, Whitney

This report applies to conditions existing on test date. Subsequent changes in conditions (e.g., effects of rainfall, frost, etc.) may invalidate this report.



Soil Nuclear Gauge

Report Date: 06/02/2023

Test Method: ASTM D 6938

201 E Broadway Ste C
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Client:

Jefferson High School
312 S Main
Boulder, MT 59632

Project:

2301035
Jefferson High School Addition 2023

Remarks	Comments
DF: Density Fail DP: Density Pass	Tests are "Direct Transmission" (Method A) unless probe depth is noted as "Backscatter". Gauge calibration data on file with the testing agency.

Kevin Mock
Materials Testing Supervisor

This report applies to conditions existing on test date. Subsequent changes in conditions (e.g., effects of rainfall, frost, etc.) may invalidate this report.

SPRING COACHES AND ACTIVITY ADVISORS

ATHLETIC COACHES

Sarah	Layng	Head Track Coach
Jered	Padmos	Assistant Track Coach
Mike	Charlton	Assistant Track Coach
Cody	Ottman	Assistant Track Coach
Avery	Stiles	Volunteer Track Coach
Jim1	Connole	Volunteer Track Coach
Elizabeth	McLaughlin	Head Tennis Coach
Zoey	Wickens	Assistant Tennis Coach
Anna	DeMars	Head Golf Coach
Anthony	Connole	Assistant Golf Coach

ACTIVITY ADVISORS

Matthew	Bowman	Band/fall
Matthew	Bowman	Band/winter,spring
Cassidy	Parsons	FCCLA Advisor
Mike	Robbins	Skills USA Advisor
Fritz	Bieler	Model UN Advisor
Mike	Hesford	Drama Club Advisor
Scott	Ferguson	Speech & Drama Coach
Sarah	Layng	Yearbook Advisor
Fritz	Bieler	Youth & Govt.
Dawn	Smartnick	BPA Advisor
Nicole	Strozewski	Student Council Advisor
Logan	Brower	Honor Society Advisor 1/2
Emma	Ehret	Art Club Advisor
Kelsey	Voeller	Honor Society Advisor 1/2

COLLECTIVE BARGAINING AGREEMENT

between the

**BOULDER ASSOCIATION OF TEACHERS,
MFPE**

and the

**BOARD OF TRUSTEES
JHS DISTRICT #1
JEFFERSON COUNTY, MONTANA**

2023-24

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ARTICLE I – RECOGNITIONS AND DEFINITIONS

1.1 The Board hereby recognizes the Association as the exclusive representative for collective bargaining with respect to wages, hours, fringe benefits, and other conditions of employment for all employees in the Association.

1.2 Definitions

- A. **Association:** Boulder Association of Teachers or any appropriate unit approved by the Board of Personnel Appeals.
- B. **Board:** The Board of Trustees of High School District No. 1 Jefferson County, Montana.
- C. **Agreement:** The negotiated Agreement entered into and formally ratified by the Association and the Board.
- D. **Collective Bargaining Act:** The Collective Bargaining for Public Employees Act, Sec. 39-31-101 et seq, MCA, as it exists, as amended.
- E. **Teachers:** Unless otherwise indicated, the term “teachers” when used hereafter in this Agreement shall refer to all certified personnel except administration.

ARTICLE II- ASSOCIATION RIGHTS

2.1 The Board agrees that the individual teacher shall have full freedom of association, self-organization, and the designation of representatives of his own choosing, to negotiate the terms and conditions of his employment, and that he shall be free from the interference, restraint of coercion by the Board, or its agents, in the designation of such representatives or in self-organization or in other concerted activities for the purpose of collective bargaining or other mutual aid or protection. The Board also recognizes the full freedom of any teacher not to be a member of any organization.

2.2 Exclusive rights of the Association: The rights and privileges of the Association and its representatives certified by the Association as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the teachers and to no other competing organization.

2.3 The Board recognizes the right of the Association in conducting its business to:

- A. Transact Association business on school property, provided no disruption of school operations occur;
- B. Use school buildings for meeting, after arrangements with the principal concerned as to time and place;
- C. Use school machines (typewriters, computers, copying and reproduction machines, etc.), providing the Association pays for actual costs of such materials and supplies;
- D. Use teacher mailboxes and bulletin boards in teachers’ room for notices and communication, as well as telephones between the buildings for such purposes
- E. Use orientation meetings and faculty meetings to acquaint staff members of the system with activities, reports or announcements;

- F. Be placed on the agenda of each regular Board meeting under “new business” any matters brought to its consideration provided 3 working days prior notice is given to the district office.

ARTICLE III- LEAVES

3.1 Discretionary Leave

- A. All regular employed teachers will be granted 13 days (91 hours) per contractual year of discretionary leave. Full salary will be provided each teacher for personal days, illness or disability, personal medical appointments, quarantine or communicable disease, maternity, or illness to immediate family.
- B. After ten consecutive days of sick leave, the employee will be required to present a Health Care Provider’s medical note to the superintendent.
- C. Leave is either in half or full day increments.
- D. The full amount of leave will be available for use from the starting day of the contract.
- E. Leave may not be used (except for bona fide emergencies) on PIR days or in the first or last week of the semester.
- F. Whenever possible, arrangements for use of leave must be made with the teacher’s supervisor at least two school days prior to the use of such leave.
- G. For district accounting purposes one (1) day is equal to seven (7) hours.
- H. It is the District’s responsibility to delineate on the employee’s payroll stub each month the individual leave accumulation. It is the responsibility of each employee to monitor their own leave balance.

3.2 Sick Leave Accumulation

- A. Sick leave earned at the rate of fifty-six (56) hours per contractual year to a maximum of 980 hours for those teachers employed by the districts prior to July 1, 2007. Sick leave earned at the rate of fifty-six (56) hours per year to a maximum of 700 hours for those teachers employed by the districts on or after July 1, 2007. Teachers with more than 140 days will be grand fathered. Those at the sick leave maximum will be awarded their annual allotment of fifty-six (56) hours at the beginning of the school year. Those fifty-six (56) hours are non-cumulative.
- B. Use of Sick Leave Accumulation for immediate family is subject to the following restrictions:
- (1) Any or all of the employee’s accumulated sick leave may be used for the employee, employee’s spouse and/or children.
 - (2) Up to one hundred nineteen (119) sick hours per year may be used for any member of the employee’s household, parent, sibling, grandparent, grandchild, or corresponding in-law, domestic partner, and fiancée. An employee, subject to the approval of the building principal or the superintendent, may request additional hours beyond one hundred nineteen (119). A denial by an administrator may be appealed to the Board. Requests for extension of the one hundred nineteen (119) hour limit will be considered on a case-by-case basis.
 - (3) Teacher can only use sick bank leave after all discretionary leave is used.

- C. Upon termination for any other reason than immorality, unfitness, incompetence or violation of the adopted policies of the trustees, a teacher shall be paid for his/her unused sick leave at the rate of:
- (1) The number of unused sick hours divided by one thousand three hundred nine (1309) hours times one third (.33) of the BA base for the last year the teacher was employed by the District subject to these notice provisions:
 - (1) A teacher who notifies the district of their intention to retire or resign shall receive the percentage of their sick leave credit as follows:
 - (a) Notification received before February 1: 110%
 - (b) Notification received before March 1: 105%
 - (c) Notification received before April 1: 100%
 - (d) Notification received before last day of school: 95%
 - (e) Notification received after last day of school: 90%.
 - (2) This same formula will be used to determine the death benefits the District will pay to a teacher's beneficiary for unused sick leave in the event of death of the teacher. It is the teacher's obligation to file each contractual year with the Clerk the name of his/her beneficiary.
 - (3) This payment shall be made at the end of that school year or in July following the end of the school year. This will be at the discretion of the Board of Trustees.
- D. It is the District's responsibility to delineate on the employee's payroll stub each month the individual sick leave accumulation. It is the responsibility of each employee to monitor their own sick leave balance.

3.3 Certified Staff Sick Bank

- A. A JHS teacher may voluntarily donate days of his/her leave to a sick leave bank. A teacher may apply to use days from this bank only when his/her leave benefits have expired. Benefits of this bank can be used only in case of catastrophic illness. The district clerk will be designated to administer the sick leave bank. The application and quantity of donated hours can only be granted by written approval of the JHS members of the Association. Unused sick leave shall be credited back to the donors in an equitable and proportional manner at the end of each contractual year, up to the sick leave maximum accrued.

3.4 Bereavement Leave

- A. Thirty-five (35) hours per contractual year at full salary, not deducted from sick leave, will be allowed each teacher for bereavement. This leave is not accumulative. Immediate family is defined as father, mother, sister, brother, husband, wife, significant other, children, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, or other persons related to the teacher. Bereavement leave may be used for the death of a close friend if requested by the teacher and approved by a principal or the superintendent. Extended bereavement leave may be applied for to the principal or superintendent, to be deducted from sick leave. A denial by an administrator may be appealed to the Board.

3.5 Jury-Witness Leave

- A. The District may require a teacher to request that he/she be excused from jury duty if the District has a reasonable expectation that a qualified substitute is not available for the potential duration of the trial.

- B. A teacher subpoenaed to serve as a witness shall collect all fees and allowances payable as a result of the service and forward the fees to the District Clerk.
- C. Witness fees shall be applied against the amount due the employee from his/her employer unless he/she elects to use District personal leave.

3.6 Leave for Public Office

- A. Mandatory leave of absence for employees holding public office - return requirements.
- B. Upon request, employers of employees elected or appointed to a public office in the city, county or state shall grant such employees leaves of absence, not to exceed one thousand eighty (1080) hours per contractual year, while they are performing public service.
- C. Employees granted leave shall make arrangements to return to work within ten (10) days following the completion of the service for which the leave was granted unless they are unable to do so because of illness or disabling injury certified by a licensed physician.
- D. No salary shall be paid while the employee is on leave of absence. The teacher shall suffer no loss of increment or experience steps. No teacher on leave for public office will gain experience increments unless they have worked at least six hundred seventy-nine (679) hours in a given contractual year.

3.7 Professional Leave

- A. Upon advance approval of the School Board and/or administrator, temporary leave at full salary is provided each teacher for visitation to other schools, attendance at professional association committee meetings, conferences, conventions, and assemblies.

3.8 Leave of Absence

- A. Leave of absence without salary will be provided upon application and approval of the Board for such reasons as family illness or other family need, exchange teaching, foreign or military teaching programs, cultural travel or work programs related to his/her professional responsibilities, education, and military service (as provided in Section 10-1-604, MCA, 1991). The teacher on extended leave is entitled to return to his former position, or, if the former position has been eliminated due to a reduction in force, the teacher may be reassigned in accordance with the RIF provisions of this contract.

3.9 Maternity Leave

- A. The pregnancy or related disability of a teacher shall be treated as a temporary disability, with all accumulated sick leave privileges, as well as all unpaid leave of absence privileges available to the teacher until such time as the female employee is capable of performing her teaching duties.

3.10 Leave Bonus

- A. At the end of the school year if the staff member has any remaining discretionary days, they may rollover a maximum of 56 hours or 8 days into the individual Sick Bank. Any remaining days over 8 days will be paid out according to the following:

Days	Hours used	Stipend Amount
5	0	\$300
4	up to & including 14	\$250
3	>14 up to & including 21	\$200
2	>21 up to & including 28	\$100
1	>28 but <35	\$50
0	35	\$0

- B. The leave bonuses will be paid at the end of the school year in which the bonuses were earned.
- C. The above bonuses, while subject to the appropriate payroll taxes, are not part of the teacher's salary referenced in Section 20-4-203, MCA (1991).

3.10 Retirement Incentive

The Jefferson High School District #1 school board will annually review the financial feasibility of offering a retirement incentive for employees. Length and amount of the incentive will be determined by budget ability to sustain such agreement.

ARTICLE IV - HEALTH INSURANCE AND INCOME PROTECTION

4.1 The Board shall pay health insurance for teachers on the following scale:

- A. The district will provide each teacher 1/7 of \$9400 for each period taught or other duties as assigned, for health insurance benefits or other approved options for the contracted year. ~~Additionally, for certified staff not choosing the district health insurance coverage, 50% of the \$9400 district contribution (or the pro-rata proportion) for insurance coverage will be paid to that staff member as compensation, provided that they are able to provide the District with proof of health insurance coverage. Married employees will be allowed to combine their dollar entitlement to purchase benefits as they perceive will be to their greatest benefit.~~
 - (1) ~~Offering the waiver program reduces the size of the JHS health insurance group and results in higher premiums being charged to the group. Each year, the district will analyze the premiums available with and without the persons taking the waiver in order to adjust the percentage paid to those waiving insurance. The district will work to achieve a balance such that the increase in district premium costs minus the offset of retaining a portion of the waiver is roughly comparable to what employees see as an increase in their maximum out of pocket expense and to the reduction in gross cash paid out to the people on the waiver.~~
 - (2) ~~The Association and the District will endeavor to ensure that all employees have a clear understanding that the waiver percentage will change from year to year and should not be thought of as ongoing income beyond each current year.~~
- B. If the health insurance cost for any employee participating in the district health insurance is less than the district contribution **2023-2024**, the difference between the actual cost of insurance and the benefit may be applied to a Health Savings Account (HSA) or Flex Account, with the health insurance carrier, and may be expended by the employee during the contract year for deductibles or other health care costs

according to guidelines established by the carrier.

C. When the status of a teacher changes during the contracted year, he/she shall receive a change in status starting the first full month the change is effective, providing the employee chooses to change coverage.

4.2 The teacher may choose to participate in the current income protection plan, provided he or she pay the full cost of the coverage.

4.3 Dental and/or vision insurance may be available to district employees at the member's expense (there is no cost to the District) and the plans will not be imposed upon other categories of District employees who have the same health coverage, unless they participate by consent.

4.4 It is understood that the District's obligation under this article is to pay such premiums as agreed herein and no claims shall be made against the School District as a result of a denial of insurance benefits.

4.5 The Association and the District have made a good faith effort to achieve non-discriminatory insurance coverage for those covered by this Agreement. The parties agree that they will not initiate or participate in any insurance grievance or suit against each other which alleges discrimination on the basis of sex or marital status.

4.6 An insurance committee will be formed to investigate insurance options and make recommendations to the Board and the Association. This committee will consist of two high school Board members, and two elementary Board members, and four Association members who will be appointed by the Association president. Additionally, the classified union, BACE, shall be invited to assign one of their members to this committee.

A. This committee shall research and recommend Health Care carriers, agents, coverage and benefit plans to the Board for approval. While the Board retains the right to make the final choice of carrier, agent, plans and coverages, the Board will not reduce or eliminate currently available 2023-2024 plans or coverages, without the approval of the Association.

ARTICLE V - GRIEVANCE PROCEDURE

5.1 A grievance is defined as a claim based on an alleged violation of the terms of this negotiated Agreement, misapplication of Board personnel practices or state statute. The word "grievance" does not include any aspect of any controversy arising under the provisions of Sections 20-4-201, 20-4-203, 20-4-204, 20-4-206, 20-4-207, Montana Code Annotated, dealing with re-employment or hiring of tenured or non-tenured teachers. A grievant is a teacher, a group of teachers, or the Association, any of whom may be filing a grievance.

5.2 Prior to submitting a formal grievance an effort shall first be made to resolve an alleged grievance informally between the parties or their designee.

A. The Association and the Board will make every effort to resolve grievances at the lowest possible level. If a grievant is unable to resolve the alleged grievance informally, the grievant shall submit the alleged grievance to the Association Grievance Committee to decide whether a grievance exists.

B. The Association shall provide to the Board, in writing, the names of the designated grievance committee at the beginning of each contractual year.

- C. Adhering to time requirements is an essential part of this procedure. If the grievant fails to timely file, as in Step I, or submit the grievance to the next proper step, the grievance is forever waived and/or the grievance is deemed settled. If the School District fails to timely respond to a grievance, the grievance is deemed denied and the grievant may file the grievance at the next step.
- D. Following the last day of school at the end of the school year, the term “five (5) school days” in Section 5.3 below shall mean one calendar week.
- E. No teacher at any stage of the grievance procedure shall be required to meet with any administrator without representation. There is nothing in this grievance procedure that would prohibit the Association from having the grievant(s) present during any meeting during which that grievant(s’) grievance is discussed.
- F. The right to initiate or pursue a grievance is immediately waived once the Association/teacher(s)/grievant(s) file any suit, proceeding, complaint or action regarding the same dispute/allegation(s)/issue(s) before/with any court, agency, tribunal, or other forum.

5.3 Grievance Procedures Steps

Step I

A grievant must file a written grievance to the building administrator within thirty (30) calendar days of the first occurrence of the action being grieved or within thirty (30) calendar days of the first knowledge of the action being grieved. The written grievance shall state the date of the alleged violation, the nature of the violation, the specific provisions of the Agreement, Board policy personnel practice, or statute that is alleged to have been violated and the remedy being requested. The administrator shall sign and date the grievant’s copy of the grievance to acknowledge the receipt of the grievance. The grievant and the Association Grievance Committee Chairman (if the employee so desires) shall first discuss the problem with the building administrator. Within five (5) school days after the grievance is received, the administrator shall arrange and hold a meeting with the grievant to discuss the grievance. The administrator shall have three (3) school days after this meeting to render a written decision to the grievant and the Association Grievance Committee.

Step II

If the Association is not satisfied with the disposition of the grievance at Step I, the grievant has five (5) school days after receiving a written decision in Step I to submit the grievance to the Superintendent. The Superintendent shall arrange a meeting with the grievant and the grievance committee chairman within five (5) school days to discuss the grievance. The Superintendent shall have five (5) school days from the date of this meeting to render a written decision to the grievant and the Association Grievance Committee.

Step III

If the grievance is not resolved to the satisfaction of the Association in Steps I and II, the Association Grievance Committee may notify the Chairman of the Board of the district in which the grievance is filed that there is an unresolved grievance that should be heard by the Board. The Board Chairman must be notified in writing of the request for a hearing and must be given a copy of the grievance within five (5) school days from the date of the written decision in Step II.

Within five (5) days of the receipt of the written request of hearing, the President of the Association and the Chair of the Board, or their designees, shall confer and mutually agree to have the grievance heard at a regular or special meeting of the Board no later than thirty-five (35) days after receipt of the written request for hearing.

Within thirty-five (35) calendar days after the meeting at which the grievance was presented to the Board, the Board shall submit a written decision to the Association Grievance Committee Chairman. If the issue is not resolved to the satisfaction of the grievant within those thirty-five (35) calendar days, and if the issue involves an alleged violation of this negotiated or district policy, the Association may move the grievance to Step IV.

Step IV

In the event the grievance is not settled within the time lines stated in Step III, and if the issue involves an alleged violation of this negotiated Agreement or district policy, the Association may proceed to arbitration. Notice of the intent to go to arbitration shall be sent to the Board within ten (10) school days after receiving the written decision by the Board. Within ten (10) school days after requesting arbitration, the Montana Board of Personnel Appeals shall be requested by either/both parties to provide a list of five (5) arbitrators. Both the Board and the Association shall have the right to strike two names from the list. The Association shall strike the first name. The Board shall strike the second name. The process will be repeated, and the sole remaining name will be the arbitrator.

5.4 Conclusion

- A. The arbitrator shall conduct a hearing to receive evidence and listen to arguments concerning the grievance.
- B. After the hearing, the arbitrator shall issue findings of fact and recommendations for settlement of the grievance to the parties involved in the grievance. The findings, conclusions, and decision of the arbitrator shall be final and binding upon all parties. The arbitrator shall not be empowered to add to, subtract from or otherwise modify the terms and conditions of this Agreement.
- C. The Board of Trustees shall take official action on the report of the arbitrator not later than the next regularly scheduled meeting of the Board.
- D. The parties shall equally share the fees and expenses of the arbitrator. The parties shall bear their own expenses for their own costs of presenting their case.

ARTICLE VI- PROFESSIONAL COMPENSATION

6.1 Base Salary

- A. The basic salaries of teachers covered by this Agreement are set forth in Appendix A, which is attached to this and incorporated into this Agreement. Appendix B, also attached and incorporated into the Agreement, covers extra duty pay. Additionally, Appendix B defines only the salary level for each type of position. The existence of any position type and the number of positions of any type shall be determined at the sole discretion of the Board.
- B. The criteria used by the Board may include, but is not limited to, the number of student participants,

length of season or activity, level of supervision required, intensity of the coaching or advising function, skill level and experience of the coach/advisor, and the safety of students or spectators, or the protection of district property.

- C. Such salary schedule shall remain in effect during the designated periods of time.
- D. The base salary for the 2023-2024 school year will be \$32,752. The salary schedule will be calculated on the matrix included in this Negotiated Agreement. For each contractual year, movement will be granted one (1) step for experience and one (1) or more lanes for additional approved quarters of education attained or an approved education degree.
- E. A Compensation Committee will be formed to investigate compensation structure options and make recommendations to the Board and the Association. This committee will consist of two (2) school board members, one (1) administrator from the district, and two (2) Association members who will be appointed by the Association president.

6.2 Matrix Placement

When hiring certified staff, the District may award maximum credit for years of outside teaching experience and education level on the salary matrix, equally applied to all candidates in any other accredited private or public school system (not home schools) while teaching under a degree. All approved credits that lead to an endorsed teaching field could be accepted, reviewed by the interview committee, and may be appealed to the board prior to signing the second contract. The board decision is final.

6.3 Pay for additional education

- A. Pay for extra quarters of education will be computed on the basis that 15 quarter hours or 10 semester hours constitute one quarter. A teacher who takes college courses for credit to advance on the schedule will:
 - (1) Take OPI approved credits (excluding renewal units) within the field of education (approved by the budget committee); and
 - (2) Get prior written course approval from the Superintendent. The Superintendent shall have the right to count or not count course credits, for salary advancement. If the teacher and Superintendent do not agree on the course credits to be counted, the teacher may appeal to the School Board for a decision. The Board's decision will be final.
- B. Employees requesting educational advancement through lane change must notify superintendent by April 1 of the prior contractual year and will advance within thirty days of the district receiving an official transcript of the approved work. The deadline to submit an unofficial transcript of course/ degree completion will be Sept. 21 of the current school year. Payment will be retroactive once the Jefferson High School District receives an official transcript.
- C. Approved coursework, including that used for salary advancement, will be allowed for MEA substitution.

6.4 National Board Certification

- A. Teachers will receive one thousand five hundred dollars (\$1500) reimbursement upon documented completion of the National Board for Professional Teaching Standards Certification.

- B. If National Board Certification is not available in a particular curricular area, with documented evidence from the National Board for Professional Teaching Standards, a comparable plan may be presented to Administration, the Union and Board of Trustees for approval to seek certification.
- C. Once the district office has received the National Board Certificate, the teacher will receive a twelve hundred dollar (\$1200) annual salary adjustment.
- D. Failure to maintain National Board Certification will result in the loss of the \$1200 salary increase or lane advancement

6.5 Additional Certification Incentive

As determined by the Board of Trustees, individual Jefferson High School staff members may be offered a separate contract while actively working towards a specific teaching endorsement if the endorsement is required for accreditation standards, not available with current staff, and the staff member is teaching in that field. The contract would be for an annual bonus not to exceed the actual documented expenses of pursuing and completing the endorsement while registered in an accredited university program and while successfully following an endorsement plan approved by the Office of Public Instruction. New staff with the above-described certification(s) may be eligible for a one-time signing bonus of \$2000 as determined by the Board of Trustees.

6.6 Payday and Payroll process

- A. The 14th of each month will be pay day. If the 14th falls on a non-school day, checks will be issued on the school day prior to the 14th. The employee may elect to receive 12 payments (June, July, and August) by providing the School Board clerk with the address or bank account number to which these payments can be mailed.
- B. The employee may also elect to notify the School Board clerk to receive summer months' pay all at once. This may be on one check for all or on separate checks for each pay period, following the final day of the school year at the end of the term.
- C. Teachers may choose to receive 10 payments or 12 payments.

ARTICLE VII- BOARD, ADMINISTRATION, AND TEACHER RELATIONSHIPS

- 7.1 The Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the School District to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement.
- 7.2 The personal life of any teacher is not an appropriate concern of the Board; unless, in the Board's judgment, that conduct has adversely affected his/her teaching. No tenured teacher shall be disciplined or discharged without just cause.
- 7.3 **No** tenured teacher shall be disciplined, dismissed, terminated, or discharged without due process.
- 7.4 All monitoring and observation of the work performance of a teacher shall be conducted openly.

7.5 Evaluations (See MOU)

- A. Each non-tenured teacher shall have at least two (2) written evaluations per year. **Once tenured, teachers have a formal evaluation every three years.** Each written evaluation will be based on a series of formal and informal observations. The first formal observation must be scheduled, but subsequent observations may be unannounced. Formal observations are those conducted in a classroom/instructional setting, while informal observations are observations of job performance that are made on a more incidental basis outside of scheduled observations. Informal observations must be documented by date and the circumstance under which the observation was made and must be brought to the attention of the teacher within five (5) working days. The principal will be responsible for conducting observations and preparing teacher evaluations, but at the Board's discretion the superintendent may be involved with the principal in subsequent observations and evaluations of teaching staff.
- B. Observations will be scheduled from lesson plans. The administrator will observe classes where actual teaching (classroom/shop/lab) can be observed. Test days, films, etc. should be avoided. Administrators will try to avoid observations during times that are unusually disruptive (week before Christmas, homecoming week, etc.) or closely following events of personal tragedy or return from an extended illness. An administrator will not ask a teacher to alter a planned activity in order to enable the administrator to observe a specific type of lesson. A written summary of all formal observations will be given to the teacher within fifteen working days of each observation.
- C. Evaluations will be submitted to the Board at the December and March meetings, however, as circumstances dictate, the evaluations may be presented at other times. Before evaluations are presented to the Board, the administrator must review the evaluation with the teacher in a formal evaluation conference, and have the teacher sign the evaluation form (this signature only indicates that the teacher has reviewed the evaluation with an administrator). Space will be provided on each evaluation form for teacher comment. The teacher will be given one copy of the completed evaluation. After the evaluation and teacher's written comments, if any, are presented to the Board for review, the evaluation forms will be placed in the teacher's personnel file.
- D. The evaluation process is not the only procedure by which compliments or problems may be brought to the attention of a teacher. The administrator(s) and or Board has an obligation to inform teachers within five working days if there is a concern about their job performance that will result in written documentation. Reference to incidents that occurred during a previous evaluation period will not be appropriate unless the incident has been previously documented and brought to the teacher's attention. Action taken concerning any problem shall be placed in the teacher's file. All employees have the right to bring one representative with them to any investigatory or disciplinary meeting. When an employee chooses to have representation, the Association representative will be permitted release time to be present for any meetings.
- E. If the Board, as a whole, feels that an evaluation is not correct, they shall notify the superintendent at that meeting in which case the superintendent shall report back to the principal in writing what disagreements the Board has voiced concerning the evaluation. The principal shall then report to the teacher who shall then have the opportunity to discuss this with the Board, in executive session, at their regular meeting. The teacher may be accompanied by a representative of the Association. The teacher or certified employee shall provide in writing before the Board meeting who shall accompany him to that Board meeting and that the representative will be an observer and participate in the executive session following parliamentary procedure.

7.6 Complaint Procedure

- A. Any time a person has a complaint (not of a criminal nature) with a certified personnel, for which the complainant chooses to file a written, signed and dated complaint form that is brought before the principal or superintendent within 60 school days of the alleged incident, there will be a record made and kept of the nature of the complaint and the action taken.
- B. The complaint form used will be mutually developed by the Association and the Board and will contain steps that encourage resolution at the lowest level.
- C. The building principal or the superintendent will notify the certified staff member within seven school days when there is any complaint brought to their attention for which the complainant chooses to file the written complaint form.
- D. The person making the complaint and the teacher involved will sign the complaint, which will be kept in the teacher's personnel file.
- E. This complaint will be discussed with the certified personnel by the principal or superintendent or both.
- F. The certified personnel will have the opportunity to respond in writing to the complaint, and that response shall also be added to his/her personnel file.
- G. In all cases certified personnel will have the opportunity to discuss professional performance in executive session with the Board at regular Board meetings.
- H. There will be a single personnel file kept for all certified personnel evaluations. Complaints shall also be kept in this file. Compliments, Board suggestions and commendations shall also be kept in this file.

7.7 The Agreement shall not delete the authority granted to the Board by State Law for non-reemployment of tenure or non-tenure certified employees.

7.8 Any information/records contained in an employee's file can be purged and destroyed, after each five years of employment; with the exception of degree/course completion, certification records, and the observations/evaluations. This process will be handled on the 5th anniversary of the individual employee by the employee and the superintendent. If a conflict arises, the dispute shall be brought to the Board for a decision; The Board decision is final.

7.9 The Board agrees to deduct from the teacher's salaries, dues for the Association, if any, and payment of group insurance. Annuity payments, as approved by the Board, will be withheld.

It is the duty of the Association to obtain written authorization for the deduction of the Association membership dues.

7.10 Staff members may apply for any vacancy or job opening that may occur. The Board agrees to notify the present staff before the vacancy or new position is made public, if the vacancy occurs before June 1. New or vacant positions will be advertised to the present staff by notification in staff mailboxes and on the teachers' room bulletin board.

ARTICLE VIII - REDUCTION IN FORCE

8.1 Reduction in Force is defined as, the elimination of teaching positions for any of the reasons defined in 8.2

8.2 Reduction in Force may be caused by:

- A. Declining Enrollment
- B. Reduction in Funding
- C. Re-structuring of School District Priorities
- D. Curriculum of Revision
- E. Discontinuance of certain teaching services
- F. Alignment to Accreditation Standards
- G. Or Any Other Reason deemed in the best interests of Education Programs as determined by the Board of Trustees.

8.3 RIF Notifications must be issued, in writing, by May 15 of the school year to certified teachers by the Board of Trustees or the Board's designee. The union president will receive a list of all teachers being released under the RIF, by May 15.

8.4 Any teacher who loses a teaching position, due to a district RIF, is eligible for recall for two consecutive school calendar years only. Such recall shall follow the order of the last laid off shall be the first recalled, provided such person is certified for the position or positions then available. It shall be the obligation of the teacher to notify the District by March 15th of each of the two (2) years that he/she is available if a position for which he/she is certified exists. The District shall notify teachers on layoff of subsequent vacancies by certified mail, at the last address registered by the teacher at the School District Office, and shall afford the teacher thirty (30) days from the date of receipt, to accept or reject its offer (except for good cause the District may extend such time). An offer of suitable employment, which is rejected, shall terminate the teacher's right to recall. The District shall take a lack of response within the allowed deadline as a rejection of the offer.

8.5 Determination of certified teachers, in teaching positions, during the initiation of a RIF, who will lose a teaching position, in their respective school district is determined by Seniority. Seniority is defined as years and/or portion of years of continuous full-time service, in the district, as a certified, contracted teacher.

- A. Approved Leaves of Absence that do not interrupt continuous service as defined by the offer and acceptance of a teaching employment contract do not impact seniority.
- B. Each District shall generate a seniority and Certification list that is verified by the union president, by January 1 of each school year.

8.6 RIF DETERMINATION

A. Each school district will determine the position(s) that will be eliminated or reduced.

B. Employees who may lose a teaching contract are identified by:

(1) Seniority in their district

(2) Seniority in their endorsed areas as determined by the teaching endorsements posted to the current teaching license on file with OPI and the school district.

(3) No Teacher certified in an area will be replaced by another non-certified teacher, in that area.

- (4) Should a school district have an employee teaching in an area for which they are not certified, nor have anyone else in the district certified, in that endorsement area, seniority will be determined by the number of semester hour credits, in the subject area, posted on their college transcripts.
 - (5) In case of a tie, in time and certification, then the tie is to be broken by counting the experience with which the teacher has been credited on the salary matrix. If there is still a tie, then the total college degrees shall determine; and if degrees are comparable, then graduate hours beyond the last degree shall determine. If there is still a tie, then it will be the number of credits earned in the endorsed/certified area.
 - (6) Employees who may be affected by position elimination will be notified by the district administration, as soon as the district is able but no later than May 15.
- C. The "RIF" provisions are a party of this contract, and are subject to the grievance provisions of the contract, and Montana Code Annotated, dealing with reemployment/hiring of tenure or non-tenure teachers. Montana Code shall continue to apply to all other instances of dismissal and refusal to re-employ other than those resulting from "RIF". Subject only to the procedure to be followed in the Reduction in Force, the Board retains the right to assign and transfer employees as provided in Montana School Law.
- D. Shared teachers are teachers employed by both school districts covered under this agreement, shall be subject to RIF by the district which is the major employer. If the teacher is equally employed by both districts, then the teacher shall be on the Seniority list of both districts.

8.7 RIF PROCESS SUMMARY

- A. Annual seniority list is submitted to the Union President by January 1. The seniority list identified overall seniority and endorsed area seniority by the district.
- B. The Board of Trustees determines if there is to be a RIF, for the upcoming school year.
- C. The administration recommends teaching reductions to the Board and Union President by May 15th.
- D. The Board of Trustees authorizes a RIF notification to affected employees. Notices are given or sent by verified mail to affected teachers no later than May 15th.
- E. Call back process is provided to the affected employees by the Board/Union and/or Board Designee.

ARTICLE IX - SCHOOL CALENDAR

9.1 School Calendar

A school calendar committee shall consist of the principal, and three (3) teachers chosen by the Association. They shall develop and recommend a yearly calendar and PIR activities that will be presented to the appropriate school board for approval.

ARTICLE X- TEACHER WORK LOAD AND CONDITIONS

10.1 The Board recognizes that the primary duty and responsibility of the teacher is to teach. Non- teaching duties include but not limited to:

- ~~1. **Bus Duty:** The teachers are responsible for supervising students arriving to school and guiding the students to the building in an orderly and timely manner. (renumber)~~
1. **Cafeteria Duty:** The teachers are responsible for managing students in and outside the building.
2. **Collecting money:** The teachers are responsible for the collection of money from their individual clubs/programs, fundraisers and fees. The teacher will deliver the collected money to the office to deposit into their school club/program account.
3. **Class Advisors/Sponsorship:** The teachers are responsible for the activities for the class they are assigned. The team of teachers are advising their assigned class in organizing meeting, fundraising, school events etc... Each teacher is responsible for contributing his or her time to advising his or her assigned class.
4. **Hall Duty:** The teachers are responsible for monitoring the students' transition between each class.
5. **Open House/JHS Night:** Teachers are obligated to attend two open houses per school calendar year. The teachers are also required to participate in one JHS Night per school calendar year.

These duties are assigned on an equitable rotation shared among teaching staff. Please check handbook for more details.

10.2 "Standards for Accreditation of Montana Schools" shall be used as minimum standards except as specifically stated in this Agreement.

10.3 The weekly teaching load for all teachers shall be no greater than twenty-eight (28) hours of assigned pupil contact time. Contact time is defined herein as any time a teacher is assigned for the purpose of classroom instruction or supervision of groups of pupils during a school day. The 28-hour limit does not apply to student activities before or after school hours or weekend activities.

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

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

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

10.5 All teachers shall receive a daily lunch break of at least 30 minutes. Lunchroom supervision may be assigned on a comparable sharing basis among all teachers. In the event that Administration determines that teacher added duty other than lunch supervision is needed during the lunch period, and the additional duty is not specific to an individual teacher, volunteers will be sought before making an assignment from a rotation list.

10.6 A committee of the principal, counselor and three teachers chosen by the Association will form to make recommendations to the Administration regarding the class schedules. In creating the class schedules, the following will be considered: individual strengths, educational emphasis and seniority. A school schedule will be given to staff no later than five calendar days following the approval of the schedule in June. Should the schedule changes become necessary before the start of school, affected teachers will be notified no later than July 15, unless unforeseen circumstance arise.

- 10.7 Each employee shall have, during the school day, at least one (1) class period for planning or preparation. If a teacher uses their prep period to substitute for another teacher, they will be paid the certified substitute teacher rate for each period. In the event the Administration determines that teacher additional duty is needed during a scheduled prep period, and the additional duty is not specific to an individual teacher, volunteers will be equitably sought before making an assignment from a rotation list.

ARTICLE XI – EFFECT OF AGREEMENT AND DURATION

- 11.1 On or before January 15th of each year, each party shall give notice to the other party of the subject matter to be considered in negotiations of a successor to this Agreement.
- 11.2 Negotiations shall be started on or before January 15th. All matters in the contract not considered in the notice to negotiate shall remain unchanged and become a part of the successor agreement. All parts not under negotiation will automatically become renewed upon each anniversary date.
- 11.3 During its term, this Agreement may be altered, changed, added, or deleted or modified only through voluntary, mutual consent of the Board and the Association in written and signed amendments to this Agreement.
- 11.4 If any provision of this Agreement, or any application of this Agreement to any employee or group of employees is finally held to be contrary to law by a court of competent jurisdiction, then such provision or application shall not be deemed valid. However, all other provisions herein shall remain in full force and effect. If such provision exists which is finally held to be contrary to law, at the request of either party, negotiations shall commence within thirty (30) days in an attempt to correct such provision.
- 11.5 This Agreement constitutes the full and complete agreement between the School District and the Association. This Agreement supersedes any prior agreements, rules or practices related to any particular terms and conditions of employment specifically addressed herein.
- 11.6 After ratification of a contract by the Boulder Association of Teachers and the Board of Trustees of Districts 1 and 7, the Board of Trustees will (at district expense) be responsible for typing/copying the new-signed contract and distribute copies to teachers employed, and hereafter employed, within 60 days of contract finalization. Any person interviewed will have an opportunity to read and review a copy of the Collective Bargaining Agreement for that position.
- 11.7 This Agreement shall become effective July 1, 2023 and remain in effect through June 30, 2023.
- 11.8 Extracurricular activity contracts are to be separate and exclusive from the teaching contracts.

DATE AND SIGNATURES:

THIS AGREEMENT IS SIGNED THIS ____ DAY OF _____.

IN WITNESS THEREOF:

BOULDER ASSOCIATION OF TEACHERS

PRESIDENT

SECRETARY

BOARD OF TRUSTEES FOR JEFFERSON HIGH SCHOOL DISTRICT #1:

CHAIRPERSON

ATTEST: _____
CLERK OF DISTRICT #1

APPENDIX A – CERTIFIED SALARY MATRIX

Certified Salary Matrix 2023-2024

	32,752							
	BA	BA 1	BA 2	BA3, 5th	BA 4, 5th-1	MA, 5th-2	MA 1	MA 2
*0	32,752	33,735	34,717	35,700	36,682	37,665	38,647	39,630
1*	33,875	35,107	36,129	37,154	38,176	39,201	40,223	41,304
2*	35,248	36,479	37,544	38,608	39,672	40,737	41,801	42,982
3*	36,620	37,848	38,955	40,059	41,166	42,270	43,377	44,658
4	37,992	39,221	40,367	41,513	42,659	43,806	44,952	46,331
5	39,365	40,593	41,778	42,967	44,153	45,342	46,527	48,008
6	40,737	41,965	43,193	44,422	45,650	46,878	48,106	49,685
7	42,119	43,334	44,605	45,872	47,143	48,411	49,682	51,358
8	43,495	44,706	46,017	47,327	48,637	49,947	51,257	53,035
9		46,082	47,428	48,781	50,130	51,483	52,832	54,712
10			48,843	50,235	51,627	53,019	54,411	56,389
11			50,242	51,686	53,120	54,552	55,986	58,063
12			51,666	53,140	54,614	56,088	57,562	59,740
13				54,594	56,107	57,624	59,137	61,417
14				56,048	57,604	59,160	60,716	63,090
15				57,503	59,098	60,693	62,291	64,767
16				58,954	60,591	62,229	63,866	66,444
17				59,949	61,626	63,634	64,983	67,951
18				60,984	63,031	64,751	66,559	69,621
19					64,521	66,323	68,190	71,350
20					66,280	68,144	69,916	73,063

* Effective with the 2015-16 contract year and after, all new hire teachers with zero, one, two, or three years of experience will start on row "3" and advance a step per year as usual thereafter.

New 21/22

Indices> 0	1	1.03	1.06	1.09	1.12	1.15	1.18	1.21
1	1.0343	1.0719	1.1031	1.1344	1.1656	1.1969	1.2281	1.2611
2	1.0762	1.1138	1.1463	1.1788	1.2113	1.2438	1.2763	1.31234
3	1.1181	1.1556	1.1894	1.2231	1.2569	1.2906	1.3244	1.36351
4	1.16	1.1975	1.2325	1.2675	1.3025	1.3375	1.3725	1.4146
5	1.2019	1.2394	1.2756	1.3119	1.3481	1.3844	1.4206	1.4658
6	1.2438	1.2813	1.3188	1.3563	1.3938	1.4313	1.4688	1.517
7	1.286	1.3231	1.3619	1.4006	1.4394	1.4781	1.5169	1.5681
8	1.328	1.365	1.405	1.445	1.485	1.525	1.565	1.6193
9		1.407	1.4481	1.4894	1.5306	1.5719	1.6131	1.6705
10			1.4913	1.5338	1.5763	1.6188	1.6613	1.7217
11			1.534	1.5781	1.6219	1.6656	1.7094	1.7728
12			1.5775	1.6225	1.6675	1.7125	1.7575	1.824
13				1.6669	1.7131	1.7594	1.8056	1.8752
14				1.7113	1.7588	1.8063	1.8538	1.9263
15				1.7557	1.8044	1.8531	1.9019	1.9775
16				1.8	1.85	1.9	1.95	2.0287
17				1.8304	1.8816	1.9429	1.9841	2.0747
18				1.862	1.9245	1.977	2.0322	2.1257
19					1.97	2.025	2.082	2.1785
20					2.0237	2.0806	2.1347	2.2308

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

JEFFERSON HIGH SCHOOL
DISTRICT NO. 1
BOULDER, MONTANA

AND

BOULDER ASSOCIATION OF
CLASSIFIED EMPLOYEES
MFT, AFT, AFL-CIO

~~2021/22 — 2022/23~~ 2023-2024

As a result of the four-day week, the base hours of employees, as identified on the employee's contract with the district, will not be less than the 2008-09 school year, provided the employee was under contract during the 2008-09 school year.

PREAMBLE

This agreement is made and entered into by the Jefferson High School District Number One hereinafter referred to as the "Employer", and the Boulder Association of Classified Employees hereinafter referred to as the "Classified Employees."

It is understood that the Employer is engaged in furnishing an essential public service, which vitally affects the health, safety, comfort, protection and general well being of the public and the Classified Employees hereto recognize the need for continuous and reliable service to the public.

ARTICLE I – RECOGNITION

Section 1. The employer recognizes the Boulder Association of Classified Employees as the sole and exclusive bargaining agent for those employees who are employed full or part-time in the positions of (1) Head Custodian/ ~~Maintenance~~, (2) ~~Custodian/ Maintenance~~ (32) Custodian, (43) Assistant Cook, (54) Building Secretary, (65) Specialized Aides, (67) Teacher Aides (includes Title I Aides, Study Hall Monitors and Library Aides), and (78) Inclusion Curriculum Para-educator (ICP) 89) School Nurse. Any existing position not specifically listed in this section is excluded from the bargaining unit and also excluded are those positions and employees excepted by Section 39-31-103 MCA (1991). Any employee hired as an "Assistant", or a substitute for a position that is vacated during a school district fiscal year and is hired for the remainder of that fiscal year for any of the above stated positions, is excluded from the bargaining unit and is not covered by the provisions of this agreement.

For the purposes of complying with the provisions of this agreement, the association recognizes that each employee shall be under the direction of the Board of Trustees of the district to which the employee is assigned. Further that the School Food Authority and its employees covered by this agreement shall fall under the direction of the Board of Trustees, Boulder Elementary District #7.

Section 2. When new job classifications are created which are not clearly exempt from coverage by the contract, the Employer agrees to meet with the Classified Employees in order to determine if those positions should be included within the bargaining unit. If agreement is not possible, then the Board of Personnel Appeals shall be petitioned to conduct a unit clarification as specified in the Board of Personnel Appeals rules.

ARTICLE II – CLASSIFIED EMPLOYEES ASSOCIATION RIGHTS

Section 1. Upon written request by the Classified Employees the Employer shall make available one copy of all public information relevant to negotiations or necessary for the proper enforcement of this agreement. The Classified Employees will pay reasonable costs for copying material.

APPENDIX B-1 – EXTRACURRICULAR MATRIX

Base Salary	\$ 32,752.00					
	5% + \$100/yr	9% + \$100/yr	7% +100/yr	9% +100/yr	11.5%+100/yr	13%+100/yr
Step	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
1	\$ 1,638	\$ 2,948	\$ 2,293	\$ 2,948	\$ 3,766	\$ 4,258
2	\$ 1,738	\$ 3,048	\$ 2,393	\$ 3,048	\$ 3,866	\$ 4,358
3	\$ 1,838	\$ 3,148	\$ 2,493	\$ 3,148	\$ 3,966	\$ 4,458
4	\$ 1,938	\$ 3,248	\$ 2,593	\$ 3,248	\$ 4,066	\$ 4,558
5	\$ 2,038	\$ 3,348	\$ 2,693	\$ 3,348	\$ 4,166	\$ 4,658
6	\$ 2,138	\$ 3,448	\$ 2,793	\$ 3,448	\$ 4,266	\$ 4,758
7	\$ 2,238	\$ 3,548	\$ 2,893	\$ 3,548	\$ 4,366	\$ 4,858
8	\$ 2,338	\$ 3,648	\$ 2,993	\$ 3,648	\$ 4,466	\$ 4,958
9	\$ 2,438	\$ 3,748	\$ 3,093	\$ 3,748	\$ 4,566	\$ 5,058
10	\$ 2,538	\$ 3,848	\$ 3,193	\$ 3,848	\$ 4,666	\$ 5,158
11	\$ 2,638	\$ 3,948	\$ 3,293	\$ 3,948	\$ 4,766	\$ 5,258
12	\$ 2,738	\$ 4,048	\$ 3,393	\$ 4,048	\$ 4,866	\$ 5,358
13	\$ 2,838	\$ 4,148	\$ 3,493	\$ 4,148	\$ 4,966	\$ 5,458
14	\$ 2,938	\$ 4,248	\$ 3,593	\$ 4,248	\$ 5,066	\$ 5,558
15	\$ 3,038	\$ 4,348	\$ 3,693	\$ 4,348	\$ 5,166	\$ 5,658
16	\$ 3,138	\$ 4,448	\$ 3,793	\$ 4,448	\$ 5,266	\$ 5,758
17	\$ 3,238	\$ 4,548	\$ 3,893	\$ 4,548	\$ 5,366	\$ 5,858
18	\$ 3,338	\$ 4,648	\$ 3,993	\$ 4,648	\$ 5,466	\$ 5,958
19	\$ 3,438	\$ 4,748	\$ 4,093	\$ 4,748	\$ 5,566	\$ 6,058
20	\$ 3,538	\$ 4,848	\$ 4,193	\$ 4,848	\$ 5,666	\$ 6,158
	Model U.N.	BPA	Asst. X Cntry	Asst Football	Head X Cntry	Head Football
	Student Council	FCCLA	Asst Track	Asst Basketball	Head Track	Head Basketball
	Art Club	Skills USA	Asst Tennis	Asst Volleyball	Head Tennis	Head Volleyball
	Youth & Govt	NHS	Asst Golf	Asst Wrestling	Speech & Debate	Head Wrestling
	Asst. Chr/Dance	Music - Fall			Head Golf	Drama Activities
	Thespian Asst.	Music-Win/Spr				
	Music Asst at .5	Yearbook				
		Cheer - Fall				
		Cheer - Winter				

Coaching Initial Placement on the matrix:

Experience within the same sport: Maximum placement is Step 6.

a. An assistant coach who, without a lapse in service, becomes a head coach will be placed in the head coach column at a like stipend to their final assistant coaching stipend plus two steps, or receive a step for each 5 years of years of assistant experience.

b. Once a coach has lapse of service, they will be placed no higher than Step 6.

Experience from one sport to another: Maximum placement is Step 6.

a. A head or assistant coach without a lapse in service will have 50% of their previous coaching experience from one sport to another but will not exceed Step 6.

b. Once a coach has lapse of serve, they will be placed no higher than Step 6.

Splitting of Stipends: Stipends in group 1 and 2 can be divided amongst two or more staff members upon a written agreement amongst those staff members splitting the stipend. Written documentation must be submitted to administration for approval. Years of experience will be dealt with for each individual person splitting. The placement determination will be the fractional amount of the step that person would be split. The placement determination will be the fractional amount of the step that person would be on if the stipend was not split. (Example: Staff member 1 has 6 years and staff member 2 has 3 years. Staff member 1 would receive 1/2 of step 6 stipend amount and staff member 2 would receive 1/2 of step 3 stipend amount.) Stipends can not be split by more than 3 staff members.

PLAYOFF STIPENDS:

This applies only to basketball, football, and volleyball. For each week of the playoffs, not including districts in basketball and volleyball, head coaches will receive an additional \$100 and assistant coaches will receive \$75.

APPENDIX B-2 – POST-SEASON COACHING STIPENDS

Head Coach stipend	\$75			
Asst. Coach Stipend	\$50			
	Head Coach	Asst Coach	Head Coach	Asst Coach
	Post season/pre state	Post season/pre state	State	State
Boys bball	1	2	1	2
Girls bball	1	2	1	2
Volleyball	1	2	1	2
Football	3	9	1	3
Cheer for Football	3	3	1	1
Cheer for Volleyball	1	1	1	1
Cheer for bball	1	1	1	1
Band for Football	3	0	1	0
Band for Volleyball	1	0	1	0
Band for bball	1	0	1	0
Wrestling	0	0	1	1
Xcountry	0	0	1	1
Track	1	3	1	3
Tennis	0	0	1	1
Golf	0	0	1	1
Speech/Debate	0	0	1	0
Highest Count	17	23	16	19
	\$1,275	\$1,150	\$1,200	\$950
			TOTAL	\$4,575
* Notes of clarification by business manager:				
The intent of the stipends in this spreadsheet is to grant a small compensation for the extra time spent for the continuation of the sport past "regular season" play.				
Basketball, volleyball, and track all have district contests, before divisional, which are considered part of "regular season".				
Football requires qualifying for 1st round, 2nd round, semi-finals, and then state. These four contests are not considered part of the "regular season". The 1st, 2nd, and semi-final rounds are recorded in the first column as three separate contests (3).				
Wrestling, Cross Country, Tennis, Golf, and Speech/Debate do not have district contests so their "regular season" includes their divisional contests.				
Band and cheer, when associated with these contests, have the same stipends applied. Boys' & girls' bball can be combined for the band and cheer numbers when the contests are held at the same time and in the same venue.				
The sports in orange have 3 assistant coaches and thus will have three times as many asst. stipends.				
The sports in yellow have 2 assistant coaches and thus will have twice as many asst. stipends.				
The sports in purple have 1 assistant coach and will have the same number of asst. stipends.				
The sports in grey have no (0) assistant coach so will have no asst. stipends.				

APPENDIX C – SICK LEAVE BANK FORM

I, _____, donate _____ days of my accrued sick leave to the District Number #1 Leave Bank.

Signature of Donor

Date

Section 2. The internal business of the Classified Employees shall be conducted by employees during their non-duty hours.

Section 3. The Classified Employees' representatives will be allowed to visit Classified Employees during their break time in break areas provided that advance permission is received from the employer.

Section 4. An employee may request the presence of a representative from the Classified Employees or an affiliated employee organization during an investigatory interview, which the employee believes may reasonably result in disciplinary action for that employee.

Section 5. The Employer shall grant release time without pay to members of the classified staff who must appear as witnesses in grievance procedures.

Section 6. All negotiations, conferences, and meetings relative to collective bargaining shall be scheduled during non-working hours.

Section 7. The Classified Employees shall have the right to use space on staff bulletin boards for posting notices and shall have access, subject to availability, to a meeting room on the Employer's premises. The Classified Employees shall also have the right to use school mail boxes for communication to members of the group, and school typewriters-computers and copy machines for Association business, providing district business is not disrupted and reasonable costs for materials are paid by the Association.

Section 8. The Classified Employees will be allowed to place their concerns on the Board agenda by supplying the clerk with a list of items for consideration at least one week in advance of the meeting.

ARTICLE III – ASSOCIATION SECURITY

Section 1. Upon receipt of a written authorization from an employee covered by this Agreement, the Employer shall deduct from the employee's pay the amount owed to the Association by such employee for dues.

ARTICLE IV – JOB POSTING

Section 1. The following procedure will be followed in the posting and filling of vacant or newly created permanent positions. The purpose of this system is to inform employees of vacancies and newly created positions and to afford employees, who are interested and who feel they qualify an equal opportunity to apply for the vacant or newly created position.

Subsection 1. When a vacant position is filled, the Employer shall prepare a Job Posting Notice and post it in a specified place designated for job opening notices. When filling vacancies, skill and length of continuous service will be considered. Skill shall be applied first, and only if skill does not differentiate between applicants will length of service in the district be considered.

ARTICLE V – HOLIDAYS

Section 1. All classified employees will receive time off and full salary for Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Year's Day, President's Day, Good Friday and Memorial Day (unless Memorial Day does not fall during pupil instruction days). In addition to the above stated holidays, twelve-month employees will also receive Independence Day off from work with full pay. In the event that school is in session on Good Friday, the holiday shall be Easter Monday. Holidays that fall on weekends will be handled the same as with state employees, except that when the substitute day is a day that school is in session, the Board of Trustees will designate a non-school day for that holiday. If employment is terminated during the term of this contract, the employee is entitled only to salary payments for holidays that occur during the time of actual employment.

Section 2. When a classified employee is authorized by the Employer to work on a holiday listed above, he/she will be paid at a rate of his/her regular rate of pay in addition to the holiday pay. This provision shall not apply to routine building/boiler checks performed by a classified employee. If a classified employee requests that he/she be allowed to work on a holiday to perform routine duties, the above provision regarding extra pay will not apply.

Section 3. Classified staff not paid during Christmas Break or Spring Break will be granted 5 vacation days to be used exclusively for those breaks.

Section 4. Custodial and Maintenance/Custodial staff will be granted Martin Luther King day as a holiday and will observe the holiday the Friday prior to the actual holiday date.

ARTICLE VI - SICK LEAVE (BEREAVEMENT)

Section 1. Employees will earn sick leave consistent with 2-18-618, M.C.A., which states sick leave will be calculated at 12 days per year for employees working 2080 hours (full time) per year. Employees who work less than full time will earn sick leave at a pro-rated amount. "Sick Leave" means a leave of absence with pay for sickness suffered by the employee or a member of his/her immediate family. Sick leave may also be used for maternity related disability, dental, medical, and eye examination or treatment. "Immediate Family" means the employee's spouse and children. Use of sick leave for parents and other family members may be granted with the approval of the superintendent. Approval by the Superintendent shall be at the sole discretion of the Superintendent and will be based on the individual facts and circumstances of each situation. In a case where use of sick leave for other family members is denied by the Superintendent, it is expected that a leave without pay will be allowed, provided the employee's absence does not seriously disrupt the operation of the school or subject the students and staff to health or safety risks.

Section 2. Five days per year at full salary, not deducted from sick leave, will be allowed each classified employee for death in the immediate family. This leave is not accumulative. Immediate family is defined as father, mother, sister, brother, husband, wife, children, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, or other persons related to the classified employee. If not all bereavement leave is taken in one school year, up to three of those days may be rolled over to the next school year for a total of up to 8 days. Bereavement leave may be used for the death of a close friend if requested by the employee and approved by a principal or the superintendent. A denial by an administrator may be appealed to the Board.

Section 3. In the event that an employee has exhausted all accrued sick leave, the Employer shall permit the employee to be placed on a leave without pay status for up to two months, renewable thereafter at the Employer's option.

Section 4. A physician's statement verifying illness and the need to be absent from work may be required.

Section 5. A classified employee may voluntarily donate days of his/her sick leave to a sick leave bank. A classified employee may apply to use days from this bank only when his/her sick leave benefits have expired. Benefits of this bank can be used only in case of catastrophic illness. The use of these days can only be granted by approval of both the Association and the Board.

- a. Individual contributions are limited to five days over the course of a contract year.
- b. Employees must use their own sick leave before requesting leave from the bank.
- c. An employee may draw a maximum of 30 days per year from the bank.
- d. Leave is available only in cases of serious or catastrophic medical need.
- e. The building principal has the authority to approve the leave.
- f. The building principal may require medical authorization if he/she considers it necessary.
- g. The building principal will report usage of the sick leave bank at regular board meetings. (May be a HIPPA violation and not necessary- strike)

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ARTICLE VII – INSURANCE

Section 1. The district will provide each classified employee 1/7 of \$8,300.00 for each period assisted or other duties as assigned, for health insurance benefits or other approved options for the 2017-2018 school year. Additionally, for classified staff not choosing the district health insurance coverage, 6250% of the \$8,3009400 district contribution (or the prorata proportion) for insurance coverage will be paid to that staff member as compensation, provided that they are able to provide the District with proof of health insurance coverage. Married employees will be allowed to combine their dollar entitlement to purchase benefits as they perceive will be to their greatest benefit.

- A. Offering the waiver program reduces the size of the JHS health insurance group and results in higher premiums being charged to the group. Each year, the district will analyze the premiums available with and without the persons taking the waiver in order to adjust the percentage paid to those waiving insurance. The district will work to achieve a balance such that the increase in

district premium costs minus the offset of retaining a portion of the waiver is roughly comparable to what employees see as an increase in their maximum out of pocket expense and to the reduction in gross cash paid out to the people on the waiver.

B. The Association and the District will endeavor to ensure that all employees have a clear understanding that the waiver percentage will change from year to year and should not be thought of as ongoing income beyond each current year.

Section 2. If the health insurance cost for any employee participating in the district health insurance is less than the district contribution in 2017-2018 or 2018-2019, the difference between the actual cost of insurance and the benefit may be applied to a Health Savings Account (HSA) or Flex Account, with the health insurance carrier, and may be expended by the employee during the contract year for deductibles or other health care costs according to guidelines established by the carrier.

Section 3. When the status of a teacheran employee changes during the year, he/she shall receive a change in status starting the first full month the change is effective, providing the employee chooses to change coverage.

It is understood that the district's obligation under this article is to pay such premiums as agreed herein and no claims shall be made against the school district as a result of a denial of insurance benefits.

The union and the district have made a good faith effort to achieve non-discrimination insurance coverage for those covered by this agreement. The parties agree that they will not initiate or participate in any suit against each other, which alleges discrimination on the basis of sex or marital status.

A classified employee not working under a "School Employment Agreement" will not be eligible to receive district paid health insurance benefits. If and when a "School Employee Agreement" is terminated, district benefits paid towards health insurance benefits will also terminate. A new classified employee working under a "School Employment Agreement" and working twenty hours or less per week will have to work a minimum of six months in order to be eligible for coverage by the district health insurance and eligible for health insurance benefits.

Dental and/or vision insurance may be available to district employees at the member's expense (there is no cost to the district) and the plans will not be imposed upon other categories of district employees who have the same health coverage, unless they participate by consent.

Section 4. District payment for employees working less than thirty hours per week is as follows: The qualifying months may be the last six months of the preceding school year or the last six calendar months, whichever gives the greatest number of hours worked. The district contribution shall be the total hours worked in the six month period divided by 1040, times the contribution made for a full-time employee.

Section 5. The district and BACE will open negotiations for insurance for the ~~2022/2023~~2024-2025 school year.

ARTICLE VIII – ANNUAL LEAVE BONUS PAYMENT

Employer will not pay annual leave bonuses.

ARTICLE IX – EMPLOYEE RIGHTS

Section 1. No information reflecting critically upon an employee shall be placed in the personnel file of the employee that does not bear either the signature ~~of or~~ initials of the employee indicating that he/she has been shown the material, or a statement by a supervisor that the employee has been shown the material and refused to sign it. A copy of any such material shall be furnished to the employee. The employee may provide a written response to any such material or statement, which will be attached to the document in question and placed in the personnel file.

Section 2. An employee may obtain a copy of any document (other than confidential recommendations) in his/her personnel file.

Section 3. If a classified employee believes there is incorrect information in his/her personnel file, which should be removed, he/she may make such a request to the Superintendent. If the request is denied, the employee may appeal the Superintendent's decision to the Board of Trustees.

Section 4. Letters of caution, consultation, warning, admonishment, reprimand, suspension, or probation may be removed from the personnel file of a classified employee by mutual agreement between the employee and the employer after three years. Such requests by employees that information be removed from a personnel file shall first be directed to the Superintendent. If the Superintendent denies the request, the Superintendent's decision may be appealed to the Board of Trustees. The decision of the appropriate board is final and binding.

Section 5. Classified employees who terminate their services will be furnished upon request, a letter stating their classification and length of service.

Section 6. The Employer shall ensure reasonable access to each employee to an up-to-date policy manual of its rules, regulations and policies on employment related matters. At the beginning of each school year the president of the Classified Employees will be given a copy of the Board Policies.

Section 7. The employer agrees to provide 10 working days advance notice to the employee of any employee layoff, except if for some unforeseen or unavoidable cause it should be found necessary to permanently or temporarily close a school.

ARTICLE X – GRIEVANCE PROCEDURE

Section 1. A Classified Employee who has a complaint, dispute or becomes involved in a controversy regarding misinterpretation or misapplication of a specific provision of this agreement shall be afforded the use of the following grievance procedure.

Section 2. A Classified Employee shall have the right to representation at all meetings regarding a grievance, if requested by the grievant.

Section 3. Grievance Procedure:

Step 1. All grievances must be discussed with the administrator who is the employee's supervisor prior to the filing of a formal grievance.

Step 2. Any grievance not resolved informally in step 1 shall be submitted in writing to the administrator who is the employee's supervisor within 10 working days from the date the employee knew or should have known of the occurrence of the grievance. The written grievance shall state (1) the date of the alleged violation, (2) the nature of the violation, (3) the specific provision of the agreement that is alleged to have been violated, and (4) the remedy being requested. The administrator will have five (5) working days from the date of receipt of the written grievance to respond.

Step 3. If the grievance is not resolved in step 2, it may be presented in writing within 10 days from the date of receipt of the administrative supervisor's response in step 2 to the Superintendent. The Superintendent shall have 10 working days from the date of receipt of the grievance to respond in writing. If the Superintendent is the administrative supervisor in step 2, the grievance may proceed directly from step 2 to step 4.

Step 4. If the grievance is not resolved by step 3, it may be referred to the Board of Trustees, by written notice to the Board Chair, within 10 working days of the date of receipt of the step 3 response. Within five (5) working days of receipt of the written notice, the President of the Classified Employees and the Board Chair or their designee shall confer and mutually agree to have the grievance addressed at a regular or special meeting of the Board no later than thirty-five (35) calendar days after receipt of the above written notice. The Board shall provide a written response to the grievance within five (5) working days of the meeting during which the grievance was addressed.

Step 5. If the grievance is not resolved at step 4 the Association may, within 20 working days, notify the Board of its decision to send the matter to final and binding arbitration. Within 10 working days after issuance of the notice, an Association representative shall request the names of five (5) potential arbitrators from the Board of Personnel Appeals. Upon receipt of this list the parties shall arrange a mutually acceptable time to meet and choose the arbitrator. This shall be accomplished by alternately striking names from the list provided. The parties shall bear equally the cost of the arbitrator. Any party requesting a transcript shall pay the cost of the transcript. If both parties request a transcript each shall bear their own cost.

Section 4. Rules of Grievance Processing

- a. Time limits of any stage of the grievance procedure may be extended by written mutual agreement of the parties of that step.

- b. A grievance not filed or advanced by the grievant within the time limits provided shall be deemed permanently withdrawn as having been settled on the basis of the decision most recently received. No decision by an employer's representative will be deemed a denial. Failure on the part of the employer's representative to answer within the time limit set forth in any step will automatically advance the grievance to the next step.

Section 5. No party shall have any right to redress of any grievance by any method other than that provided by this agreement.

ARTICLE XI – EMPLOYER RIGHTS

Section 1. The Classified Employees agree to recognize the rights of the Employer as expressed in 39-31-303 MCA (1991).

ARTICLE XII – JOB SECURITY

Section 1. The employer may not suspend or discharge any permanent employee before furnishing the employee personally or by certified mail with a written statement of the reasons for the act in sufficient detail to apprise the employee of the facts.

Section 2. The district has the right, consistent with the terms of this agreement, to suspend or discharge employees and reduce salaries commensurate with the job reduction because of lack of work or funds or other reason that constitutes “good cause” as defined in 39-2-903 (5) MCA (1991).

Permanent employees may also be suspended, disciplined or discharged with good cause. Good cause means reasonable job-related grounds for discipline, discharge or suspension including failure to satisfactorily perform job duties, fraud, dishonesty, disruption of the employer's operation; legitimate business reasons; insubordination; disregard of applicable laws, regulations, board policies, directions of the Superintendent or building principal, or the interest of the employer.

Section 3. If the employee is charged with being involved in immoral or unlawful activities involving or influencing children or which may adversely affect his ability to perform his job duties, the district may suspend the employee with pay until the Board of Trustees has an opportunity to review the case and make a decision in its handling of the issue. Should the Board find there is merit to the charges, the Board may suspend the employee without pay until disposition of the charges. Conviction on the charge is grounds for discharge.

Section 4. The employee probationary period shall last for six months following the date of hire, transfer, or promotion. Should a permanent employee prove to be unsatisfactory during the probationary period following transfer or promotion, he/she shall be returned to his/her former position.

ARTICLE XIII – REDUCTION IN FORCE

Section 1. If it is necessary to achieve a reduction in the work force, consideration must be given to the programs to be carried out by the district and the staff structure, which, after the reduction, will most expeditiously achieve district objectives. Accordingly, employees will be retained giving consideration to the importance of the following qualities possessed by the work force: skill and length of continuous service in the district.

Section 2. Skill means an assessment of qualifications and experience and consideration should be given to any or all of the following:

- (a) Qualifications and experience to perform the duties of a specific position, which will be retained.
- (b) General qualifications and experience beneficial to the future achievement of district goals and objectives.
- (c) The performance on specific, related tasks to those required by the position, which will be retained.
- (d) General performance history.

Section 3. Skill shall be applied first, and only if skill does not differentiate between employees will length of service in the district be considered.

Section 4. Recall from reduction in force shall be on a "last-out/first-in" basis by skill match and job classification. It will be the reduced employee's responsibility to monitor the job advertisements posted by the district, and the employee will have to apply for any openings. The reduced employee will have recall rights for one year from the date of termination. If the position from which the employee has been reduced is reinstated, the reduced employee will be reinstated to that position before any other applicants are considered.

ARTICLE XIV – TERM OF AGREEMENT

Section 1. This agreement shall be effective as of July 1, 20212023, and shall remain in full force and effect through June 30, 20232024. Either party shall notify the other in writing at least sixty (60) days prior to the expiration date that they desire to modify this agreement. This agreement supersedes any prior agreements, rules or practices concerning terms and conditions of employment

Section 2. This agreement is the full and complete employment agreement between the Boulder Elementary School District Number Seven/Jefferson High School District Number One and the Classified Employees. Anything not included in this agreement is subject to the sole discretion and authority of the Board of Trustees. The Employer has any and all inherent management rights, except those specifically limited by this agreement.

ARTICLE XV – SEVERABILITY

Section 1. In the event that any provision of this agreement shall be declared invalid by any court of competent jurisdiction, such decision shall not invalidate the entire agreement, it being the expressed intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect. Either party may initiate negotiations on the provision declared invalid.

ARTICLE XVI – COMPENSATION

Section 1. Compensation for Classified Employees will be consistent with the schedules stated in Addendum “A” of this agreement, including any adjustments that may have been agreed to in previous negotiated agreements. Longevity Service Bonus (LSB) for years 11, 12, 13, 14, and 15 will be at the rate of \$350 per year. Longevity Service Bonus for years 16, or higher, will be at \$650 per year.

Section 2. The attached salary schedules shall not be construed to continue beyond the duration of this agreement and the Classified Employees shall have no right to increments (steps) after the expiration of this agreement.

Section 3. Overtime

- (a) “Non-exempt” employees, an employee not excluded by Sections 39-3-405/406 MCA (1991) or 29 USC 203/213, shall be paid at a rate of 1.5 times his/her regular pay for any time he/she works over 40 hours in his/her work week.
- (b) Authorized holiday leave, annual leave, or compensatory time off shall be not considered time worked when computing overtime. MCA 2-18-617-1(a)
- (c) No classified employee shall work more than forty (40) hours in one week without prior written approval from the principal or Superintendent, except when there is an emergency that must be dealt with.

Section 4. Hi-C Pay

- (a) During the absence of the Food Service Manager if an assistant cook is appointed by the administration to fill in the Assistant Cook shall receive a 50-cent per hour stipend for each hour the Assistant Cook performs the duties of the Food Service Manager.
- (b) During the absence of the Head Custodian, the Assistant Custodian performing the duties of the Head Custodian, as approved by Administration shall receive a 50-cent per hour stipend for each hour that the assistant custodian performs the duties of Head Custodian.

Section 6. All classified personnel, at time of hire, may be given credit on the matrix for previous experience or training. Whether or not previous experience and/or training are accepted for placement on the schedule is left to the sole discretion of the Board of Trustees.

Section 7. Assistant Custodians who are properly licensed to work on and with the school boiler will be placed one additional step higher on the salary schedule, beginning the first full school district fiscal year that the license is effective, or upon initial employment if the employee has the license on the date of employment.

Section 8. Inclusion Curriculum Para-educator is defined as: Any para-educator doing individualized instruction with special education or Title I students within the regular education classroom for six to seven periods a day. To qualify for placement in this column the employee must show proof of an Associates of Arts Degree or higher, or achieve a qualifying score on a state-recognized battery measuring basic skill in Reading/Language and Mathematics. The employer will determine the specific test and actual qualifying score.

Section 9. The district may give stipends for additional education if the district has the ability to offer such stipends. All training must be approved by Administration to be eligible for an agreed upon stipend.

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Section 10. Classified employees will be paid for training or education outside of the normal work day if the training and pay are approved by administration prior to the training or education.

ARTICLE XVII – TIMEKEEPING

The District utilizes mechanical time clocks, computer time clocks, and timesheets for tracking time worked. Employees are responsible for tracking their time worked using the method in use in their area of work including clocking in /out on the electronic time clocks when used. Supervisors will review each time record for completeness and accuracy, make adjustments or corrections as necessary, and approve time cards for payroll.

THIS AGREEMENT IS SIGNED THIS _____ DAY OF _____, 20____.
IN WITNESS THEREOF:

BOULDER ASSOCIATION OF CLASSIFIED EMPLOYEES:

Lisa Fjeldseth, Building Representative

BOARD OF TRUSTEES FOR JEFFERSON HIGH SCHOOL DISTRICT 1

Camilla Robson, Chair

Date

ATTEST:

Lorie Carey, Business Manager

Date

JHS 2021-22 BACE MATRIX 3% INCREASE

\$ 13.42 Base

YEARS	(A) HEAD COOK	(B) COOK	(C) CUSTODIA N	(D) HEAD CUSTODIA N	(E) Aide- School Sec	(F) Inclusion Curric. Para
0	14.41	13.42	14.45	16.47	15.13	15.58
1	14.68	13.65	14.72	16.88	15.40	15.86
2	14.94	13.90	14.98	17.31	15.68	16.15
3	15.21	14.16	15.26	17.72	15.96	16.44
4	15.47	14.41	15.53	18.17	16.25	16.74
5	15.76	14.66	15.81	18.62	16.53	17.02
6	16.04	14.94	16.10	19.09	16.83	17.34
7	16.32	15.21	16.38	19.55	17.13	17.66
8	16.61	15.48	16.70	20.04	17.45	17.98
9	16.91	15.76	17.02	20.55	17.75	18.28
10	17.19	16.06	17.32	21.06	18.07	18.61
11	17.51	16.35	17.64	21.59	18.41	18.96
12	17.83	16.65	17.94	22.13	18.73	19.30
13	18.15	16.93	18.26	22.66	19.06	19.63
14	18.48	17.25	18.59	23.25	19.42	20.00
15	18.80	17.55	18.91	23.83	19.75	20.35
16	19.11	17.85	19.27	24.42	20.11	20.70
17	19.46	18.19	19.60	25.03	20.46	21.09
18	19.81	18.53	19.96	25.67	20.83	21.46
19	20.17	18.85	20.31	26.30	21.24	21.89
20	20.54	19.11	20.68	26.94	21.61	22.26

INDICES

	A	B	C	D	E	F
0	1.0737	1.0000	1.0767	1.2272	1.1274	1.1612
1	1.0935	1.0172	1.0966	1.2579	1.1472	1.1821
2	1.1133	1.0357	1.1164	1.2898	1.1683	1.2037
3	1.1332	1.0555	1.1375	1.3203	1.1894	1.2248
4	1.1529	1.0740	1.1573	1.3538	1.2106	1.2473
5	1.1741	1.0925	1.1784	1.3873	1.2317	1.2685
6	1.1952	1.1136	1.1995	1.4223	1.2541	1.2921
7	1.2163	1.1335	1.2206	1.4571	1.2766	1.3158
8	1.2374	1.1533	1.2443	1.4936	1.3003	1.3395
9	1.2599	1.1744	1.2681	1.5314	1.3228	1.3620
10	1.2810	1.1969	1.2905	1.5693	1.3466	1.3870
11	1.3048	1.2180	1.3143	1.6086	1.3716	1.4131
12	1.3286	1.2405	1.3367	1.6493	1.3954	1.4381
13	1.3523	1.2616	1.3605	1.6886	1.4205	1.4631
14	1.3774	1.2854	1.3856	1.7323	1.4469	1.4905
15	1.4011	1.3078	1.4092	1.7760	1.4719	1.5167
16	1.4237	1.3303	1.4356	1.8196	1.4983	1.5428
17	1.4501	1.3554	1.4607	1.8648	1.5248	1.5715
18	1.4765	1.3805	1.4871	1.9128	1.5524	1.5990
19	1.5029	1.4043	1.5135	1.9594	1.5829	1.6314
20	1.5306	1.4241	1.5413	2.0074	1.6106	1.6588

JHS 2022-23 BACE MATRIX 3% INCREASE

\$ 13.83 Base

YEARS	(A) HEAD COOK	(B) COOK	(C) CUSTODIA N	(D) HEAD CUSTODIA N	(E) Aide- School Sec	(F) Inclusion Curric. Para
0	14.85	13.83	14.89	16.97	15.59	16.06
1	15.12	14.07	15.17	17.40	15.87	16.35
2	15.40	14.32	15.44	17.84	16.16	16.65
3	15.67	14.60	15.73	18.26	16.45	16.94
4	15.94	14.85	16.01	18.72	16.74	17.25
5	16.24	15.11	16.30	19.19	17.03	17.54
6	16.53	15.40	16.59	19.67	17.34	17.87
7	16.82	15.68	16.88	20.15	17.65	18.20
8	17.11	15.95	17.21	20.66	17.98	18.53
9	17.42	16.24	17.54	21.18	18.29	18.84
10	17.72	16.55	17.85	21.70	18.62	19.18
11	18.05	16.84	18.18	22.25	18.97	19.54
12	18.37	17.16	18.49	22.81	19.30	19.89
13	18.70	17.45	18.82	23.35	19.65	20.23
14	19.05	17.78	19.16	23.96	20.01	20.61
15	19.38	18.09	19.49	24.56	20.36	20.98
16	19.69	18.40	19.85	25.17	20.72	21.34
17	20.05	18.75	20.20	25.79	21.09	21.73
18	20.42	19.09	20.57	26.45	21.47	22.11
19	20.79	19.42	20.93	27.10	21.89	22.56
20	21.17	19.70	21.32	27.76	22.27	22.94

INDICES

	A	B	C	D	E	F
0	1.0737	1.0000	1.0767	1.2272	1.1274	1.1612
1	1.0935	1.0172	1.0966	1.2579	1.1472	1.1821
2	1.1133	1.0357	1.1164	1.2898	1.1683	1.2037
3	1.1332	1.0555	1.1375	1.3203	1.1894	1.2248
4	1.1529	1.0740	1.1573	1.3538	1.2106	1.2473
5	1.1741	1.0925	1.1784	1.3873	1.2317	1.2685
6	1.1952	1.1136	1.1995	1.4223	1.2541	1.2921
7	1.2163	1.1335	1.2206	1.4571	1.2766	1.3158
8	1.2374	1.1533	1.2443	1.4936	1.3003	1.3395
9	1.2599	1.1744	1.2681	1.5314	1.3228	1.3620
10	1.2810	1.1969	1.2905	1.5693	1.3466	1.3870
11	1.3048	1.2180	1.3143	1.6086	1.3716	1.4131
12	1.3286	1.2405	1.3367	1.6493	1.3954	1.4381
13	1.3523	1.2616	1.3605	1.6886	1.4205	1.4631
14	1.3774	1.2854	1.3856	1.7323	1.4469	1.4905
15	1.4011	1.3078	1.4092	1.7760	1.4719	1.5167
16	1.4237	1.3303	1.4356	1.8196	1.4983	1.5428
17	1.4501	1.3554	1.4607	1.8648	1.5248	1.5715
18	1.4765	1.3805	1.4871	1.9128	1.5524	1.5990
19	1.5029	1.4043	1.5135	1.9594	1.5829	1.6314
20	1.5306	1.4241	1.5413	2.0074	1.6106	1.6588

JHS 2023-24 BACE MATRIX added lane E adj D

\$ 13.83 Base

YEARS	(A) HEAD COOK	(B) COOK	(C) CUSTODIA N	(D) Cust/ Main- tenance	(E) Head of Main- tenance	(F) Aide- School Sec	(G) Inclusion Curric. Para
0	14.85	13.83	14.89	16.39	18.20	15.59	16.06
1	15.12	14.07	15.17	16.81	18.73	15.87	16.35
2	15.40	14.32	15.44	17.26	19.28	16.16	16.65
3	15.67	14.60	15.73	17.68	19.78	16.45	16.94
4	15.94	14.85	16.01	18.14	20.37	16.74	17.25
5	16.24	15.11	16.30	18.60	20.93	17.03	17.54
6	16.53	15.40	16.59	19.09	21.54	17.34	17.87
7	16.82	15.68	16.88	19.57	22.13	17.65	18.20
8	17.11	15.95	17.21	20.07	22.72	17.98	18.53
9	17.42	16.24	17.54	20.60	23.35	18.29	18.84
10	17.72	16.55	17.85	21.12	23.99	18.62	19.18
11	18.05	16.84	18.18	21.66	24.64	18.97	19.54
12	18.37	17.16	18.49	22.23	25.34	19.30	19.89
13	18.70	17.45	18.82	22.77	25.98	19.65	20.23
14	19.05	17.78	19.16	23.38	26.71	20.01	20.61
15	19.38	18.09	19.49	23.98	27.46	20.36	20.98
16	19.69	18.40	19.85	24.58	28.16	20.72	21.34
17	20.05	18.75	20.20	25.21	28.91	21.09	21.73
18	20.42	19.09	20.57	25.87	29.71	21.47	22.11
19	20.79	19.42	20.93	26.52	30.47	21.89	22.56
20	21.17	19.70	21.32	27.18	31.24	22.27	22.94

INDICES

	A	B	C	D	E	F	G
0	1.0737	1.0000	1.0767	1.1851	1.31598	1.1274	1.1612
1	1.0935	1.0172	1.0966	1.2158	1.354082	1.1472	1.1821
2	1.1133	1.0357	1.1164	1.2477	1.394175	1.1683	1.2037
3	1.1332	1.0555	1.1375	1.2782	1.430159	1.1894	1.2248
4	1.1529	1.0740	1.1573	1.3117	1.472738	1.2106	1.2473
5	1.1741	1.0925	1.1784	1.3453	1.513719	1.2317	1.2685
6	1.1952	1.1136	1.1995	1.3802	1.557138	1.2541	1.2921
7	1.2163	1.1335	1.2206	1.4151	1.600041	1.2766	1.3158
8	1.2374	1.1533	1.2443	1.4515	1.643052	1.3003	1.3395
9	1.2599	1.1744	1.2681	1.4893	1.68813	1.3228	1.3620
10	1.2810	1.1969	1.2905	1.5272	1.734475	1.3466	1.3870
11	1.3048	1.2180	1.3143	1.5665	1.781605	1.3716	1.4131
12	1.3286	1.2405	1.3367	1.6073	1.83232	1.3954	1.4381
13	1.3523	1.2616	1.3605	1.6465	1.878872	1.4205	1.4631
14	1.3774	1.2854	1.3856	1.6902	1.931616	1.4469	1.4905
15	1.4011	1.3078	1.4092	1.7339	1.985288	1.4719	1.5167
16	1.4237	1.3303	1.4356	1.7776	2.036249	1.4983	1.5428
17	1.4501	1.3554	1.4607	1.8227	2.090555	1.5248	1.5715
18	1.4765	1.3805	1.4871	1.8707	2.148156	1.5524	1.5990
19	1.5029	1.4043	1.5135	1.9174	2.20318	1.5829	1.6314
20	1.5306	1.4241	1.5413	1.9653	2.258959	1.6106	1.6588

Memorandum of Understanding (MOU)

June 20, 2023

Jefferson School District and Boulder Area Teachers' Association

Effective for the 2023-2024 CBA, the Jefferson School District and the Boulder Area Teachers Association agree to the below changes to the Teachers' Handbook.

#1) Business hours for Staff: As long as teachers perform all professional duties i.e.: attend meetings on time before and after school, be available to student and district needs, teachers may arrive at 7:50 am and leave JHS after students leave at the end of the day. This is a one year trial for the 2023-2024 CBA

#2) If a certified staff member has an appointment or obligation away from school during the work day, obtains administrative permission, and is able to obtain another teacher to cover the class period, the teacher may leave without being charged discretionary leave. This is a one year trial for the 2023-2024 CBA

Signed this _____ day of _____, 2023

President, BAT Association

Jefferson School Board Chair

Superintendent:

Attest: _____

District Clerk

2023-24 Staff Handbook Revisions Summary

Cell Phones Add:

When using social media posts to promote student or school success, pay strict adherence to Board Policy 4125 (District Social Media Presence, 2132 (Student and Parent Rights), 3222 (Distribution of student materials), and 3600 (Student Records).

Child Abuse

Such a report **must** be made **directly to the DPHHS (866) 820-5437**

Duty Hours for Teachers

. For the 2023-24 school year, teacher will be allowed to arrive at 8:00 and leave when the busses have departed unless required meeting are called.

2023-24 Student Handbook Revisions Summary

Class Rank: Valedictorian/Salutaorian

The students who hold class rankings of # 1 and # 2 **on unweighted and weighted scales** when final GPA's are calculated **at the end mid-term of the 4th quarter** will be the valedictorian and salutatorian of their graduating class.

Each member of the valedictorian/salutatorian groups will share allotted time for the graduation ceremony speeches.

Class Rank is compiled from **unweighted and weighted** semester grades.

Semester Exam Exemption:

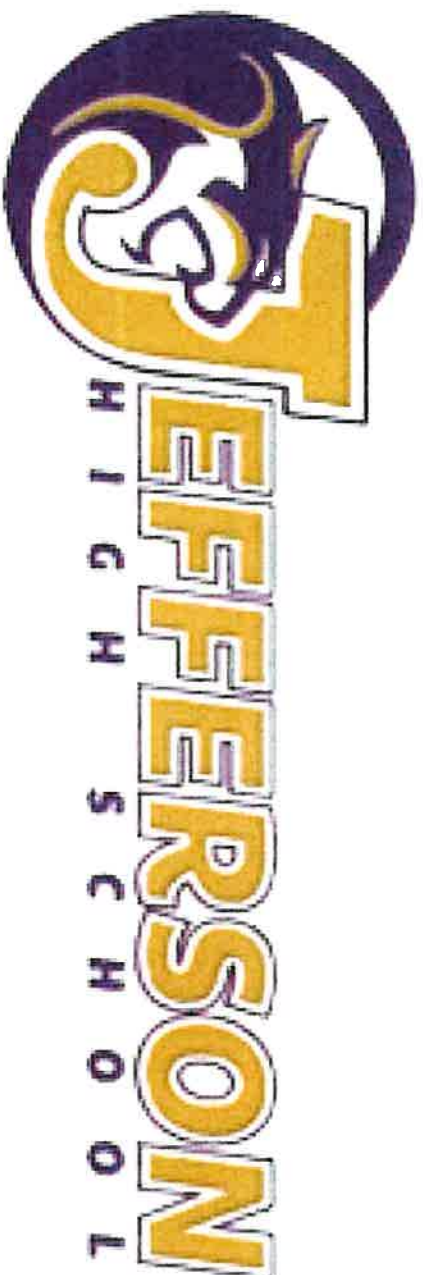
A student may be exempt from semester exams under the following conditions:

1. Have under 5 absence per semester in any class (not including School excused)
2. No missing assignments at the end of the semester
3. At least a "C" average in all classes.
4. No Office referrals during the semester

If a student is exempt from semester exams they may be excused for the day/s of semester exams. This policy is at the discretion of the teacher for AP or Dual Credit Courses. In such courses, the student may be required to take the final exam.

School Sponsored Travel Release

A. Jefferson High School provides transportation for school activities and generally students are expected to ride to and from all extracurricular activities in the bus provided for participants. If students need to deviate from the scheduled transportation their parents are required to sign a ~~Travel Release Form the day before the event~~. **Travel release with the coaches before leaving with parents. In rare circumstances (approved by the Principal) participating students will be allowed to drive to or from an activity or to ride with other students, with a travel release form completed prior to the event .** Students requesting a travel release form will be given permission to ride home with someone other than their parents only by permission of the sponsor and the Principal or AD **with a travel release form completed prior to the event**. When a student has a Travel Release Form completed the parents must check with the sponsor prior to taking over responsibility for the student. Students must ride to the activity site with the team unless a Travel Release Form has been approved by the sponsor.



2023-24 Student Handbook

Revised: 06/8/23

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 other options because of our solid reputation;*
- Feel happy, challenged, safe and supported throughout their time here;*
- Appreciate and fully engage in our activities that augment our core curriculum;*
- and*
- Have access to technology that enhances their learning opportunities.*

Teachers:

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

Our Administration and Board

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

Our communities:

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

To Students and Parents:

The Jefferson High School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with the Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through proper communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office. In case of conflict between Board policy and any provisions of student handbooks, board policy will be followed.

The Jefferson High School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. (Refer to Policy 3210) The Title IX Coordinator is Mr. Joe Michaud, High School Counselor.

JEFFERSON HIGH SCHOOL 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.

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- Choose our school over other options because of our solid reputation;
- Feel happy, challenged, safe and supported throughout their time here;
- Appreciate and fully engage in our activities that augment our core curriculum; and
- Have access to technology that enhances their learning opportunities.

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- Actively support students with their time, attention and obvious commitment;

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

Our Administration and Board

- Commit to be knowledgeable about best practices
 - Establish, devote themselves to, and evaluate their priority goals on a regular basis; and
 - Work as a collaborative team to make decisions that always focus on what’s best for students, teachers and our communities.
- Our communities:**
- Are knowledgeable of and highly respect our commitment to excellence; and
 - Support our work in many ways – their time, funds, levy votes, ideas, and enthusiasm about our students and their activities.

School Day

Jefferson High School operates a four-day week and an eight-period day.

PERIOD	TIME
Enrichment	8:00-8:30
1st	8:34-9:31
2nd	9:35-10:32
3rd	10:36-11:33
4th	11:37-12:34
Lunch	12:34-1:04
5th	1:08-2:05
6th	2:09-3:06
7th	3:10-4:07

Enrichment Procedure.

- 1) All students are assigned an Enrichment period.
- 2) Teachers will take attendance and discuss missing assignments with the students.
- 3) Student may be excused with a pass to work in other subject areas
- 4) Student attendance is subject to attend regulations provided by the student handbook.

Dismissal time is at 4:07 p.m. Buses will pick up students at the east end of the school building. Students are welcome to be in the building 10 minutes before school begins and 10 minutes after school concludes, unless meeting with a staff member regarding student business.

JHS Trustees

Mrs. Cami Robson, Chair
Mrs. Dani Morris, Trustee
Ms. Lindsey Graham, Trustee, Vice Chair
Mr. Buster Bullock, Trustee
Mrs. Jenny Genger, Trustee
Mr. Larry Rasch, Trustee
Mr. Justin Willcut, Trustee

JHS Administration

Mr. Erik Wilkerson, Superintendent
Mr. Mike Moody, Principal
Ms. Lorie Carey, Clerk/Business Manager
Mrs. Sarah Layng, Activities Director

Certified Faculty

Mr. Joe Michaud, Counselor, Testing,
Mr. Dave Heimann, Industrial Technology, Skills USA Advisor
Mr. Fritz Bieler, Government, Sponsor Model U.N and Youth Legislature
Ms. Cassidy Parsons, Family and Consumer Science, FCCCLA Advisor
Ms. Nicole Strozewski, Math, Student Council Advisor
Ms. Emma Ehret, Art and Art Club Advisor
Ms. Mary Drynan, Special Education
Ms. Kelsey Voellier, English, Journalism
Ms. Anne Jolliff, English, Speech and Forensics

Mr. Mathew Bowman, Music, Pep Band
Mr. Mike Hesford, English, Film, Theater
Mr. Cody Ottman, History,
Ms. Dawn Smartnick Business Education, BPA Advisor
Mr. Steve McCauley, Science, Co-Sponsor National Honor Society, Science Olympiad Advisor
Mrs. Kayla Feistner, Science
Ms. Wendy Schultz, Spanish, English
Mr. Jarod Padmos, Math
Ms. Lynsey Williams, Physical Education
TBD, Woods, Construction, Small Engines
Mr. Logan Brower, Physical Science
Ms. Sarah Layng, Library, Yearbook, Mariah's Challenge, Freshman Academy
Mr. Clint Layng, Physical Education, Driver's Education
Ms. Mary Anne McMahon, Math
Mr. Scott Ferguson, English

Support Personnel

Ms. Amy Williams, Administrative Assistant
TBD, District Administrative Assistant/Policy Manager
Ms. Ester Kirsch, Paraprofessional
Ms. Chris Day, Paraprofessional
Ms. Denise Brito, Paraprofessional
Ms. Katy Watts, Paraprofessional
Mrs. Donna DeHennis, Paraprofessional
Mr. Dan Sturdavant, Building and Grounds Director
Mr. Kyle Lyon, Maintenance
Mr. Christopher Wilkenson, Maintenance
Ms. Rachel Wilkenson, Custodian
Ms. Cammy Glidewell, Food Service/Custodian

Contacting Faculty and Staff can be done by calling the main high school office. You will be connected to the teacher's voice mail during the school day. You can also access the faculty list on the JHS webpage where you are able to send email directly to your teachers. The JHS website is www.jhs.k12.mt.us

ATTENDANCE

Attendance requirements: Students will be allowed eight absences in any one class in any one semester. The parent or guardian will be notified when the student has reached the fourth absence and the sixth absence limitation per semester. A letter or phone call to the parent or guardian will notify the parent or guardian that the student is approaching the maximum limit. Following the sixth absence the student will report to the Principal and account for the history of the six absences. The eighth absence will result in a conference with the Principal, the student and the parent or guardian or an adult representative. *The 9th Absence will result in an attendance letter with choices to recover credit:*

1. Recover the credit fully if the student makes up the hours missed during the sessions before, after school, Friday Opportunity, or on administratively approved community service.
2. The grade will be changed to either pass or fail on the official transcript according to the grade earned in the course. A course grade of A, B, C will be given a Pass ("P"). A course grade of D or F will result in a Fail ("F"). If you choose this option, Pass on the GPA calculation will use .67 for the GPA calculation. You may have your letter grade restored if you meet the attendance requirement (less than 8) in the following semester.
3. Student credit will be denied and may be appealed to the school board. Please inform the Superintendent of any appeal.

Absences: Absences will be recorded as period absences from school. Missing class for more than 15 minutes constitutes an absence in that class for that period unless the student has a pass from the office or a teacher.

Being gone from a class for a school-sponsored activity is counted as a school-activity absence. Two days of college organized college visitations likewise will not count as absences. Being gone for attendance at a funeral for immediate family members or grandparents and the associated activities when properly excused will not place a student in jeopardy of losing credit due to absences. Student's absences due to school bus problems will not count towards loss of credit absences.

The parent or guardian shall provide a home, work, cell or message phone number to the school where they can be notified of their student's absence.

If a student is absent from school for illness, bereavement, family obligations, or because of serious storm conditions, the school staff will make every effort to

accommodate the student and the parents in helping minimize the negative impact of the student's absenteeism on school performance.

Adult Student Status: Adult student status may be granted to students who are not living at home. When a student is not living at home under the general supervision of his or her parent or guardian, special arrangements must be made with the Principal for the student to excuse himself/herself.

Policies Relating to Excused Absences:

- A. An excused absence is any absence from class or school that is authorized by a parent or guardian or school official provided:
 - a. The student's parent or guardian notifies the school of the reason for their absence either by note or phone call prior to or at the time the student returns to school.
 - b. Students who know they will be absent from school get advance consent forms completed and turned in to the office.
- B. For students who bring a note signed by a parent, guardian or school official to explain their absence the note should include:
 - a. The name of the student,
 - b. The date(s) of the absence,
 - c. The specific reason for the absence, AND
 - d. The parent, guardian or school official's signature.
- C. Make-Up Procedures:
 - a. Students are absent from school for a number of legitimate reasons. It is the policy of this school that the student, parent or guardian, and teacher work together to complete schoolwork due to activity related absences or excused absences. It is the student's responsibility to initiate and follow through with the work's completion. To assist in this effort, the following guidelines are presented:
 - b. It is imperative that students contact each teacher on the first day after an absence to receive/review makeup work. Failure to assume responsibility in this matter may result in lower grades for the work missed.
 - c. Students are encouraged to make up missed assignments as soon as possible. Teacher and student should set up a mutually agreeable schedule to complete makeup work.
 - d. In certain circumstances, teachers may alter assignments to be made up. In other circumstances, the teacher may not require work to be made up. Should this be the case, the excused assignments will not count toward the marking period grade.

- e. A student absent only on the date of a quiz/test should be prepared to take it the next day. The teacher may choose to administer it at a later date. Similarly, a student absent on the due date of a pre-announced assignment is expected to turn in that assignment on the first day back. • Pre-announced special assignments, tests, quizzes, and homework are due on the day scheduled even if a student is absent the day before the assignment is due. Students may not miss one class to complete work for another class.
- f. If a major assignment is due on a particular day and a student is present any part of that day, then the student is responsible for seeing that the major assignment is completed and turned in to the teacher on the due date.
- g. Help with makeup work, quizzes, tests, lab work and projects that require special equipment may need to be scheduled outside the student's regular class period.
- h. Each teacher will supply students with a statement at the beginning of each course regarding policies about making up tests, homework and assignments. They will also address the times and places they are available for assistance.
- i. Students who expect to be absent for more than three days are advised to request homework assignments from the teacher by calling the Main Office. Please allow 24 hours for the teacher to be contacted and the work collected so that the instruction schedule will not be interrupted. It is the parent/student responsibility to arrange for the work to be picked up.
- j. A student with a school approved activity-related absence is expected to see his/her teacher at least two-days prior to departure to request assignments. Unless there are extenuating circumstances, assignments covered during a pre-arranged absence are due upon the student's return. It is the student's responsibility to make special arrangements with the teacher prior to departure if he/she wishes to have these requirements changed. While teachers will provide the student with necessary assignments, teacher assistance in completing these assignments is not mandatory.
- k. Following these guidelines will assure proper credit. However, make-up privileges will not be granted in cases when the absence remains unexcused.
- D. Office Check-out: In the event a student leaves school during the school day, the student's absence will be regarded as Unexcused unless the student formally checks out at the office. Check out will be permitted if a phone call

is received or a note is presented from a parent or guardian prior to or at the time of check out. The reason for the absence must be stated. Only in an emergency or an unusual situation will checking-out be permitted without either a phone call or a note.

- E. Advanced Consent Forms: For students who know in advance that they will be absent, forms are available to get prior approval of the absence.

Approximately three days before being gone, the student is to pick up a form from the office and have it completed by their teachers, signed by their parents, and then approved by the principal.

- F. Excessive absences: Students and their parents/guardians may appeal the principal's decision according to the school district policy to the superintendent and then JHS District # 1 Board of Trustees. Appeals are held for students who are passing their classes despite excessive absenteeism.

- G. Possible Waivers: Bereavement of immediate family, medical exemptions with physician or physician asst. verifications, college, post-secondary visitation during junior or senior year, extenuating circumstances with administrative verification.

Policy Relating to Unexcused Absences (Truancy): An Unexcused absence is any absence from a class without the teacher's permission or from school without the knowledge and authorization of a parent, guardian or school official results in the following consequences:

- A. Consequences for Unexcused Absences: Unexcused absences will be accumulated separately for each semester. For each occurrence the student must report to the office and obtain an admit slip indicating the absence is unexcused and have the slip signed by each teacher. The student's parent or guardian will be notified of the absence. Any assignment, class work or test missed as a result of an unexcused absence will be given an incomplete. In addition:
 1. On the first unexcused absence the student will be required to make up the amount of class time missed in Friday detention with the principal or designee.
 2. On the second unexcused absence the student must make up the time missed. A parent-student-teacher conference will be held before the student can return to the class
 3. On the third unexcused absence the student must make up double the time missed. In addition, the parent and student together must meet with the principal or superintendent within five days after the offense occurred to determine next steps for the student.

Tardy Slips If you arrive late to school or class, a tardy slip must be obtained from the office.

Tardiness

- A. Students are to be in each class prior to the tardy bell.
- B. No student should be in hallways after the tardy bell rings.
- C. Three Unexcused tardies per semester will result in an unexcused absence to total attendance.

Failure to attend detention on scheduled day will result in double the time assigned and an Office Referral.

AWARDS AND HONORS

To be recognized during graduation ceremonies for any honors and awards, the graduating senior must have attended Jefferson High School for at least one semester and an accredited high school which issues letter grades for at least seven semesters. (See Policy 2410P)

Honor Roll

A student must have a minimum grade-point average of 3.00 to be placed on the honor roll.

Honor Society

National Honor Society is one scholastic organization that recognizes academic excellence. Membership in the National Honor Society is determined by a constitution and overseen by a faculty committee at the local level.

CAFETERIA SERVICES

The District participates in the National School Food Program and offers students nutritionally balanced breakfasts/lunches daily. Free and reduced-price breakfast/lunches are available based on need. See the principal's office for more information.

CHEMICAL ABUSE

A student who uses, or possesses narcotics, hallucinogens, drugs, stimulants, or alcohol at school or school functions, showing evidence of having used narcotics, hallucinogens, drugs, stimulants or alcohol, will on the first offense be suspended for ten school days, with the opportunity to earn seven days back by successfully completing a Chemical Awareness class at the Parent's expense or participate in the chemical dependency weekly group at JHS, and complete a Chemical Dependence Survey with the County Health Nurse. Students will for the second offense, or first offense of distribution will be recommended for expulsion from school or upon successful completion of Youth Challenge be allowed to return to JHS. All students who violate this policy will be referred to the proper authorities.

Smoking, E-Cigarettes, and Chewing Tobacco: JHS students may not possess nor use tobacco products within visual range of the school. This includes the time the school is open for activities. Violation of this policy will result in an automatic one-day suspension from school as well as referral to law enforcement authorities. Students who desire assistance in overcoming the habit-forming aspects of nicotine should contact the County Health nurse. (See Policy 8225)

CLASS ADVISORS

OFF Year: Mr. Heimann, Ms. Ehret, Mrs. Strozewski, Mrs. Smartnick, Ms. Layng.
2024: Mr. McCauley, Mr. Brower, Mr. Padmos, Mr. Bowman
2025: Mr. Bieler, Mr. Ottman, Mr. Layng, Mrs. Schultz, Mrs. Feistner
2026: Mr. Ferguson, Mrs. L. Williams, Mr. Hesford, Mrs. McMahon
2027: CTE Teacher, Ms. Voeller, Mrs. Parsons, Ms. Drynan, Mr. Michaud

CLASS RANKING

Valedictorian/Salutatorian

The students who hold class rankings of # 1 and # 2 on **unweighted and weighted scales** when final GPA's are calculated **at the end mid-term of the 4th quarter** will be the valedictorian and salutatorian of their graduating class.
Each member of the valedictorian/salutatorian groups will share allotted time for the graduation ceremony speeches.

Class Rank (Grade Point Average)

Class Rank is compiled from **unweighted** and **weighted** semester grades. Courses not eligible for GPA are designated with an asterisk on the report card. (See Policy 2410P)

Weighted transcripts are available to all student for college application. The weighting of course will be decided by a committee including the principal, counselor, and academic department teachers.

COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school principal so that other students who **may** have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Amebiasis	Hepatitis	Rubella (German Measles)
Campylobacteriosis	Influenza (including congenital)	
Chickenpox	Lyme disease	Salmonellosis
Chlamydia	Malaria	Syphilis
Colorado Tick Fever	Measles (Rubeola)	Scabies
Diphtheria	Meningitis	Shigellosis
Gastroenteritis	Mumps	Tuberculosis
Streptococcal, invasive	Giardiasis	Pinkeye
Hansen's disease	Ringworm of the scalp	
Whooping Cough (Pertussis)		

[Further information may be found at policy 3417 in the District's Policy Manual]

COMPLAINTS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy 1700 in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. The District office or the Superintendent's office can provide information regarding specific processes for

filing complaints. Call 225-3740. Additional information can also be found in the designated Board policy, 1700, available in the Superintendent's office.

COMPUTER RESOURCES

The District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign the acceptable use agreement regarding use of these resources; violations of the acceptable use agreement may result in withdrawal of privileges and other disciplinary action. Electronic communications — e-mail — using District computers are public and may be monitored by District staff. [For additional information, see policy 3612 and 3612F] Parents who would like their child to be able to use computer technology and have internet access need to complete the acceptable use policy found at the end of the student handbook and return it to the high school office.

CORRESPONDENCE/ONLINE COURSES

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

A Jefferson High School student may receive approval for correspondence/online course enrollment under the following conditions:

- Prior permission has been granted by the principal.
- The program fits the educational plan submitted by the regularly enrolled student.
- The District will accept (1 ½ credits) of correspondence work that enhances JHS learning or allows a student to complete a course in which a student received a failing grade.
- No correspondence courses are allowed that serve to supplant course work at Jefferson High School.
- Correspondence course work cannot be used to allow a student to graduate early from high school.
- The use of Acellus or any other credit recovery or advancement program must be pre-approved by a team consisting of general education teacher, Acellus director, and counselor. Final discretion will be given to building principal.

Correspondence course costs are the responsibility of the student and parent. The District does not pay for correspondence courses.
(See Policy 2167)

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures.

Every student today should be committed to some type of post-secondary learning whether it be university, technical college, military, Peace Corp, etc., and should work closely with the counselor in high school class selection and post-high school requirements for the chosen pathway.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

Please note: The school will not conduct a psychological examination, test, or treatment without the parent's written consent

CURRICULUM

Regular Jefferson High School Requirements for Graduation:

1. Four Credits of English
2. Three Credits of Science
3. Three Credits of Mathematics
4. Three Credits of Social Studies
5. Two Credits of Health and Physical Education (1.5 PE, ½ health)
6. One Credit of fine arts
7. One Credit of Career & Vocational/Technical Education
8. One Half Credit of Personal Finance
9. One Half Credit of Introduction to Computers
10. Four Credits of Electives

A total of **22 credits**

Freshmen and sophomores are required by state law to take physical education. Exemptions may be made upon presentation of a doctor's certificate, explaining the type of ailment, which necessitates being excused. If a student who is unable to take

PE during their freshmen or sophomore years and later becomes able to participate, they will be required to take it at that time.

HONORS DIPLOMA (27 Credits)

1. Four Credits of English
2. Four Credits of Science
3. Four Credits of Math
4. Three Credits of Social Studies
5. Two Credit of Foreign Language
6. One Credit of Health and PE (2 years, .5 credits per year)
7. One Credit of Fine Arts
8. One Credit of CTE
9. One Half Credit Personal Finance
10. One Half Credit Computer Applications
11. Six Elective Credits
 - A purple cord and special recognition will be given at graduation
 - Student must have a cumulative 3.5 GPA or better

Montana University System Requirements

In addition to the requirements for graduation, students should plan on completing the requirements for entrance into one of the units of the Montana University System to ensure their eligibility for admission at any future point.

1. Four years of English
2. Three years of mathematics including Algebra I, Geometry, and Advanced Algebra.
3. Three years of Social Studies including World History, American History, and Government.
4. Two years of Laboratory Science: one year should be earth science, biology, chemistry, or physics, and the other year can be one of the above sciences or another approved college preparatory science.
5. Two years of elective courses: foreign language (preferably two years), computer science, visual and performing arts, or approved vocational education units.

DISCIPLINE

Guidelines for Student Conduct:

A student shall not:

1. Run, push, or "rough house" in the hallways, classrooms, lunchroom or school bus lines.
2. Display inappropriate table manners in the lunchroom.
3. Use profanity, force, noise, coercion, intimidation, or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction, supervision or control of the school.
4. Prepare and/or present documents with forged signatures or initials of parents, teachers, other students or anyone else.
5. Cheat by copying assignments, using unauthorized crib sheets for tests, looking at someone else's test, plagiarizing, knowingly permitting someone else to copy, permitting another person to look at your test or any other dishonest means of avoiding or helping someone else avoid their responsibility.
 - a. 1st Offense: Office Referral and Zero on the assignment.
 - b. 2nd Offense: Office Referral and Failure of the quarter.
 - c. 3rd Offense: Office Referral and Failure of the Semester.
6. Haze other students or assisting others in hazing.
7. Exhibit hostile physical or verbal action against another, including fighting, use of obscene, indecent, immoral or offensive language and/or gestures. All spectators of any physical confrontation will earn an Office Referral. Any student engaging in verbal encouragement of any physical violence will earn a suspension.
8. Defy the reasonable request or direction of school authority including failing to properly identify yourself.
9. Vandalize, damage, destroy or steal school property or the property of other individuals including school buses.
10. Possess or use weapons or dangerous instruments including but not limited to firearms, knives, clubs and explosives including fireworks.
 - a. Consequence: Police Referral, Recommendation for Expulsion
11. Falsely activate a fire alarm.
12. Violate school bus rules and regulations as posted on the bus. Damage to bus seats or other parts of the bus will result in suspension from school, suspension of bus privileges for two weeks and payment of necessary costs for fixing the damage.
13. Consumption of food and beverages will be allowed before school, at lunch and after school in the cafeteria and non-carpeted lobby areas only.

Note: Depending on the severity of the offense, the right to suspend a student exists at all times.

Discipline Policy: Consequences for the above behaviors may include one or more of the following:

- 1) A warning.
 - 2) Suspension from class for the remainder of the class period. Student will report to the main High School Office. The Student will be assigned to a Study Room for the remainder of the class period. Two consecutive days of assignment to the Study Room will result in an Office Referral.
 - 3) Assignment to In-School-Suspension or After School Detention. All work will be counted towards grade. All assigned work must be completed before any work will be graded and must be completed during the In-school suspension time.
 - 4) Expulsion from school is a consequence of severe and/or repeated violations. Expulsion requires a hearing before the Board of Trustees.
- Other appropriate corrective disciplinary action such as fines for damage to books, notification of police for stealing or vandalism, payment of restitution for careless or deliberate damage, cleaning cafeteria for inappropriate behavior during lunchtime and other similar actions may be required.

The choice of a consequence for a specific action will take into account the seriousness of the offense, the attitude and age of the student, the pattern of conduct, the degree of cooperation of the student and any other relevant information.

Classroom Behavior:

Student behavior within the classroom must not interfere with the rights of other students to learn the lessons being taught, nor the teacher's right to teach. Violations will result in the student's removal from class for one class period. Subsequent offense will be dealt with according to the Discipline /Office Referral Policy. Such removal will be at the discretion of the Principal.

Office Referral Policy:

Teachers, coaches, advisors, bus drivers and other adults acting in the capacity of supervision of students are responsible for handling routine disciplinary violations. If student's violations are severe or are repeated after parents have been notified, students may be referred to the principal. When students are sent to the office on referral they are to talk to an administrator before returning to any class. Failure to report to the administrator will result in additional discipline. The following steps will be applied to students referred to the principal's office.

First Offense - Assignment to one full day of In-School-Suspension or the equivalence in after-school detention. Assignment is at the discretion of the administration. In School Suspension is an assignment to the In-School-Suspension Room for the entire

school day. The student will not receive any unsupervised breaks, will eat lunch in the In-School-Suspension Room under supervision, and will be dismissed at 4:06 p.m. Students assigned to In-School-Suspension will have the work from all their teachers and must complete all work assigned. All work will be counted towards grade. The discipline referral will be sent home and a copy of the referral will be filed.

Second Offense - One day of Friday. A parent conference is required with the school counselor. Both conferences will take place within a week. A copy of the referral will be filed.

Third Offense - Student will be assigned to Friday or out of school suspension for one to three days. A conference with student, teacher, parent, counselor and administrator present will be required prior to re-admittance.

Fourth Offense - Student will be suspended from school for one to five days. A conference with the same people will take place to consider a behavior plan. All work missed will result in a grade of zero.

Fifth Offense - The principal will initiate expulsion proceedings. The student may be suspended until a meeting of the Board of Trustees can be called.

Offenses against the policy are cumulative for one school year. At the start of the next year the level will be reduced two levels.

Students are entitled to due process. Due process requires the following steps:

- 1) the student is informed of charges
- 2) the student has a chance to be heard.
- 3) the student is informed of the consequences
- 4) the student has the right to appeal the decision of the person deciding the consequences depending on the nature of the consequence: appeal goes from teacher to principal to superintendent.
- 5) a record will be kept of the incident

Suspension: Means the exclusion of a student from attending individual classes or school and participating in school activities for a limited period of time. Students who participate in activities are suspended from all school activity participation during an out-of-school suspension.

Expulsion: a decision by the Board of Trustees that permanently excludes a student from school. Note: State Statute requires a recommendation for expulsion for any student who brings a gun or gun-like object to school. This includes in vehicles parked on school property.

SEVERE CLAUSE - There are actions that are serious enough in nature to warrant immediate suspension/expulsion proceedings. Examples of these types of violations would include actions that may harm others, vandalism, theft, violence,

possession/use of weapons, chemical abuse, defiance or disrespect toward teachers, etc. An administrator always has the right to suspend.

DISTRIBUTION OF MATERIAL

(See Policy 3222)

All school publications are under the supervision of a teacher, sponsor, and the principal. District policy allows distribution of materials of parent and student organizations sponsored by the District or other governmental agencies. Any student who posts material without prior approval may be subject to disciplinary action. Materials displayed without this approval will be removed.

DRESS AND GROOMING

(See Policy 3224)

The primary responsibility for a student's attire resides with the student and parents or guardians. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students should be given the most choices possible in how they dress for school. Any restrictions must be necessary to support the overall educational goals of the school and must be explained within the dress code. Any dress deemed to disrupt the educational process is inappropriate.

1. Basic Principle: Certain body parts must be covered for all students and nipples are covered with opaque material. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.
 - a. Clothes must be worn in such a way that genitals, buttocks, and nipples are covered with opaque material. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.
2. Students MUST wear:
 - a. Clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
 - b. Shirts and dresses must have fabric in the front and on the sides (under the arms).
 - c. Clothing that covers undergarments.

- d. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
 - e. Specialize courses may require specialized attire
3. Students MAY not wear:
- a. **Hoods in the classroom.**
 - b. Clothing having pictures or words, which contain profanity, hate speech, suggestive phrases or references to alcohol, tobacco products, drugs, violence, or obscenity.
 - c. Images or language that creates a hostile or intimidating environment
 - d. Midriff Baring shirts
 - e. Visible underwear
 - f. Bathing suits
4. Students will keep jackets in lockers. Backpacks and bags determined to be reasonable size by school administration may be used in class and between classes to transport materials. Bags must be able to be stored under desks and not in a place that can create a trip hazard for others. Students choosing to use backpacks must also understand policy 3231 allows school administration, teachers, and support staff the right to search bags if there is reasonable suspicion that illegal items may be hidden or contained within the backpack. If use of backpacks create a hazard or restrictions are being ignored, backpacks can be revoked from the student by school administration.

Violation of any of the provisions of the dress code will result in the student's being required to change clothes. -Repeat offenders will be assessed Disciplinary action.

DROP- ADD

Students may add or drop courses during the first three days of the fall semester if approved by their teacher-advisor, counselor and parent. Drop/Add forms must have the signature of parents, all affected teachers, the guidance counselor and the principal. Only Staff-initiated changes will be considered after the first three days.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

STATEMENT OF PHILOSOPHY

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, drama, journalism, music, student clubs, student government, and academic-related areas. Participation in these activities provides students with a lifetime basis for character development, leisure activities, and community service.

The opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. Participation is a privilege that carries with it responsible representation of the school, your family, the community, and the activity.

The interscholastic activities program shall be conducted in accordance with district policies, rules and regulations. Jefferson High School Board of Trustees believes winning is important, however, winning with good sportsmanship, dignity, and fairly is most important. At all times, the activity program must be conducted in such a way so as to justify it as an educational activity. Coaches should teach participants to respect other students, their teammates and their opponents, and teach them to genuinely thank their opponents for competing with class. The victory of self-discipline is seen as the greatest of all victories.

Interscholastic activities competition adds to our school success and helps all students develop pride in their school and peer achievements. The ultimate goals of the activities should be: 1) to realize the value of teamwork; and 2) to develop and improve positive Citizenship and character qualities among the participants.

EXTRA-CURRICULAR ACTIVITIES

Jefferson High School offers a variety of extra-curricular activities. These programs are offered for the student's development, enjoyment, and fulfillment. Involvement in extra-curricular activities and activity related organizations include the following:

JHS ACTIVITIES

Activities Director – Mrs. Layng
 Honor Society – Mr. McCauley/Mrs. C. Carey
 Student Council – Ms. Strozewski
 Art Club – Ms. Ehret
 Rodeo Club – Mr. Sturdevant/Mrs. Parsons

Concert Band/Marching Band – Mr. Bowman
 Yearbook – Mrs. Layng
 BPA – Mrs. Smartnick
 Youth Legislature – Mr. Bieler
 Drama/Theatre – Mr. Hesford
 Speech/Drama-Mr. Ferguson
 FCCLA – Ms. Parsons
 Skills USA—Mr. Robbins
 Model U.N. – Mr. Bieler
 Football – Mr. Layng
 Wrestling – Mr. Humphrey
 Tennis – Ms. McLaughlin
 Track – Ms. Layng
 Cheerleading – Ms. LeTexier
 Cross Country – Mr. Klass
 Volleyball – Mr. Majors
 Girls' Basketball – Ms. McMaster
 Boys' Basketball – Mr. Connolle
 Golf- Miss Demars

NON-ATHLETIC Activity Descriptions

STUDENT COUNCIL: consists of four elected officers, two elected representatives from each class and an elected representative from each organization, which chooses to participate. Student Council oversees Homecoming, all fundraising activities and various other activities throughout the year.

NATIONAL HONOR SOCIETY: is an organization composed of members who excel in the qualities of scholarship, leadership, service, and character. Sophomores, juniors and seniors eligible for election to the Jefferson High School Chapter are required to have a cumulative GPA of 3.50 or above. Students who possess the qualifying GPA will be notified via a letter that they are scholastically eligible to become a member of the organization. Upon receipt of a completed Student Activities Form, selections are dependent upon the majority vote of the five-member Faculty Council. As these students have already met the scholastic criteria, these Council members will base their selection upon the remaining qualities of leadership, service, and character. Active members must maintain the standards by which they were selected and meet the obligations determined by the chapter. The chapter advisor(s) will monitor members for compliance with obligations. Those who fail to meet the obligations of membership will be warned and /or dismissed by the Faculty Council in accordance with the procedure described in the chapter constitution.

THESPIANS: Membership in Thespians is determined by participation in drama activities. The local thespian troop sponsors several activities that promote the drama program.

ECCLA: is a state and national organization open to all students who take home economics. The club motto, "Toward New Horizons," expresses the purposes of the group which are to promote a growing appreciation of the joys and satisfactions of homemaking, to emphasize the role of the family in American life, to encourage democracy in home and community living, to promote international good will, and to foster development of creativeness in the home and in the community.

BPA: The Business Professionals of America club is open to those students who have interest in improving their skills in areas such as accounting, business operation and secretarial areas. Statewide competition is held for those who are members for the organization and have qualified for advancement to further competitions

SKILLS USA: is for those who have an interest in increasing their skills in shop and industrial arts areas such as woodworking, welding, drafting, mechanics, etc. Statewide competition is held in Havre in the spring.

GIRLS STATE: is to educate the girls of Montana in the duties of privileges, rights, and responsibilities of American citizenship. It is a plan for training in the practical mechanics of government.

BOYS STATE: is sponsored by the American Legion. The purpose of Boys State is to offer a better understanding of city, county, and state governments, teach public speaking, and the fundamentals and basic principles of parliamentary and court procedures.

MODEL UNITED NATIONS: To stimulate a deeper knowledge of the United Nations Organization. To develop and establish a working understanding of the humanitarian, social, economic, cultural, legal and political problems of the world. To provide a free and open forum for the study and discussion of world-wide problems.

YOUTH LEGISLATURE: To help young people have a better understanding and working knowledge of our state legislature.

ART CLUB: For all students who have an interest in creative art and would like to help with projects such as painting murals, field trips to art exhibits and putting on the Spring Art Show and Auction.

RODEO CLUB: provides school recognition for students who have an interest in competing in High School Rodeo.

STUDENT OBJECTIVES OF PARTICIPATION

- I. To provide a positive image of school activities at Jefferson High School.
- II. To strive always for participation excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student.
- III. To provide experiences that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
 - A. Physical, mental and emotional growth and development.
 - B. Acquisition and development of special skills in activities of each student's choice.
 - C. Teamwork with the development of character traits such as: commitment, loyalty, cooperation, and fair play.
 - D. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning or losing graciously.
 - E. A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.
 - F. Achievement of initial goals as set by the school in general and the student as an individual.
 - G. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
 - H. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
- IV. To have sufficient involvement so as to have activities for a wide variety of student interests and abilities.
- V. To provide those student activities which offer the greatest benefits for the greatest number of students.
- VI. To create a drive to succeed and excel.
- VII. To develop high ideals of fairness in all human relationships.
- VIII. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- IX. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.

- X. To develop an understanding of the value of activities in a balanced educational process.
-

FUNDRAISING: The Board acknowledges that the solicitations of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent providing that the instructional program is not adversely affected. Before classes and organizations may have fund raising activities, they must get approval by the following people in the order given:

1. Organization sponsor
2. Student Council
3. Principal

Forms for getting this approval are available in the office.

CHAPERONES

1. All functions must have a teacher and/or parent sponsor present at all times.
 - a. This includes preparation for any activity such as dances, pasty sales, and parades.
 - b. This also applies for school-approved functions not held on school property.
 2. Chaperone/Sponsor is to arrange for Facility Use.
- Limitations**
1. All bands/DJs/performers must be approved by faculty sponsors and principal for school dances.
 2. School dress code prevails for all dances, except for special dances.
 3. All float entries must be approved by office.
 4. Student Council must set limits on amount of money to be spent on floats.

Use of School Building

1. After hours - must secure permission from principal for use.
2. Must have at the minimum of 1 chaperone per every 15 students up to 5 adult chaperones. A staff member must be a part of any chaperone team.
3. Must clean up area used. Unclean area will result in a \$30.00/hr. cleaning fee to the group.

Activities: The above applies to all school approved activities such as bake sale, pasty sales, car washes, parades, etc.

Dances

1. A class or organization sponsor and two additional adults (preferably parents) must be present during entire event.
2. A "closed door" policy shall prevail at all dances. This means that anyone leaving the dance cannot return.
3. Guest passes may be picked up at the office for bringing a guest to a closed dance. Guest passes must have the name of the student's guest on it and signed by the principal. Guest passes must be presented to chaperone before entering the dance. Only High School age students are allowed to attend dances, formal or informal.
4. All dances end at midnight.
5. No liquor or drugs nor anyone who has been drinking or using drugs shall be allowed in the building.
6. No smoking by students allowed at any school function.
7. Organizations or classes must hire a policeman to attend at all dances.
8. The class or organization sponsoring the dance or party is responsible for cleaning up and locking all doors.

Activity Attendance

In order for Jefferson High School students to participate in any extra-curricular activity, he or she must be in attendance at least a half of the school day to be eligible to participate in practice or competition (this constitutes at least 3 periods on the day in question.) For a Saturday contest they must be in attendance a half day during the previous school day. The sponsor and principal must approve any exception to this rule. All work that will be missed because of travel must be made up prior to leaving or arrangements must be made with each individual teacher. Activity cards are \$30.00 and all student participants must purchase one by the 2nd contest.

Academic Eligibility

The Board of Trustees of Jefferson High School has resolved that to be eligible to participate in extra-curricular and co-curricular activities, a student must:

- A. Have no missing assignments in the previous week.
- B. Have no more than one "F" at any time.
- C. Have no unexcused absences in the previous week.
- D. Have no more than 8 absences in a semester.
- E. Maintain all other MHSA standards

Academic eligibility will be determined weekly. If a student has been determined to be ineligible for a two-week period (every Thursday), the student may earn the privilege of participating on a weekly basis by:

4. Clearing all missing assignment and/or "F" by Tuesday at 4:06 of the following week.
5. Resolving any unexcused absences by Tuesday at 4:06 with the attendance clerk.
6. "Earning back" the time missed above 8 absences to bring the total absences below acceptable levels. "Earning back" must be done before school, after school or on Friday's under the supervision of a staff member. The Principal has the right to approve other community service activities as replacement.

If the student has improved their performance to meet the above stated academic/attendance requirements, the student may participate for that week only. The student must repeat the process every two-weeks. The first eligibility list will be complete the second week of the school year and every two weeks thereafter.

EXTRA- AND CO-CURRICULAR ALCOHOL, DRUG, AND TOBACCO USE

Students participating in extra- and co-curricular activities, whether or not sponsored by the MHSA, will not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs or abuse prescription or nonprescription drugs during their extra- and co-curricular activities. These rules are in effect twenty-four (24) hours a day. If a student is seen using tobacco, alcohol, or illicit drugs, the student will be disciplined in accordance with the activities and student handbooks. (See Policy 3340)

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits. (See Policy 3520)

GRADE CLASSIFICATION

- To register as a sophomore, you must have minimum of six credits.
- To register as a junior, you must have a minimum of twelve credits.
- To register as a senior, you must have minimum of seventeen credits. You will not be allowed to participate in senior activities if you do not start the year with at least seventeen credits.

GRADING GUIDELINES

The following averages must be achieved in order to earn the grade indicated. All classes will be graded using the scales below. GPA will be calculate with the unweighted GPA equivalent.

Grade	Grading Scale	GPA Equivalent
A	94-100	4.0
A-	93-90	3.67
B+	89-87	3.33
B	86-84	3.0
B-	83-80	2.67
C+	79-77	2.33
C	76-74	2.0
C-	73-70	1.67
D+	69-67	1.33
D	66-64	1
D-	63-60	.67
F	Less than 60	0
I	Incomplete	0

Mark Description

1. An "A" student is careful, thorough, and prompt in preparation of all required work. He/She is quick and resourceful in using suggestions for extra study. He/She has enough interest to undertake original projects beyond assigned work. He/She uses time well. He/She does not guess. He/She shows leadership in class activities.
2. A "B" student prepares assignments carefully. He/She is conscientious and dependable. He/She requires no urging to have work done on time. He/She shows interest. He/She responds readily when called upon. He/She

3. has good study habits. He/She sometimes does more than routine assignments.
 4. A "C" student does good work but requires some direction from the teacher. He/She is usually dependable, has good intentions, though interest does not always seem keen. He/She is satisfied to do only minimum requirements though he sometimes responds to suggestions. He/She needs prompting by frequent suggestions.
 5. A "D" student does work of barely passing quality. He/She lacks effective study habits. He/She is easily diverted from any task. He/She lacks some sense of responsibility. He/She requires constant help and suggestions. He/She shows sufficient mastery to warrant the opinion that he will grow more through advancement than through repetition of the course.
 6. An "F" student fails to accomplish minimum essentials of the course. He/She needs to spend more time on the subject. He/She may lack the ability to succeed in certain subjects. His/Her study habits are usually poor and ineffective. Irregular attendance and defective physical conditions may be the cause of failure. He/She is frequently not interested enough in the subject to make up work missed. He/She sometimes loaf's along the first part of the courses, then decides too late to get down to business.
- An "I" or incomplete means the student has not met all the requirements for a credit. The "I" may be removed or replaced by a regular grade, upon completion of the work, no more than 2 weeks following the quarter. Any incomplete not removed no more than 2 weeks following the quarter will automatically become an "F".

Graduation

To graduate from Jefferson High School, a student must have satisfactorily completed the last quarter prior to graduation as a Jefferson High School student. Highly unusual exceptions may be considered by the principal, such as a student exchange program in a recognized school. (See graduation requirements, page 6)

A student may be denied participation in graduation ceremonies. Such exclusion will be regarded as a school suspension. In such instances the diploma will be awarded after the official ceremony has been held. (See Policy 2410 and 2410P)

Early Graduation

Students who want to complete their high school career prior to the end of their fourth year of attendance may do so under the following conditions:

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

Homework

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. Homework should be meaningful and doable without encroaching on family time.

Teachers may give homework to students to aid in the students' educational development. Homework should be an application or adaption of a classroom experience and should not be assigned for disciplinary purposes.

Homework may be assigned for one or more of the following purposes:

1. Practice: To help students to master specific skills which have been presented in class,
2. Preparation: To help students gain the maximum benefits from future lessons,
3. Extension: To provide students with opportunities to transfer specific skills or concepts to new situations, and
4. Creativity: To require students to integrate many skills and concepts in order to produce original responses.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be

immunized. The immunizations required are: diphtheria, pertussis, rubella (measles), rubella, mumps, poliomyelitis and tetanus. Hemophilus influenza type B is required for students under age five (5).

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

[For further information, see policy 3413]

Library

Since most of the work done in the library requires much careful concentration, respect the rights of your fellow students. Please cooperate by following the library rules, designed to protect your rights and those of your fellow students.

- A. The Library is used for Accelerated Reading Classes. Conversations must be conducted quietly.
- B. Library computers are exclusively for school use.
- C. Check out all materials you wish to take out of the library
- D. Leave your place free of clutter, scraps of paper, and certainty of pen and pencil marks.
- E. Students coming to the library from any class must present a written pass to the library.
- F. Food and drinks are not allowed anywhere in the library.
- G. Fines may be levied for overdue books.

Any one not respecting library rules and privileges will not be permitted to use the library facilities. Students are welcome to use the library and check out books during their study hall period before school or after school.

Medicine at School

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the building office. The assigned employee will give the student permission to take the medication as directed. For self-administration of medicine, refer to Policy 3416 and 3416F. A self-administration of medication form must be filled out prior to having permission to self-administer medication. The form may be obtained from the school office.

OPEN GYM

Use of all District facilities, including the school building, gyms, weight room, and playing fields is coordinated through the office of the Activities Director. District policy requires that all use of District facilities be pre-approved by the Activities Director. Facility use for events not sponsored by the District may require rental fees, cleaning deposits, and separate insurance. Contact the Activities Director to find out when any Open Gyms are scheduled or to arrange for use of any district facility by calling the main school number 406-225-3317.

OVER-FAMILIARIZATION

The hallways of JHS are not the place for over familiarization (holding hands, hugging, kissing, etc.) other students. Over familiarization is prohibited on school grounds and at school activities. Repeat offenders will receive an Office Referral.

CELL PHONES

Student cell phone use is permitted in the hallways during passing times and lunch, or times when class is not in session. Cell phone use is prohibited during scheduled class time unless directed by a teacher and is not permitted in bathrooms and locker rooms. Violation of this rule will result in confiscation of the phone, which will then be held in the front office. The student may retrieve the phone at the end of the class day of the first violation. However, the phone will only be released to a parent upon subsequent violations.

PRAYER

Each student has the right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. (See Policy 2332)

PROTECTION OF STUDENT RIGHTS

Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation

Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.

- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

(See Policies 2130, 2132, 3410)

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The administrator or designee will decide whether or not the student should be sent home and will notify the student's parent.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Report cards will be issued every semester and mailed to parents. All grades are updated daily during the school year. Parents can receive a PIN number so they can view their child's grades on a weekly basis through the Web site at www.jhs.k12.mt.us. For more information, contact the high school office at 225-3317.

SAFETY

Accident Insurance

The District cannot pay for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost accident insurance program for students; to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the claims office.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information. (See Policy 3431)

Emergency Disaster Drills

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. (See Policy 8301)

Emergency School-Closing Information

In the case of inclement weather, emergency school closures or bus route changes, announcements will be made on the following radio stations:

KBLL	1240	99.5
	406-442-4490	
KZMT		101.1
	406-442-4490	
KMTX	950	105.3
	406-442-0400	

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without warrant and as permitted by law.

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with the law and District policy. See Policy 3431.

Semester Exam Exemption:

A student may be exempt from semester exams under the following conditions:

1. Have under 5 absence per semester in any class
2. No missing assignments at the end of the semester
3. At least a "C" average in all classes.
4. No Office referrals during the semester

If a student is exempt from semester exams they may be excused for the day/s of semester exams. This policy is at the discretion of the teacher for AP or Dual Credit Courses. In such courses, the student may be required to take the final exam.

Vehicles on Campus

Vehicles on Campus

Students are not permitted to ride in, provide rides, or drive any motor driven vehicle during the school day except:

1. Seniors and juniors who meet minimum qualifications: no office referrals, unexcused absences, and minimum of a 2.5 GPA, during lunch with signed parent permission form. Permission will be granted quarterly. Students are not to transport any student that does not meet the parameters of this provision or their privilege will be revoked
2. Special permission from the building principal. Such permission will be given for students arriving late or leaving school early or when a parent, guardian or school official drives their vehicle. Other than in an emergency,

permission will require a written note signed by a parent containing the destination, the nature of business and the driver.

Consequences for violation of this policy will be an Office Referral and the suspension of any further driving privileges for the remainder of the semester.

Drug Detection Dogs

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal, or the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Superintendent or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The principal or Title IX coordinator will conduct an appropriate

investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent.

Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office. (See Policy 3225) For more information about the District's complaint procedure, see Policy 1700.

BULLYING/HARASSMENT/INTIMIDATION/HAZING (See Policy 3226)

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. All complaints about behavior that may violate this policy shall be promptly investigated.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

Consequences: Students who are found to have engaged in these activities will be subject to discipline up to and including expulsion. [From Board Policy]

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The Superintendent is custodian of all records. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records do not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.
(See Policies 3600, 3600P, 3600F1, 3600F2)

STUDENT LOAD

All students must register for seven periods. (Exceptions may be granted for those with or verified need for study hall assistance provided they have permission from the guidance counselor and principal.) Students may not be a Teacher's aide for more than one period per day.

Students may not take more than one Independent Study Half/Credit or Independent Study No Credit.

A student enrolled in a fifth year of high school or work release may, with the approval of the Board of Trustees, receive exemption from this requirement.

TRANSPORTATION

Bus students are expected to abide by the school bus rules, which are established by the state and local board. An office referral, suspension of bus privileges or suspension from school may be assigned for failure to follow appropriate bus rules.

School Sponsored

A. Jefferson High School provides transportation for school activities and generally students are expected to ride to and from all extracurricular activities in the bus provided for participants. If students need to deviate from the scheduled transportation their parents are required to sign a Travel Release Form ~~before the event~~.

~~before the event~~. Travel release with the coaches before leaving with parents. In rare circumstances (approved by the Principal) participating students will be allowed to drive to or from an activity or to ride with other students, with a travel release form completed prior to the event. Students requesting a travel release form will be given permission to ride home with someone other than their parents only by permission of the sponsor and the Principal or AD with a travel release form completed prior to the event. When a student has a Travel Release Form completed the parents must check with the sponsor prior to taking over responsibility for the student. Students must ride to the activity site with the team unless a Travel Release Form has been approved by the sponsor.

B. Students will be expected to dress appropriately. Standards for dress other than normal school dress code requirements will be given by the sponsor. Consideration is to be given to the fact that students will be representing Jefferson High School and should reflect appropriate pride in self and school. Proper clothing is required for current and predicted weather conditions.

C. Behavior standards on buses will be consistent with those required in regular school transportation. If a student does not behave in an appropriate manner, student's parents may be notified and students may be left with the police department on an out-of-town trip.

D. Selected students may be required to clean out the mess from a bus when it returns from a trip. Selection will be done by the sponsor.

A late route bus will be provided following practices for participants who are eligible for normal student bus transportation. Students riding the activity bus are to report either to the cafeteria or the bus following completion of their practice and remain there until time for the bus to leave.

VIDEOTAPING OF STUDENTS

The District uses video cameras, with audio, on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. (See Policy 3235)

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with advanced approval of the Superintendent/Principal and teacher and are limited as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

WITHDRAWAL FROM SCHOOL

Students must pick up a withdrawal slip from the office and have it signed by each teacher at the time of withdrawal. Absence for 10 consecutive days without adequate justification and notification of the school of the reason will result in students being dropped from school and subject to the conditions below.

Leaving School before End of Term

Students wishing to leave school before the end of the regular school term (except those transferring to another school) are governed by the following:

- A. The length of the regular school term is not less than 1080 hours and 1050 hours for graduating seniors.
- B. Students who leave before the end of the regular term will receive a grade of "incomplete" for the nine-week period they miss.

- C. All grades of "incomplete" must be made up at the discretion of the instructor or the grade will revert to a "failure" and will be so entered on the records.
- D. Teachers are not required to make any special lesson plans or provision for students not planning to attend school for the regular school term.

JEFFERSON HIGH SCHOOL ACCEPTABLE USE POLICY FOR COMPUTER AND INTERNET USE

Jefferson High School District #1 offers students and staff access to the Internet. This Internet access is in accordance with the Jefferson High School Mission Statement. Those parts pertaining to acceptable Internet usage include: "It is the mission and purpose of all persons associated with Jefferson High School to promote the highest quality educational experience for the students of the district, . . . promote respect for authority, peers, other persons, and property, . . . promote high moral standards, good decision making, a strong work ethic, and promote communication. . . ."

The Internet provides a wealth of information for the research and inquiry. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the fact that users may come across material, which is inappropriate in the educational setting. Jefferson High School has limited control over the information accessed through the Internet. Therefore, Jefferson High School cannot be held solely responsible for the Internet's content.

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

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

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

Terms and Conditions of Internet Access and Use

1. PRIVILEGES

Since Internet access is a privilege, not a right, users have the responsibility to utilize the Internet in an appropriate manner. Students are responsible for the good behavior on school computer networks just as they are in a classroom or during school activities. Communications on the network are often public in nature. General school rules for behavior and communications apply.

2. APPROPRIATE USE

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of Jefferson High School District #1. To ensure that Internet use is appropriate to the educational setting, guidelines have been established for network users.

Individuals using the Internet have the responsibility to make themselves aware of these guidelines and to follow them at all times.

Internet use at Jefferson High School is in support of legitimate educational and curricular pursuits

Disks used outside of school must be checked for viruses by teacher/librarian before being allowed to use the disk on school computers.

Users are prohibited from accessing, transmitting, or downloading pornographic, obscene, or threatening materials; materials, the primary purpose of which, is to incite violence or advocate harm to people; as well as inflammatory or "hate mail."

Users are not allowed to violate copyright, transmit material protected by trade secrets, or engage in any commercial, for profit activities. Illegal activities of any kind are strictly forbidden.

When material inappropriate to the school environment is accessed in the context of legitimate academic research, students and adult users have the responsibility to inform a librarian and/or the supervising teacher.

3. NETWORK ETIQUETTE

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

- Users are not allowed to send, or encourage others to send, abusive, vulgar or harassing messages.

- Individuals using the school sponsored Internet access are representatives of Jefferson High School District #1. As members of the school community, users are expected to be polite and to adhere to all school policies and procedures.

- Individuals will not give out personal names, addresses, and phone numbers or credit card information pertaining to themselves or any other person. If a site is particularly valuable and a patron would like it bookmarked for future reference, a teacher/librarian should be consulted.

4. COMMUNICATIONS ISSUES

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

5. MISUSE OF INTERNET RESOURCES

- Any use of the District's Acceptable Use Policy constitutes misuse and will be subject to penalization. Examples of misuse include but are not limited to:
- Disrupting the operation of the system for other patrons.
- Destroying, modifying, or abusing in any way the system components, including hardware, software, and property of the facility.
- The tampering with or altering of security codes or passwords.
- Hacking, altering, dismantling, or disfiguring any field data; includes without limitation, students' data, district, school, or staff files.
- Downloading information or messages without authority.
- Introducing viruses to the network.
- Introducing foreign software to the network.
- Support or oppose political candidates, groups, or ballot measures.
- Use of the system for charitable purposes, which have not been, approved in advance by the superintendent or designee.
- Use of the system for non-district commercial purposes or solicitations.
- The unauthorized installation, use, storage, or distribution of copyrighted software and/or materials on District computers.

Penalties for Misuse

1. Misuse may result in a loss of access.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.

3. Any misuse of the system, which results in employing technical support and/or replacing software or hardware, may require compensation for damages.
4. When applicable, law enforcement agencies may be involved.
5. Misuse or abuse may result in suspension and/or expulsion from school.
6. If a parent or student feels they have been discriminated against or mistreated in educational opportunities or in any other types of situations they are encouraged to appeal the decision by filing a grievance. This is to be done first by discussing the situation with the person who made the decision then if not resolved to proceed to higher levels in the following order:

- A. Teacher/Staff member
- B. Building Principal
- C. Superintendent
- D. Board of Trustees
- E. Superintendent of Jefferson County Schools

At level D the issue should be brought to the attention of the Chairman for the Board of Trustees. The Board Chairman will put the issue on the agenda for the next regularly scheduled meeting.

Reliability

Jefferson High School makes no warranties of any kind, whether expressed or implied, for the services it is providing. Jefferson High School specifically denies any responsibility for the accuracy or the quality of information obtained through its on-line services.

This policy and its provisions are subject to revision as deemed necessary by the Jefferson High School staff, administration, and board of trustees.



• Receipt of Handbook

"I have received a copy of the Jefferson High School Student Handbook for 2023-2024 digitally through Infinite Campus and Infinite Campus Messenger.. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook."

Release of Directory Information

• Release of "Directory Information" "Regarding student records, federal law requires that 'directory information' on my child be released by the District to anyone who requests it unless I object in writing to the release of this information." This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Signature of
Parent _____ Date _____

Printed Name
Of Parent _____

Signature of
Student _____ Date _____

Printed Name
Of Student _____



2023-2024 Staff Handbook

Revised 6/8/23

HANDBOOK PURPOSE

It is the purpose of this Faculty Handbook to direct certified staff in school operations and procedures, and to communicate minimal expectations for routine job performance. This document will be supplemented with more specific administrative and/or board direction on a day-to-day basis as district needs dictate. It is the information in this document, along with information in the Board Policies, the Collective Bargaining Agreement, the Student/Parent Handbook, and the day-to-day administrative direction that will provide the general and specific guidelines in the operations of the school and the school program. It will be the responsibility of the school administration to remain current on state/federal laws, rules and regulations and to keep the school staff appropriately informed.

At times, one responsibility assigned to a teacher may conflict with another assigned responsibility. Under such circumstances teachers are encouraged to exercise personal judgment and be guided by what is reasonable and prudent. If such a conflict in responsibilities should continue, the building principal should be consulted for direction.

This document is subject to change as district needs change. It will be reviewed prior to the beginning of each new school year. If members of the staff would like to have any aspect of the document reviewed and possibly changed, a suggestion should be submitted in writing to the principal or superintendent prior to May 1 of each year.

SCHOOL DAY

Jefferson High School operates a four-day week and an eight-period day.

PERIOD	TIME
Enrichment	8:00-8:30
1st	8:34-9:31
2nd	9:35-10:32
3rd	10:36-11:33
4th	11:37-12:34
Lunch	12:34-1:04
5th	1:08-2:05
6th	2:09-3:06
7th	3:10-4:07

Dismissal time is at 4:07 p.m. Buses will pick up students at the east end of the school building. Students are welcome to be in the building 10 minutes before school begins and 10 minutes after school concludes, unless meeting with a staff member regarding student business.

CURRICULUM

Regular Jefferson High School Requirements for Graduation:

1. Four Credits of English
2. Three Credits of Science
3. Three Credits of Mathematics
4. Three Credits of Social Studies
5. Two Credits of Health and Physical Education (1.5 PE, ½ health)
6. One Credit of fine arts
7. One Credit of Career & Vocational/Technical Education
8. One Half Credit of Personal Finance
9. One Half Credit of Introduction to Computers
10. Four Credits of Electives

A total of **22 credits**

Freshmen and sophomores are required by state law to take physical education. Exemptions may be made upon presentation of a doctor's certificate, explaining the type of ailment, which necessitates being excused. If a student who is unable to take PE during their freshmen or sophomore years and later becomes able to participate, they will be required to take it at that time.

Honors Diploma

27 CREDITS

4-English
4-Math
4-Science
3-Social Studies
1-PE
1-Health
1-Fine Art
1-CTE
2-Foreign Language
.5-Personal Finance
.5-Intro to Computers
4-Electives
-Minimum of 3.5 GPA

Special recognition will be given at graduation.

GRADING GUIDELINES

The following averages must be achieved in order to earn the grade indicated. All classes will be graded using the scales below.

A	-	94-100
A-	-	90-93
B+	-	87-89
B	-	84-86
B-	-	80-83
C+	-	77-79
C	-	74-76
C-	-	70-73
D+	-	67-69
D	-	64-66
D-	-	60-63
F	-	Less than 60
I	-	Incomplete

Mark Description

1. An "A" student is careful, thorough, and prompt in preparation of all required work. He/She is quick and resourceful in using suggestions for extra study. He/She has enough interest to undertake original projects beyond assigned work. He/She uses time well. He/She does not guess. He/She shows leadership in class activities.
2. A "B" student prepares assignments carefully. He/She is conscientious and dependable. He/she requires no urging to have work done on time. He/She shows interest. He/She responds readily when called upon. He/She has good study habits. He/She sometimes does more than routine assignments.
3. A "C" student does good work but requires some direction from the teacher. He/She is usually dependable, has good intentions, though interest does not always seem keen. He/She is satisfied to do only minimum requirements though he sometimes responds to suggestions. He/She needs prompting by frequent suggestions.
4. A "D" students does work of barely passing quality. He/She lacks effective study habits. He/She is easily diverted from any task. He/She lacks some sense of responsibility. He/She requires constant help and suggestions. He/She shows sufficient mastery to warrant the opinion that he will grow more through advancement than through repetition of the course.
5. An "F" student fails to accomplish minimum essentials of the course. He/She needs to spend more time on the subject. He/She may lack the ability to succeed in certain subjects. His/Her study habits are usually poor and ineffective. Irregular attendance and defective physical conditions may be the cause of failure. He/She is frequently not interested enough in the subject to make up work missed. He/She sometimes loafes along the first part of the courses, then decides too late to get down to business.

6. An "I" or incomplete means the student has not met all the requirements for a credit. The "I" may be removed or replaced by a regular grade, upon completion of the work, during the following quarter. Any incomplete not removed during the following quarter will automatically become an "F".
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HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. Homework should be meaningful and doable without encroaching on family time.

Teachers may give homework to students to aid in the students' educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

Homework may be assigned for one or more of the following purposes:

1. Practice: To help students to master specific skills which have been presented in class;
2. Preparation: To help students gain the maximum benefits from future lessons;
3. Extension: To provide students with opportunities to transfer specific skills or concepts to new situations; and
4. Creativity: to require students to integrate many skills and concepts in order to produce original responses.

CELL PHONES

Student cell phone use is permitted in the hallways during passing times and lunch, or times when class is not in session. Cell phone use is prohibited during scheduled class time unless directed by a teacher and is not permitted in bathrooms and locker rooms. Violation of this rule will result in confiscation of the phone, which will then be held in the front office. The student may retrieve the phone at the end of the class day of the first violation. However, the phone will only be released to a parent upon subsequent violations.

Employees **should restrict the use of personal technology and social media** for personal purposes to non-work times or hours. Any duty-free use must occur during times and in places that the use will not interfere with job duties or otherwise be disruptive to the school or working environment or its operation. **When using social media posts to promote student or school success, pay strict adherence to Board Policy 4125 (District Social Media Presence, 2132 (Student and Parent Rights), 3222 (Distribution of student materials), and 3600 (Student Records).**

ACCIDENTS/INJURIES

STUDENTS: Accidents involving students are to be reported to the office and an accident report form (attached) is to be completed by the person responsible for the supervision of the student. A copy of the accident form should go to the principal as soon after the accident as possible.

STAFF: Any staff member who is injured in an employment-related incident shall notify the principal or supervisor as soon as possible and then see the business manager to complete a workman's compensation form.

ACTIVITY ASSIGNMENTS

Sponsors of classes and other school organizations are to assure that students are under sponsor or other responsible adult supervision at all times. Students are not to be allowed to meet or work in the school unless a responsible adult or supervisor is present. Students are not to use school supplies and equipment, except under supervision of the sponsor.

ASSEMBLIES

Teachers are to be in attendance of all school assemblies and assist with student supervision.

CARE OF ROOMS AND EQUIPMENT

Teachers are responsible for all equipment under their supervision. Students should be supervised closely enough that desks, and other equipment, or the school plant are not damaged. **Students must be instructed that they are not to be sitting on top of any desk or table, or to write on either at any time for any reason.**

Teachers have a responsibility to assist with the maintenance of a clean building. Monitor student behavior and do not allow students to abuse the building assets or to make unnecessary messes. Students should be required to clean up their work areas at the end of each class session. Teachers should keep their rooms orderly and conducive to cleaning.

CHILD ABUSE

Montana law requires that teachers report cases of suspected child abuse. Such a report **must** be made **directly to the DPHHS (866) 820-5437**, then report it to the building principal or school counselor/school psychologist, or by direct referral to the appropriate county social service or family services office.

COMMUNICATIONS

The personal privacy of students, their parents, and members of our staff should be respected by all members of the school staff. Personal information should be communicated only on a need-to-know basis.

DRESS CODE:

It is expected that teachers will dress and groom themselves neatly, hygienically and appropriately. The physical appearance of the teacher contributes to the atmosphere of the school environment. More formal dress helps establish a more formal and serious atmosphere

that contributes to students having greater respect for the teacher and the teacher's authority. In addition, students learn from teacher modeling as well as from teacher instruction. **Blue jeans or other less formal apparel will be considered as inappropriate dress for teachers unless they are worn on a day that is specifically designated for less formal dress, they are worn on a day when classes are not in session, or a teacher will be performing some work task as part of a scheduled activity that will require less formal dress.**

DUTY HOURS FOR TEACHERS

Teachers are contracted to be at school by 7:30 a.m. and may leave at 4:30 p.m. **For the 2023-24 school year, teacher will be allowed to arrive at 8:00 and leave when the busses have departed unless required meeting are called.** Those duty hours may be extended for faculty meetings, committee meetings, parent conferences, student conferences/assistance, or for other tasks related to the school program. Classroom preparation and correcting student work may also require teacher time and attention outside the normal duty hours. Responsibilities for extra-curricular student work and supervision will generally be outside the teacher's normal duty day. At noon, teachers will supervise student dismissal for lunch and be back at their classrooms to supervise the students' return from lunch. Otherwise, unless assigned a specific duty, the lunch break will be the teacher's personal time. A teacher without any specific duties may leave the school building during the lunch break. **Teachers will be allowed to leave the premises during their planning period if approved by the principal.** In the morning, teachers are expected to be available to assist or communicate with students and/or parents. In the afternoon, teachers are expected to be in their classrooms for five minutes after the dismissal bell has sounded. A teacher driving a school bus is not to interfere with teacher responsibilities and duties. If driving a school bus conflicts with teacher responsibilities and duties, teacher obligations must take first priority.

DUTY RESPONSIBILITIES

The lunch duty teacher should be prepared to supervise areas immediately upon release of students from classes. The teacher must supervise the students outside the building at the beginning of the lunch period. This is to monitor students' movement downtown and to ensure students do not access vehicles, drive, ride in, or give rides to other students without prior permission from the principal. Once students have left the area outside, the teacher may return to the cafeteria area to help monitor students. During the days that a teacher provides lunch supervision, lunch will be provided them free of charge. Specific extra-duty schedules and guidelines may be prepared and distributed by the principal at the beginning of the school year.

EMERGENCY DISASTER/FIRE DRILLS

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures in accordance with state law. Instruct the students in your room as to the best exit from the building (or alternate exit in the event the best exit is blocked). Students are to file out of the room in an orderly and rapid manner, leaving everything. Teachers are to

close windows and doors, and take a class list (Form attached). Each teacher is to take roll and report to the official in charge the names and possible whereabouts of any students who are missing. Students should be instructed to report to the football field with their scheduled class. If the alarm is sounded at a time that classes are not being conducted, students are to report to the next scheduled class and instructor. Students may return to the building when the signal is given. The fire alarm or passing bells will not be used as a return signal. (See Policy 8301)

ERRANDS BY STUDENTS

Students are not to be sent on errands off the school grounds without special permission from the office.

FACULTY MEETINGS

Meetings with the faculty will be held at least once each month. If there is any issue a teacher would like to see included on the agenda for such meetings, a request must be submitted to the principal to include it. ALL teachers are expected to attend faculty meetings, unless specifically excused by the principal.

FACULTY ROOM

A faculty room will be available for all members of the school staff to work and/or relax. **Students are allowed in the faculty room only to make copies or for reasons relating to school business. Even under those circumstances, student presence in the faculty room should be brief.** Conversation in the faculty room should be appropriate and not offensive to any member of the staff or demeaning of any member of the school, staff, student, parents, or community person. Everyone is to assist in keeping the faculty room clean and orderly.

FIELD TRIPS

Throughout the year teachers may use field trips as a teaching/learning experience. Because of cost and scheduling factors, the number of field trips allowed per class may be limited. In planning a field trip, the following procedures should be followed:

1. All trips must be approved by the principal before any planning is implemented. Notification to the district office should occur the previous year.
2. The teacher should personally make contacts and do the scheduling. Buses should be scheduled through the Activities Director. The availability of buses must be determined before the date and time is set.
3. A field trip should be part of a planned unit or work, the details of which should be carefully worked out before a visit by the students is made. Exceptions can be made at the discretion of the building principal.
4. Students must be very carefully supervised. Parents and other adults may be used as chaperones. The adult/student ratio should be very manageable (minimum of 1 adult for every 15 students). Every precaution should be taken to assure student safety.
5. If field trips involve travel out of town or any special risks, information regarding the field trip should be sent home in advance of the field trip. This advanced notice should be in a form that allows parents to sign indicating their understanding of the concern and their approval of their student's involvement.

FIRST AID

First aid supplies are available in the main high school office for minor injuries or illness. No medication is to be dispensed by school personnel without proper authorization. The front office should be notified of all illnesses.

GRADING

Teachers are to use Infinite Campus as their primary gradebook. The gradebook is to be updated at least once per week.

GUEST SPEAKERS

The building principal should be informed in advance of any guest speakers who might be invited to address students and also of the nature of the topic being addressed. All guests must report to the main office and receive a guest/visitor's pass (except military personnel in official uniform.)

HALLWAY AND RESTROOM SUPERVISION

Teachers will supervise students in the hallway as students report to classes in the morning, between classes during the day, and as students are dismissed after school. Teachers will periodically look in on students in the restrooms on an irregular schedule, but often enough so as to impress students with the fact that they are being supervised in these situations.

KEYS

Teachers are issued keys according to individual building practices. Keys are to be safeguarded and not loaned to students or non-school personnel unless specifically approved by the principal or superintendent. Teachers should not let students into the building or any area in the building unless they intend to supervise the students.

LEAVE/STAFF ABSENCE)

Absence from school is provided under different circumstances according to the Collective Bargaining Agreement and Board Policy. Requests for leave or notification that a leave was used must be in writing on an appropriate form. The teacher is required to submit a written request or notification in advance when possible; otherwise the teacher should communicate verbally with the school secretary or principal in advance and submit the appropriate form promptly upon returning to work after absence from school.

MAIL BOXES

In-school mailboxes are for the purpose of distributing mail and intra-school communications. Please observe proper mail etiquette and only retrieve items from the box assigned to you. It is the teacher's responsibility to check their mailbox regularly and read current communications.

OPEN HOUSES

Informational open houses are conducted twice a year (see annual calendar). All certified staff will attend and participate in the activities designed to provide information to parents,

students, and community members about classes, activities, and/or school issues. These days are considered scheduled PIR days.

PERSONAL BUSINESS

Teachers are not to conduct personal business during teacher duty hours. Teachers without duty assignments may take care of personal business during their lunch break by phone or off the school premise. Teachers may make brief contacts during preparation time to schedule personal business, appointments, etc. that will be conducted outside the duty day.

PERSONNEL FILE

All teachers have their official personnel file located in the Superintendent's office. It is recommended that each teacher periodically review the file for accuracy and adherence to District Policy. Please contact the superintendent or the business manager to arrange a time for review.

DISCIPLINE

Guidelines for Student Conduct:

A student shall not:

- 1) Run, push, or "rough house" in the hallways, classrooms, lunchroom or school bus lines.
- 2) Display inappropriate table manners in the lunchroom.
- 3) Use profanity, force, noise, coercion, intimidation, or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction, supervision or control of the school.
- 4) Prepare and/or present documents with forged signatures or initials of parents, teachers, other students or anyone else.
- 5) Cheat by copying assignments, using unauthorized crib sheets for tests, looking at someone else's test, plagiarizing, knowingly permitting someone else to copy, permitting another person to look at your test or any other dishonest means of avoiding or helping someone else avoid their responsibility.
 - 1st Offense: Office Referral and Zero on the Test.
 - 2nd Offense: Office Referral and Failure of the nine weeks.
 - 3rd Offense: Office Referral and Failure of the Semester.
- 6) Haze other students or assisting others in hazing.
- 7) Exhibit hostile physical or verbal action against another, including fighting, use of obscene, indecent, immoral or offensive language and/or gestures. All spectators of any physical confrontation will earn an Office Referral. Any student engaging in verbal encouragement of any physical violence will earn a suspension.
- 8) Defy the reasonable request or direction of school authority including failing to properly

- identify yourself.
- 9) Vandalize, damage, destroy or steal school property or the property of other individuals including school buses.
 - 10) Possess or use weapons or dangerous instruments including but not limited to firearms, knives, clubs and explosives including fireworks.
Consequence: Police Referral; Recommendation for Expulsion
 - 11) Falsely activate a fire alarm.
 - 12) Violate school bus rules and regulations as posted on the bus. Damage to bus seats or other parts of the bus will result in suspension from school, suspension of bus privileges for two weeks and payment of necessary costs for fixing the damage.

Consumption of food and beverages will be allowed before school, at lunch and after school in the cafeteria and non-carpeted lobby areas only.

Note: Depending on the severity of the offense, the right to suspend a student exists at all times.

DISCIPLINE POLICY: Consequences for the above behaviors may include one or more of the following:

- 1) A warning.
- 2) Suspension from class for the remainder of the class period. Student will report to the main High School Office. The Student will be assigned to a Study Room for the remainder of the class period. Two consecutive days of assignment to the Study Room will result in an Office Referral.
- 3) Assignment to In-School-Suspension or After School Detention. All work will be counted towards grade. All assigned work must be completed before any work will be graded and must be completed during the in-school suspension time.
- 4) Expulsion from school is a consequence of severe and/or repeated violations. Expulsion requires a hearing before the Board of Trustees.

Other appropriate corrective disciplinary action such as fines for damage to books, notification of police for stealing or vandalism, payment of restitution for careless or deliberate damage, cleaning cafeteria for inappropriate behavior during lunchtime and other similar actions may be required.

The choice of a consequence for a specific action will take into account the seriousness of the offense, the attitude and age of the student, the pattern of conduct, the degree of cooperation of the student and any other relevant information.

Classroom Behavior:

Student behavior within the classroom must not interfere with the rights of other students to learn the lessons being taught, nor the teacher's right to teach. Violations will result in the student's removal from class for one class period, first incident all work will be counted towards grade, second incident $\frac{1}{2}$ the work will be counted towards grade, all subsequent incidents will

not be counted towards any grade. All work assigned must be completed before a student can earn entry back into class. If a violation is severe enough in nature or is repeated, the student may be removed from the class permanently with a failing grade assigned. Such removal will be at the discretion of the Principal.

Office Referral Policy:

Teachers, coaches, advisors, bus drivers and other adults acting in the capacity of supervision of students are responsible for handling routine disciplinary violations. If student's violations are severe or are repeated after parents have been notified, students may be referred to the principal. When students are sent to the office on referral they are to talk to an administrator before returning to any class. Failure to report to the administrator will result in additional discipline. ***The discipline policy will be followed in principal's office. All office referrals must be submitted through the student information system within the day of the referral.***

FUND RAISING: The Board acknowledges that the solicitations of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent providing that the instructional program is not adversely affected. Before classes and organizations may have fund raising activities, they must get approval by the following people in the order given:

1. Organization sponsor
2. Student Council
3. Principal

Forms for getting this approval are available in the office.

CHAPERONES

1. All functions must have a teacher and/or parent sponsor present at all times.
 - a. This includes preparation for any activity such as dances, pasty sales, and parades.
 - b. This also applies for school-approved functions not held on school property.
2. Chaperone/Sponsor is to make arrangements for Facility Use.

Limitations

1. All bands/DJs/performers must be approved by faculty sponsors and principal for school dances.
2. School dress code prevails for all dances, except for special dances.
3. All float entries must be approved by office.
4. Student Council must set limits on amount of money to be spent on floats.

USE OF SCHOOL BUILDING

1. After hours - must secure permission from principal for use.
2. Must have at the minimum of 1 chaperone per every 15 students up to 5 adult chaperones.

A staff member must be a part of any chaperone team.
3. Must clean up area used. Unclean area will result in a \$30.00/hr. cleaning fee to the group.

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with advanced approval of the Superintendent/Principal and teacher and are limited as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

JEFFERSON HIGH SCHOOL ACCEPTABLE USE POLICY FOR COMPUTER AND INTERNET USE

Jefferson High School District #1 offers students and staff access to the Internet. This Internet access is in accordance with the Jefferson High School Mission Statement. Those parts pertaining to acceptable Internet usage include: "It is the mission and purpose of all persons associated with Jefferson High School to promote the highest quality educational experience for the students of the district, . . . promote respect for authority, peers, other persons, and property, . . . promote high moral standards, good decision making, a strong work ethic, and promote communication. . ."

The Internet provides a wealth of information for the research and inquiry. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the fact that users may come across material, which is inappropriate in the educational setting. Jefferson High School has limited control over the information accessed through the Internet. Therefore, Jefferson High School cannot be held solely responsible for the Internet's content.

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

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

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

Terms and Conditions of Internet Access and Use

1. PRIVILEGES

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

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

2. APPROPRIATE USE

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of Jefferson High School District #1. To ensure that Internet use is appropriate to the educational setting, guidelines have been established for network users.

Individuals using the Internet have the responsibility to make themselves aware of these guidelines and to follow them at all times.

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

3. NETWORK ETIQUETTE

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

- Users are not allowed to send, or encourage others to send, abusive, vulgar or harassing messages.
- Individuals using the school sponsored Internet access are representatives of Jefferson High School District #1. As members of the school community, users are expected to be polite and to adhere to all school policies and procedures.
- Individuals will not give out personal names, addresses, and phone numbers or credit card information pertaining to themselves or any other person.

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

4. COMMUNICATIONS ISSUES

- E-mail will be taught and used in the context of collaborative class projects only. Students with personal accounts are to access those accounts from other sites. Students

listservs and news groups. Students with personal accounts are not to access listservs and news groups or post messages to those groups while on the school's computers. Students involved with independent research needs may contact the network manager for special arrangements. District employees who wish to subscribe to listservs or news groups should discuss it with the network manager, in order that such use does not conflict with the needs of other patrons.

5. MISUSE OF INTERNET RESOURCES

Any use of the Districts Acceptable Use Policy constitutes misuse and will be subject to penalization. Examples of misuse include but are not limited to:

- Disrupting the operation of the system for other patrons.
- Destroying, modifying, or abusing in any way the system components, including hardware, software, and property of the facility.
- The tampering with or altering of security codes or passwords.
- Hacking, altering, dismantling, or disfiguring any field data; includes without limitation, students' data, district, school, or staff files.
- Downloading information or messages without authority.
- Introducing viruses to the network.
- Introducing foreign software to the network.
- Support or oppose political candidates, groups, or ballot measures.
- Use of the system for charitable purposes, which have not been, approved in advance by the superintendent or designee.
- Use of the system for non-district commercial purposes or solicitations.
- The unauthorized installation, use, storage, or distribution of copyrighted software and/or materials on District computers.

Penalties for Misuse

1. Misuse may result in a loss of access.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. Any misuse of the system, which results in employing technical support and/or replacing software or hardware, may require compensation for damages.
4. When applicable, law enforcement agencies may be involved.
5. Misuse or abuse may result in suspension and/or expulsion from school.
6. If a parent or student feels they have been discriminated against or mistreated in educational opportunities or in any other types of situations they are encouraged to appeal the decision by filing a grievance. This is to be done first by discussing the situation with the person who made the decision then if not resolved to proceed to higher levels in the following order:

- A. Teacher/Staff member
- B. Building Principal
- C. Superintendent
- D. Board of Trustees
- E. Superintendent of Jefferson County Schools

At level D the issue should be brought to the attention of the Chairman for the Board of Trustees. The Board Chairman will put the issue on the agenda for the next regularly scheduled meeting.

Reliability

Jefferson High School makes no warranties of any kind, whether expressed or implied, for the services it is providing. Jefferson High School specifically denies any responsibility for the accuracy or the quality of information obtained through its on-line services.

This policy and its provisions are subject to revision as deemed necessary by the Jefferson High School staff, administration, and board of trustees.

AUTO INSURANCE (USING PERSONAL AUTOS ON SCHOOL BUSINESS)

It is very important that all employees who volunteer the use of their auto in the service of Jefferson High School understand the District's auto insurance coverage. The District policy provides liability insurance to protect the District should your personal policy carry inadequate limits to indemnify the district against a legal judgment. Should you have an accident in which you are at fault while driving your own vehicle, your insurance policy will be the first to respond to a liability claim against either you or the District. Should you have an accident in which your auto is damaged, either the driver of the other vehicle causing the damage is liable for your property loss, or if you caused your own damage, your personal policy must cover that loss. If you volunteer to driver your vehicle on school business or activity, the District's insurance policy does not provide physical damage coverage on autos owned by employees. The relationship between personal auto insurance policies and the District's insurance policy, determining which policy must respond to a liability or property claim, is not dictated by the District. Common insurance policy provisions dictate that relationship. If you have any questions, contact the District Clerk for clarification.

Revised 6/8/2023

CONTRACT FOR STUDENT TRANSPORTATION SERVICES

This Contract is made and entered into between Harlow's School Bus Service, Inc., a North Dakota corporation with offices at 101 Main St Boulder, MT 59631, Office: 406.225.3344 (hereinafter referred to as "Harlow's" or "Contractor") and Jefferson High School District Number 1, PO Box 838, Boulder, MT 59632 Office 406.225.3317 and Boulder Elementary School District Number 7, PO Box 1346, Boulder, MT 59632, Office 406.225.3316 (hereinafter referred to as "DISTRICT").

1. Contract Term

This Contract shall commence on the date that this Contract is fully executed under authorization granted by the DISTRICT Board at its meeting and be effective July 1, 2023, until June 30, 2028 (the "Contract Term"), Academic years include: 2023-2024 through 2027-2028. With option of an additional five (5) years, unless earlier terminated, as provided herein.

2. Termination

Contractor may terminate this contract by written notice of termination in the event DISTRICT fails to perform any obligation of DISTRICT under this contract. Contractor will continue to provide transportation services no more than ninety (90) days from the date of the written notice of termination to DISTRICT. DISTRICT agrees to pay Contractor for transportation services under the payment schedule of this contract through the last day transportation services are provided by Contractor.

DISTRICT may terminate this contract with ninety (90) days written notice of termination if any issue is brought to the Contractor and resolution of that issue cannot be agreed upon between DISTRICT and Contractor in a timely manner or if DISTRICT needs to discontinue service.

3. Insurance

Contractor will be required to furnish, prior to the signing of the contract, one million dollars (\$1,000,000) single limit for bodily injury and property damage liability as well an additional nine million dollars (\$9,000,000) umbrella policy (or as mutually agreed upon) and such other insurance as required by the State of Montana, if any. The policy shall name DISTRICT as an additional insured and provide that such coverage may not be cancelled or materially changed without thirty (30) days prior written notice to DISTRICT.

Immediately upon notification of a bus involved in an accident, the Contractor shall notify the superintendent or designee by the quickest possible means. A detailed accident report form shall be submitted to DISTRICT as soon thereafter as possible, but not later than three (3) days after the accident.

4. Assignability

Contractor shall not assign or transfer all or any part of its interest in the contract without the written approval of DISTRICT.

5. Force Majeure

In the event that Contractor shall fail at any time to provide transportation herein agreed to be provided solely and by reason of extreme weather conditions or impassable road conditions, act of God, fire, riots, war, picketing civil commotions or unavailability of fuel, such failure on the part of the Contractor shall not be deemed a breach of the Contract. The determination as to whether road conditions are such as to make it unsafe to transport pupils shall be made by DISTRICT.

6. General Management

At the present time, DISTRICT has six (6) school-to-home routes traveling 87,976.5 miles per year, operating one hundred and eighty (180) days per year (or per approved DISTRICT calendar). The Contractor shall provide for all vehicle(s), driver(s), as well as the maintenance and management of the same, to operate school buses for DISTRICT for the 2023-2028 school year(s). Contractor's designated supervisor shall be readily available for contact by DISTRICT representatives to address issues or concerns that arise during the school year. Contractor will be the primary supplier of bus transportation for DISTRICT during the term of this contract. DISTRICT guarantees the Contractor the right of first refusal of any additional transportation services during the term of this Contract.

The Contractor, with DISTRICT's approval or another mutually agreed upon arrangement may hire a bus attendant to assist a regular route driver with student control on a school bus if necessary.

Contractor shall maintain a list of school bus rules which shall be communicated at the beginning of each school year to the students and DISTRICT. Resolution of student behavior problems occurring on the buses shall be referred to the appropriate principal or superintendent for disciplinary action, in a manner that is consistent with Montana state law and with applicable DISTRICT policies and guidelines.

7. Routes

All students whose parents voluntarily enroll in the DISTRICT transportation program and who are eligible for school bus transportation for DISTRICT will receive bus transportation services. Due to safety concerns, any non-eligible rider will be reported to the school. Contractor shall transport all students from their scheduled DISTRICT pick-up locations from the general areas known as: Montana City area, Clancy area, Jefferson City area, Basin area and Boulder Valley area.

Prior to August 10th of the school year, the Contractor, working in cooperation with DISTRICT's representative, shall establish routes, pickup points, and identify the students to be transported. Time schedules and routes will be arranged and adjusted as necessary by the Contractor after discussion with the designated representative of DISTRICT. Routing capacity assumption is: K-5th grade three (3) students to a seat, 6th-12th grade two (2) students to a seat. Pickup times will be established to allow delivery to each school no later than fifteen (15) minutes prior to its established starting time. A DISTRICT representative will designate bus loading and unloading zones at school. Reasonable and infrequent late arrivals or departures resulting from unexpected traffic delays and mechanical failure will not be considered a breach of contract.

DISTRICT reserves the right to add, delete or modify any route before or during a school year. Once routes are set, they shall not be changed without prior notification to DISTRICT and approval by DISTRICT then updated accordingly in monthly invoicing. If a route is to be added or deleted during the school year, DISTRICT shall notify the Contractor fifteen (15) days prior to the route change, unless there is a matter of safety which would necessitate immediate implementation. The ultimate authority for setting route schedules will remain with the DISTRICT Board of Trustees of the district.

Contractor will maintain contact with the drivers with a two-way radio system or another form of communication.

Contractor shall maintain an accurate record of miles per bus per route, per day, for General School Transportation, as well as for Long Field Trips. The contractor shall attempt to maintain accurate record of students at each scheduled pick-up and drop-off, per bus route, per day, for General School Transportation.

8. Vehicle and Maintenance Requirements

Contractor will provide and maintain at Contractor's expense all buses to be used by Contractor to perform this contract. Contractor will maintain the insurances on its buses pursuant to Section 3, above. Currently the Contractor agrees to maintain a fleet of six (6) route buses and one (1) spare bus and agrees that at the beginning of each school year no route bus shall be older than fifteen (15) years. Any deviation from the above agreement requirements must have prior written approval of the DISTRICT, a spare bus has no age requirement. Vehicle age is determined by model date of the asset. All buses shall be DOT certified, comply with Minimum Standards for School Buses in Montana, as adopted by the State Board of Public Education. All school buses shall have passed a Montana Highway Patrol inspection before the first day of school of each year of the Contract and shall pass all periodic inspections of the Montana Highway Patrol. The Contractor shall provide DISTRICT with a copy of all TR-13's or approved supporting document from Office of Public Instruction. DISTRICT reserves the right to inspect any school bus at any time. The number of students transported on any bus pursuant to this contract shall not exceed the rated capacity of the bus.

The buses shall be equipped to provide for safe traversing of all routes during all seasons of the year. The Contractor shall keep the school buses in a neat and clean manner, inside and outside.

All school buses shall have a passenger capacity rating as follows: one (1) eighty-one (81) passenger bus or higher, five (5) seventy-one (71) passenger buses or higher. The passenger capacity shall be determined on the basis of the Minimum Standards for School Buses in Montana. If it is determined that a route bus needs to be replaced, the replacement bus must have equal or greater passenger capacity to the bus being replaced.

The Contractor shall notify DISTRICT by August 15th of each year under the Contract as to which by, by vehicle identification number (VIN), will be used to serve each route. Such assigned bus will be used to service the bus route, except for periodic maintenance purposes, unless the Contractor has previously notified DISTRICT of a change of bus by VIN number.

Fuel for buses used to perform this contract will be paid by DISTRICT.

9. Driver Requirements

Qualifications: All bus drivers employed by Harlow's shall be certified in conformity with Montana law prior to the first day of each school year under the Contract and shall be continuously certified during the school year.

Only drivers who hold the appropriate license and endorsements as well sustain a US DOT Medical Examiners Certificate will operate the Contractor's vehicles. All drivers must pass a national criminal background check (HireRite) which includes fingerprinting as well as annual motor vehicle record (MVR) check as well participate a random drug and alcohol testing consortium. All hiring done by the Contractor is carrying out the terms of this Contract shall be on the basis of merit and qualifications, and there shall be no discrimination on the basis of race, color, religion, creed, political idea, sex age, marital status, physical or mental handicap or national origin by or in regard to those persons performing the Contract.

The Contractor will at all times provide dependent, courteous, and competent driver who have a clean and neat appearance while operating the bus, all of whom shall be properly licensed and certified as required by state and federal law. Harlow's shall not employ persons as a bus drivers or bus attendants who have been convicted of a crime against children. The Contractor shall be responsible for the supervision of all drivers.

The Contractor shall conduct, as required by State Office of Public Instruction regulation, emergency bus evacuation drills twice yearly on each bus operated under the Contract. The first drill should take place within the first month of school and the second at midyear. Harlow's will conduct driver training which shall not be less than fifteen (15) hours per year (or as required by OPI).

10. Activities and Field Trips

Contractor is the primary transportation solution and agrees to provide transportation for but not limited to: field trips, shuttle services within the school district, student activities, music festivals, etc. Use during the term of this Contract may vary greatly, since these trips are dependent upon budget limitations.

Payment will be based on a per mile payment for trips with a minimum billed amount. Down-Time is billed at a flat rate or an hourly rate. The hourly rate shall begin at arrival of destination and end at departure. Down time items will be invoiced in quarter hour increments ($\frac{1}{4}$ or .25) and shall not exceed ten (10) driving hours and fifteen (15) working hours per day per driver per trip.

DISTRICT will be responsible for the cost of driver meals and lodging. A good faith effort will be made to keep costs to a minimum. DISTRICT transportation personnel will work with Contractor's management for timely advance scheduling of drivers and buses for all trips.

11. Fees And Expenses

Invoice And Payment Terms: DISTRICT shall pay Contractor each school fiscal year as follows:

General Transportation services payment amount covering ten (10) equal monthly installments, with the last payment being made on June 15th of each school year or on the last day students are transported, whichever is later.

Contractor will invoice DISTRICT for additional services provided under this contract at the end of the month. All invoices should be sent to DISTRICT by email or as set forth in the Notices provision, Section 24. Payment from DISTRICT is due and payable within fifteen (15) days of receipt of invoice.

Fees: The fees for Contractor's services under this Contract (the "Fees") will be pursuant to the following payment schedule, subject to the Cost Of Living Escalator and Government/ School Mandates provisions, Sections 14 and 15 respectively:

General School Transportation

- 2023-24 Route Cost Per Mile: \$4.38/Mile
 - \$38,533.71 / Installment Amount ($\$4.38 \text{ mile} * 87,976.5 = \$385,337.07$)

School Field Trips and Activity Transportation

Harlow's Owned Assets

- School Bus Activities Rate: \$2.04/Mile
 - Minimum Charge of Seventy-Five (75) Miles

School District Owned Asset(s)

- Driver Only Services: \$31.05/ Hour
 - One and One-Half (1.5) Hour Minimum
- Cleaning of Asset(s): \$44.40/ Hour
- Harlow's Service Rate Per Hour: \$98.60/Hour
- School district is responsible for fuel, maintenance as well insurance for their owned assets.

Driver Downtime Per School

- Jefferson High School:
 - Day Trips Per Driver Per Trip: \$85.35/ Trip
 - Overnight Trip Per Driver, Per Day, Per Trip: \$111.65/ Trip
- Boulder Elementary:
 - Driver Downtime Per Hour, Per Driver: \$14.45/Hour
 - Not to exceed ten (10) driving hours and fifteen (15) working hours
- Contractor will be compensated \$75.00 when field trips or activities are not cancelled at least six (6) hours before scheduled pick-up time.
- Driver Hotel Room and Meals: Pass Through

PPE / Sanitizing Expense

Pass Through

- The items may include but not limited to: gloves, mask, disinfectant and hand sanitizer for the bus, etc. We would want a mutually agreed upon / approved plan.

If any state and local fees surface that neither party is aware of these items will be paid by the customer.

Compensation Adjustments: Notwithstanding anything to the contrary in the Base Terms, in the event that there are documented increases in the cost of providing transportation services under the Student Transportation Contract, then at the request of Contractor, the rates of compensation payable under the Student Transportation Agreement shall be promptly renegotiated by Contractor and Customer in good faith in a manner that reflects such increased cost.

Contractor shall not be compensated for any school bus route that is not serviced on any school day on account of Contractor's failure to service. In the case of DISTRICT canceling a particular day's bus operation, but not closing its schools, the Contractor shall be compensated at the rate prescribed by the Contractor.

Contractor shall not be compensated for the route that a bus travels when the bus does not satisfy the specifications of the Vehicle and Maintenance Requirements in section eight (8) above as well if a route is driven by a driver who does not meet Montana's OPI minimum requirements.

Cancellation Fees Due To School Closure: For each day that scheduled transportation is cancelled, meaning that school buses do not provide scheduled transportation services due to an unplanned school closure, for any reason whatsoever, School District school shall pay Contractor seventy-five percent (75%) of the cost for the transportation services scheduled for that day, provided that Contractor shall give an equal credit against the cost of transportation services provided by Contractor for make-up days added in the same school year where transportation is provided.

12. Fuel Escalation Clause

N/A: Fuel for buses used to perform this contract will be paid by DISTRICT.

13. Option to Renew

DISTRICT and Contractor agree to meet by April 30, 2028, to renegotiate any extended years and rates to this Contract. This Contract may be renewed for an additional term of five (5) years and/or as mutually agreed.

14. Cost of Living Escalator

Effective July 1, 2024, and for subsequent years of this contract, general transportation, special education cost, field trip and activity cost, down-time and cost price per line item shall increase by the greater of 3.5% or annual Consumer Price Index (CPI) Urban, All Items shall not exceed an 8% annual increase determined in April of each year. <https://www.bls.gov/cpi/> . Contractor will provide DISTRICT a formal letter annually and the total contract amount will be allocated according to DISTRICT guidance.

15. Complying with Government and/or School Mandates

If during the term of the contract there are any federal, state or local mandates: (a) requiring modification of Contractor's equipment or vehicles used to perform the contract, or, (b) which result in an increase in the business/operational cost of the Contractor during any one school contract year, then DISTRICT and the Contractor will negotiate to determine which party will bear the cost of complying with such mandate(s), including the cost of implementing any mandate(s), and the Contractor's rate of payment(s) for services to DISTRICT during the remainder of the contract term. If DISTRICT and Contractor are unable to agree on a price adjustment to the contract due to such mandate(s), then either DISTRICT or Contractor may terminate this contract with one hundred and twenty (120) days written notice to the other. In the event no agreement can be reached, DISTRICT and Contractor agree to cooperate to transition transportation services back to DISTRICT, DISTRICT agrees to pay Contractor at the rates otherwise set forth herein until the transition is complete, and neither DISTRICT nor Contractor will make a claim against the either for not completing the term of this contract.

The contract amounts may be adjusted by negotiation between Contractor and the School Board if mandatory employee health insurance is required by the federal government.

After the signing of this agreement, in the event of new laws, rules and regulations as required by State or Federal jurisdictions or in the event of exorbitant operational increases that would place new demands on the Contractor and would substantially increase the cost of this agreement, the Contractor has the right to renegotiate this agreement. The scope of renegotiations would be limited to the reasons specified in this paragraph.

16. Indemnification

Contractor agrees to indemnify and hold DISTRICT, its governing board, officers, employees harmless and promises to defend same from all claims or damage, penalties of any kind related to the operation and maintenance of the buses or any obligations under this contract.

DISTRICT agrees to indemnify, defend and hold harmless Contractor, and all of its affiliated and related entities and governing board, officers, directors, employees, successors and assigns, attorneys, insurers, and representatives, individually and in their official capacity, from any and all claims, actions, damages and liability, including the cost of investigation, litigation expenses, appeal costs and attorney's fees, to the extent resulting from any claims or suits which result from any negligent or intentional action or omission of DISTRICT and/or DISTRICT's affiliates and related entities, employees, agents or representatives arising out of or relating to DISTRICT performance or failure to perform any of its obligations under this Contract.

17. Nondisclosure

As used in the Contract, "Confidential Information" means any information disclosed by or relating to a party whether of a technical, business or other nature (including without limitation, all information relating to DISTRICT students transported by Contractor, their families, and the employees of DISTRICT that generally is not known to the public. Each party will not disclose Confidential Information of the other party without the prior written consent of that party, except as required by law. Each party will take all reasonable measures to avoid disclose, dissemination or unauthorized use of Confidential Information provided to it by the other party.

18. Governing Law and Jurisdiction

This Contract shall be governed and construed in accordance with the laws in the State of North Dakota, without regard to its principles of conflict of laws. The Parties consent to exclusive jurisdiction of the federal and state courts of the State of North Dakota in Burleigh County for all disputes arising out of this Contract.

19. Arbitration Clause

In the event a dispute shall arise between the parties to this contract, it is hereby agreed that the dispute shall be referred to United States Arbitration and Mediation for arbitration in accordance with United States Arbitration and Mediation Rules of Arbitration. The arbitrator's decision shall be final and binding and judgment may be entered thereon. In the event a party fails to proceed with arbitration, unsuccessfully challenges the arbitrator's award, or fails to comply with arbitrator's award, the other party is entitled of costs of suit including a reasonable attorney's fee for having to compel arbitration or defend or enforce the award.

20. Relationship of Parties

This Contract is not intended and shall not be construed to create an agency, partnership, joint venture, employment of franchise relationship between DISTRICT and Contractor. The Contractor will not represent or hold itself out to be part of DISTRICT or a partner or agent of DISTRICT. The contractor shall not enter into any agreement on DISTRICT's behalf or in DISTRICT's name.

Contractor and DISTRICT agree that the relationship of the Parties under this Contract is that of an independent contractor. Neither Contractor, nor any member, agent, employee, officer or official of Harlow's, shall be held or deemed in any way to be an agent, employee, officer or official of DISTRICT.

21. Severability

If any portion of this Contract shall to any extent be declared unenforceable or illegal by a court of competent jurisdiction, the remainder of this Contract shall not be affected thereby and each portion and provision of this Contract shall be valid and enforceable to the fullest extent permitted by law.

22. Modification

No waiver, alteration or modification of any of the provisions of this contract shall be binding upon any party unless in writing and signed by the authorized representative of the party against whom such waiver, alteration or modification is sought to be enforced. Each such amendment, waiver or discharge will be effective only in the specific instance and for the specific purpose for which given.

23. Entire Contract

This Contract shall constitute the entire contract between the Parties and supersede any prior understandings between the Parties with respect to the subject matter hereof.

24. Notice

All notices, requests, demands, waivers, consents and other communications ("Notices") under this Contract (A) shall be in writing; shall be delivered (1) via hand delivery, (2) by other electronic means, (3) by overnight air courier or (4) by Certified Mail, with return receipt requested; and (B) shall be directed to the party being notified at the following addresses (or at such other addresses as the Parties may designate in writing):

For Contractor:

Harlow's School Bus Service, Inc.
1021 S 23rd Street
Bismarck, ND 58504
Attn: Senior Vice President

For DISTRICT:

Jefferson High School District #1	Boulder Elementary School District #7
PO Box 838	PO Box 1346
Boulder, MT 59632	Boulder, MT 59632
Attn: Superintendent or Designee	

Notices are deemed received upon receipt given methods listed above.

25. Headings

The headings used in this Contract are for the convenience of the parties and for illustration only and are not to be used for determining or interpreting any of the rights or obligations herein.

ACCEPTANCE OF AGREEMENT

The signatures below indicate acceptance of the terms and conditions of this Contract as described above. Upon signature, this Contract shall be binding on the Parties. This Contract may be executed in counterparts, each of which shall be deemed an original, which together, shall constitute one and the same Contract. A signed copy of this Contract delivered by e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Contract.

ACCEPTED AND AGREED TO:

HARLOW'S SCHOOL BUS SERVICE, INC.

Signature: _____

Name: _____

Title: _____

Date: _____

ACCEPTED AND AGREED TO:

JEFFERSON HIGH SCHOOL DISTRICT NO. 1

Signature: _____

Name: _____

Title: _____

Date: _____

Clerk of the Board

Date

BOULDER ELEMENTARY SCHOOL DISTRICT NO. 7

Signature: _____

Name: _____

Title: _____

Date: _____

Good afternoon Erik –

Greatly appreciated the time we where able to spend together the other day, It was great to see you again.

As promised we wanted to follow up on your request to be able to adjust the activity rate due to a projected shortfall in General funds.

The updated contract attached outlines this adjustment:

We added verbiage to the contract under the “Cost of Living Escalator” to read as follows:

Effective July 1, 2024, and for subsequent years of this contract, general transportation, special education cost, field trip and activity cost, down-time and cost price per line item shall increase by the greater of 3.5% or annual Consumer Price Index (CPI) Urban, All Items shall not exceed an 8% annual increase determined in April of each year. <https://www.bls.gov/cpi/> . **Contractor will provide DISTRICT a formal letter annually and the total contract amount will be allocated according to DISTRICT guidance.**

This allows the District to apply some of the rate increase toward the General Transportation/Permissive Levy budget. In the attached we have made the following adjustments:

- Reduced the activity per mile rate from \$2.27 to this last years rate of \$2.04 per mile
- Allocated this cost toward the General Transportation Rate from \$4.30 to \$4.38 per mile
- Reduced the Driver Only Services from \$32.10 to \$31.05 (we did not allocate this savings)

Let me know if you would like to set up some time via Teams Video to discuss.

Looking forward to this next year!

Josh



TR-5
Individual Contract Reimbursement Claim
2nd Semester 2022-2023

22 Jefferson
0457 Jefferson H S

01/23/2023-06/08/2023

Contract #	Shared	Family Name	Daily Rate	Isolation	Days		Total Reimbursement
					Transported	Reimbursed	
39267	False	Lyons, Bonnie	10.01	No	86.0	86.0	860.86 *
49733	False	Galarus, Douglas	5.88	No	82.0	82.0	482.16 *
53992	False	Komm, Alison	9.31	No	82.0	82.0	763.42 *
Total Individual Contract Reimbursement							2,106.44

Board Chair

Signature



TR-6
Bus Route Reimbursement Claim
2nd Semester 2022-2023

Board Chair

Signature



TR-6 Bus Route Reimbursement Claim 2nd Semester 2022-2023

01/16/2023-05/25/2023

22 Jefferson
 0457 Jefferson H S

Route #	Miles	%	Per Day	Rate	Driver	VIN	Days			Total
							Claimed	Reimbursed	Reimbursement	
2-Basin	50.00	20.0	1.36	Gina Lyon	4DRBUAAP29B673495	47.0	47.0		639.20	
2-Basin	50.00	20.0	1.36	Dale S. Murdock	4DRBUAAP29B673495	18.0	18.0		244.80	
2C	100.00	20.0	1.36	Gina Lyon	4DRBUAAP29B673495	47.0	47.0		1,278.40	
2C	100.00	20.0	1.36	Dale S. Murdock	4DRBUAAP29B673495	20.0	20.0		544.00	
2C	100.00	20.0	1.36	Sandra L. Hays	4DRBUAAP29B673495	6.0	6.0		163.20	
2D	100.00	20.0	1.36	Gina Lyon	4DRBUAAP29B673495	7.0	7.0		190.40	
3c	100.00	39.5	1.80	Joseph A. Sandoval	4DRBWTAN8KB614297	47.0	47.0		3,341.70	
3c	100.00	39.5	1.80	Dale S. Murdock	4DRBWTAN8KB614297	20.0	20.0		1,422.00	
3c	100.00	39.5	1.80	Sandra L. Hays	4DRBWTAN8KB614297	6.0	6.0		426.60	
3d	100.00	39.5	1.80	Joseph A. Sandoval	4DRBWTAN8KB614297	7.0	7.0		497.70	
3-Valley	50.00	39.5	1.80	Joseph A. Sandoval	4DRBWTAN8KB614297	35.0	35.0		1,244.25	
3-Valley	50.00	39.5	1.80	Dale S. Murdock	4DRBWTAN8KB614297	20.0	20.0		711.00	
3-Valley	50.00	39.5	1.80	Sandra L. Hays	4DRBWTAN8KB614297	10.0	10.0		355.50	
4	100.00	82.0	1.57	Debra L. Biegel	4DRBUAAN99B058537	36.0	36.0		4,634.64	
4	100.00	82.0	1.57	Duane Weinmeister	4DRBUAAN99B058537	37.0	37.0		4,763.38	
5	100.00	109.0	1.80	Virginia M. DeMers	4DRBWAAR9DB113980	70.0	70.0		13,734.00	
5	100.00	109.0	1.80	Sandra L. Hays	4DRBWAAR9DB113980	3.0	3.0		588.60	
6	100.00	96.0	1.80	Robert M. Good	4drbwaar1aa212200	70.0	70.0		12,096.00	
6	100.00	96.0	1.80	Sandra L. Hays	4drbwaar1aa212200	3.0	3.0		518.40	
7	100.00	102.0	1.57	Gena M. Grund	4drbuap3ab192465	67.0	67.0		10,729.38	
7	100.00	102.0	1.57	Gonda T. Hays	4drbuap3ab192465	2.0	2.0		480.42	

2023-24 JHS Activity Fees

<i>Fee and pass purchases may be made on Infinite Campus or in person beginning August 14</i>	Price	
<u>Single Game</u> Student/Senior Adult	Single Event \$5.00 \$7.00	Multiple Events \$7.00 \$10.00
<u>Season Passes</u> Elementary High School Student Adult Senior (over 65) *Family of 4 Sliding Scale No High School Students 1 High school student 2 High school students Family	\$25.00 \$35.00 Per Sport Season (Max \$140 family) \$50.00 FREE for all Jefferson County residents \$50 \$35 for non-Jefferson County residents \$140.00 \$90.00 (Per Sport Season Applies until max family fee is met) \$55.00 (Per Sport Season Applies until max family fee is met) \$130 per family of 4*	
*Family of 4 includes parents and K-12 students living in the household. Additional K-12 students living at home may be added per the scale.		

**** PROPOSED ****

Driver Education	\$250/student
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School Foods

Reduced \$.40/meal

Students	\$2.75/meal
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Adults \$3.75/meal (Food service says \$3.98)

Class fees

per semester

Sculpture & Ceramics	\$25
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Drawing/Painting	\$25
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Intro to Art	\$15
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Photography	\$50
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Independent Art	\$25
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<i>Intro to FCS</i>	\$20
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Culinary 2, 3, 4	\$30
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Textiles	\$20
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Workplace safety & Intro to drafting \$15

Precision Machining \$35

Woods 1 & 2 \$35

Advanced Woods \$25

Welding 1, 2, 3, & 4 \$35

Jefferson High School
2022-23 FEE SCHEDULE

Driver Education \$175/student

School Foods

Reduced \$.40/meal

Students \$2.75/meal

Adults \$3.75/meal (Food service says \$3.98)

Class fees

Sculpture \$25

Drawing/Painting \$25

Intro to Art \$15

Culinary 1 \$20

Culinary 2 \$30

Ceramics \$25

Photography \$50

Independent Art \$20

Small Engines \$25

Woods \$25

Construction \$25

Child Development \$10

Pro-start \$50

FCS \$10

Welding Materials \$25

Welding Safety Items \$25

Perspective Drafting \$10

JHS Board of Trustees,

Thank you so much for your time and management of the Heard Scholarship. As Mr. Bullock stated the Heards were great people and they have set up a wonderful opportunity for students. And I am very grateful that I have benefited from this opportunity. Thank you for the time you have put into this!

-Quinne
Shultz

Lorie Carey

From: Jennifer Scott
Sent: Thursday, May 18, 2023 3:54 PM
To: Lorie Carey
Subject: Resignation letter

501 E 4th Ave #A-202
Boulder, MT. 59632

May 18th, 2023

Lorie Carey
312 S. Main St
Boulder, MT. 59632
(406) 225-3317

Dear Mrs. Lorie Carey,

I am writing to formally resign from my position as Paraprofessional at Jefferson High School in Boulder Montana, effective immediately on May 18th 2023.

I am grateful to have been given the opportunity to have this job for the last four years, but our differences of opinions have caused us to not come to a fair agreement.

I will fill out all of the appropriate paperwork and return it to you as quickly as possible.

Sincerely,

Jennifer L Scott

Michael Robbins
1872 Wooten RD
Helena, MT 59602
Mrsignworks@gmail.com
(406)-457-7899
05/25/2023

Erik Wilkerson & JHS Board
Superintendent
Jefferson High School
312 S. Main St.
Boulder, MT 59632

Dear JHS Board,

I hope this letter finds you well. I am writing to officially resign from my teaching position at Jefferson High School, effective 05/25/2023, due to a recent decrease in wages. It is with a heavy heart that I make this decision, as I have immensely enjoyed my time at Jefferson High School and working with the students.

Over the years, I have had the privilege of serving as the SkillsUSA Advisor, a role I hold dear to my heart. My experience as the SkillsUSA Advisor has been incredibly fulfilling, and I have witnessed firsthand the growth and development of our students. The SkillsUSA program has provided countless opportunities for our students to excel in their chosen fields, develop leadership skills, and foster a sense of camaraderie within the school community.

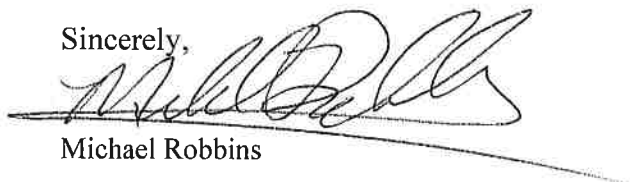
Although I am resigning from my teaching position, I would like to express my desire to retain the role of SkillsUSA Advisor for at least one more year. I believe that my continued involvement in this capacity will enable me to provide support and guidance to the current members of SkillsUSA and ensure a smooth transition for the future advisor.

During my tenure as the SkillsUSA Advisor, I have built strong relationships with the students, parents, and other faculty members involved in the program. I am committed to ensuring that the ongoing success of SkillsUSA is upheld, and I am confident that my knowledge and experience will be valuable in this regard.

Thank you for your understanding and consideration regarding my request to remain as the SkillsUSA Advisor for at least one more year. I am confident we can ensure the continued success of the program.

Wishing you and the entire Jefferson High School community all the best for the future.

Sincerely,



Michael Robbins