

**AGENDA for the REGULAR MEETING  
OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1  
\* 6:30 p.m. November 19, 2019 \* Jefferson High School Library**

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

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

**A. Call to order-Chairperson**

1. Pledge of Allegiance

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

**C. Student Report**

**D. Staff Report**

**E. Committee Reports - brief review**

**F. Administration Reports –** The board briefly reviews the written reports provided in board packet. Some specific, anticipated items are listed below. The Board will not take action on items in a report unless the item appears as an action item in the new or unfinished business sections of the agenda.

1. Clerk/Business Manager
  - a. Foods update
  - b. Training update
  - c. Budget Amendment
2. Principal/A.D.
3. Superintendent
  - a. Substitute Pay review

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

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

1. Personnel – Action
  - a. Substitute applications
  - b. Resignations
  - c. Coaching positions
  - d. Administrative assistant position recommendation
  - e. Athletic fall program evaluations
  - f. Athletic fall coach evaluations – possible closed session
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. Approval of Individual Transportation Contracts – Konda and Lyons
4. Approval of possible budget amendment
5. Approval of Agency Fund duties by Business Manager and Superintendent
6. 1<sup>ST</sup> Reading of Policies
  - a. 3126/1005FE – Proficiency Based Learning
  - b. 7535/1006FE – Transfers for School Safety
  - c. 5445/1009FE – Educator Recruitment and Retention
  - d. 7540/1014FE – Intent to Increase Non-Voted Levy
  - e. 7540F/1014FE-F1 – Notice of Intent to Impose and Increase in Levies Form
  - f. 1110 – Taking Office
  - g. 1120 – Annual Organizational Meeting
  - h. 1402 – School Board Use of Email and Mobile Messaging
  - i. 1420 - School Board Meeting Procedure
  - j. 1420F – Notice Regarding Public Comment
  - k. 1441 – Audience Participation
  - l. 1512F – Conflicts of Interest
  - m. 1700 – Uniform Complaint Procedure
  - n. 2150 – Suicide Awareness and Prevention

- o. 2151F – Assumption of Risk Form
- p. 2161P – Special Education Procedures
- q. 3110 – Entrance, Placement and Transfer
- r. 3130 – Student of a Legal Age
- s. 3520 – Student Fines, Fees, and Charges
- t. 3600P & 3600F2 – Student Records
- u. 4315 – Visitor and Spectator Conduct
- v. 4320 – Contact with Students
- w. 4332 – Conduct on School Property
- x. 4410 – Relations with Law Enforcement Agencies
- y. 5120 – Hiring Process and Criteria
- z. 5223 – Personal Conduct
- aa. 5232 – Abused and Neglected Child Reporting
- bb. 5320 & 53290P – Long-term Illness and Disability Leave
- cc. 5330 – Maternity and Paternity Leave
- dd. 5430F – Volunteers and Chaperones Form
- ee. 7260 – Donations, Endowments, Gifts, and Investments
- ff. 7520 – Independent Investment Accounts
- gg. 8225 – Tobacco Free Policy
- 7. SRO (School Resource Office) update – MOU
- 8. MOU with DPHHS – MDC Gym use
- 9. SMA demographic study questions 1-3 and staff responses
- 10. Call for volunteers for JHS
- 11. Possible house purchase

***I. Communication and Comments***

- 1. Letters to the Board -

***J. Commendations and Recognition***

***K. Consent Agenda - Action***

- 1. Approval of Previous Minutes
- 2. High School Claims and Accounts

***L. Follow-up/Adjournment – upcoming months***

- 1. Chair/Superintendent article for paper

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING January 21, 2020 6:30 P.M.** Board chair-approved agenda items are due in the district office by the last Friday of the month prior to the board meeting.

*All board meetings are held in the Jefferson High School Library, on the third Tuesday of each month at 6:30 p.m. (Exceptions often occur in May and August to follow legal requirements.) For updates, call the district office at 225-3740.*

**Jefferson High School Board Members**

Buster Bullock, (Boulder area position)

Kyrie Russ (At-Large 2 position)

Denise Brunett Chair (MT City area position)

Kevin Harris, (At-Large 1 position)

Cami Robson Vice-Chair (Clancy area position)

Larry Rasch (At-Large 3 position)

Bryher Herak (Basin area position)

***Announcements and Public Comment.*** The board welcomes and encourages public comment and wishes the public comment process to be fair and orderly. Written comments may be submitted to the board through the District Clerk's office. Individuals wishing to address the board at the board meeting must sign in on the sheet provided. The clerk will collect the sheet when the meeting begins. Comments on topics that are on the agenda may be made when the meeting reaches that item's point on the agenda. Comments on non-agenda items may be made during the "Public Comment" agenda item. To avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments that would infringe upon the privacy rights of any student, staff member, or member of the public during his/her designated time to speak. Abusive or obscene comments will not be allowed. Time allowed for comments may be limited. Individuals will only be called upon twice for the same topic after all persons have been called upon and as time permits. The Board may not respond to and will not take action on non-agenda topics at this meeting but may schedule the topic on the agenda of a subsequent meeting.

## **Mission Statement**

*The Jefferson High School District #1's mission is to provide the best possible education for our youth for whatever path of life they choose; to be the school of choice for students, teachers, and staff; and to be the heart of the communities we serve.*

### **Our vision for the future:**

#### **Students:**

- Achieve high test scores and graduation rates that are competitive nationally;*
- Graduate with a plan for life that they feel well equipped to pursue;*
- Choose our school over others because of our solid reputation;*

#### **Teachers:**

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

#### **Our Administration and Board**

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

#### **Our communities:**

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

*– Feel happy, challenged, safe, and supported throughout their time here;*

*– Appreciate and fully engage in our activities that augment our core curriculum; and*

*– Have access to technology that enhances their learning opportunities.*

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

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

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

## **JHS BOARD OF TRUSTEES 19/20 COMMITTEE ASSIGNMENTS**

*Negotiations/Personnel – D. Brunett, B. Herak, B. Bullock*

*Policy/Handbook – C. Robson, K. Russ, B. Herak*

*Budget/Insurance/Investments – K. Harris, D. Brunett, L. Rasch,*

*Building/Grounds/Transportation – C. Robson, K. Harris, B. Bullock*

*Technology – L. Rasch, K. Russ, C. Robson*

From the desk of:

**£** *orie*

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November 2019

## **GENERAL REPORT ITEMS**

### PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

### MASBO REGION 4

The International ASBO conference was held in National Harbor, MD. As the president of MASBO, I am expected to attend. I did bring back some information to share with Mr. Moodry about Booster Clubs and Mr. Norbeck about banners and signs. Some of the more important information I learned was about crowd funding, internal controls, Health Care Reform, financial training for non-financial employees, booster club fiascos/reduce school's risk, managing student activities accounts, the power of a positive mindset, and establishing an internal audit function.

### CURRENT OFFICE ITEMS

Establishing accounts with Food Services of American and Sysco for our breakfast program.

We are participating in a 3-month trial of the cloud service for the Black Mountain accounting software. If it proves effective, Mr. Norbeck has agreed to continue the program. This will hopefully eliminate most, if not all, of my current computer issues for the software and save me a TON of time.

I am looking forward to having some additional help in the office. We have a human resources (HR) module on our system that can be extremely beneficial in saving time down the road. In addition, if we are ever required to submit our own Affordable Care Act (ACA) information for insurance, this will help immensely. While I have entered some of the data, the older data from employee files has not been entered. To get this up-to-date will take quite a few hours.



November 19, 2019

Principals Report—Mr. Mike Moody

### **Academics**

The first quarter is in the books. We have seen a 16% decrease in the number of F's for the first quarter compared to 2018 first quarter. The changes can be attributed to the mentoring, study table, and missing assignment tracking. We will continue to monitor the progress.

Literacy consultant, Michael Hunter was here with our teachers on November 5. He modeled new vocabulary teacher techniques for our teacher to use in their classroom. The literacy team has also arranged a reward system for students who "caught reading." Student will receive coupons to be placed in weekly and monthly drawing. Mrs. Erikson solicited donations from local business for prizes.

Our official ACT scores are back (see attached). We have shown increases in every section except English. We can attribute the decrease in our English scores to the focus on reading (largest increase on ACT) in English classes. We knew of the potential decrease when implementing the literacy curriculum which focuses more heavily on reading foundations. Thus, in year two of the grant we gradually increase the focus on writing and editing skills. We now have more writing across the curriculum. Last spring we had ACT standards alignment in core subjects to help students.

We had a math curriculum meeting on October 25th. The team came up with "math paths" for JHS student that will target individual needs of student and move to personalize/standards based learning. The next step is development of standards aligned assessments for each course.

### **Discipline and Attendance**

Discipline Comparison for the same time period last year.

	18-19	19-20
Staff	13	10
Event Types	7	12
Events	40	26
Students	39	29

We had 42 students with perfect attendance for the 1st quarter this year compared to 34 last year.

## **Activities**

Fall sports have concluded with the following results:

Football: Finished the season 5-4 with a 3rd place finish in the 5B District and made the playoffs

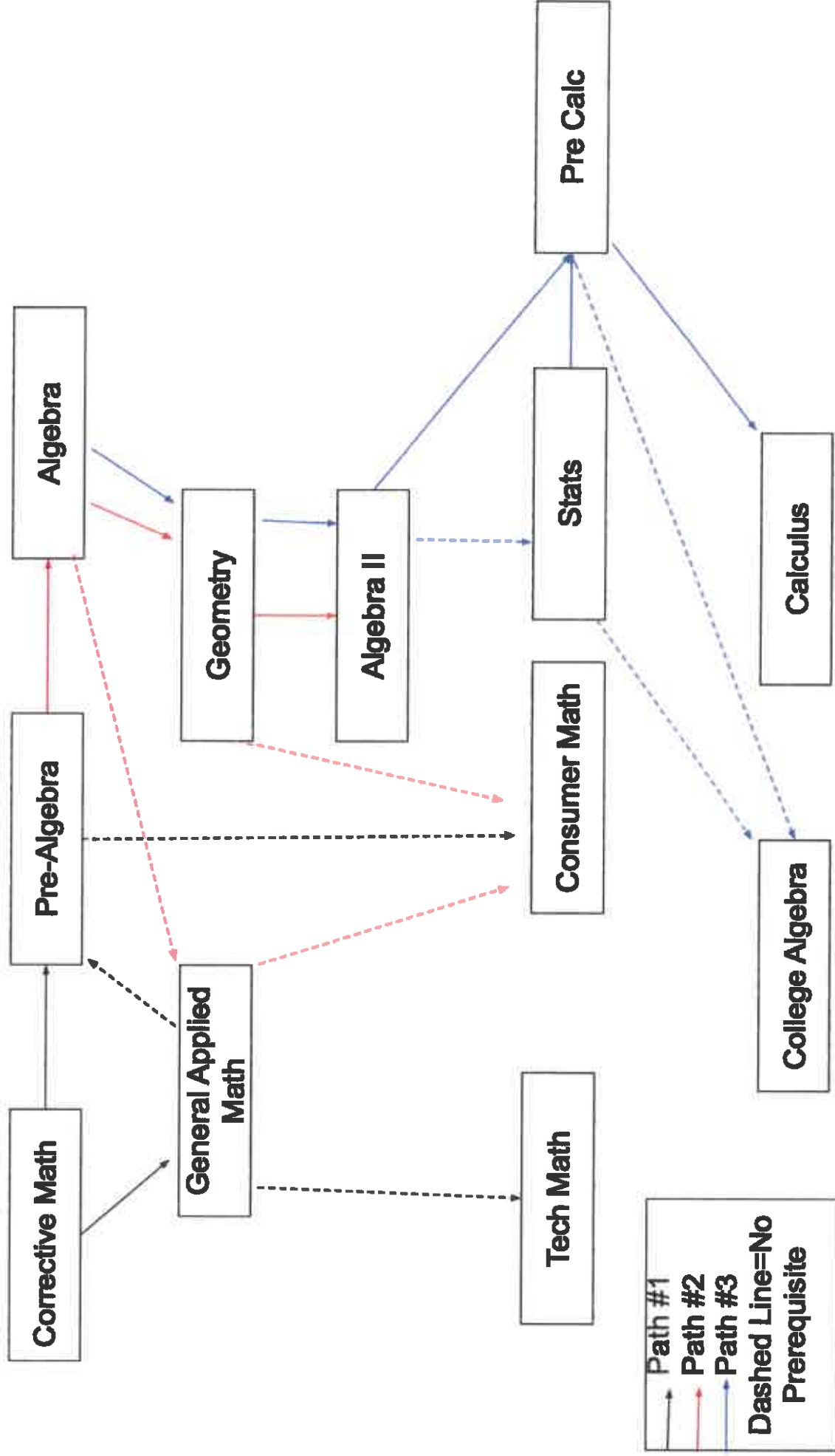
Volleyball: Finished the season 9-8 with a 2nd place finish at the 5B District and qualified for the Southern B Divisional tournament.

Cross Country: Finished the season with 6 boys and 5 girls qualifying for the State Meet in Great Falls.

Fall sport surveys and coaches evaluation have been completed.

Winter activities parent meeting was Monday, November 18th at 6:30 in the cafeteria. Winter activities (basketball, wrestling, cheer, and speech & drama) begin Thursday, November 21st.

# JHS Math Path



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

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

Staff: All; Date Range: 08/20/2018~11/16/2018  
 Events: All Events All Roles  
 Group by Submitted By  
 Staff: 13 Events types: 7 Events: 40 Students: 39

Event Type	Event	Students
Attendance Policy Violation	1	2
Insubordination (Disobedience)	3	3
Insubordination (Disobedience)	1	1
Insubordination (Disobedience)	1	1
Disorderly Conduct	1	1
Insubordination (Disobedience)	1	4
Obscene Behavior	1	1
Insubordination (Disobedience)	1	1
Other Offenses (Forgery, Fraud, Bribery)	1	2
Attendance Policy Violation	2	2
Harassment, Nonsexual	2	2
Attendance Policy Violation	9	7
Disorderly Conduct	1	2
Harassment, Nonsexual	2	4
insubordination (Disobedience)	1	1
Tobacco Related	2	3
Harassment, Nonsexual	1	1
Disorderly Conduct	1	1
Insubordination (Disobedience)	2	2
Insubordination (Disobedience)	1	1
Disorderly Conduct	1	1
insubordination (Disobedience)	4	5



Event Type	Event	Students
Hazing/Bullying/Intimidation	1	2
Inappropriate Behavior	1	1
Inappropriate Behavior	3	2
Threat/Intimidation	1	3
Attendance Policy Violation	1	2
Disorderly Classroom Conduct	1	2
Drugs (Excluding Alcohol and Tobacco)	1	1
Fighting (Mutual Altercation)	2	5
Hazing/Bullying/Intimidation	1	2
Inappropriate Behavior	1	2
Multiple Tardies	2	8
Truancy	2	3
Theft	1	1
Disrespect to Staff	2	2
Insubordination	1	1
Inappropriate Behavior	2	2
Disorderly Classroom Conduct	1	1
Disrespect to Staff	1	1
Inappropriate Behavior	1	1

October 2019  
Code: 270090

PRINCIPAL  
JEFFERSON HIGH SCHOOL  
PO BOX 838  
BOULDER, MT 59632



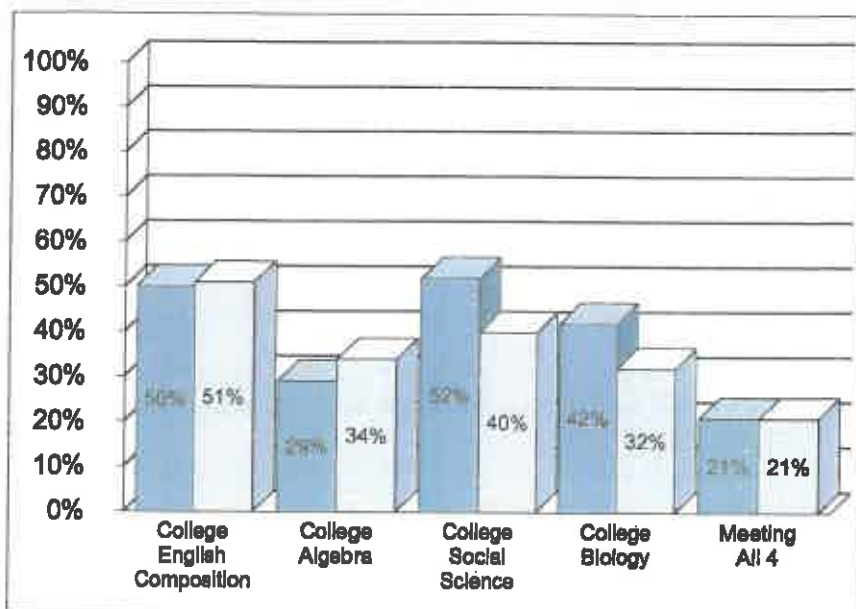
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This report reflects the achievement of your graduates on the ACT over time and an indication of the extent to which they are prepared for college-level work. The ACT consists of curriculum-based tests of educational development in English, mathematics, reading, and science designed to measure the skills needed for success in first-year college coursework. Table 1 shows the five-year trend of your ACT-tested graduates. Beginning with the 2013 Graduating Class, all students whose scores are college reportable, both standard and extended time tests, are included in this report.

**Table 1: Five Year Trends - Average ACT Scores**

Grad Year	Total Tested		English		Mathematics		Reading		Science		Composite	
	School	State	School	State	School	State	School	State	School	State	School	State
2015	41	9,489	18.3	19.1	19.8	20.4	21.1	21.0	20.6	20.5	20.1	20.4
2016	50	9,568	17.0	19.0	18.8	20.2	18.9	20.8	19.2	20.5	18.7	20.3
2017	40	9,938	18.1	19.0	20.1	20.2	20.5	21.0	20.0	20.5	19.8	20.3
2018	54	9,731	18.8	18.7	19.9	19.9	19.9	20.7	20.4	20.0	19.9	20.0
2019	48	10,003	18.1	18.7	19.9	19.7	21.5	20.6	20.3	19.9	20.0	19.8

**Figure 1. Percent of ACT-Tested Students Ready for College-Level Coursework**



### Are Your Students Ready for College?

Through collaborative research with postsecondary institutions nationwide, ACT has established the following as college readiness benchmark scores for designated college courses.

A benchmark score is the minimum score needed on an ACT subject-area test to indicate a 50% chance of obtaining a B or higher or about a 75% chance of obtaining a C or higher in the corresponding credit-bearing college courses.

- \* English Composition: 18 on ACT English Test
- \* College Algebra: 22 on ACT Mathematics Test
- \* Social Science: 22 on ACT Reading Test
- \* Biology: 23 on ACT Science Test

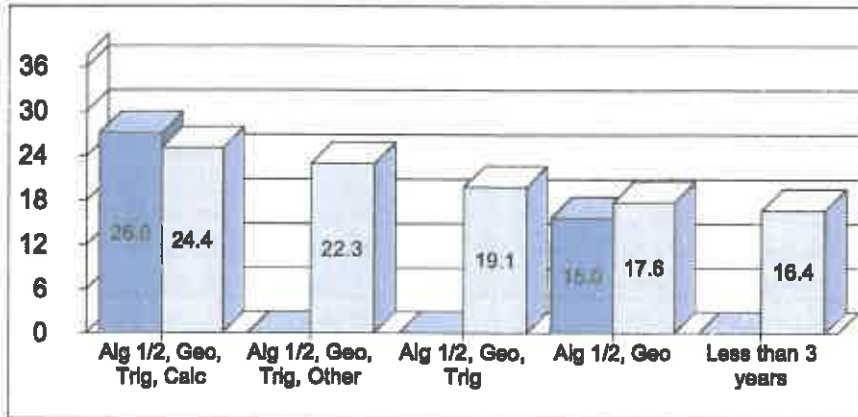
■ Your School  
■ State

A District College Readiness Letter has been sent to the Superintendent of the district.

College Readiness Letter for:  
JEFFERSON HIGH SCHOOL

ACT Research has shown that it is the rigor of coursework - rather than simply the number of core courses - that has the greatest impact on ACT performance and college readiness. Figures 2 and 3 report the value added by increasingly rigorous coursework in mathematics and science respectively.

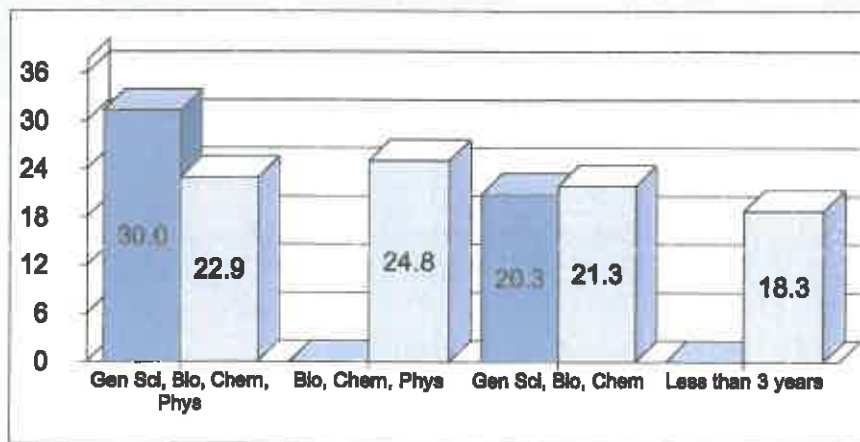
**Figure 2. Average ACT Mathematics Scores by Course Sequence**



**Value Added by Mathematics Courses**

Students who take Algebra 1, Algebra 2, and Geometry typically achieve higher ACT Mathematics scores than students who take less than three years of mathematics. In addition, students who take more advanced mathematics courses substantially increase their ACT Mathematics score.

**Figure 3. Average ACT Science Scores by Course Sequence**



**Value Added by Science Courses**

Students taking Biology and Chemistry in combination with Physics typically achieve higher ACT Science scores than students taking less than three years of science courses.

In order to ensure that all students are ready for college, an overview of vital action steps is provided.

**College Readiness for All: An Action Plan for Schools and Districts**

- 1. Create a Common Focus.** Establish collaborative partnerships with local and state postsecondary institutions to come to a shared understanding of what students need to know for college readiness. Use ACT's College Readiness Benchmarks as a common language to define readiness.
- 2. Establish High Expectations for All.** Create a school culture that identifies and communicates the need for all students to meet or exceed College Readiness Benchmark Scores.
- 3. Require a Rigorous Curriculum.** Review and evaluate the rigor and alignment of courses offered and required in your school in English, mathematics, and science to ensure that the foundational skills leading to readiness for college-level work are taught, reaffirmed, and articulated across courses.
- 4. Provide Student Counseling.** Engage all students in early college and career awareness, help them to set high aspirations, and ensure that they plan a rigorous high school coursework program.
- 5. Measure and Evaluate Progress.** Monitor and measure every student's progress early and often using college readiness assessments like ACT Aspire and the ACT. Make timely interventions with those students who are not making adequate progress in meeting College Readiness Benchmarks.

To learn more about these recommended action steps and ACT programs that will help improve college readiness for your students, contact ACT Customer Service at 319-337-1365 or [customerservices@act.org](mailto:customerservices@act.org).

# Perfect Attendance 1<sup>st</sup> Quarter

Darren Anderson  
John Armstrong  
Saraliba Auch  
Trinity Boyce  
Natalie Davis  
Luke Eckmann  
Breanna Edwards  
Isaiah Edwards  
Mildred Elbert  
Jessie Harris  
Ardaya Kemner  
Kinsey Kirsch  
Megan Knickerbocker  
Kaydence Lingle  
Mariah Maichel  
Kylie Marks  
Carter McCauley  
Ellen McLean  
Tristen Niemeir  
Derek Nygaard  
Cole Oie  
Jace Oxarart  
Renea Parker  
Juliann Phillips  
Ava River-Brophy  
Sidda Rogge  
Reece Roudebush  
Wade Rykal  
Christopher Schwappach  
Bryce Shields  
Quinne Shultz  
Rutger Shultz  
Adam Sim  
Jasmine Sim  
Caleb Smartnick  
Hayden Smerker  
Jered Sullivan  
Madison Vargas  
Abram Williams  
Josiah Williams  
Kennedy Williams  
Brennan Woolley

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

**Superintendent's Report**

Date: November 19, 2019

Agenda Item: E-3

**3a-SRO-MOU**

The SRO MOU completed by the MTSBA has been forwarded to the City of Boulder attorney for final review. There are a couple of corrections that need to be completed regarding monetary compensation and work hours. This is a one year agreement and will be reviewed in the spring after evaluating the use of the SRO and resources available.

**Recommendation:**

Approve the MOU between Jefferson High School District #1 and the City of Boulder

**3b-MOU with DPHHS for gym usage.**

The MOU for use of the gymnasium on the Montana Developmental Center (MDC) site has been completed. The MOU was provided to the district's insurer, Paynewest, and appropriate certificates of insurance were sent to DPHHS.

**Recommendation:**

Approve the MOU between Jefferson High School District #1 and DPHHS for the use of the gymnasium.

**3c-Improved Safety**

I am exploring the options of working with Jefferson County Law Enforcement or Interquest Detection Canines to provide canine services for proactive drug intervention within the school district and facilities. This is another level of service to provide student safety and minimize academic disruption.

**3d-Housing Purchase**

I am exploring the possibility purchasing a nearby residence for a couple of reasons. The first is the lack of housing in the area for potential teachers. The second is the ability of the district to use the house as project for the construction classes at JHS. Mr. Robbins and I have visited about the opportunities available with this possibility.

**Recommendation:**

Support exploring the possible of purchasing the residence.

### **3e-Community of Practice (COP)**

I recently attended a two day workshop provided by OPI through the use of Title I D2 funds. This program is part of the Neglected and Delinquent Child program, the students at AYA served by Jefferson High School. Facilities from around the state were present, allowing networking opportunities for organizations educating students in non-standard settings. Topic areas included Cognitive Science and Brain Research, Social Emotional Supports. Students from the Willard Alternative High School in Missoula provided a gourmet dinner for all attendees.

**AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2019, by and between the **CITY OF BOULDER**, a municipal corporation hereinafter referred to as "**CITY**," and **JEFFERSON HIGH SCHOOL DISTRICT**, hereinafter referred to as "**SCHOOL**."

The **CITY** and **SCHOOL** face the challenge of keeping pace with a growing, ever-changing community. In particular, the increases in emergency calls at or around area schools have increased over the past decade and continue to challenge police resources. Serious crime by or involving young people, drug and alcohol abuse, campus violence, and potential for gang activity necessitate a strong working relationship between the **CITY** and **SCHOOL**. It is necessary to enforce district policy, serious behavior infractions, criminal law, crime prevention, attendance requirements and to develop strategies that will contribute to student and staff safety and progress toward the **SCHOOL**'s long-range Strategic Plan.

Results of this complex and changing environment include increased budget constraints, and the need to reevaluate the role of the police agency in the community, especially in the schools. An intergovernmental cooperation arrangement between the **CITY** and **SCHOOL** is deemed an efficient and desirable means for effectively addressing juvenile-related crime and other problems. The School Resource Officer hereinafter referred to as "**SRO**" is instrumental in providing a safe environment conducive to the learning process. Students, staff and our community have a heightened perception of safety due to the work of the **SRO**. Building relationships with students, faculty, staff, administrators and parents is important to the quality of the trust generated by the **SRO** on and off the campus. Positive relationships yield great results in the solvability of criminal acts, the prevention of crime, successful drug interventions, drug interdictions and the ability to effectively address non-criminal student needs.

The parties to this Agreement believe it is in their best interests to come to an Agreement creating and utilizing the position as a means to enforce the compulsory attendance provisions of Montana Code Annotated Section 20-5-101-111, and to meet the demand for investigation, detection and prevention of juvenile criminal activity at Jefferson High School District and other property within the city limits of Boulder.

**NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL AGREEMENTS AND COVENANTS CONTAINED HEREIN, IT IS HEREBY AGREED AS FOLLOWS:**

1. The **CITY** and **SCHOOL** shall mutually agree on the number of **SROs** to be hired. The number of primary **SROs** will be evaluated on an annual basis and allocated appropriately based on enrollment and service needs and expectations. The assignment of other trained **SROs** in a part-time basis shall be at the mutual agreement of both the **CITY** and **SCHOOL**.
2. The **CITY** shall designate trained and qualified officers(s) as **SRO**, assigned to assist other school officials in their effort to maintain a proper educational environmental for the students. In doing so, the **SROs** will, among others, assist in enforcing compulsory attendance and disciplinary polices and participate in the investigation of criminal activities involving juveniles, particularly when involving students or related to school district locations. The **CITY** shall maintain supervisory authority over the officer(s). It is acknowledged and agreed by the parties that said

officer(s) will remain employee(s) of the CITY.

3. SROs shall: enforce and honor SCHOOL policies; provide a presence and education to students and staff that help prevent crime; conduct investigations of criminal acts that occur in the schools and involve students or staff; make arrests when necessary; provide testimony at expulsion hearings; assist classroom teachers by being an authoritative resource on law enforcement specific and related topics; conduct one positive interaction presentation per year. ~~develop and deliver a variety of lesson plans and community presentations related to law enforcement-related topics such as search and seizure, Miranda and law enforcement as a career. In addition, SROs will provide specialized lesson plans such as Bullying, Stalking, Sexual Assault and Sexual Predation by Drug, Internet Safety, Rights vs. Responsibilities of a Citizen, Effects of Alcohol and Commonly Abused Drugs, etc.~~ As part of these obligations the SRO(s) shall abide by all applicable legal requirements for law enforcement officers concerning interviews or searches should it become necessary to conduct formal law enforcement interviews or searches with students or staff on property or at school functions under the jurisdiction or supervision of the District. The SROs will not be involved in searches conducted by school personnel unless a criminal act is involved or unless school personnel require the assistance of the SRO because of exigent circumstances, such as the need for safety or to prevent flight.
4. The SCHOOL shall be responsible for an annual flat fee of five thousand dollars (\$5,000.00) payable to the CITY. The first payment shall be due on the date of execution of this memorandum. The CITY will continue to act as fiscal agent for the SRO(s).
5. The CITY will ensure to the extent reasonable that the SRO will be available for duty on school grounds by encouraging the officer(s) to take vacation only when school is not in session. The SCHOOL shall recognize the officer(s) is/are under contract to work a schedule consisting of four (4) ~~ten-one (10 1)~~ hour days during each work week.
6. The SCHOOL shall recognize the lawful authority of the SRO and cooperate in their efforts to enforce the law. The SRO(s) act as part of the School's Administrative Team, as determined by the SCHOOL.
7. The SCHOOL shall provide a primary office for each SRO and allow access to and use of office-related equipment by the SRO as needed, at no cost to the CITY. As necessary, the SCHOOL will provide an additional office(s) as determined mutually between the CITY and SCHOOL.
8. The SROs may request assistance from school support staff to assist in clerical related tasks that are not in conflict with the Confidential Criminal Justice Information System. This assistance will be provided at no cost to the CITY.
9. The SCHOOL acknowledges and agrees that the SRO is/are subject to call out by the CITY on short notice for major emergencies, and required as part of their duties to appear in conferences, at court hearings and at other related functions.
10. The SCHOOL shall designate someone of authority in the school(s) to act as a contact person for the SRO for the purpose of sharing information and discussing areas of concern (line of accountability).
11. The SRO(s) shall assist the SCHOOL in the development review of law enforcement and safety-



related policies and procedures, to include related training or drills as deemed necessary.

12. The SCHOOL and the SRO(s) shall jointly participate in threat assessment meetings to determine the level of threat a student poses and to assist in the creation of a safety plan for that student.

13. The SCHOOL and the SRO(s) shall jointly participate in Interdisciplinary Team meetings.

14. The SCHOOL and the SRO(s) shall jointly participate in other meetings as appropriate to safety and prevention activities of the SCHOOL.

15. The SCHOOL and the CITY agree that pursuant to the Family Educational Rights and Privacy Act (FERPA) and 34 CFR 99.31, the SRO(s) shall be designated as a school official with a legitimate educational interest in accessing student information. However, the SRO(s) may only access student information for educational purposes and may not share that information outside the district other than in compliance with FERPA. No personally identifying student information will be disclosed by the SRO to non-district personnel without prior approval of school district administration.

**Termination/Extension:**

The term of this agreement shall commence on the date entered above and extend through June 30, 2020, unless revoked by mutual consent of the parties in writing. Either party may terminate this agreement, without cause, upon furnishing the other sixty (60) days written notice thereof.

The agreement may be renewed on an annual basis thereafter in writing executed by the Boulder City Manager-Mayor and Jefferson High School District Superintendent. The annual administrative extensions shall not exceed four additional years.

IN WITNESS WHEREOF, the parties hereto have signed and executed the foregoing agreement the day and year first above written.

I have read this Agreement, understand its terms, and agree to be bound thereby.

\_\_\_\_\_  
Authorized Representative Mayor  
City of Boulder  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
City Clerk  
Date: \_\_\_\_\_

\_\_\_\_\_  
Denise Brunett, Board Chair  
Jefferson High School District  
Date: \_\_\_\_\_

## **Memorandum of Understanding**

**This document memorializes an understanding between Jefferson High School District #1 (JHS) and Montana Department of Health and Human Services (DPHHS), for the use of the MDC Gymnasium.**

### **1. PARTIES**

**1.1 DPHHS, an executive department of the State of Montana, has property referred to as the Montana Developmental Center (MDC). On that property is a gymnasium that is not currently being used. It is located at:**

**310 W 4th Avenue  
PO Box 87  
Boulder MT 59632-0087**

**2.1 JHS is an educational organization that desires to use the gymnasium located at MDC. JHS recognizes that the use of the gymnasium exposes DPHHS to expanded liability and agrees to defend and indemnify DPHHS and the State of Montana from and against any and all liability claims that arise from the use of MDC facilities, including the gymnasium, by JHS.**

### **2. INDEMNIFICATION & INSURANCE COVERAGE**

**2.1 JHS, at its sole cost and expense, must indemnify, defend, and hold harmless DPHHS and the State of Montana against any allegations of liability of any kind, relating to personal injury, death, damage to property, or any other legal obligation and any resulting judgments, losses, damages, liability, penalties, costs, fees, cost of legal defense and attorney's fees, to the extent caused by or arising out of JHS use of the gymnasium or in any way resulting from the acts or omission of JHS, and/or its agents, employees, representatives, assigns, and subcontractors.**

**2.2 JHS shall maintain for the duration of this agreement, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by JHS, agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission.**

**2.3 JHS shall purchase and maintain occurrence coverage with combined single limits for bodily injury, personal injury, and property damage, subject to the tort caps prescribed by the Montana Legislature for political subdivisions at \$750,000 per claim, \$1,500,000 per occurrence to cover such claims as may be caused by any act, omission, or negligence of JHS's officers, agents, representatives, assigns, or subcontractors.**

**2.4 Additional Insured Status. DPHHS, its officers, officials, employees, and volunteers are to be covered as additional insureds; for liability arising out of activities**

performed by or on behalf of JHS, including the State of Montana's general supervision and premises owned, leased, occupied, or used.

**2.5 Certificate of Insurance.** JHS shall provide a certificate of insurance in accordance with §2-9-101, MCA through §2-9-305, MCA which evidences that DPHHS and the State of Montana are named as 'additional insureds' in regards to the use of MDC facilities by JHS subject to the tort caps prescribed by the Montana Legislature for political subdivisions at \$750,000 per claim, \$1,500,000 per occurrence.

All certificates and endorsements are to be received by the Department prior to the use of the gymnasium by JHS. JHS must notify the Department immediately, of any material change in insurance coverage, such as changes in limits, coverages, change in status of policy, etc. DPHHS reserves the right to require complete copies of insurance policies or self-insured memorandums of coverage at all times.

**2.6** DPHHS shall give the JHS notice of any allegation of liability and at the expense of JHS, DPHHS shall cooperate in the defense of the matter.

**2.7** If the JHS fails to fulfill its obligations as the indemnitor, DPHHS may undertake its own defense. If DPHHS undertakes its own defense, JHS must reimburse DPHHS for any and all costs to the Department resulting from settlements, judgments, losses, damages, liabilities, and penalties and for all the costs of defense incurred by the DPHHS including but not limited to attorney fees, investigation, discovery, experts, and court costs.

**2.8** Any liabilities of DPHHS and the State of Montana and its officials, employees and agents are governed and limited by the provisions of Title 2, Chapter 9, MCA, for all acts, omissions, negligence, or alleged acts or omissions, negligent conduct, and alleged negligent conduct related to this Agreement.

**2.9** DPHHS shall not be liable, regardless of the form of action, whether in contract, tort, negligence, strict liability or by statute or otherwise, for any claim related to or arising under this Contract for consequential, incidental, indirect, special, or exemplary damages, including without limitation lost profits and lost business opportunities.

### **3. LIAISON AND SERVICE OF NOTICES**

**3.1** (Jennifer Garber), (444-1848), (Fax Number—N/A), (Jennifer.Garber@mt.gov) is the liaison for DPHHS. (Name), (Phone Number), (Fax Number), (Email) is the liaison for JHS. These persons serve as the primary contacts between the parties regarding the performance of this Agreement. Written notices, reports and other information required to be exchanged between the parties must be directed to the liaison at the parties' addresses.

### **4. ACCESS TO PREMISES**

**4.1** Both JHS and DPHHS shall have access to the gymnasium. JHS shall provide notice to DPHHS no later than 48 hours before scheduled use.

**5. EFFECTIVE DATE, DURATION, AND RENEWAL**

5.1 The agreement's initial term is upon execution for one year, unless terminated earlier as provided in this agreement. The agreement may be renewed.

**6. CONTRACT TERMINATION**

6.1 Either JHS or DPHHS may terminate this Agreement at any time without cause. DPHHS shall give written notice of termination to the Contractor at least sixty (60) days prior to the effective date of termination.

6.2 DPHHS may immediately terminate this Agreement if JHS engages in any violation of state or federal law.

6.3 DPHHS may immediately terminate this Agreement if the property on which the gymnasium is located is transferred to another owner.

**7. CHOICE OF LAW AND VENUE**

7.1 This contract is governed by the laws of Montana. The parties agree that any litigation concerning this bid, proposal or subsequent contract must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana and each party shall pay its own costs and attorney fees. (See section 18-1-401, MCA.)

**8. EXECUTION**

This Memorandum of Agreement is the entire agreement of the parties. A scanned copy or facsimile copy of the original has the same force and effect as the original document.

**STATE OF MONTANA  
DPHHS  
(Address)  
(City, State, Zip)**

**Jefferson High School District #1**

BY: \_\_\_\_\_  
(Name/Title)

BY: \_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Something new – the red notes may assist you in your study of the new business on the agenda. If this seems helpful, I will try to make this a standard practice for each meeting from this point forward.)

## JHS NOVEMBER 19, 2019 BOARD MEETING NEW BUSINESS ITEM NOTES

### ***A. New Business – Action is always possible for New Business items.***

1. Personnel – Action
  - a. Substitute applications **None by Friday, Nov. 15**
  - b. Resignations **None by Friday, Nov. 15**
  - c. Coaching positions **No recommendations by Friday, Nov. 15**
  - d. Administrative assistant position recommendation **Mr. Norbeck and Mr. Moodry will have a recommendation at the meeting. Two candidates were interviewed**
  - e. Athletic fall program evaluations **Mr. Moodry will address.**
  - f. Athletic fall coach evaluations – possible closed session **Mr. Moodry will address**
2. Approval of Attendance Agreements – AYA/Elk Park/North **end No new ones as of Friday, Nov. 15**
3. Approval of Individual Transportation Contracts – **Konda and Lyons from Elk Park**
4. Approval of possible budget amendment **The fall count was incorrect by 3 students. Our budget amendment will be based on 289 students. The amount of the state portion will be \$34,709.10 according to the OPI Finance Division.**
5. Approval of Agency Fund duties by Business Manager and Superintendent **Our district was contacted to manage funds for Title 1D2 expenditures for various trainings available to schools with Title 1D2 grants. It will require a little more work in the district office but should not be too time-consuming.**
6. 1<sup>ST</sup> Reading of Policies **An update along with all the potential changes are included in the packet. If you have any questions, please call the office.**
7. SRO (School Resource Office) update – MOU **Mr. Norbeck will address, see Supt. report**
8. MOU with DPHHS – MDC Gym use **Mr. Norbeck will address, see Supt. report**
9. SMA demographic study questions 1-3 and staff responses
10. Call for volunteers for JHS
11. Possible house purchase **Mr. Norbeck will address, see Supt report.**



**Montana**  
**Office of Public Instruction**  
 Elsie Arntzen, Superintendent

**Discretionary Grant Application Form**  
 Federal Funds Under the  
 Individuals with Disabilities Education Act  
 (IDEA)

**Funding Authority - SCTG**  
 CFDA #84.184.F  
 Budget 638 \_\_\_\_\_

**PART I. PROJECT APPROVAL STATISTICAL DATA AND ABSTRACT**

1. Prime Applicant District/Cooperative/Organization

Elem. \_\_\_\_\_ 0457  
 Or Legal Entity

H.S. Jefferson High School 1 22  
 District Name District No. County

If a cooperative/organization: \_\_\_\_\_  
 Cooperative Name

Project Director Tim Norbeck PO Box 838 Superintendent 406-225-3740  
 Name Address Position Telephone

Board of Trustees has designated the following person responsible for keeping the financial records for this project.

Lorie Carey Business Clerk PO Box 838 59632 406-225-3740  
 Name Position Address ZIP Code Telephone

**2. STATE EDUCATION AGENCY ACTION ( To be completed by OPI)**

Project Number \_\_\_\_\_ Approved Amount  
 \$ 20,000

3. PROJECT DURATION from (a) Month Day Year to (b) Month Day Year  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

4. Funding Authority: (check one)

- Preschool
- Part B
- Other SCTG

\_\_\_\_\_  
 Signature, OPI Approval

\_\_\_\_\_  
 Date of Approval

5. TITLE OF PROJECT: High Tiered Community of Practice

**PART II. STATEMENT OF ASSURANCES**

The Board of Trustees of the Prime Applicant in a meeting held on \_\_\_\_\_ authorized \_\_\_\_\_ to file this application for the district /cooperative/organization to make representations and to make commitments on behalf of the district /cooperative/organization under the provisions of the Individuals with Disabilities Education Act as amended by 101-476.

Signature—Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

Print or Type Name of the Authorized Representative \_\_\_\_\_

# GENERAL INSTRUCTIONS FOR PROVISIONS AND ASSURANCES DEBARMENT AND SUSPENSION CERTIFICATION

## ***DEFINITIONS***

**Lower Tier Participant** – Any organization (such as a school district or university) or person receiving a grant or contract under this “Application.” This also includes subsequent sub grants or subcontracts.

**Covered Transaction** – The act of applying for federal funds or submitting a proposal for federal funds.

**Lower Tier Transaction** – The making of a (1) sub grant to another entity or person or (2) procurement contracted by a Lower Tier Participant to some other entity or person for goods or services, regardless of type, expected to equal or exceed a cumulative value of \$25,000.

**Principals** – An administration head, key project/grant management person, officer, director, within the Lower Tier Participant’s organization or a sub organization contracted with (i.e., superintendents and the key person in the school district who will exert control or management influence over this project; at a university, it would be the president and principal investigator).

## ***INSTRUCTIONS FOR CERTIFICATION***

1. By signing and submitting this proposal, the prospective lower tier participant is stating that it is neither debarred nor suspended.
2. This certification is a material representation of fact upon which reliance was placed when this certification was signed. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment from federal fund participation.
3. The prospective lower tier participant shall provide written notice to the organization to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the organization to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the two-paragraph “Certifying Statement,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required. The knowledge of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly entered into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

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

**SCHOOL YEAR 19-20**  
**PROVISIONS AND ASSURANCES**  
**DEBARMENT AND SUSPENSION CERTIFICATION**

School District Name Jefferson High School	Elem. Legal Entity No.
County Name Jefferson	H.S. Legal Entity No. 0457

**This certification covers all federal programs in this application and is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' Responsibilities. The regulations were published as Part VII of the May 25, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to whom this proposal is submitted.**

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE.)**

**CERTIFYING STATEMENT**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**NOTE: This certification is required of the Prime Applicant District.**

Organization Name	
Name and Title of Authorized Representative	
Signature of Authorized Representative	Date



### PART III. PROJECT INFORMATION

Complete the following for each project. A project should address one or more related performance indicators that are in need of improvement for the region. There must be at least one measurable improvement activity associated with each project. Keep in mind that if districts within your region fall in the needs improvement level of determination, the CSPD may be required to provide specific targeted improvement activities.

#### PROJECT 1

**Identified Need (s):**

(Reference the IDEA-Part B State Performance Indicator Report in describing the need. Specifically, identify the individual performance indicator(s) and the corresponding Montana correlate(s) that will be addressed by this project.)

The purpose of the High-Tiered Community of Practice is work together toward positive outcomes to support and foster successful reintegration of those in our care. "Our Kids Are Your Kids"

**Project Outcome(s) Statement:**

(Provide a rationale for how the following improvement activity(s) should impact the target for the identified indicator(s).)

Business Meetings focus on Students in Transition (ESSA Requirement) to and from 24/7 facilities. Professional Development on Best Practices and Evidence-Based Programs and Networking with peers' meetings also take place.

**Improvement Activity(s):****Title: Fall Conference****Date: November 14-15, 2019****Cost \$5,000****Expected Outcome:**

(1. In measurable terms, describe the expected outcome of this activity. 2. Describe the evidence (data reports, evaluation results, etc.) you will have to support those results.)

Develop transition protocols for students, network with on best practices, and professional development for educating students that are neglected and/or delinquent. See attached agenda

**Title Spring Conference****Date April 16-17, 2020****Cost \$5,000****Expected Outcome:**

(1. In measurable terms, describe the expected outcome of this activity. 2. Describe the evidence (data reports, evaluation results, etc.) you will have to support those results.)

Develop transition protocols for students, network with on best practices, and specific professional development (opportunities not yet chosen) for educating students that are neglected and/or delinquent.

<b>Title</b> 2020 Montana Summer Institute	<b>Date</b> June 14-19, 2020	<b>Cost</b> \$10,000
<b>Expected Outcome:</b> (1. In measurable terms, describe the expected outcome of this activity. 2. Describe the evidence (data reports, evaluation results, etc.) you will have to support those results.)		
Professional Development opportunities will follow a Title I Part D track including national presenters as well as opportunities to network with fellow personnel in high tiered facilities.		
<b>Title</b>	<b>Date</b>	<b>Cost</b>
<b>Expected Outcome:</b> (1. In measurable terms, describe the expected outcome of this activity. 2. Describe the evidence (data reports, evaluation results, etc.) you will have to support those results.)		
<b>Title</b>	<b>Date</b>	<b>Cost</b>
<b>Expected Outcome:</b> (1. In measurable terms, describe the expected outcome of this activity. 2. Describe the evidence (data reports, evaluation results, etc.) you will have to support those results.)		

**PROJECT 2**

<p><b>Identified Need (s):</b> (Reference the IDEA-Part B State Performance Indicator Report in describing the need. Specifically, identify the individual performance indicator(s) and the corresponding Montana correlate(s) that will be addressed by this project.)</p>
<p><b>Project Outcome(s) Statement:</b> (Provide a rationale for how the following improvement activity(s) should impact the target for the identified indicator(s).)</p>

**Improvement Activity(s):**

<b>Title</b>	<b>Date</b>	<b>Cost</b>
--------------	-------------	-------------

**Expected Outcome:**

(1. In measurable terms, describe the expected outcome of this activity. 2. Describe the evidence (data reports, evaluation results, etc.) you will have to support those results.)

<b>Title</b>	<b>Date</b>	<b>Cost</b>
--------------	-------------	-------------

**Expected Outcome:**

(1. In measurable terms, describe the expected outcome of this activity. 2. Describe the evidence (data reports, evaluation results, etc.) you will have to support those results.)

<b>Title</b>	<b>Date</b>	<b>Cost</b>
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**Expected Outcome:**

(1. In measurable terms, describe the expected outcome of this activity. 2. Describe the evidence (data reports, evaluation results, etc.) you will have to support those results.)

<b>Title</b>	<b>Date</b>	<b>Cost</b>
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**Expected Outcome:**

(1. In measurable terms, describe the expected outcome of this activity. 2. Describe the evidence (data reports, evaluation results, etc.) you will have to support those results.)

<b>Title</b>	<b>Date</b>	<b>Cost</b>
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**Expected Outcome:**

(1. In measurable terms, describe the expected outcome of this activity. 2. Describe the evidence (data reports, evaluation results, etc.) you will have to support those results.)

**PROJECT 3****Identified Need (s):**

(Reference the IDEA-Part B State Performance Indicator Report in describing the need. Specifically, identify the individual performance indicator(s) and the corresponding Montana correlate(s) that will be addressed by this project.)

**Project Outcome(s) Statement:**

(Provide a rationale for how the following improvement activity(s) should impact the target for the identified indicator(s).)

**Improvement Activity(s):**

Title	Date	Cost												
<b>Expected Outcome:</b> (1. In measurable terms, describe the expected outcome of this activity. 2. Describe the evidence (data reports, evaluation results, etc.) you will have to support those results.)														
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**Title**

**Date**

**Cost**

**Expected Outcome:**

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**Montana**  
Office of Public Instruction  
Elsie Arntzen, Superintendent

**THE INDIVIDUALS WITH DISABILITIES EDUCATION  
ACT  
PART B – ANNUAL PROJECT BUDGET  
2019-2020**

CFDA #84.027A

**CONTINGENT UPON AVAILABILITY OF FEDERAL FUNDS**

The budget period is July 1 – June 30. Amendments to this budget may occur up to project close-out, but no later than June 30. *Discretionary grant funds may not be “carried-over” into the next state fiscal year.*

**Optional: Attach a supplementary budget outlining the projected expenses for each of the budget items listed below.**

Prime Applicant District: Jefferson High School

Legal Entity: 0457

Project Number:

Budget Items	Proposed Budget	Approved Budget 1	Approved Budget 2	Approved Budget 3
1. Salaries and Benefits				
2. Operating Expenses	16,720			
Travel -				
Indirect Costs – 16.4%	3,280			
3. Professional Development				
4. Transfer to other districts 6200-930				
<b>5. TOTAL BUDGET</b>	<b>20,000</b>			

**OPI USE ONLY: APPROVED BY / DATE**



6/13/2019

**RE: High-Tiered Community of Practice Meetings Bullet Points**

**Mission Statement:** The purpose of the High-Tiered Community of Practice is work together toward positive outcomes to support and foster successful reintegration of those in our care. "Our kids are your kids."

**Who:** Montana State Men's Prison Education Program, Montana State Women's Prison Education Program, Pine Hills School, Cascade County JDC Education Program, Missoula County JDC Education Program, Fort Peck Poplar JDC Education Program, Ted Lechner Youth Services Education Program, Great Falls PS, Missoula PS, Kalispell PS, Shodair Education Program, Centers for Excellence-Anaconda PS, Yellowstone Academy, Yellowstone Boys and Girls Ranch, Acadia, all districts receiving Title I part D funds, and the OPI.

**What:** Business Meetings focus on Students in Transition (ESSA Requirement) to and from 24/7 facilities. Professional Development on Best Practices and Evidenced-based Programs and Networking with peers' meetings also take place.

**When:** Two times a year

**Where:** Various Locations, different partners host the meetings usually at their facilities.

**How:** The School Climate Transformation Grant in partnership with the Project AWARE Grant started the work based upon a needs request from LEAs. Currently, Title I N&D sustains the workgroup, per ESSA requirement on Transition Protocols, providing access to students and keeping students engaged in school. The OPI Title I N&D subgrants the funds (\$10,000 a year) to Missoula Public Schools to manage the budget for the workgroup.

**Goals:** Develop transition protocols for students, network with on best practices, and professional development for educating students that are neglected and/or delinquent.

# POLICY UPDATE

## November 19, 2019 Board Meeting

Aubrie and I did our best to get these updated – she with the updating and I with the printing and replacing. I've included her email to me with the changes she was able to make. As you can see, her job is hindered at times by things beyond her (and my) control.

For as many policies as she could, she edited and showed changes with strike-out, underline, and/or colors. I printed them as I received them – some still show the editing notes. I am not well-versed in this program and was not sure how to, or if I should, change them to look like the others.

This policy process is still “under construction” and it will take us a couple more tries to get it “down pat.” One of the issues discovered was that MTSBA does not have our most recent policies. That can lead to much confusion as changes are considered. Mr. Goss from MTSBA suggested that no action be taken on these until he has our most recently adopted policies. While that may work for him, I would not like to see all the work the committee did come to a crawl. I believe you can still address these policies; it will just take a little more concentration.



## Policies

Aubrie Carey

Thu 11/14/2019 11:50 PM

To: Lorie Carey <Lorie.Carey@jhs.k12.mt.us>

 28 attachments (5 MB)

1110.pdf; 1402.pdf; 1420F.pdf; 1512.pdf; 2150.pdf; 2151F1.pdf; 2161P.pdf; 3110.pdf; 3130.pdf; 3520.pdf; 3600P.pdf; 4315.pdf; 4320.pdf; 4332.pdf; 4410.pdf; 5120.pdf; 5223.pdf; 5329.pdf; 5329P.pdf; 5330.pdf; 5430F.pdf; 5445FE.pdf; 7260.pdf; 7262.pdf; 7520.pdf; 7535FE.pdf; 7540FE.pdf; 8225.pdf;

Lorie,

Here are the policies with the committee's recommended changes for the board packet.

There were several policies I was unable to update:

3126F, 7540FE, 1120, 1420, 1441: All of these policies said they were open by another user and would not allow me to make any edits.

1700: This policy wasn't in my files at all. Alan was able to pull it for the committee, so maybe he can find it again?

Aubrie

Jefferson High School District #1

Adopted on:

Reviewed on:

Revised on:

1005FE

FLEXIBILITY AND EFFICIENCY

---

Proficiency-Based ANB

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

The school district has a definition of proficiency within the meaning of that term as used in 20-9-311(4)(d). The definition must not require seat time as a condition or other element of determining proficiency. The definition must be incorporated in the district's policies and must be used for purposes of determining content and course mastery and other progress, promotion from grade to grade, grades, and graduation for pupils enrolled in the district's transformational learning program.

Definition of Proficiency

For purposes of this policy, the term "proficiency" means a degree of mastery of the underlying content for a course that is reflective of a final grade, in the professional opinion of the teacher of record, of not less than a "B". The determination of proficiency by a teacher must not require seat time as a condition or other element of determining proficiency.

The determination of proficiency for a pupil enrolled in a course shall be made no earlier than the deadline for submitting the final grade for the course. The determination of proficiency for a pupil not enrolled in a course shall be based on the pupil's mastery of the underlying content of the course, demonstrated through completion of a final exam designed by the teacher of record for the applicable course with a minimum grade of a "B".

Teachers of record have full professional discretion in determining proficiency of pupils in courses taught. Teachers of record are encouraged to integrate trial and error into the learning process and to incorporate continued opportunity for practice and revision of assignments until a pupil reaches a performance level that demonstrates to the teacher's satisfaction that mastery of learning expectations has been attained.

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

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

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

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

Legal Reference:	20-1-301, MCA	School fiscal year
	20-9-311(4)(a)(b)(d), MCA	Calculation of average number belonging (ANB) – 3-year averaging
	20-3-324, MCA	Powers and duties
	10.55.906 ARM	High School Credit
	Chapter 402 (2019)	Transformational Learning Incentives

1 Proficiency-Based ANB

2  
3 It is the policy of the District to increase the flexibility and efficiency of the District's resources  
4 by utilizing the provision of law allowing proficiency-based ANB.

5  
6 At the discretion of the District, a student may be given credit for a course satisfactorily  
7 completed in a period of time shorter or longer than normally required and, provided that the  
8 course meets the District's curriculum and assessment requirements, which are aligned with the  
9 content standards stated in the education program. Examples of acceptable course work include,  
10 but are not necessarily limited to, those delivered through correspondence, extension, and  
11 distance learning courses, adult education, summer school, work study, specially designed  
12 courses, and challenges to current courses.

13  
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16	Legal Reference:	<u>20-1-301, MCA</u>	<u>School fiscal year</u>
17		20-9-311(4)(a)(b)(d), MCA	Calculation of average number belonging
18			(ANB) – 3-year averaging
19		20-3-324, MCA	Powers and duties
20		10.55.906 ARM	High School Credit

21

22 Policy History:

23 Adopted on: August 2018

24 Revised on:

25

26 *Revision Note:*



**Jefferson High School District #1**

**FINANCIAL MANAGEMENT**

7535FE  
Page 2 of 2

- 1 Revised on:
- 2
- 3 *Revision Note:*

1 Transfers for School Safety

2  
3 It is the policy of the District to increase the flexibility and efficiency of the District's resources  
4 by utilizing the provision of law allowing transfers of funds to improve school safety and  
5 security.

6  
7 The District may transfer state or local revenue from any budgeted or non-budgeted fund, other  
8 than the debt service fund or retirement fund, to its building reserve fund in an amount not to  
9 exceed the school district's estimated costs of improvements to school safety and security

10  
11 The transfer of such funds can be for:

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

21  
22 Any transfers made under this policy and Montana law are not considered expenditures to be  
23 applied against budget authority. Any revenue transfers that are not encumbered for expenditures  
24 in compliance with the four reasons stated above, within 2 full school fiscal years after the funds  
25 are transferred, must be transferred back to the originating fund from which the revenue was  
26 transferred.

27  
28 If transfers of funds are made from a District fund supported by a non-voted levy, the District  
29 may not increase its non-voted levy for the purpose of restoring the transferred funds.

30  
31  
32  
33 **Legal Reference:** 20-9-503, MCA Budgeting, tax levy, and use of building  
34 reserve fund.  
35 20-9-236, MCA Transfer of funds – improvements to school  
36 safety and security

37  
38 Policy History:

39 Adopted on: March 2018

40 Revised on:

41  
42 *Revision Note:*

Jefferson High School District #1

Adopted on:  
Reviewed on:  
Revised on:

1009FE

FLEXIBILITY AND EFFICIENCY

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Recruitment and Retention

It is the policy of the District to utilize all resources available to meet the District's objective of recruiting and retaining high quality staff focused on the individual success of each student. To meet this objective the District will utilize the flexible instructor licensure opportunities available to the District.

Flexible Instructor Licensure

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

- Internships
  - Available to anyone with a current license and endorsement in one subject who wants to move to a new licensed role/endorsed area.
  - Requirements must be satisfied within 3 years
  - Must include a plan between the intern, the school district and an accredited preparation program
- Provisionally Certified
  - May be issued to an otherwise qualified applicant who can provide satisfactory evidence of:
    - The intent to qualify in the future for a class 1 or class 2 certificate and
    - Who has completed a 4-year college program or its equivalent, and
    - Holds a bachelor's degree from a unit of the Montana university system or its equivalent.
- Substitutes
  - Must have a GED or high school diploma
  - Will have completed 3 hours of training by the district
  - Will have submitted a fingerprint background check  
(All requirements can be waived by the district if the substitute has prior substitute teaching experience in another public school from November 2002 to earlier)
  - May not substitute more than 35 consecutive days for the same teacher, however the same substitute can be used for successive absences of different staff as long as each regular teacher for whom the substitute is covering is back by 35 consecutive teaching days
- Retired Educators

1009FE



- School district must certify to OPI and TRS that the district has been unable to fill the position due to no qualified applications or no acceptance of offer by a non-retired teacher
  - Limited to employment in a second or third class elementary district or a second or third class high school district.
  - Retired teacher must have ~~30~~27 years of experience in TRS
  - There is a 3-year lifetime limit on the retired individual going to work under this provision
- Class 3 Administrative License
    - Valid for a period of 5 years
    - Appropriate administrative areas include: elementary principal, secondary principal, K-12 principal, K-12 superintendent, and supervisor.
    - Must be eligible for an appropriately endorsed Class 1,2 or 5 license to teach in the school(s) in which the applicant would be an administrator or would supervise, and qualify as set forth in ARM 10.57414 through 10.57.418
    - An applicant for a Class 3 administrative license who completed an educator preparation program which does not meet the definition in ARM 10.57.102(2), who is currently licensed in another state at the same level of licensure, may be considered for licensure with verification of five years of successful administrative experience as defined in ARM 10.57.102 as documented by a recommendation from a state accredited P-12 school employer on a form prescribed by the Superintendent of Public Instruction and approved by the Board of Public Education. The requirements of ARM 10.57.414(1)(c)(i-iii) must be met by an applicant seeking a superintendent endorsement.
  - Class 4 for CTE
    - Valid for a period of 5 years
    - Renewable pursuant to the requirements of 10.57.215, ARM and the requirements specific to each type of Class 4 license.
    - 4A – for licensed teachers without a CTE endorsement
    - 4B – for individuals with at least a bachelor’s degree
    - 4C – for individuals with a minimum of a high school diploma or GED
  - Class 5 alternatives
    - Good for a maximum of 3 years
    - Requirements dependent upon the alternative the district is seeking
  - Emergency authorization of employment
    - Individual must have previously held a valid teacher or specialist certificate or have met requirements of rule 10.57.107, ARM
    - Emergency authorization is valid for one year, but can be renewed from year to year provided conditions of scarcity continue to persist

#### Loan Repayment Program

1 The District will assist any quality educator who meets the qualifications for the state's loan  
2 repayment program. Loan repayment assistance may be provided on behalf of a quality educator  
3 who: (1) is employed newly hired in an identified impacted school described in a critical quality  
4 educator shortage area as defined in 20-4-502; and (2) has an educational loan that is not in  
5 default and that has a minimum unpaid current balance of at least \$1,000 at the time of  
6 application.

7  
8 A quality educator is eligible for state-funded loan repayment assistance for no more than 3 years  
9 and an additional 1 year of loan repayment assistance voluntarily funded by the impacted school  
10 or the district under which the impacted school is operated, with the maximum annual loan  
11 repayment assistance not to exceed:

- 12 • \$3,000 of state-funded loan repayment assistance after the first complete year of teaching  
13 in an impacted school;
- 14 • \$4,000 of state-funded loan repayment assistance after the second complete year of  
15 teaching in the same impacted school or another impacted school within the same school  
16 district;
- 17 • \$5,000 of state-funded loan repayment assistance after the third complete year of  
18 teaching in the same impacted school or another impacted school within the same school  
19 district; and
- 20 • up to \$5,000 of loan repayment assistance funded by the impacted school or the district  
21 under which the impacted school is operated after the fourth complete year of teaching in  
22 the same impacted school or another impacted school within the same school district.

23  
24

25 Legal References:	10.55.716, ARM	Substitute Teachers
26	10.55.607, ARM	Internships
27	10.57.107, ARM	Emergency Authorization of Employment
28	10.57.215, ARM	Renewal Requirements
29	10.57.420, ARM	Class 4 Career and Technical Education License
30	10.57.424, ARM	Class 5 Provisional License
31	19-20-732, MCA	Reemployment of certain retired teachers, specialists and administrators – procedure – 32 definitions
33		
34	<u>20-4-501-20-4-505</u>	<u>Loan Repayment Assistance for Quality Educator</u>
35		

1 Flexible Instructor Licensing

2  
3 It is the policy of the District to increase the flexibility and efficiency of the District's resources  
4 by utilizing the provision of law allowing flexibility in licensure of instructors and as a means of  
5 addressing recruitment and retention of staff. Flexibilities in the following areas are available for  
6 the District's enhancement of its programs and services to enhance student achievement.

- 7 ● Internships
- 8 ○ Available to anyone with a current license and endorsement in one subject who
  - 9 wants to move to a new licensed role/endorsed area.
  - 10 ○ Requirements must be satisfied within 3 years
  - 11 ○ Must include a plan between the intern, the school district and an accredited
  - 12 preparation program
- 13 ● Provisionally Certified
- 14 ○ May be issued to an otherwise qualified applicant who can provide satisfactory
  - 15 evidence of:
    - 16 ■ The intent to qualify in the future for a class 1 or class 2 certificate and
    - 17 ■ Who has completed a 4-year college program or its equivalent, and
    - 18 ■ Holds a bachelor's degree from a unit of the Montana university system or
    - 19 its equivalent.
- 20 ● Substitutes
- 21 ○ Must have a GED or high school diploma
  - 22 ○ Will have completed 3 hours of training by the district
  - 23 ○ Will have submitted a fingerprint background check
  - 24 (All requirements can be waived by the district if the substitute has prior
  - 25 substitute teaching experience in another Montana public school from November
  - 26 2002 and
  - 27 earlier)
  - 28 ○ May not substitute more than 35 consecutive days for the same teacher, however
  - 29 the same substitute can be used for successive absences of different staff as long
  - 30 as each regular teacher for whom the substitute is covering is back by 35
  - 31 consecutive teaching days
- 32 ● Retired Educators
- 33 ○ School district must certify to OPI and TRS that the district has been unable to fill
  - 34 the position due to no qualified applications or no acceptance of offer by a non-
  - 35 retired teacher
  - 36 ○ No limit on the district
  - 37 ○ Retired teacher must have 30 years of experience in TRS
  - 38 ○ There is a 3 year lifetime limit on the retired individual going to work under this
  - 39 provision
- 40
- 41 ● Class 3 Administrative License
- 42 ○ Valid for a period of 5 years
  - 43 ○ Appropriate administrative areas include: elementary principal, secondary
  - 44 principal, K-12 principal, K-12 superintendent, and supervisor.

- 1           ○ Must be eligible for an appropriately endorsed Class 1,2 or 5 license to teach in
- 2           the school(s) in which the applicant would be an administrator or would
- 3           supervise, and qualify as set forth in ARM 10.57414 through 10.57.418
- 4           ○ An applicant for a Class 3 administrative license who completed an educator
- 5           preparation program which does not meet the definition in ARM 10.57.102(2),
- 6           who is currently licensed in another state at the same level of licensure, may be
- 7           considered for licensure with verification of five years of successful
- 8           administrative experience as defined in ARM 10.57.102 as documented by a
- 9           recommendation from a state accredited P-12 school employer on a form
- 10          prescribed by the Superintendent of Public Instruction and approved by the Board
- 11          of Public Education. The requirements of ARM 10.57.414(1)(c)(i-iii) must be
- 12          met by an applicant seeking a superintendent endorsement.
- 13
- 14          ● Class 4 for CTE
  - 15           ○ Valid for a period of 5 years
  - 16           ○ Renewable pursuant to the requirements of 10.57.215, ARM and the requirements
  - 17           specific to each type of Class 4 license.
  - 18           ○ 4A – for licensed teachers without a CTE endorsement
  - 19           ○ 4B – for individuals with at least a bachelor’s degree
  - 20           ○ 4C – for individuals with a minimum of a high school diploma or GED
- 21          ● Class 5 alternatives
  - 22           ○ Good for a maximum of 3 years
  - 23           ○ Requirements dependent upon the alternative the district is seeking
- 24          ● Emergency authorization of employment
  - 25           ○ Individual must have previously held a valid teacher or specialist certificate or
  - 26           have met requirements of rule 10.57.107, ARM
  - 27           ○ Emergency authorization is valid for one year, but can be renewed from year to
  - 28           year provided conditions of scarcity continue to persist

30	Legal References:	10.55.716, ARM	Substitute Teachers
31		10.55.607, ARM	Internships
32		10.27.102, ARM	Definitions
33		10.57.107, ARM	Emergency Authorization of Employment
34		10.57.215, ARM	Renewal Requirements
35		10.57.414, ARM	Class 3 Administrative License – Superintendent
36			Endorsement
37		10.57.420, ARM	Class 4 Career and Technical Education License
38		10.57.424, ARM	Class 5 Provisional License
39		19-20-732, MCA	Reemployment of certain retired teachers,
40			specialists and administrators – procedure –
41			definitions

42

43 Policy History:

44 Adopted on: March 2018

**Jefferson High School District #1**

**PERSONNEL**

5445FE

Page 3 of 3

1 Revised on:

2

3 *Revision Note:*

1 Intent to Increase Non-Voted Levy

2  
3 The trustees shall adopt a resolution no later than March 31 whenever the trustees intend to  
4 impose an increase in a non-voted levy in the ensuing school fiscal year for the purposes of  
5 funding any of the funds listed below:

- 6  
7 a) Tuition fund under 20-5-324;  
8 b) Adult education fund under 20-7/705;  
9 c) Building reserve fund under 20-9-502 and 20-9-503;  
10 d) Transportation fund under 20-10-143 and 20-10-144; and  
11 ~~e) Bus depreciation reserve fund under 20-10-147; and~~  
12 ~~e)f) Flexibility fund for purposes of transformational learning.~~  
13

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

- 16  
17 a) Adopting a resolution of intent to impose an increase in a non-voted levy that includes, at  
18 a minimum, the estimated number of increased or decreased mills to be imposed and the  
19 estimated increased or decreased revenue to be raised compared to non-voted levies  
20 under a-e imposed in the current school fiscal year and, based on the district's taxable  
21 valuation most recently certified by the department of revenue under 15-10-202, the  
22 estimated impacts of the increase or decrease on a home valued at \$100,000 and a home  
23 valued at \$200,000, and  
24 b) Publish a copy of the resolution in a newspaper that will give notice to the largest number  
25 of people of the district as determined by the trustees and posting a copy of the resolution  
26 to the school district's website.  
27

28 The resolution and publication of same must take place via form 7545F no later than March 31.  
29

30 The Superintendent shall keep the trustees informed of any changes that may have occurred,  
31 which may have an effect on the estimated change in the mills and revenue, between the  
32 adoption of the resolution and the final adoption of the budget.  
33

34 Legal Reference: SB 307, 2017 Legislative Session  
35 Chapter 402 (2019) Transformational Learning Incentives  
36

37 Policy History:

38 Adopted on: March 2018

39 Revised on:

40  
41 *Revision Note:*

[School District]

Adopted on:  
Reviewed on:  
Revised on:

1014FE-F1 FLEXIBILITY AND EFFICIENCY

Notice of Intent to Impose an Increase in Levies Form

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

Table with 5 columns: Fund Supported, Estimated Change in Revenues\*, Estimated Change in Mills\*, Estimated Impact, Home of \$100,000\*, Estimated Impact, Home of \$200,000\*. Rows include Adult Education, Bus Depreciation, Transportation, Tuition, Building Reserve, Flexibility, and Total.

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

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

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Legal Reference: 20-9-116, MCA Resolution of intent to increase nonvoted levy - notice

1 Intent to Increase Non-Voted Levy

2  
3 The trustees shall adopt a resolution no later than March 31 whenever the trustees intend to  
4 impose an increase in a non-voted levy in the ensuing school fiscal year for the purposes of  
5 funding any of the funds listed below:

- 6  
7 a) Tuition fund under 20-5-324;  
8 b) Adult education fund under 20-7/705;  
9 c) Building reserve fund under 20-9-502 and 20-9-503;  
10 d) Transportation fund under 20-10-143 and 20-10-144; and  
11 e) Bus depreciation reserve fund under 20-10-147.

12  
13 The trustees shall provide notice of intent to impose an increase in a non-voted levy for the  
14 ensuing school fiscal year by:

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

26  
27 The resolution and publication of same must take place via form 7545F no later than March 31.

28  
29 The Superintendent shall keep the trustees informed of any changes that may have occurred,  
30 which may have an effect on the estimated change in the mills and revenue, between the  
31 adoption of the resolution and the final adoption of the budget.

32  
33 Legal Reference: SB 307, 2017 Legislative Session

34  
35 Policy History:

36 Adopted on: March 2018

37 Revised on:

38  
39 *Revision Note:*



**Jefferson High School District #1**

**FINANCIAL MANAGEMENT**

1 Notice of Intent to Impose an Increase in Levies Form

2  
3 As an essential part of its budgeting process, the Jefferson High School Board of Trustees is  
4 authorized by law to impose levies to support its budget. The Jefferson High School Board of  
5 Trustees estimates the following increases/decreases in revenues and mills for the funds noted  
6 below for the next school fiscal year beginning July 1, \_\_\_\_\_, using certified taxable  
7 valuations from the current school fiscal year as provided to the district:  
8  
9

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

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

10  
11 Regarding the increase in the building reserve levy referenced above, the following are school  
12 facility maintenance projects anticipated to be completed at this time:

- 13  
14 1. \_\_\_\_\_  
15 2. \_\_\_\_\_  
16 3. \_\_\_\_\_  
17 4. \_\_\_\_\_  
18

19 Legal Reference: SB 307, 2017 Legislative Session

20  
21  
22 Policy History:

23 Adopted on: March 2018

24 Revised on:

25  
26 *Revision Note:*

1 Taking Office

2  
3 A newly elected trustee shall take office as soon as election results have been certified and the  
4 newly elected trustee has taken and subscribed to an oath to faithfully and impartially discharge  
5 the duties of the office to the best of his/her ability.  
6

7 A newly appointed trustee shall take office, after the trustee has taken and subscribed to an oath  
8 to faithfully and impartially discharge the duties of the office to the best of his/her ability.  
9

10 The person shall qualify by taking an oath of office administered by the county superintendent,  
11 the superintendent's designee, or any officer provided for in 1-6-101, MCA or 2-16-116, MCA.  
12 Such oath must be filed with the county superintendent not more than ~~twenty-five~~ ~~fifteen~~ (25-15)  
13 days after the receipt of the certificate of election or the appointment.  
14

15 Cross Reference: Policy 1113 Vacancies

16  
17 Legal References: § 1-6-101, MCA Officers who may administer oaths  
18 § 2-16-116, MCA Power to administer oaths  
19 § 20-1-202, MCA Oath of office  
20 § 20-3-307, MCA Qualification and oath  
21

22 Policy History:

23 Adopted on: February 2007

24 Reviewed on:

25 Revised on: April 15, 2008, November 15, 2011, January 2016  
26

27 *Note: Line 5-7 was added to clarify when a trustee (who has been appointed mid-term)*  
28 *becomes official and can vote at meetings.*  
29

30 *Note: The sentence in lines 7-9 were added as the revision, as well as two legal references*  
31 *(lines 15 and 16).*

32 January 2016 Revision adds Cross Reference

1 Taking Office

2  
3 A newly elected trustee shall take office as soon as election results have been certified and the  
4 newly elected trustee has taken and subscribed to an oath to faithfully and impartially discharge  
5 the duties of the office to the best of his/her ability. A newly appointed trustee shall take office,  
6 after the trustee has taken and subscribed to an oath to faithfully and impartially discharge the  
7 duties of the office to the best of his/her ability. The person shall qualify by taking an oath of  
8 office administered by the county superintendent, the superintendent's designee, or any officer  
9 provided for in 1-6-101, MCA or 2-16-116, MCA. Such oath must be filed with the county  
10 superintendent not more than fifteen (15) days after the receipt of the certificate of election or the  
11 appointment.

12  
13 Cross Reference: Policy 1113 Vacancies

14  
15 Legal References: § 1-6-101, MCA Officers who may administer oaths  
16 § 2-16-116, MCA Power to administer oaths  
17 § 20-1-202, MCA Oath of office  
18 § 20-3-307, MCA Qualification and oath

19  
20 Policy History:

21 Adopted on: February 2007

22 Reviewed on:

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

24  
25 *Note: Line 5-7 was added to clarify when a trustee (who has been appointed mid-term)*  
26 *becomes official and can vote at meetings.*

27  
28 *Note: The sentence in lines 7-9 were added as the revision, as well as two legal references*  
29 *(lines 15 and 16).*

30 January 2016 Revision adds Cross Reference

4  
5 Annual Organization Meeting

6  
7 After issuance of election certificates to newly elected trustees, but no later than ~~15~~ twenty-five  
8 (25) days after the election, the Board shall elect from among its members a Chairperson and a  
9 Vice Chairperson to serve until the next annual organizational meeting. If a Board member is  
10 unable to continue to serve as an officer, a replacement shall be elected at the earliest opportunity  
11 to serve the remainder of the term. In the absence of both the Chairperson and the Vice  
12 Chairperson, the Board shall elect a Chairperson *pro tempore*, who shall perform the functions of  
13 the Chairperson during the latter's absence. The Clerk shall act as Board secretary.

14  
15 The normal order of business shall be modified for the annual organizational meeting by  
16 considering the following matters after the approval of the minutes of the previous meeting:

- 17
- 18 1. Welcome and introduction of newly elected Board members by the current Chairperson
- 19
- 20 2. Swearing in of newly elected trustees
- 21
- 22 3. Call for nominations for Chairperson to serve during the ensuing year
- 23
- 24 4. Election of a Chairperson
- 25
- 26 5. Assumption of office by the new Chairperson
- 27
- 28 6. Call for nominations for Vice Chairperson to serve during the ensuing year
- 29
- 30 7. Election of a Vice Chairperson
- 31
- 32 8. Appointment of a Clerk
- 33
- 34
- 35

36 Legal References:	§ 20-3-321, MCA	Organization and officers
37	§ 20-3-322(a), MCA	Meetings and quorum
38	Title 1, Chapter 5, Part 6, MCA	Notarial Acts
39		

40 Policy History:

41 Adopted on:

42 Reviewed on:

43 Revised on:

1 Annual Organization Meeting

2  
3 After issuance of election certificates to newly elected trustees in May, and no later than  
4 fifteen (15) days after the election, the Board shall elect from among its members a  
5 Chairperson and a Vice Chairperson to serve until the next annual organizational meeting. If a  
6 Board member is unable to continue to serve as an officer, a replacement shall be elected at  
7 the earliest opportunity to serve the remainder of the term. In the absence of both the  
8 Chairperson and the Vice Chairperson, the Board shall elect a Chairperson *pro tempore*, who  
9 shall perform the functions of the Chairperson during the latter's absence. The Clerk shall act  
10 as Board secretary.

11  
12 The normal order of business shall be modified for the annual organizational meeting by  
13 considering the following matters after the approval of the minutes of the previous meeting:

- 14  
15 1. Welcome and introduction of newly elected Board members by the current  
16 Chairperson  
17  
18 2. Swearing in of newly elected trustees  
19  
20 3. Call for nominations for Chairperson to serve during the ensuing year  
21  
22 4. Election of a Chairperson  
23  
24 5. Assumption of office by the new Chairperson  
25  
26 6. Call for nominations for Vice Chairperson to serve during the ensuing year  
27  
28 7. Election of a Vice Chairperson  
29  
30 8. Appointment of a Clerk

31  
32  
33 Legal References: § 20-3-321, MCA Organization and officers  
34 § 20-3-322(a), MCA Meetings and quorum  
35 § 1-5-416(1)(b), MCA Powers and duties of Notary Public  
36

37 Policy History:

38 Adopted on: February 2007

39 Reviewed on:

40 Revised on: November 15, 2011

41 January 2016

42 *Note: The November 2011 revision included the date for when the Annual Organization*  
43 *Meeting must be held and the addition of the legal reference in line 34.*

44 *January 2016 Revision: Clarified Officer Terms of Office*

THE BOARD OF TRUSTEES

School Board Use of Electronic Mail and Mobile Messaging

Use of electronic mail (e-mail) and mobile messaging by members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board will not use e-mail or mobile messaging as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members will be aware that mobile messages, e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members will avoid reference to confidential information about employees, students, or other matters in e-mail and mobile communications, because of the risk of improper disclosure. Board members will comply with the same standards as school employees, with regard to confidential information.

Cross Reference: 1400 Board Meetings  
1401 Records Available to Public

Legal Reference: § 2-3-103, MCA Public participation – governor to insure guidelines adopted  
§ 2-3-201, MCA Legislative intent – liberal construction  
§ 2-3-203, MCA Meetings of public agencies and certain associations of public agencies to be open to public – exceptions  
§ 20-3-322, MCA Meeting and quorum

Policy History:  
Adopted on: February 2007  
Revised on:

**THE BOARD OF TRUSTEES**

School Board Use of Electronic Mail

Use of electronic mail (e-mail) by members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board will not use e-mail as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members will be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members will avoid reference to confidential information about employees, students, or other matters in e-mail communications, because of the risk of improper disclosure. Board members will comply with the same standards as school employees, with regard to confidential information.

Cross Reference:    1400   Board Meetings  
                          1401   Records Available to Public

Legal Reference:    § 2-3-103, MCA       Public participation – governor to insure guidelines adopted  
                          § 2-3-201, MCA       Legislative intent – liberal construction  
                          § 2-3-203, MCA       Meetings of public agencies and certain associations of public agencies to be open to public – exceptions  
                          § 20-3-322, MCA      Meeting and quorum

Policy History:

Adopted on: February 2007

Revised on:

2  
3 **THE BOARD OF TRUSTEES**

4  
5 School Board Meeting Procedure

6  
7 Agenda

8  
9 The authority to set the board agenda lies with the Board Chair in consultation with board members  
10 and the administration. The act of preparing the board meeting agendas can be delegated to the  
11 Superintendent.

12  
13 The Board Chairperson must approve any items submitted by Board members or members of the  
14 public, to be placed on the agenda. Citizens wishing to make brief comments about school programs  
15 or procedures will follow the public comment procedures in district policy.

16  
17 The agenda also must include a “public comment” portion to allow members of the general public to  
18 comment on any public matter under the jurisdiction of the District which is not specifically listed on  
19 the agenda, except that no member of the public will be allowed to comment on contested cases,  
20 other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable  
21 time limits on any “public comment” period to maintain and ensure effective and efficient operations  
22 of the Board. The Board shall not take any action on any matter discussed, unless the matter is  
23 specifically noticed on the agenda, and the public has been allowed opportunity to comment.

24  
25 With consent of a majority of members present, the order of business at any meeting may be  
26 changed. Copies of the agenda for the current Board meeting, minutes of the previous Board  
27 meeting, and relevant supplementary information will be prepared and distributed to each trustee at  
28 least twenty-four (24) hours in advance of a Board meeting and will be available to any interested  
29 citizen at the Superintendent’s office twenty-four (24) hours before a Board meeting. An agenda for  
30 other types of Board meetings will be prepared, if circumstances require an agenda.

31  
32 Consent Agenda

33  
34 To expedite business at its meetings, the Board approves the use of a consent agenda, which includes  
35 those items considered to be routine in nature. Any item that appears on the consent agenda may be  
36 removed by a member of the Board. Any Board member who wishes to remove an item from the  
37 consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items  
38 will be voted on by a single motion. The approved motion will be recorded in the minutes, including  
39 a listing of all items appearing on the consent agenda.

40  
41 Minutes

42  
43 Appropriate minutes of all meetings required to be open must be kept and must be available for  
44 inspection by the public. [(Optional) If an audio recording of a meeting is made and designated as  
45 official, the  
46  
47  
48



1  
2  
3  
4  
5 recording constitutes the office record of the meeting. If an official recording is made, a written  
6 record of the meeting must also be made and must also include:

- 7
- 8 • Date, time, and place of the meeting;
  - 9 • Presiding officer;
  - 10 • Board members recorded as absent or present;
  - 11 • Summary of discussion on all matters discussed (including those matters discussed during the  
12 “public comment” section), proposed, deliberated, or decided, and a record of any votes  
13 taken;
  - 14 • Detailed statement of all expenditures;
  - 15 • Purpose of recessing to closed session; and
  - 16 • Time of adjournment.

17  
18 ~~When issues are discussed that may require a detailed record, the Board may direct the Clerk to~~  
19 ~~record the discussion verbatim. Any verbatim record may be destroyed after the minutes have been~~  
20 ~~approved, pursuant to § 20-1-212, MCA.~~

21  
22 If the minutes are recorded and designated as the official record, a log or time stamp for each main  
23 agenda item is required for the purpose of providing assistance to the public in accessing that portion  
24 of the meeting.]

25  
26 Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled  
27 meeting of the Board. Minutes need not be read publicly, provided that Board members have had an  
28 opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be  
29 maintained in the office of the Clerk, to be made available for inspection upon request. A written  
30 copy shall be made available within five (5) working days following approval by the Board.

### 31 32 Quorum

33  
34 No business shall be transacted at any meeting of the Board unless a quorum of its members is  
35 present. A majority of the full membership of the Board shall constitute a quorum, whether the  
36 individuals are present physically or electronically. A majority of the quorum may pass a resolution,  
37 except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

### 38 39 Electronic Participation

40  
41 The Board may allow members to participate in meetings by telephone or other electronic means.  
42 Board members may not simply vote electronically but must be connected with the meeting  
43 throughout the discussion of business. If a Board member electronically joins the meeting after an  
44 item of business has been opened, the remotely located member shall not participate until the next  
45 item of business is opened.

46  
47 If the Board allows a member to participate electronically, the member will be considered present  
48 and will have his or her actual physical presence excused. The member shall be counted present for

1  
2  
3  
4  
5 purposes of convening a quorum. The Clerk will document it in the minutes, when members  
6 participate in the meeting electronically.  
7

8 Any Board member wishing to participate in a meeting electronically will notify the Chairperson and  
9 Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in  
10 a location with the appropriate equipment so that Board members participating in the meeting  
11 electronically may interact, and the public may observe or hear the comments made. The  
12 Superintendent will take measures to verify the identity of any remotely located participants.  
13

14 Meeting Conduct and Order of Business

15  
16 General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order*  
17 may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The  
18 use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance.  
19 Voting shall be by acclamation or show of hands.  
20

21 Rescind a Motion

22  
23 A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to  
24 rescind must be properly noticed on the Board's agenda for the meeting. It is in order any time prior  
25 to accomplishment of the underlying action addressed by the motion.  
26

27 Cross Reference: 1441 Audience Participation

28  
29 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines  
30 adopted  
31 § 2-3-202, MCA Meeting defined  
32 § 2-3-212, MCA Minutes of meetings – public inspection  
33 § 20-1-212, MCA Destruction of records by school officer  
34 § 20-3-322, MCA Meetings and quorum  
35 § 20-3-323, MCA District policy and record of acts  
36 *Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005*  
37

38 Policy History:

39 Adopted on:  
40 Reviewed on:  
41 Revised on:

THE BOARD OF TRUSTEES

1 School Board Meeting Procedure

2  
3 Agenda

4  
5 The agenda for any Board meeting shall be prepared by the Superintendent in consultation with  
6 the Board Chair. The Board Chair must approve any items submitted by Board members or  
7 members of the public, to be placed on the agenda. Citizens wishing to make brief comments  
8 about school programs or procedures will follow the public comment procedures in district  
9 policy.

10  
11 The agenda also must include a “public comment” portion to allow members of the general  
12 public to comment on any public matter under the jurisdiction of the District which is not  
13 specifically listed on the agenda, except that no member of the public will be allowed to  
14 comment on contested cases, other adjudicative proceedings, or personnel matters. The Board  
15 Chairperson may place reasonable time limits on any “public comment” period to maintain and  
16 ensure effective and efficient operations of the Board. The Board shall not take any action on  
17 any matter discussed, unless the matter is specifically noticed on the agenda, and the public has  
18 been allowed opportunity to comment.

19  
20 With consent of a majority of members present, the order of business at any meeting may be  
21 changed. Copies of the agenda for the current Board meeting, minutes of the previous Board  
22 meeting, and relevant supplementary information will be prepared and distributed to each trustee  
23 at least twenty-four (24) hours in advance of a Board meeting and will be available to any  
24 interested citizen at the Superintendent’s office twenty-four (24) hours before a Board meeting.  
25 An agenda for other types of Board meetings will be prepared, if circumstances require an  
26 agenda.

27  
28 Consent Agenda

29  
30 To expedite business at its meetings, the Board may approve the use of a consent agenda, which  
31 includes those items considered to be routine in nature. Any item that appears on the consent  
32 agenda may be removed by a member of the Board. Any Board member who wishes to remove  
33 an item from the consent agenda must give advance notice in a timely manner to the  
34 Superintendent. Remaining items will be voted on by a single motion. The approved motion  
35 will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

36  
37  
38  
39 Minutes

40  
41 Appropriate minutes of all meetings required to be open must be kept and must be available for  
42 inspection by the public. If an audio recording of a meeting is made and designated as official,  
43 the recording constitutes the office record of the meeting. If an official recording is made, a  
44 written record of the meeting must also be made and must also include:

THE BOARD OF TRUSTEES

- 1
- 2 • Date, time, and place of the meeting;
- 3 • Presiding officer;
- 4 • Board members recorded as absent or present;
- 5 • Summary of discussion on all matters discussed (including those matters discussed
- 6 during the “public comment” section), proposed, deliberated, or decided, and a record of any
- 7 votes taken;
- 8 • Detailed statement of all expenditures;
- 9 • Purpose of recessing to closed session; and
- 10 • Time of adjournment.
- 11

12 When issues are discussed that may require a detailed record, the Board may direct the Clerk to  
13 record the discussion verbatim. Any verbatim record may be destroyed after the minutes have  
14 been approved, pursuant to § 20-1-212, MCA.

15  
16 If the minutes are recorded and designated as the official record, a log or time stamp for each  
17 main agenda item is required for the purpose of providing assistance to the public in accessing  
18 that portion of the meeting.

19  
20 Unofficial minutes shall be delivered to Board members in advance of the next regularly  
21 scheduled meeting of the Board. Minutes need not be read publicly, provided that Board  
22 members have had an opportunity to review them before adoption. A file of permanent minutes  
23 of Board meetings shall be maintained in the office of the Clerk, to be made available for  
24 inspection upon request. A written copy shall be made available within five (5) working days  
25 following approval by the Board.

26  
27 Quorum

28  
29 No business shall be transacted at any meeting of the Board unless a quorum of its members is  
30 present. A majority of the full membership of the Board shall constitute a quorum, whether the  
31 individuals are present physically or electronically. A majority of the quorum may pass a  
32 resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

33  
34 Electronic Participation

35  
36 The Board may allow members to participate in meetings by telephone or other electronic  
37 means. Board members may not simply vote electronically, but must be connected with the  
38 meeting throughout the discussion of business.

39 If a Board member electronically joins the meeting after an item of business has been opened,  
40 the remotely located member shall not participate until the next item of business is opened. If the  
41 Board allows a member to participate electronically, the member will be considered present and  
42 will have his or her actual physical presence excused. The member shall be counted present for  
43 purposes of convening a quorum. The Clerk will document it in the minutes when members  
44 participate in the meeting electronically.

THE BOARD OF TRUSTEES

1  
2 Any Board member wishing to participate in a meeting electronically will notify the Board  
3 chairperson and superintendent as early as possible. The superintendent will arrange for the  
4 meeting to take place in a location with the appropriate equipment so that Board members  
5 participating in the meeting electronically may interact and the public may observe or hear the  
6 comments made. The superintendent will take measures to verify the identity of any remotely  
7 located participants.

8  
9 Meeting Conduct and Order of Business

10  
11 General rules of parliamentary procedure are used for every Board meeting. Robert’s Rules of  
12 Order may be used as a guide at any meeting. The order of business shall be reflected on the  
13 agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those  
14 trustees in attendance. Voting shall be by acclamation or show of hands.

15  
16 Rescind a Motion

17  
18 A motion to rescind (cancel previous action) may be made anytime by any trustee that voted on  
19 the prevailing side of the motion being considered for revision. A motion to rescind must be  
20 properly noticed on the Board agenda for the meeting. It is in order any time prior to  
21 accomplishment of the underlying action addressed by the motion.

22  
23 Cross Reference: 1441 Audience Participation

24  
25 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines  
26 adopted  
27 § 2-3-202, MCA Meeting defined  
28 § 2-3-212, MCA Minutes of meetings – public inspection  
29 § 20-1-212, MCA Destruction of records by school officer  
30 § 20-3-322, MCA Meetings and quorum  
31 § 20-3-323, MCA District policy and record of acts Jones and Nash v.  
32 Missoula Co., 2006 MT2, 330 Mont 2005

33  
34 Policy History:

35 Adopted on: February 2007  
36 Revised on: October, 2011 xx/xx/2018

37  
38 *Note: First revision was addition of Legal Reference 2-3-202, MCA. Second revision was the*  
39 *addition of the “Rescind a Motion” language.*

40 *Note: Third revision was the addition of language for recorded minutes (lines 3-6 and 22-24 of*  
41 *page 2). It also included a revision of the “Rescind a Motion” language.*

42 *Note: 2018 revision clarified responsibilities and requirements regarding construction of agenda*

THE BOARD OF TRUSTEES

1420F

1  
2 Notice Regarding Public Comment

3  
4 Montana law requires school districts and other public agencies to include on the agenda for  
5 public meetings an item allowing public comment on any public matter not otherwise  
6 specifically listed on the agenda that is within the jurisdiction of the agency. The public comment  
7 portion of the agenda is not the time designated to hear items that are specifically  
8 listed/identified on the agenda.

9  
10 For those individuals who desire to address the Board during the public comment portion of the  
11 meeting, if you haven't already done so, please sign your name to the sheet and indicate the  
12 general topic on which you will be commenting. The Board Chairperson will call individuals to  
13 speak in the order listed on the sheet provided. Please state your name prior to beginning your  
14 comment. There will be an opportunity for citizens who have not signed in to comment at the  
15 conclusion of the comment period. The Board would like to remind everyone in attendance to  
16 avoid violations of individual rights of privacy when providing comment. The Board is not  
17 authorized to hear comments on contested cases or other adjudicative proceedings.

18  
19 By law, the District cannot take any action on any matter discussed during the public comment  
20 portion of the meeting as those matters are specifically noticed on the agenda. The Board may  
21 take a matter raised during the public comment period under consideration for inclusion on a  
22 future agenda.

23  
24 In accordance with Montana law, citizens have the right to comment on an item that is  
25 specifically listed on the agenda. Citizens will be permitted to do so when the item comes up for  
26 discussion and action. The board chair will indicate when the public has the opportunity to  
27 comment prior to board action on a particular agenda item.

28  
29 The Board Chair has the authority to manage all public comment periods and will do so in  
30 accordance with state law and district policy.

31  
32  
33 Policy History:

34 Adopted on:

35 Revised on:

2  
3 THE BOARD OF TRUSTEES

4  
5 Audience Participation

6  
7 The Board recognizes the value of public comment on educational issues and the importance of  
8 involving members of the public in its meetings. The Board also recognizes the statutory and  
9 constitutional rights of the public to participate in governmental operations. To allow fair and  
10 orderly expression of public comments, the Board will permit public participation through oral or  
11 written comments during the “public comment” section of the Board agenda and prior to a final  
12 decision on a matter of significant interest to the public. The Chairperson may control such  
13 comment to ensure an orderly progression of the meeting in the manner described in Policy  
14 1420F.

15  
16 ~~Individuals wishing to be heard by the Chairperson shall first be recognized by the Chairperson.~~  
17 ~~Individuals, after identifying themselves, will proceed to make comments as briefly as the~~  
18 ~~subject permits. The Chairperson may interrupt or terminate an individual’s statement when~~  
19 ~~appropriate, including when statements are out of order, too lengthy, personally directed,~~  
20 ~~abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in~~  
21 ~~determining the appropriateness of all such rulings. It is important for all participants to~~  
22 ~~remember that Board meetings are held in public but are not public meetings. Members of the~~  
23 ~~public shall be recognized and allowed input during the meeting, at the discretion of the~~  
24 ~~Chairperson.~~

25  
26  
27  
28 Cross Reference: 1420 School Board Meeting Procedure

29  
30 Legal Reference: Article II, Section 8, Montana Constitution – Right of participation  
31 Article II, Section 10, Montana Constitution – Right of privacy  
32 Chapter 2, Part 1, MCA Notice and Opportunity to Be Heard

33  
34 Policy History:

35 Adopted on:

36 Reviewed on:

37 Revised on:

**THE BOARD OF TRUSTEES**

Audience Participation

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during the "public comment" section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairperson may control such comment to ensure an orderly progression of the meeting.

Individuals wishing to be heard by the Chairperson shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairperson may interrupt or terminate an individual's statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. **It is important for all participants to remember that Board meetings are held in public, but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chairperson.**

Cross Reference: 1420 School Board Meeting Procedure

Legal Reference: Article II, Section 8, Montana Constitution – Right of participation  
Article II, Section 10, Montana Constitution – Right of privacy  
§§ 2-3-101, et seq., MCA Right of participation

Policy History:

Adopted on: February 2007

Revised on:



4  
5 Conflict of Interest

6  
7 A trustee may not:

- 8
- 9 1. Engage in a substantial financial transaction for the trustee's private business purpose,  
10 with a person whom the trustee inspects or supervises in the course of official duties.  
11
  - 12 2. Perform an official act directly and substantially affecting, to its economic benefit, a  
13 business or other undertaking in which the trustee either has a substantial financial  
14 interest or is engaged as counsel, consultant, representative, or agent.  
15
  - 16 3. Act as an agent or solicitor in the sale or supply of goods or services to a district.  
17
  - 18 4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when  
19 the trustee has more than a ten percent (10%) interest in the corporation. A contract does  
20 not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments  
21 or deposits in financial institutions that are in the business of loaning or receiving money,  
22 when such investments or deposits are made on a rotating or ratable basis among  
23 financial institutions in the community or when there is only one (1) financial institution  
24 in the community; or 3) contracts for professional services other than salaried services or  
25 for maintenance or repair services or supplies when the services or supplies are not  
26 reasonably available from other sources, if the interest of any Board member and a  
27 determination of such lack of availability are entered in the minutes of the Board meeting  
28 at which the contract is considered.  
29
  - 30 5. Be employed in any capacity by the District, with the exception of officiating at athletic  
31 competitions under the auspices of the Montana Officials Association.  
32
  - 33 6. Perform an official act directly and substantially affecting a business or other  
34 undertaking to its economic detriment when the officer or employee has a substantial  
35 personal interest in a competing firm or undertaking.  
36
  - 37 7. Appoint or renew to a position of trust or emolument any person related or connected by  
38 consanguinity within the fourth (4<sup>th</sup>) degree or by affinity within the second (2<sup>nd</sup>) degree.  
39
    - 40 a. This prohibition does not apply to the issuance of an employment contract to a  
41 person as a substitute teacher who is not employed as a substitute teacher for more  
42 than thirty (30) consecutive school days.
    - 43 b. This prohibition does not apply to the renewal of an employment contract of a  
44 person tenured teacher or classified employee employed without a written  
45 contract for a specific term related to a Board member, who was initially hired  
46 before the Board member assumed the trustee position.
    - 47 c. This prohibition does not apply if trustees comply with the following

1 requirements: 1) All trustees, except the trustee related to the person to be  
2 employed or appointed, vote to employ the related person; 2) the trustee related to  
3 the person to be employed abstains from voting; and 3) the trustees give fifteen  
4 (15) days written notice of the time and place of their intended action in a  
5 newspaper of general circulation in the county where the school is located.  
6

7 Legal Reference: Section 20-9-204, MCA – Conflicts of Interest  
8 Section 20-1-201, MCA – School Officials not to Act as Agents  
9 Section 2-3-302, MCA - Nepotism  
10 Section 2-2-103, MCA – Public Trust  
11 Section 2-2-104, MCA – Rules of Conduct  
12 Section 2-2-105, MCA – Ethical Requirements  
13 Section 2-2-121, MCA – Rules of Conduct  
14

15 Policy History:

16 Adopted on:

17 Reviewed on:

18 Revised on:

1     Conflict of Interest

2  
3     A trustee may not:

- 4
- 5       1. Engage in a substantial financial transaction for the trustee's private business purpose,  
6             with a person whom the trustee inspects or supervises in the course of official duties.  
7
  - 8       2. Perform an official act directly and substantially affecting, to its economic benefit, a  
9             business or other undertaking in which the trustee either has a substantial financial  
10            interest or is engaged as counsel, consultant, representative or agent.  
11
  - 12       3. Act as an agent or solicitor in the sale or supply of goods or services to a district.  
13
  - 14       4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when  
15             the trustee has more than a ten percent (10%) interest in the corporation. A contract does  
16             not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments  
17             or deposits in financial institutions that are in the business of loaning or receiving money,  
18             when such investments or deposits are made on a rotating or ratable basis among  
19             financial institutions in the community or when there is only one (1) financial institution  
20             in the community; or 3) contracts for professional services other than salaried services or  
21             for maintenance or repair services or supplies when the services or supplies are not  
22             reasonably available from other sources, if the interest of any Board member and a  
23             determination of such lack of availability are entered in the minutes of the Board meeting  
24             at which the contract is considered.  
25
  - 26       5. Be employed in any capacity by the District, with the exception of officiating at athletic  
27             competitions under the auspices of the Montana Officials Association.  
28
  - 29       6. Perform an official act directly and substantially affecting a business or other undertaking to  
30             its economic detriment when the officer or employee has a substantial personal interest in a  
31             competing firm or undertaking.  
32
  - 33       7. Appoint or renew to a position of trust or emolument any person related or connected by  
34             consanguinity within the fourth (4<sup>th</sup>) degree or by affinity within the second (2<sup>nd</sup>) degree.  
35
    - 36            a. This prohibition does not apply to the issuance of an employment contract to a  
37                person as a substitute teacher who is not employed as a substitute teacher for more  
38                than thirty (30) consecutive school days.
    - 39            b. This prohibition does not apply to the renewal of an employment contract of a  
40                tenured teacher or classified employee employed without a written contract for a  
41                specific term person related to a Board member, who was initially hired before the  
42                Board member assumed the trustee position.
    - 43            c. This prohibition does not apply if trustees comply with the following  
44                requirements: 1) All trustees, except the trustee related to the person to be  
45                employed or appointed, vote to employ the related person; 2) the trustee related to  
46                the person to be employed abstains from voting; and 3) the trustees give fifteen

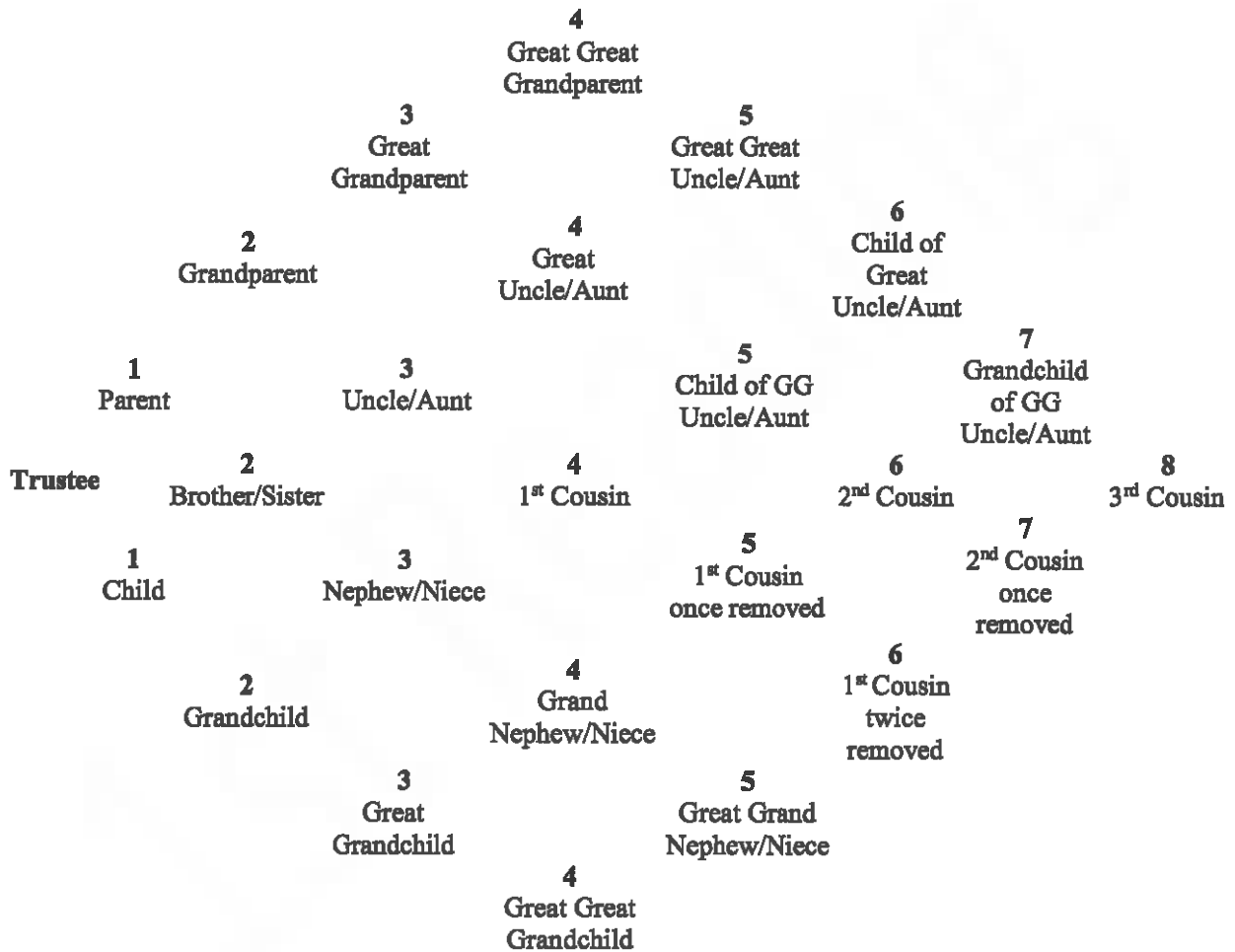
THE BOARD OF TRUSTEES

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(15) days written notice of the time and place of their intended action in a newspaper of general circulation in the county where the school is located.

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

Degrees of Consanguinity



**Jefferson High School District #1**

**THE BOARD OF TRUSTEES**

**1 Degree of Affinity**

**2**

			<b>3</b>
			Great Grandparent-in-law
		<b>2</b>	
		Grandparent-in-law	
	<b>1</b>		
	Parent - in - Law		<b>3</b>
			Uncle/Aunt-in-law
<b>Trustee</b>	<b>1</b>	<b>2</b>	
	Spouse	Brother/Sister-in-law	
	<b>1</b>		<b>3</b>
	Step Child		Nephew/Niece-in-law
		<b>2</b>	
		Step Grandchild	
			<b>3</b>
			Step Great Grandchild

**3**

**4 Policy History:**

**5 Adopted on: February 2007**

**6 Revised on September 2010**

THE BOARD OF TRUSTEES

1 Conflict of Interest  
2

3 A trustee may not:  
4

- 5 1. Engage in a substantial financial transaction for the trustee's private business purpose,  
6 with a person whom the trustee inspects or supervises in the course of official duties.  
7
- 8 2. Perform an official act directly and substantially affecting, to its economic benefit, a  
9 business or other undertaking in which the trustee either has a substantial financial  
10 interest or is engaged as counsel, consultant, representative or agent.  
11
- 12 3. Act as an agent or solicitor in the sale or supply of goods or services to a district.  
13
- 14 4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when  
15 the trustee has more than a ten percent (10%) interest in the corporation. A contract does  
16 not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments  
17 or deposits in financial institutions that are in the business of loaning or receiving money,  
18 when such investments or deposits are made on a rotating or ratable basis among  
19 financial institutions in the community or when there is only one (1) financial institution  
20 in the community; or 3) contracts for professional services other than salaried services or  
21 for maintenance or repair services or supplies when the services or supplies are not  
22 reasonably available from other sources, if the interest of any Board member and a  
23 determination of such lack of availability are entered in the minutes of the Board meeting  
24 at which the contract is considered.  
25
- 26 5. Be employed in any capacity by the District, with the exception of officiating at athletic  
27 competitions under the auspices of the Montana Officials Association.  
28
- 29 6. Appoint to a position of trust or emolument any person related or connected by  
30 consanguinity within the fourth (4<sup>th</sup>) degree or by affinity within the second (2<sup>nd</sup>) degree.  
31
  - 32 a. This prohibition does not apply to the issuance of an employment contract to a  
33 person as a substitute teacher who is not employed as a substitute teacher for more  
34 than thirty (30) consecutive school days.
  - 35 b. This prohibition does not apply to the renewal of an employment contract of a  
36 person related to a Board member, who was initially hired before the Board  
37 member assumed the trustee position.
  - 38 c. This prohibition does not apply if trustees comply with the following  
39 requirements: 1) All trustees, except the trustee related to the person to be  
40 employed or appointed, vote to employ the related person; 2) the trustee related to  
41 the person to be employed abstains from voting; and 3) the trustees give fifteen  
42 (15) days written notice of the time and place of their intended action in a  
43 newspaper of general circulation in the county where the school is located.  
44
- 45 7. Affinity is the legal relationship arising as the result of marriage. Relationship by affinity  
46 terminates upon the death of one of the spouses or other dissolution of marriage, except

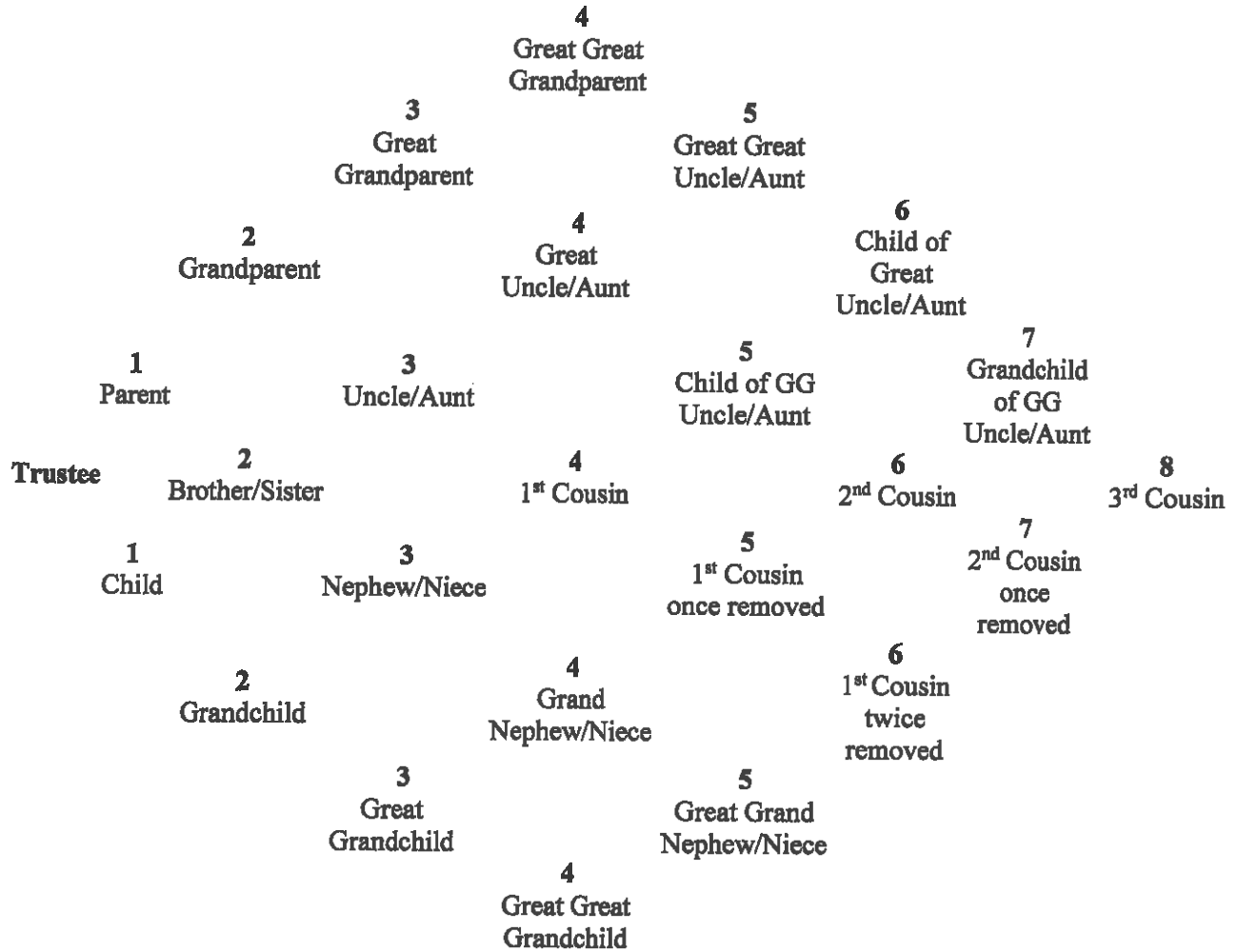
THE BOARD OF TRUSTEES

1 when the marriage has resulted in issue still living.

2

3 Degrees of Consanguinity

4



5

**Jefferson High School District #1**

**THE BOARD OF TRUSTEES**

**1 Degree of Affinity**

**2**

			<b>3</b>
			Great Grandparent-in-law
		<b>2</b>	
		Grandparent-in-law	
	<b>1</b>		
	Parent - in - Law		
	<b>1</b>	<b>2</b>	<b>3</b>
	Spouse	Brother/Sister-in-law	Uncle/Aunt-in-law
<b>Trustee</b>	<b>1</b>		
	Step Child		<b>3</b>
		<b>2</b>	Nephew/Niece-in-law
		Step Grandchild	
			<b>3</b>
			Step Great Grandchild

**3**

**4 Policy History:**

**5 Adopted on: February 2007**

**6 Revised on September 2010**



2  
3 **THE BOARD OF TRUSTEES**

4  
5 Uniform Complaint Procedure

6  
7 The Board establishes this Uniform Complaint Procedure as a means to address complaints  
8 arising within the District. This Uniform Complaint Procedure is intended to be used for all  
9 complaints except those governed by a specific process in state or federal law that supersedes  
10 this process or collective bargaining agreement. Matters covered by a collective bargaining  
11 agreement will be reviewed in accordance with the terms of the applicable agreement.  
12

13 The District requests all individuals to use this complaint procedure, when the individual  
14 believes the Board or its employees or agents have violated the individual's rights under state or  
15 federal law or Board policy. Complaints against a building administrator shall be filed with the  
16 Superintendent. Complaints against the Superintendent or District administrator shall be filed  
17 with the Board.  
18

19 The District will endeavor to respond to and resolve complaints without resorting to this formal  
20 complaint procedure and, when a complaint is filed, to address the complaint promptly and  
21 equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder  
22 will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is  
23 not a prerequisite to pursue other remedies and use of this complaint procedure does not extend  
24 any filing deadline related to pursuit of other remedies.  
25

26 Deadlines requiring District action in this procedure may be extended for reasons related but not  
27 limited to the District's retention of legal counsel and District investigatory procedures.  
28

29 Level 1: Informal

30  
31 An individual with a complaint is first encouraged to discuss it with the appropriate or building  
32 administrator, with the objective of resolving the matter promptly and informally. An exception  
33 is that a complaint of sexual harassment should be discussed directly with an administrator not  
34 involved in the alleged harassment.  
35

36 Level 2: Building Administrator

37  
38 When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed  
39 and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event  
40 or incident giving rise to the complaint, including any school personnel involved; and (3) the  
41 remedy or resolution requested. The written complaint must be filed within thirty (30) calendar  
42 days of the event or incident or from the date an individual could reasonably become aware of  
43 such event or incident. The applicability of the deadline is subject to review by the  
44 Superintendent to ensure the intent of this uniform complaint procedure is honored.  
45

46 When a complaint alleges violation of Board policy or procedure, the building administrator will

1  
2  
3  
4 investigate and attempt to resolve the complaint. The administrator will respond in writing to the  
5 complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.  
6

7 If the complainant has reason to believe the administrator's decision was made in error, the  
8 complainant may request, in writing, that the Superintendent review the  
9 administrator's decision. (See Level 3.) This request must be submitted to the Superintendent  
10 within fifteen (15) calendar days of the administrator's decision.  
11

12 When a complaint alleges sexual harassment or a violation of Title IX of the Education  
13 Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of  
14 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the  
15 complaint over to a District nondiscrimination coordinator. The coordinator will complete an  
16 investigation and file a report and recommendation with the Superintendent. If the complainant  
17 reason to believe the Superintendent's decision was made in error, the complainant may request,  
18 in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.)  
19 This request must be submitted in writing to the Superintendent, within fifteen (15) calendar  
20 days of the Superintendent's written response to the complaint, for transmission to the Board.  
21

### 22 Level 3: Superintendent

23

24 If the complainant appeals the administrator's decision provided for in Level 2, the  
25 Superintendent will review the complaint and the administrator's decision. The Superintendent  
26 will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's  
27 receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with  
28 the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3)  
29 engage an outside investigator or other District employees to assist with the appeal; and/or (4)  
30 take other steps appropriate or helpful in resolving the complaint.  
31

32 If the complainant has reason to believe the Superintendent's decision was made in error, the  
33 complainant may request, in writing, that the Board consider an appeal of the Superintendent's  
34 decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within  
35 fifteen (15) calendar days of the Superintendent's written response to the complaint, for  
36 transmission to the Board.  
37

### 38 Level 4: The Board

39

40 Upon written appeal of a complaint alleging a violation the individual's rights under state or  
41 federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board  
42 may consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for  
43 appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board  
44 meeting, (2) appoint an appeals panel of not less than three trustees to hear the appeal and make  
45 a recommendation to the Board, or (3) respond to the complaint with an explanation of why the  
46 appeal will not be heard by the Board of Trustees in accordance with this policy. If the Chair

1  
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3  
4 appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make  
5 written recommendation to the full Board. The Board will report its decision on the appeal, in  
6 writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board  
7 considered the appeal or the recommendation of the panel. A decision of the Board is final,  
8 unless it is appealed pursuant to Montana law within the period provided by law.  
9

10 **Legal Reference:** Title IX of the Education Amendments of 1972 (Civil Rights Act)  
11 Title II of the Americans with Disabilities Act of 1990  
12 § 504 of the Rehabilitation Act of 1973  
13

14 **Policy History:**

15 **Adopted on:**

16 **Reviewed on:**

17 **Revised on:**

THE BOARD OF TRUSTEES

1 Uniform Complaint Procedure

2  
3 The Board establishes this Uniform Complaint Procedure as a means to address complaints  
4 arising within the District. This Uniform Complaint Procedure is intended to be used for all  
5 complaints except those involving challenges to educational material and those governed by a  
6 collective bargaining agreement.

7  
8 The District requests all individuals to use this complaint procedure, when the individual  
9 believes the Board or its employees or agents have violated the individual's rights under: (1)  
10 Montana constitutional, statutory, or administrative law; (2) United States constitutional,  
11 statutory, or regulatory law; or (3) Board policy.

12  
13 The District will endeavor to respond to and resolve complaints without resorting to this formal  
14 complaint procedure and, when a complaint is filed, to address the complaint promptly and  
15 equitably. The right of a person to prompt and equitable resolution of a complaint filed  
16 hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint  
17 procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure  
18 does not extend any filing deadline related to pursuit of other remedies.

19  
20 The Superintendent has the authority to contract with an independent investigator at any time  
21 during the complaint procedure process. Within fifteen (15) calendar days of the  
22 Superintendent's receipt of the independent investigator's report and recommendation, the  
23 Superintendent will respond to the complaint and take such administrative steps as the  
24 Superintendent deems appropriate and necessary.

25  
26 Level 1: Informal

27  
28 An individual with a complaint is first encouraged to discuss it with the appropriate teacher,  
29 counselor, or building administrator, with the objective of resolving the matter promptly and  
30 informally. An exception is that a complaint of sexual harassment should be discussed directly  
31 with an administrator not involved in the alleged harassment.

32  
33 Level 2: Building Administrator

34  
35 When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed  
36 and dated written complaint stating: (1) the nature of the complaint; (2) a description of the  
37 event or incident giving rise to the complaint, including any school personnel involved; and (3)  
38 the remedy or resolution requested. This written complaint must be filed within thirty (30)  
39 calendar days of the event or incident or from the date an individual could reasonably become  
40 aware of such event or incident.

41  
42 When a complaint alleges violation of Board policy or procedure, the building administrator will  
43 investigate and attempt to resolve the complaint. The administrator will respond in writing to the  
44 complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

## THE BOARD OF TRUSTEES

1700

Page 2 of 3

1  
2 If either the complainant or the person against whom the complaint is filed is dissatisfied with  
3 the administrator's decision, either may request, in writing, that the Superintendent review the  
4 administrator's decision. (See Level 3.) This request must be submitted to the Superintendent  
5 within fifteen (15) calendar days of the administrator's decision.  
6

7 When a complaint alleges sexual harassment or a violation of Title IX of the Education  
8 Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of  
9 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the  
10 complaint over to a District nondiscrimination coordinator. The coordinator will complete an  
11 investigation and file a report and recommendation with the Superintendent. A coordinator may  
12 hire, with the approval of the Superintendent, an independent investigator to conduct the  
13 investigation. Within fifteen (15) calendar days of the Superintendent's receipt of the  
14 coordinator's or independent investigators report and recommendation, the Superintendent will  
15 respond to the complaint and take such administrative steps as the Superintendent deems  
16 appropriate and necessary. If either the complainant or the person against whom the complaint is  
17 filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the  
18 Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be  
19 submitted in writing to the Superintendent, within fifteen (15) calendar days of the  
20 Superintendent's written response to the complaint, for transmission to the Board.  
21

### 22 Level 3: Superintendent

23  
24 If either the complainant or the person against whom the complaint is filed appeals the  
25 administrator's decision provided for in Level 2, the Superintendent will review the complaint  
26 and the administrator's decision. The Superintendent will respond in writing to the appeal,  
27 within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In  
28 responding to the appeal, the Superintendent may: (1) meet with the parties involved in the  
29 complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside  
30 investigator or other District employees to assist with the appeal; and/or (4) take other steps  
31 appropriate or helpful in resolving the complaint.  
32

33 If either the complainant or the person against whom the complaint is filed is dissatisfied with  
34 the Superintendent's decision, either may request, in writing, that the Board consider an appeal  
35 of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the  
36 Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the  
37 complaint, for transmission to the Board.  
38

### 39 Level 4: The Board

40  
41 Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3.  
42 Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the  
43 agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than  
44 three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair

THE BOARD OF TRUSTEES

1 appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make  
2 written recommendation to the full Board. The Board will report its decision on the appeal, in  
3 writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board  
4 considered the appeal or the recommendation of the panel. A decision of the Board is final,  
5 unless it is appealed pursuant to Montana law within the period provided by law.  
6

7 Level 5: County Superintendent  
8

9 When a matter falls within the jurisdiction of a county superintendent of schools, the decision of  
10 the Board may be appealed to the county superintendent by filing written appeal within thirty  
11 (30) Calendar days of the Board's decision, pursuant to Montana law.  
12

13 Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)  
14 Title II of the Americans with Disabilities Act of 1990  
15 § 504 of the Rehabilitation Act of 1973  
16

17 Policy History:

18 Adoption on: February 2007

19 Revised on: April 21, 2009  
20

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

1 Suicide Awareness and Prevention

2  
3 Professional Development

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

6  
7 The District will provide professional development on youth suicide awareness and prevention to  
8 each employee of the district who work directly with any students enrolled in the school district.  
9 The training materials will be approved by the Office of Public Instruction (OPI).

10  
11 The District will provide at least two (2) hours of youth suicide and prevention training  
12 beginning the 2017-18 school year. The District will provide, at a minimum, two (2) hours of  
13 youth suicide awareness and prevention training every five (5) years thereafter. All new  
14 employees who work directly with any student enrolled in the school district will be provided  
15 training the first year of employment.

16  
17 Youth suicide and prevention training may include:

- 18  
19 A. In-person attendance at a live training;  
20 B. Videoconference;  
21 C. An individual program of study of designated materials;  
22 D. Self-review modules available online; and  
23 E. Any other method chosen by the local school board that is consistent with professional  
24 development standards.

25  
26 Prevention and Response

27  
28 The Board authorizes the Administration and appropriate District staff to develop procedures to  
29 address matters related to suicide prevention and response that:

- 30  
31 A. Promote collaboration with families and with community providers in all aspects of  
32 suicide prevention and response;  
33 B. Include high quality intervention services for students;  
34 C. Promote interagency cooperation that enables school personnel to identify and access  
35 appropriate community resources for use in times of crisis;  
36 D. Include reintegration of youth into a school following a crisis, hospitalization, or  
37 residential treatment;  
38 E. Provide for leadership, planning, and support for students and school personnel to  
39 ensure appropriate responses to attempted or completed suicides.

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40  
41 No cause of action may be brought for any loss or damage caused by any act or admission  
42 resulting from the implementation of the provisions of this policy or resulting from any training,  
43 or lack of training, related to this policy. Nothing in this policy shall be construed to impose a  
44 specific duty of care.

Jefferson High School District #1

STUDENTS

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Page 2 of 2

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This policy will be reviewed by the Board of Trustees on a regular basis.

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

Policy History:

Adopted on: August 2018

Revised on:

*Revision Note:*



STUDENTS

1     Suicide Awareness and Prevention

2  
3 The Administration shall develop and implement a youth suicide prevention program meeting  
4 minimum requirements set forth in 10.55.719, ARM.

5  
6 The District will provide professional development on youth suicide awareness and prevention to  
7 each employee of the district who work directly with any students enrolled in the school district.  
8 The training materials will be approved by the Office of Public Instruction (OPI).

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

15  
16 Youth suicide and prevention training may include:

- 17  
18     A. In-person attendance at a live training;  
19     B. Videoconference;  
20     C. An individual program of study of designated materials;  
21     D. Self-review modules available online; and  
22     E. Any other method chosen by the local school board that is consistent with professional  
23         development standards.

24  
25  
26 No cause of action may be brought for any loss or damage caused by any act or admission  
27 resulting from the implementation of the provisions of this policy or resulting from any training,  
28 or lack of training, related to this policy. Nothing in this policy shall be construed to impose a  
29 specific duty of care.

30  
31  
32 Legal Reference:     § 20-7-1310, MCA    Youth suicide awareness and prevention training

33  
34 Policy History:

35 Adopted on:   August 2018

36 Revised on:

37  
38 *Revision Note:*

INSTRUCTION

1 **INTERSCHOLASTIC ACTIVITY/ATHLETICS PROGRAM ASSUMPTION OF RISK**  
2 **FORM**

3  
4  
5 Form is available in the District office. The form is created and updated by administration in  
6 conjunction with our liability insurance agent and carrier. Extracurricular activities may include  
7 physical contact and physical exertion. There is an inherent risk of injury in the activity. By  
8 signing this agreement, I acknowledge that the School District staff try to prevent accidents. I  
9 agree to accept responsibility for my student's participation in the school activities. The activity  
10 is strictly voluntary.

11  
12 I, the undersigned, hereby acknowledge and understand that, regardless of all feasible safety  
13 measures that may be taken by the School District, participation in this event entails certain  
14 inherent risks. I certify that my student is physically fit and medically able to participate or have  
15 noted an applicable physical or medical diagnosis at the bottom of this form. I further certify that  
16 my student will honor all instructions of district staff and failure to honor instructions may result  
17 in dismissal from the activity. I have been informed of these risks, understand them, and feel that  
18 the benefits of participation outweigh the risks involved. My signature below gives my child  
19 permission to participate in a School Activity.

20  
21 I authorize qualified emergency medical professionals to examine and in the event of injury or  
22 serious illness, administer emergency care to my student. I understand every effort will be made  
23 to contact the family or contact person noted below to explain the nature of the problem prior to  
24 any involved treatment. In the event it becomes necessary for the district staff in charge to obtain  
25 emergency care for my student, I understand that neither the district employee in charge of the  
26 activity nor the school district assumes financial liability for expenses incurred because of an  
27 accident, injury, illness, and/or unforeseen circumstances.

28  
29 The School District DOES NOT provide medical insurance benefits for students who choose to  
30 participate in activities programs. Parents or guardians may request information from the school  
31 district regarding medical insurance for students. If parents or guardians have their own  
32 insurance coverage during the student's participation, that coverage information is provided  
33 below. Or parents may notify the School District that they do not have medical insurance.

34  
35 I have personal medical insurance to cover the student's participation:

36  
37 INSURANCE (Company Name)

38  
39 Policy #

40  
41  
42 I do not have personal medical insurance to cover the student's participation and  
43 understand that the School District does not provide medical insurance to cover the students. I  
44 understand I will be responsible for any medical costs associated with the student's participation.

**INSTRUCTION**

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- 17
- 18
- 19

Signature Required Regardless of Insurance Coverage:

Student Athlete

(Please Print)

Parent/Guardian

(Signature)

Date:

**Legal Reference:**

**Policy History:**

**Adopted on: May 2016**

**Revised on:**

***Revision Note:***

1 **INTERSCHOLASTIC ACTIVITY/ATHLETICS PROGRAM ASSUMPTION OF RISK**  
2 **FORM**

3  
4  
5 Form is available in the District office. The form is created and updated by administration in  
6 conjunction with our liability insurance agent and carrier.

7  
8 **Legal Reference:**

9  
10 **Policy History:**

11 **Adopted on: May 2016**

12 **Revised on:**

13  
14 ***Revision Note:***

**INSTRUCTION**

1 Special Education

2  
3 The Superintendent shall place the annual application on the agenda of a regular meeting of the  
4 Board, for action prior to submission to the state educational agency for final approval.

5  
6 Child Find

7  
8 The District shall be responsible for the coordination and management of locating, identifying,  
9 and evaluating all disabled children ages zero (-0-) through twenty-one (21). Appropriate staff  
10 will design the District's Child Find plan in compliance with all state and federal requirements  
11 and with assistance from special education personnel who are delegated responsibility for  
12 implementing the plan.

13  
14 The District's plan will contain procedures for identifying suspected disabled students in private  
15 schools as identified in 34 C.F.R. 530.130 and 530.131(f), students who are home schooled,  
16 homeless children, as well as public facilities located within the geographic boundaries of the  
17 District. These procedures shall include screening and development criteria for further  
18 assessment. The plan must include locating, identifying, and evaluating highly mobile children  
19 with disabilities and children who are suspected of being a child with a disability and in need of  
20 special education, even though the child is and has been advancing from grade to grade. The  
21 District's Child Find Plan must set forth the following:

- 22 1. Procedures used to annually inform the public of all child find activities, for children zero
- 23 through twenty-one;
- 24 2. Identity of the special education coordinator;
- 25 3. Procedures used for collecting, maintaining, and reporting data on child identification;
- 26 4. Procedures for Child Find Activities (including audio logical, health, speech/language,
- 27 and visual screening and review of data or records for students who have been or are
- 28 being considered for retention, delayed admittance, long-term suspension or expulsion or
- 29 waiver of learner outcomes) in each of the following age groups:
- 30 A. Infants and Toddlers (Birth through Age 2)
- 31 Procedures for referral of infants and toddlers to the appropriate early intervention
- 32 agency, or procedures for conducting child find.
- 33 B. Preschool (Ages 3 through 5)
- 34 Part C Transition planning conferences; frequency and location of screenings;
- 35 coordination with other agencies; follow-up procedures for referral and
- 36 evaluation; and procedures for responding to individual referrals.
- 37 C. In-School (Ages 6 through 18)
- 38 Referral procedures, including teacher assistance teams, parent referrals, and
- 39 referrals from other sources; and follow-up procedures for referral and evaluation.
- 40
- 41 D. Post-School (Ages 19 through 21)
- 42
- 43
- 44
- 45

INSTRUCTION

2161P

Page 2 of 6

1 Individuals who have not graduated from high school with a regular diploma and  
2 who were not previously identified. Describe coordination efforts with other  
3 agencies.

4 E. Private Schools (This includes home schools.)  
5 Child find procedures addressing the provisions of A.R.M. 10.16.3125(1); follow-  
6 up procedures for referral and evaluation.

7 F. Homeless Children

8 G. ~~Dyslexia~~

9 The School District shall establish procedures to ensure that all resident children  
10 with disabilities, including specific learning disabilities resulting from dyslexia,  
11 are identified and evaluated for special education and related services as early as  
12 possible. The screening instrument must be administered to:

13 (A) A child in the first year that the child is admitted to a school of the  
14 district up to grade 2; and

15 (B) A child who has not been previously screened by the district and who  
16 fails to meet grade-level reading benchmarks in any grade;

17  
18 The screening instrument shall be administered by an individual with an  
19 understanding of, and training to identify, signs of dyslexia designed to assess  
20 developmentally appropriate phonological and phonemic awareness skills.

21  
22 If a screening suggests that a child may have dyslexia or a medical professional  
23 diagnosis a child with dyslexia, the child's school district shall take steps to  
24 identify the specific needs of the child and implement best practice interventions  
25 to address those needs. This process may lead to consideration of the child's  
26 qualification as a child with a disability under this policy.

27  
28 Procedures for Evaluation and Determination of Eligibility

29  
30 Procedures for evaluation and determination of eligibility for special education and related  
31 services are conducted in accordance with the procedures and requirements of 34 C.F.R.  
32 300.301-300.311 and the following state administrative rules:

- 33  
34 10.16.3320 - Referral;  
35 10.60.103 - Identification of Children with Disabilities;  
36 10.16.3321 - Comprehensive Educational Evaluation Process.

37  
38 Procedural Safeguards and Parental Notification

39  
40 The District implements the procedural safeguard procedures as identified in 34 C.F.R. 300.500 -  
41 300.530.

42  
43 A copy of the procedural safeguards available to the parents of a child with a disability must be  
44 given to the parents only one time a school year, except that a copy also must be given to the  
45 parents:

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**INSTRUCTION**

- 1 • Upon initial referral or parent request for evaluation;
- 2 • Upon receipt of the first State complaint under 34 CFR 300.151 through 300.153 and
- 3 upon receipt of the first due process complaint under 34 CFR 300.507 in a school year;
- 4 • In accordance with the discipline procedures in 34 CFR 300.530(h) (...on the date on
- 5 which the decision is made to make a removal that constitutes a change of placement of a
- 6 child with a disability because of a violation of a code of student conduct, the LEA
- 7 must...provide the parents the procedural safeguards notice); and
- 8 • Upon request by a parent.

9  
10 A public agency also may place a current copy of the procedural safeguard notice on its internet  
11 website, if a web site exists. [34 CFR 300.504(a) and (b)] [20 U.S.C. 1415(d)(1)]

12  
13 The referral for special education consideration may be initiated from any source, including  
14 school personnel. To initiate the process, an official referral form must be completed and signed  
15 by the person making the referral. The District shall accommodate a parent who cannot speak  
16 English and therefore cannot complete the District referral form. Recognizing that the referral  
17 form is a legal document, District personnel with knowledge of the referral shall bring the  
18 referral promptly to the attention of the Evaluation Team.

19  
20 The District shall give written notice to the parent of its recommendation to evaluate or not to  
21 evaluate the student. The parent will be fully informed concerning the reasons for which the  
22 consent to evaluate is sought. Written parental consent will be obtained before conducting the  
23 initial evaluation or before reevaluating the student.

24  
25 The recommendation to conduct an initial evaluation or reevaluation shall be presented to the  
26 parents in their native language or another mode of communication appropriate to the parent. An  
27 explanation of all the procedural safeguards shall be made available to the parents when their  
28 consent for evaluation is sought. These safeguards will include a statement of the parents' rights  
29 relative to granting the consent.

30  
31 Evaluation of Eligibility

32  
33 Evaluation of eligibility for special education services will be consistent with the requirements of  
34 34 C.F.R. 300.301 through 300.311 regarding Procedures for Evaluation and Determination of  
35 Eligibility; and shall also comply with A.R.M. 10.16.3321.

36  
37 Individualized Education Programs

38  
39 The District develops, implements, reviews, and revises individualized education programs (IEP)  
40 in accordance with the requirements and procedures of 34 C.F.R. 300.320-300.328.

41  
42 Least Restrictive Environment

43  
44 To the maximum extent appropriate, children with disabilities, including children in public or  
45 private institutions or other care facilities, are educated with children who are nondisabled, and

INSTRUCTION

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1 special classes, separate schooling, or other removal of children with disabilities from the regular  
2 class occurs only if the nature or severity of the disability is such that education in regular  
3 classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.  
4 Educational placement decisions are made in accordance with A.R.M. 10.16.3340 and the  
5 requirements of 34 C.F.R. 300.114 - 300.120, and a continuum of alternate placements is  
6 available as required in 34 C.F.R. 300.551.

7  
8 Children in Private Schools/Out-of District Placement

9  
10 Children with a disability placed in or referred to a private school or facility by the District, or  
11 other appropriate agency, shall receive special education and related services in accordance with  
12 the requirements and procedures of 34 C.F.R. 300.145 through 300.147 and A.R.M. 10.16.3122.

13  
14 As set forth under 34 C.F.R. 300.137, children with a disability placed in or referred to a private  
15 school or facility by parents do not have an individual right to special education and related  
16 services at the District's expense. When services are provided to children with disabilities placed  
17 by parents in private schools, the services will be in accordance with the requirements and  
18 procedures of 34 C.F.R. 300.130 through 300.144 and 300.148.

19 Impartial Due Process Hearing

20  
21 The District shall conduct the impartial hearing in compliance with the Montana Administrative  
22 Rules on matters pertaining to special education controversies.

23  
24 Special Education Records and Confidentiality of Personally Identifiable Information

25  
26 A. Confidentiality of Information

27  
28 The District follows the provisions under the Family Educational Rights and Privacy Act and  
29 implements the procedures in 34 C.F.R. 300.610-300.627, § 20-1-213, MCA, and A.R.M.  
30 10.16.3560.

31  
32 B. Access Rights

33  
34 Parents of disabled students and students eighteen (18) years or older, or their representative,  
35 may review any educational records which are designated as student records collected,  
36 maintained, and used by the District. Review shall normally occur within five (5) school days  
37 and in no case longer than forty-five (45) days. Parents shall have the right to an explanation or  
38 interpretation of information contained in the record. Non-custodial parents shall have the same  
39 right of access as custodial parents, unless there is a legally binding document specifically  
40 removing that right.

41  
42 C. List of Types and Locations of Information.

43  
44 A list of the records maintained on disabled students shall be available in the District office.  
45 Disabled student records shall be located in the special education room, where they are available



INSTRUCTION

1 for review by authorized District personnel, parents, and adult students. Special education  
2 teachers will maintain an IEP file in their classrooms. These records will be maintained under  
3 the direct supervision of the teacher and will be located in a locked file cabinet. A record-of-  
4 access sheet in each special education file will specify the District personnel who have a  
5 legitimate interest in viewing these records.

6  
7 D. Safeguards

8  
9 The District will identify in writing the employees who have access to personally identifiable  
10 information, and provide training on an annual basis to those staff members.

11  
12 E. Destruction of Information

13  
14 The District will inform parents five (5) years after the termination of special education services  
15 that personally identifiable information is no longer needed for program purposes. The parent  
16 will be advised that such information may be important to establish eligibility for certain adult  
17 benefits. At the parent's request, the record information shall either be destroyed or made  
18 available to the parent or to the student if eighteen (18) years or older. Reasonable effort shall be  
19 made to provide the parent with notification sixty (60) days prior to taking any action on  
20 destruction of records. Unless consent has been received from the parent to destroy the record,  
21 confidential information will be retained for five (5) years beyond legal school age.

22  
23 F. Children's Rights

24  
25 Privacy rights shall be transferred from the parent to an adult student at the time the student  
26 attains eighteen (18) years of age, unless some form of legal guardianship has been designated  
27 due to the severity of the disabling condition.

28  
29 Discipline

30  
31 Students with disabilities may be suspended from school the same as students without disabilities  
32 for the same infractions or violations for up to ten (10) consecutive school days. Students with  
33 disabilities may be suspended for additional periods of not longer than ten (10) consecutive  
34 school days for separate, unrelated incidents, so long as such removals do not constitute a change  
35 in the student's educational placement. However, for any additional days of removal over and  
36 above ten (10) school days in the same school year, the District will provide educational services  
37 to a disabled student, which will be determined in consultation with at least one of the child's  
38 teachers, determining the location in which services will be provided. The District will  
39 implement the disciplinary procedures in accord with the requirements of CFR 300.530 -  
40 300.537.

41  
42 Legal Reference: 34 CFR 300.1, et seq. Individuals with Disabilities Act (IDEA)  
43 § 20-1-213, MCA Transfer of school records  
44 10.16.3122 ARM Local Educational Agency Responsibility for  
45 Students with Disabilities

**INSTRUCTION**

1	10.16.3129 ARM	Parental Involvement
2	10.16.3220 ARM	Program Narrative
3	10.16.3321 ARM	Comprehensive Educational Evaluation Process
4	10.16.3322 ARM	Composition of a Child Study Team
5	10.16.3340 ARM	Individualized Education Program and Placement
6		Decisions
7	10.16.3342 ARM	Transfer Students: Intrastate and Interstate
8	10.16.3560 ARM	Special Education Records
9	10.60.103 ARM	Identification of Children with Disabilities
10	37.85.414 ARM	Maintenance of Records and Auditing (Medicaid)
11	<u>Chapter 227 (2019)</u>	<u>Montana Dyslexia Screening and Intervention Act</u>

**Procedure History:**

14 Promulgated on: February 2007  
15 Revised on: November 20, 2007, January 20, 2009, February 15, 2011

INSTRUCTION

1 Special Education

2  
3 The Superintendent shall place the annual application on the agenda of a regular meeting of the  
4 Board, for action prior to submission to the state educational agency for final approval.  
5

6 Child Find

7  
8 The District shall be responsible for the coordination and management of locating, identifying,  
9 and evaluating all disabled children ages zero (-0-) through twenty-one (21). Appropriate staff  
10 will design the District's Child Find plan in compliance with all state and federal requirements  
11 and with assistance from special education personnel who are delegated responsibility for  
12 implementing the plan.  
13

14 The District's plan will contain procedures for identifying suspected disabled students in private  
15 schools as identified in 34 C.F.R. 530.130 and 530.131(f), students who are home schooled,  
16 homeless children, as well as public facilities located within the geographic boundaries of the  
17 District. These procedures shall include screening and development criteria for further  
18 assessment. The plan must include locating, identifying, and evaluating highly mobile children  
19 with disabilities and children who are suspected of being a child with a disability and in need of  
20 special education, even though the child is and has been advancing from grade to grade. The  
21 District's Child Find Plan must set forth the following:  
22

- 23 1. Procedures used to annually inform the public of all child find activities, for children zero
- 24 through twenty-one;
- 25 2. Identity of the special education coordinator;
- 26 3. Procedures used for collecting, maintaining, and reporting data on child identification;
- 27 4. Procedures for Child Find Activities (including audio logical, health, speech/language,
- 28 and visual screening and review of data or records for students who have been or are
- 29 being considered for retention, delayed admittance, long-term suspension or expulsion or
- 30 waiver of learner outcomes) in each of the following age groups:

31 A. Infants and Toddlers (Birth through Age 2)

32 Procedures for referral of infants and toddlers to the appropriate early intervention  
33 agency, or procedures for conducting child find.

34 B. Preschool (Ages 3 through 5)

35 Part C Transition planning conferences; frequency and location of screenings;  
36 coordination with other agencies; follow-up procedures for referral and  
37 evaluation; and procedures for responding to individual referrals.

38 C. In-School (Ages 6 through 18)

39 Referral procedures, including teacher assistance teams, parent referrals, and  
40 referrals from other sources; and follow-up procedures for referral and evaluation.  
41

42  
43  
44  
45 D. Post-School (Ages 19 through 21)

INSTRUCTION

1 Individuals who have not graduated from high school with a regular diploma and  
2 who were not previously identified. Describe coordination efforts with other  
3 agencies.

4 E. Private Schools (This includes home schools.)  
5 Child find procedures addressing the provisions of A.R.M. 10.16.3125(1); follow-  
6 up procedures for referral and evaluation.

7 F. Homeless Children

8

9 Procedures for Evaluation and Determination of Eligibility

10

11 Procedures for evaluation and determination of eligibility for special education and related  
12 services are conducted in accordance with the procedures and requirements of 34 C.F.R.  
13 300.301-300.311 and the following state administrative rules:

14

- 15 10.16.3320 - Referral;
- 16 10.60.103 - Identification of Children with Disabilities;
- 17 10.16.3321 - Comprehensive Educational Evaluation Process.

18

19 Procedural Safeguards and Parental Notification

20

21 The District implements the procedural safeguard procedures as identified in 34 C.F.R. 300.500 -  
22 300.530.

23

24 A copy of the procedural safeguards available to the parents of a child with a disability must be  
25 given to the parents only one time a school year, except that a copy also must be given to the  
26 parents:

27

- 28 • Upon initial referral or parent request for evaluation;
- 29 • Upon receipt of the first State complaint under 34 CFR 300.151 through 300.153 and  
30 upon receipt of the first due process complaint under 34 CFR 300.507 in a school year;
- 31 • In accordance with the discipline procedures in 34 CFR 300.530(h) (...on the date on  
32 which the decision is made to make a removal that constitutes a change of placement of a  
33 child with a disability because of a violation of a code of student conduct, the LEA  
34 must...provide the parents the procedural safeguards notice); and
- 35 • Upon request by a parent.

36

36 A public agency also may place a current copy of the procedural safeguard notice on its internet  
37 website, if a web site exists. [34 CFR 300.504(a) and (b)] [20 U.S.C. 1415(d)(1)]

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39 The referral for special education consideration may be initiated from any source, including  
40 school personnel. To initiate the process, an official referral form must be completed and signed  
41 by the person making the referral. The District shall accommodate a parent who cannot speak  
42 English and therefore cannot complete the District referral form. Recognizing that the referral  
43 form is a legal document, District personnel with knowledge of the referral shall bring the  
44 referral promptly to the attention of the Evaluation Team.

45

**INSTRUCTION**

1 The District shall give written notice to the parent of its recommendation to evaluate or not to  
2 evaluate the student. The parent will be fully informed concerning the reasons for which the  
3 consent to evaluate is sought. Written parental consent will be obtained before conducting the  
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14 Evaluation of eligibility for special education services will be consistent with the requirements of  
15 34 C.F.R. 300.301 through 300.311 regarding Procedures for Evaluation and Determination of  
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18 Individualized Education Programs

19  
20 The District develops, implements, reviews, and revises individualized education programs (IEP)  
21 in accordance with the requirements and procedures of 34 C.F.R. 300.320-300.328.

22  
23 Least Restrictive Environment

24  
25 To the maximum extent appropriate, children with disabilities, including children in public or  
26 private institutions or other care facilities, are educated with children who are nondisabled, and  
27 special classes, separate schooling, or other removal of children with disabilities from the regular  
28 class occurs only if the nature or severity of the disability is such that education in regular  
29 classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.  
30 Educational placement decisions are made in accordance with A.R.M. 10.16.3340 and the  
31 requirements of 34 C.F.R. 300.114 - 300.120, and a continuum of alternate placements is  
32 available as required in 34 C.F.R. 300.551.

33  
34 Children in Private Schools/Out-of District Placement

35  
36 Children with a disability placed in or referred to a private school or facility by the District, or  
37 other appropriate agency, shall receive special education and related services in accordance with  
38 the requirements and procedures of 34 C.F.R. 300.145 through 300.147 and A.R.M. 10.16.3122.

39  
40 As set forth under 34 C.F.R. 300.137, children with a disability placed in or referred to a private  
41 school or facility by parents do not have an individual right to special education and related  
42 services at the District's expense. When services are provided to children with disabilities placed  
43 by parents in private schools, the services will be in accordance with the requirements and  
44 procedures of 34 C.F.R. 300.130 through 300.144 and 300.148.

45 Impartial Due Process Hearing

INSTRUCTION

1  
2 The District shall conduct the impartial hearing in compliance with the Montana Administrative  
3 Rules on matters pertaining to special education controversies.  
4

5 Special Education Records and Confidentiality of Personally Identifiable Information  
6

7 A. Confidentiality of Information  
8

9 The District follows the provisions under the Family Educational Rights and Privacy Act and  
10 implements the procedures in 34 C.F.R. 300.610-300.627, § 20-1-213, MCA, and A.R.M.  
11 10.16.3560.  
12

13 B. Access Rights  
14

15 Parents of disabled students and students eighteen (18) years or older, or their representative,  
16 may review any educational records which are designated as student records collected,  
17 maintained, and used by the District. Review shall normally occur within five (5) school days  
18 and in no case longer than forty-five (45) days. Parents shall have the right to an explanation or  
19 interpretation of information contained in the record. Non-custodial parents shall have the same  
20 right of access as custodial parents, unless there is a legally binding document specifically  
21 removing that right.  
22

23 C. List of Types and Locations of Information.  
24

25 A list of the records maintained on disabled students shall be available in the District office.  
26 Disabled student records shall be located in the special education room, where they are available  
27 for review by authorized District personnel, parents, and adult students. Special education  
28 teachers will maintain an IEP file in their classrooms. These records will be maintained under  
29 the direct supervision of the teacher and will be located in a locked file cabinet. A record-of-  
30 access sheet in each special education file will specify the District personnel who have a  
31 legitimate interest in viewing these records.  
32

33 D. Safeguards  
34

35 The District will identify in writing the employees who have access to personally identifiable  
36 information, and provide training on an annual basis to those staff members.  
37

38 E. Destruction of Information  
39

40 The District will inform parents five (5) years after the termination of special education services  
41 that personally identifiable information is no longer needed for program purposes. The parent  
42 will be advised that such information may be important to establish eligibility for certain adult  
43 benefits. At the parent's request, the record information shall either be destroyed or made  
44 available to the parent or to the student if eighteen (18) years or older. Reasonable effort shall be  
45 made to provide the parent with notification sixty (60) days prior to taking any action on

## INSTRUCTION

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1 destruction of records. Unless consent has been received from the parent to destroy the record,  
2 confidential information will be retained for five (5) years beyond legal school age.

3  
4 F. Children's Rights

5  
6 Privacy rights shall be transferred from the parent to an adult student at the time the student  
7 attains eighteen (18) years of age, unless some form of legal guardianship has been designated  
8 due to the severity of the disabling condition.

9  
10 Discipline

11  
12 Students with disabilities may be suspended from school the same as students without disabilities  
13 for the same infractions or violations for up to ten (10) consecutive school days. Students with  
14 disabilities may be suspended for additional periods of not longer than ten (10) consecutive  
15 school days for separate, unrelated incidents, so long as such removals do not constitute a change  
16 in the student's educational placement. However, for any additional days of removal over and  
17 above ten (10) school days in the same school year, the District will provide educational services  
18 to a disabled student, which will be determined in consultation with at least one of the child's  
19 teachers, determining the location in which services will be provided. The District will  
20 implement the disciplinary procedures in accord with the requirements of CFR 300.530 -  
21 300.537.

22

23 Legal Reference:	34 CFR 300.1, et seq.	Individuals with Disabilities Act (IDEA)
24	§ 20-1-213, MCA	Transfer of school records
25	10.16.3122 ARM	Local Educational Agency Responsibility for
26		Students with Disabilities
27	10.16.3129 ARM	Parental Involvement
28	10.16.3220 ARM	Program Narrative
29	10.16.3321 ARM	Comprehensive Educational Evaluation Process
30	10.16.3322 ARM	Composition of a Child Study Team
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34	10.16.3560 ARM	Special Education Records
35	10.60.103 ARM	Identification of Children with Disabilities
36	37.85.414 ARM	Maintenance of Records and Auditing (Medicaid)

37  
38 Procedure History:

39 Promulgated on: February 2007

40 Revised on: November 20, 2007, January 20, 2009, February 15, 2011

STUDENTS

1 Entrance, Placement, and Transfer

2  
3 Entrance, Date, and Age

4  
5 ~~The District requires proof of identity and an immunization record for every child to be admitted~~  
6 ~~to District schools. The trustees may at their discretion assign and admit a child to a school in~~  
7 ~~the district who is under 6 years of age or an adult who is 19 years of age or older if there are~~  
8 ~~exceptional circumstances that merit waiving the age provision. All waivers are granted in the~~  
9 ~~sole discretion of the Trustees. Non-resident students may be admitted at the discretion of the~~  
10 ~~Trustees. Children will be enrolled in the grade identified in accordance with District policy or at~~  
11 ~~the discretion of the administration in consultation with the student's parents or guardians. The~~  
12 ~~District requires proof of identity and an immunization record for every child to be admitted to~~  
13 ~~District schools. The trustees may at their discretion assign and admit a child to a school in the~~  
14 ~~district who is under 5 years of age or an adult who is 19 years of age or older if there are~~  
15 ~~exceptional circumstances that merit waiving the age provision.~~

16  
17 School Entrance

- 18  
19 1. The District requires that a student's parents, legal guardian, or legal custodian present  
20 proof of identity of the child<sup>1</sup> to the school within forty (40) days of enrollment, as well  
21 as proof of residence in the District. Students who are not residents of the District may  
22 apply for admission pursuant to Policy 3141.  
23  
24 2. To be admitted to the District school, in accordance with the Montana Immunization  
25 Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus,  
26 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents  
27 approved by the Department of Health and Human Services or the local county health  
28 department. Immunizations may not be required if a child qualifies for conditional  
29 attendance or an exemption is filed as provided by Montana law.  
30  
31 3. The above requirements are not to serve as barriers to immediate enrollment of students  
32 designated as homeless or foster children as required by the Every Student Succeeds Act  
33 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work  
34 with the local child welfare agency, the school last attended, or other relevant agencies to  
35 obtain necessary enrollment documentation and ensure a student receives education  
36 services in the best interests of the child. The superintendent or designee shall serve as  
37 point of contact with all applicable agencies to review records, facilitate services, and  
38 resolve disputes.

39  
40 Placement

41  
42 The District goal is to place students at levels and in settings that will increase the probability of  
43 student success. Developmental testing, together with other relevant criteria including, but not  
44 limited to, health, maturity, emotional stability, and developmental disabilities, may be

1 For the purposes of this section "proof of identity" means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a).MCA



STUDENTS

1 considered in the placement of all students. Final disposition of all placement decisions rests  
2 with the principal, subject to appeal to the Superintendent or the Board.

3  
4 Transfer

5  
6 District policies regulating the enrollment of students from other accredited elementary and  
7 secondary schools are designed to protect the educational welfare of children.

8  
9 Secondary Grades (9-12) Credit Transfer: A transfer of credits from any secondary school is  
10 subject to a satisfactory examination of the following:

- 11  
12 1. Appropriate certificates of school accreditation;  
13  
14  
15  
16 2. Length of course, school day, and school year;  
17  
18 3. Content of applicable courses;  
19  
20 4. School building as it relates to credit earned (i.e., lab areas for appropriate science or  
21 vocational instruction);  
22  
23 5. Appropriate evaluation of student performance leading toward credit issuance.  
24

25 The District will follow Montana Accreditation Rules and Standard, along with local alternate  
26 procedures for earning credit, in reviewing requests for transfer of credits. The high school  
27 principal has authority for approving credit transfers, subject to review by the Superintendent or  
28 the Board.

29

30 Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-404, MCA	Conditional attendance
	§ 20-5-405, MCA	Medical or religious exemption
	§ 20-5-406, MCA	Immunization record
	§ 44-2-511, MCA	School enrollment procedure
	10.55.601 et seq., ARM	Accreditation Standards: Procedures

38

39 Policy History:

40 Adopted on: February 2007

41 Revised on: April 15, 2008

42 Revised on: January 2016, March 2018

43  
1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

- 1 *Note: The revisions included the age range acceptance in lines 7-8 Page 1 as well as the*
- 2 *footnote defining "proof of identity".*
- 3 *January 2016 revisions include addition of varicella and clarification of immunization manner as*
- 4 *per 2015 Montana Legislature.*
- 5 *March 2018 ESSA language added*

1 Entrance, Placement, and Transfer

2  
3 Entrance, Date, and Age

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5 The District requires proof of identity and an immunization record for every child to be admitted  
6 to District schools. The trustees may at their discretion assign and admit a child to a school in  
7 the district who is under 6 years of age or an adult who is 19 years of age or older if there are  
8 exceptional circumstances that merit waiving the age provision.  
9

10 School Entrance

- 11
- 12 1. The District requires that a student's parents, legal guardian, or legal custodian present  
13 proof of identity of the child<sup>1</sup> to the school within forty (40) days of enrollment, as well  
14 as proof of residence in the District. Students who are not residents of the District may  
15 apply for admission pursuant to Policy 3141.  
16
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18 Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus,  
19 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents  
20 approved by the Department of Health and Human Services or the local county health  
21 department. Immunizations may not be required if a child qualifies for conditional  
22 attendance or an exemption is filed as provided by Montana law.  
23
  - 24 3. The above requirements are not to serve as barriers to immediate enrollment of students  
25 designated as homeless or foster children as required by the Every Student Succeeds Act  
26 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work  
27 with the local child welfare agency, the school last attended, or other relevant agencies to  
28 obtain necessary enrollment documentation.  
29

30 Placement

31  
32 The District goal is to place students at levels and in settings that will increase the probability of  
33 student success. Developmental testing, together with other relevant criteria including, but not  
34 limited to, health, maturity, emotional stability, and developmental disabilities, may be  
35 considered in the placement of all students. Final disposition of all placement decisions rests  
36 with the principal, subject to appeal to the Superintendent or the Board.  
37

38 Transfer

39  
40 District policies regulating the enrollment of students from other accredited elementary and  
41 secondary schools are designed to protect the educational welfare of children.  
42

43 Secondary Grades (9-12) Credit Transfer: A transfer of credits from any secondary school is  
44 subject to a satisfactory examination of the following:

1 For the purposes of this section "proof of identity" means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

STUDENTS

- 1
- 2 1. Appropriate certificates of school accreditation;
- 3
- 4
- 5
- 6 2. Length of course, school day, and school year;
- 7
- 8 3. Content of applicable courses;
- 9
- 10 4. School building as it relates to credit earned (i.e., lab areas for appropriate science or
- 11 vocational instruction);
- 12
- 13 5. Appropriate evaluation of student performance leading toward credit issuance.
- 14

15 The District will follow Montana Accreditation Rules and Standard, along with local alternate  
16 procedures for earning credit, in reviewing requests for transfer of credits. The high school  
17 principal has authority for approving credit transfers, subject to review by the Superintendent or  
18 the Board.

20 Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
21	§ 20-5-403, MCA	Immunization required – release and
22		acceptance of immunization records
23	§ 20-5-404, MCA	Conditional attendance
24	§ 20-5-405, MCA	Medical or religious exemption
25	§ 20-5-406, MCA	Immunization record
26	§ 44-2-511, MCA	School enrollment procedure
27	10.55.601 et seq., ARM	Accreditation Standards: Procedures
28		

29 Policy History:

- 30 Adopted on: February 2007
- 31 Revised on: April 15, 2008
- 32 Revised on: January 2016, March 2018
- 33

34 *Note: The revisions included the age range acceptance in lines 7-8 Page 1 as well as the*  
 35 *footnote defining “proof of identity”.*  
 36 *January 2016 revisions include addition of varicella and clarification of immunization manner as*  
 37 *per 2015 Montana Legislature.*  
 38 *March 2018 ESSA language added*

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STUDENTS

1 Students of Legal Age

2  
3 Every student eighteen (18) years of age or older ~~will be deemed to be an adult and will have~~  
4 ~~legal capacity to act as such. Such students,~~ like all other students, will comply with the rules  
5 established by the District, pursue the prescribed course of study, and submit to the authority of  
6 teachers and other staff members as required by policy and state law.

7  
8 Forms

9 Adult students who reside with parents or guardians and/or are classified as dependents of  
10 parents or guardians for tax purposes must have applicable forms completed by parents or  
11 guardians.

12  
13 Admission to School

14  
15 The residence of an adult student who is not residing with a parent or guardian will be  
16 considered the residence for school purposes.

17  
18 Field Trips/Athletic Programs

19  
20 Approved forms for participation will be required of all students. The form should indicate that  
21 the signature is that of the parent, ~~or the adult student. Sponsors or coaches will be required to~~  
22 ~~confirm the ages of those students signing their own forms.~~

23  
24 Absence/Lateness/Truancy

25  
26 Absence notes will be signed by parents or guardians, normally signed by parents or guardians,  
27 may be signed by adult students. Excessive absences will result in consequences according to  
28 policy 3122P and will be reported on the report card.

29  
30 Suspension/Expulsion

31  
32 All suspension and/or expulsion proceedings will conform to the requirements of state statutes.  
33 Notification of all such proceedings will be sent to parents or guardians. ~~Adult students,~~  
34 ~~however, are permitted to represent themselves if they so choose.~~

35  
36 Withdrawal from School

37  
38 Adult students may withdraw from school under their own cognizance. Counselors will guide  
39 and counsel potential dropouts and encourage their continued attendance. Parents will be  
40 notified of impending dropouts by the school.

41  
42 Permission to Inspect Student Records

43  
44

**STUDENTS**

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Page 2 of 3

1 A student that attains the age of legal majority is an “eligible student” under FERPA. An eligible  
2 student has the right to access and inspect their student records. An eligible student may not  
3 prevent their parents from accessing and inspecting their student records if they are a dependent  
4 of their parents in accordance with Internal Revenue Service regulations.  
5

**Jefferson High School District #1**

**STUDENTS**

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Page 3 of 3

1 Report Cards

2  
3 Progress reports will be sent to the parent or legal guardian.

4  
5 Excuses from School

6  
7 The school will verify requests from students who wish to leave school early for reasons such as  
8 job interviews, college visits, driver testing, etc., with the organization being visited. Permission  
9 to leave school early may be denied for what is considered a non-valid reason.

10  
11 Financial Responsibility

12  
13 Students of legal age can be held financially responsible for damage to school property.

14  
15  
16  
17 Policy History:

18 Adopted on: February 2007

19 Revised on: January 2016

20  
21 January 2016 revision notes: Replaced paragraph in Permission to Inspect Student Records  
22 section.

**STUDENTS**

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6 teachers and other staff members as required by policy and state law.

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**Jefferson High School District #1**

**STUDENTS**

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17 Policy History:

18 Adopted on: February 2007

19 Revised on: January 2016

20

21 January 2016 revision notes: Replaced paragraph in Permission to Inspect Student Records  
22 section.

## STUDENTS

3520  
Page 1 of 21 Student Fees and Fines and Charges

2  
3 Within the concept of free public education, the District will provide an educational program for  
4 students as free of costs as possible.

5  
6 The Board may charge a student a reasonable fee for any course or activity not reasonably related to  
7 a recognized academic and educational goal of the District or for any course or activity taking place  
8 outside normal school functions. The Board may waive fees in cases of financial hardship.

9  
10 The Board delegates authority to the Superintendent to establish appropriate fees and procedures  
11 governing collection of fees and asks the Superintendent to make annual reports, at the regular June  
12 Board meeting, to the Board regarding fee schedules. The Board also may require fees for actual  
13 cost of breakage and for excessive supplies used in commercial, industrial arts, music, domestic  
14 science, science, or agriculture courses.

15  
16 The District holds a student responsible for the cost of replacing materials or property that are lost or  
17 damaged because of negligence. A building administrator will notify a student and parent regarding  
18 the nature of violation or damage, how restitution may be made, and how an appeal may be  
19 instituted. ~~The District may withhold a student's grades or diploma until restitution is made.~~ The  
20 district may not refuse to transfer files to another district because a student owes fines or fees. The  
21 District may not withhold the school schedule of a student because the student owes fines or fees.

22  
23 ~~The A-school~~ district may withhold the grades, diploma, or transcripts of a current or former  
24 ~~student/pupil~~ who is responsible for the cost of school materials or the loss or damage of school  
25 property until the ~~student/pupil~~ or the ~~student/pupil's~~ parent or guardian pays the owed fines or  
26 fees, satisfies the obligation.

27  
28 In the event a student who owes fines or fees transfers to another school district in the state and the  
29 District has A-school-district that decides to withhold ~~a pupil's~~ the student's grades, diploma, or  
30 transcripts from the ~~student/pupil~~ and the ~~student/pupil's~~ parent or guardian pursuant to the above  
31 paragraph, the District shall:

- 32 i. Upon receiving notice that the ~~student/pupil~~ has transferred to another school district in the  
33 state, notify the ~~student/pupil's~~ parent or guardian in writing that the school district to  
34 which the ~~student/pupil~~ has transferred will be requested to withhold the ~~student/pupil's~~  
35 grades, diploma, or transcripts until any obligation has been satisfied;
- 36 ii. Forward appropriate grades or transcripts to the school district to which the ~~student/pupil~~ has  
37 transferred;
- 38 iii. At the same time, notify the school district to which the student has transferred of any  
39 financial obligation of the ~~student/pupil~~ and request the withholding of the ~~student/pupil's~~  
40 grades, diploma, or transcripts until any obligations are met;
- 41 iv. When the ~~student/pupil~~ or the ~~student/pupil's~~ parent or guardian satisfies the obligation,  
42 inform the school district to which the ~~student/pupil~~ has transferred.

43  
44 A student or parent may appeal the imposition of a charge for damages to the Superintendent and to  
45 the Board.

**STUDENTS**

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Legal reference:           § 20-1-213(3), MCA   Transfer of school records  
                                  § 20-5-201, MCA     Duties and sanctions  
                                  § 20-7-601, MCA     Free textbook provisions  
                                  § 20-9-214, MCA     Fees

Policy History:

Adopted on:               February 2007  
Revised on:               February 14, 2011, October 2015, May 2016

October 2015 revision note: Added process for working with transfer districts.

STUDENTS

1 Student Fees, Fines, and Charges

2

3 Within the concept of free public education, the District will provide an educational program for  
4 students as free of costs as possible.

5

6 The Board may charge a student a reasonable fee for any course or activity not reasonably related to  
7 a recognized academic and educational goal of the District or for any course or activity taking place  
8 outside normal school functions. The Board may waive fees in cases of financial hardship.

9

10 The Board delegates authority to the Superintendent to establish appropriate fees and procedures  
11 governing collection of fees and asks the Superintendent to make annual reports, at the regular June  
12 Board meeting, to the Board regarding fee schedules. The Board also may require fees for actual  
13 cost of breakage and for excessive supplies used in commercial, industrial arts, music, domestic  
14 science, science, or agriculture courses.

15

16 The District holds a student responsible for the cost of replacing materials or property that are lost or  
17 damaged because of negligence. A building administrator will notify a student and parent regarding  
18 the nature of violation or damage, how restitution may be made, and how an appeal may be  
19 instituted. The District may withhold a student's grades or diploma until restitution is made. The  
20 district may not refuse to transfer files to another district because a student owes fines or fees.

21

22 A school district may withhold the grades, diploma, or transcripts of a current or former pupil who is  
23 responsible for the cost of school materials or the loss or damage of school property until the pupil  
24 or the pupil's parent or guardian satisfies the obligation.

25

26 A school district that decides to withhold a pupil's grades, diploma, or transcripts from the pupil and  
27 the pupil's parent or guardian pursuant to the above paragraph shall:

28

i. Upon receiving notice that the pupil has transferred to another school district in the state,  
29 notify the pupil's parent or guardian in writing that the school district to which the pupil  
30 has transferred will be requested to withhold the pupil's grades, diploma, or transcripts  
31 until any obligation has been satisfied;

32

ii. Forward appropriate grades or transcripts to the school to which the pupil has transferred;

33

iii. At the same time, notify the school district of any financial obligation of the pupil and  
34 request the withholding of the pupil's grades, diploma, or transcripts until any  
35 obligations are met;

36

iv. When the pupil or the pupil's parent or guardian satisfies the obligation, inform the school  
37 district to which the pupil has transferred.

38

39 A student or parent may appeal the imposition of a charge for damages to the Superintendent and to  
40 the Board.

41

42

43

44

Legal reference: § 20-1-213(3), MCA Transfer of school records

45

§ 20-5-201, MCA Duties and sanctions

**STUDENTS**

1                                    § 20-7-601, MCA    Free textbook provisions  
2                                    § 20-9-214, MCA    Fees

3  
4 **Policy History:**

5 **Adopted on:**            February 2007

6 **Revised on:**            February 14, 2011, October 2015, May 2016

7  
8 **October 2015 revision note:** Added process for working with transfer districts.

**STUDENTS**

Student Records

Maintenance of School Student Records

The District maintains two (2) sets of school records for each student – a permanent record and a cumulative record.

The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location.

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information
- Camera footage only for those students directly involved in the incident

Information in the permanent record will indicate authorship and date and will be maintained in perpetuity for every student who has been enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent.

STUDENTS

Access to Student Records

The District will grant access to student records as follows:

- 1. The District or any District employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.

~~2. 3. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. A parent of any student is allowed to view the footage but not permitted to receive a copy unless the parents of the other involved students provide consent. Consent from parents of students in the background is not required. Access to the records will be granted within fifteen (15) days of the District's receipt of such request. Access to the records will be granted within fifteen (15) days of the District's receipt of such request. Parents are not entitled to records of other students. If a record contains information about two students, information related to the student of the non-requesting parent will be redacted from the record.~~

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~~In situations involving a record containing video footage, a parent of a student whose record contains the footage is allowed to view the footage contained in the record but is not permitted to receive a copy unless of the parents of the other involved students provide consent. The footage is not a record of students in the background of the image or not otherwise involved in the underlying matter.~~

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Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. The District will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including pupil-parent interaction.

A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not prevent their parents from accessing and inspecting their student records if they are a dependent of their parents in accordance with internal Revenue Service regulations.

Access will not be granted to the parent or the student to confidential letters and

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1 recommendations concerning admission to a post-secondary educational institution,  
2 applications for employment, or receipt of an honor or award, if the student has waived  
3 his or her right of access after being advised of his or her right to obtain the names of all  
4 persons making such confidential letters or statements.  
5

6 3. The District may grant access to or release information from student records without  
7 prior written consent to school officials with a legitimate education interest in the  
8 information. A school official is a person employed by the district in an administrative,  
9 supervisory, academic or support staff position (including but not limited to  
10 administrators, teachers, counselors, paraprofessionals, coaches, and bus drivers), and the  
11 board of trustees. A school official may also include a volunteer or contractor not  
12 employed by the district but who performs an educational service or function for which  
13 the District would otherwise use its own employees and who is under the direct control of  
14 the district with respect to the use and maintenance of personally identifying information  
15 from education records, or such other third parties under contract with the District to  
16 provide professional services related to the District's educational mission, including, but  
17 not limited to, attorneys and auditors. A school official has a legitimate educational  
18 interest in student education information when the official needs the information in order  
19 to fulfill his or her professional responsibilities for the District. Access by school  
20 officials to student education information will be restricted to that portion of a student's  
21 records necessary for the school official to perform or accomplish their official or  
22 professional duties.  
23

24 4. The District may grant access to or release information from student records without  
25 parental consent or notification to any person, for the purpose of research, statistical  
26 reporting, or planning, provided that no student or parent can be identified from the  
27 information released, and the person to whom the information is released signs an  
28 affidavit agreeing to comply with all applicable statutes and rules pertaining to school  
29 student records.  
30

31 5. The District may grant release of a child's education records to child welfare agencies  
32 without prior written consent of the parents.  
33

34 6. The District will grant access to or release information from a student's records pursuant  
35 to a court order.  
36

37 6. —

38  
39 7. The District will grant access to or release information from any student record, as  
40 specifically required by federal or state statute.  
41

42 8. The District will grant access to or release information from student records to any person  
43 possessing a written, dated consent, signed by the parent or eligible student, with  
44 particularity as to whom the records may be released, the information or record to be



STUDENTS

1 released, and reason for the release. One (1) copy of the consent form will be kept in the  
2 records, and one (1) copy will be mailed to the parent or eligible student by the  
3 Superintendent. Whenever the District requests consent to release certain records, the  
4 records custodian will inform the parent or eligible student of the right to limit such  
5 consent to specific portions of information in the records.  
6

7 9. The District may release student records to the superintendent or an official with similar  
8 responsibilities in a school in which the student has enrolled or intends to enroll, upon  
9 written request from such official.  
10

11 10. Prior to release of any records or information under items 5, 6, 7, and 8, and 9, above, the  
12 District will provide prompt written notice to the parents or eligible student of this  
13 intended action. This notification will include a statement concerning the nature and  
14 substance of the records to be released and the right to inspect, copy, and challenge the  
15 contents.  
16

17 11. The District may release student records or information in connection with an emergency,  
18 without parental consent, if the knowledge of such information is necessary to protect the  
19 health or safety of the student or other persons. The records custodian will make this  
20 decision, taking into consideration the nature of the emergency, the seriousness of the  
21 threat to the health and safety of the student or other persons, the need for such records to  
22 meet the emergency, and whether the persons to whom such records are released are in a  
23 position to deal with the emergency. The District will notify the parents or eligible  
24 student, as soon as possible, of the information released, date of the release, the person,  
25 agency, or organization to whom the release was made, and the purpose of the release.  
26

27 12. The District may disclose, without parental consent, student records or information to the  
28 youth court and law enforcement authorities, pertaining to violations of the Montana  
29 Youth Court Act or criminal laws by the student.  
30

31 13. The District will comply with an ex parte order requiring it to permit the U.S. Attorney  
32 General or designee to have access to a student's school records without notice to or  
33 consent of the student's parent(s)/guardian(s).  
34

35 14. The District charges a nominal fee for copying information in the student's records. No  
36 parent or student will be precluded from copying information because of financial  
37 hardship.  
38

39 15. A record of all releases of information from student records (including all instances of  
40 access granted, whether or not records were copied) will be kept and maintained as part  
41 of such records. This record will be maintained for the life of the student record and will  
42 be accessible only to the parent or eligible student, records custodian, or other person.  
43 The record of release will include:  
44

STUDENTS

- a. Information released or made accessible.
- b. Name and signature of the records custodian.
- c. Name and position of the person obtaining the release or access.
- d. Date of release or grant of access.
- e. Copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

- Student's name
- Address
- Telephone listing
- Photograph (including electronic version)
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors and awards received
- Most recent educational agency or institution attended

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information. The School District will specifically include information about the missing children electronic directory photograph repository permitting parents or guardians to choose to have the student's photograph included in the repository for that school year; information about the use of the directory photographs if a student is identified as a missing child; and information about how to request the student's directory photograph be removed from the repository.

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

The Montana Superintendent of Public Instruction may release student information to the Montana Commissioner of Higher Education and Montana Department of Labor and Industry for research purposes after entering into agreement with Commissioner and Department. If the Superintendent of Public Instruction offers a statewide assessment that serves as a college

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entrance exam, the student's personally identifiable information may be released to colleges, state-contracted testing agencies, and scholarship organizations with student consent.

The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

The District shall give a parent or eligible student, on request, an opportunity for a hearing to challenge content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

The hearing required by 34 CFR 99.21 must meet, at a minimum, the following requirements:

- The District shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.
- The District shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
- The hearing may be conducted by any individual including an official of the District who does not have direct interest in the outcome of the hearing.
- The District shall make its decision in writing within a reasonable amount of time after the hearing.
- The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

The parent or eligible student has:

- The right to present evidence and to call witnesses;
- The right to cross-examine witnesses;
- The right to counsel;
- The right to a written statement of any decision and the reasons therefore;
- 

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

Legal Reference:	Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. 99	
	§ 20-5-201, MCA	Duties and sanctions
	§ 40-4-225, MCA	Access to records by parent
	§ 41-5-215, MCA	Youth court and department records – notification of school
	10.55.909, ARM	Student records

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10.55.910, ARM Student Discipline Records

Procedure History:

Promulgated on: February 2007

Revised on: July 2013, January 2016

January 2016 revision note: added reference to parents retaining access to student records past age of majority if the student is a dependent of the parent. Also compared our policy with the full MTSBA recommended policy and added information we were missing.

### Student Directory Information Notification

*Please sign and return this form to the school within ten (10) days of the receipt of this form **ONLY** if you do not want directory information about your child disclosed to third parties in accordance with the Family Educational Rights and Privacy Act (FERPA). If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.*

\_\_\_\_\_ *Date*

Dear Parent/Eligible Student:

This document informs you of your right to direct the District to withhold the release of student directory information for \_\_\_\_\_

*Student's Name*

Following is a list of items this District considers student directory information.  
Please review School District Policy 3600P for complete information.

<ul style="list-style-type: none"> <li>-Student's name</li> <li>-Address</li> <li>-Telephone listing</li> <li>-Electronic mail address</li> <li>-Photograph (including electronic version)</li> <li>-Date and place of birth</li> <li>-Major field of study</li> <li>-Dates of attendance</li> <li>-Grade level</li> </ul>	<ul style="list-style-type: none"> <li>-Enrollment status (e.g., undergraduate or graduate; full-time or part-time)</li> <li>-Participation in officially recognized activities and sports</li> <li>-Weight and height of members of athletic teams</li> <li>-Degrees</li> <li>-Honors and awards received</li> <li>-Most recent educational agency or institution attended</li> </ul>
--	--

**If you do NOT want directory information provided to the following, please check the appropriate box.**

Institutions of Higher Education,    Potential Employers,    Armed Forces Recruiters,  
Government Agencies    Other

NOTE: If information such as a student's name, grade level, or photograph, and other listed information is to be withheld, the student will not be included in the school's yearbook, program events, and similar School District publications or other statewide programs related to student safety, research, and scholarship. Please review School District Policy 3600P for complete information.

\_\_\_\_\_ *Parent/Eligible Student's Signature*

\_\_\_\_\_ *Date*

**STUDENTS**

1 Student Records

2  
3 Maintenance of School Student Records

4  
5 The District maintains two (2) sets of school records for each student – a permanent record and a  
6 cumulative record.

7  
8 The permanent record will include:

- 9  
10 Basic identifying information  
11 Academic work completed (transcripts)  
12 Level of achievement (grades, standardized achievement tests)  
13 Immunization records (per § 20-5-506, MCA)  
14 Attendance record  
15 Statewide student identifier assigned by the Office of Public Instruction  
16  
17

18 Each student's permanent file, as defined by the board of public education, must be permanently  
19 kept in a secure location.

20  
21 The cumulative record may include:

- 22  
23 Intelligence and aptitude scores  
24 Psychological reports  
25 Participation in extracurricular activities  
26 Honors and awards  
27 Teacher anecdotal records  
28 Verified reports or information from non-educational persons  
29 Verified information of clear relevance to the student's education  
30 Information pertaining to release of this record  
31 Disciplinary information  
32 Camera footage only for those students directly involved in the incident  
33

34 Information in the permanent record will indicate authorship and date and will be maintained in  
35 perpetuity for every student who has been enrolled in the District. Cumulative records will be  
36 maintained for eight (8) years after the student graduates or permanently leaves the District.  
37 Cumulative records which may be of continued assistance to a student with disabilities, who  
38 graduates or permanently withdraws from the District, may, after five (5) years, be transferred to  
39 the parents or to the student if the student has succeeded to the rights of the parents.  
40

41 The building principal will be responsible for maintenance, retention, or destruction of a  
42 student's permanent or cumulative records, in accordance with District procedure established by  
43 the Superintendent.  
44

STUDENTS

1  
2 Access to Student Records

3  
4 The District will grant access to student records as follows:

- 5  
6 1. The District or any District employee will not release, disclose, or grant access to  
7 information found in any student record except under the conditions set forth in this  
8 document.  
9  
10 2. The parents of a student under eighteen (18) years of age will be entitled to inspect and  
11 copy information in the child's school records. Such requests will be made in writing and  
12 directed to the records custodian. A parent of any student is allowed to view the footage  
13 but not permitted to receive a copy unless the parents of the other involved students  
14 provide consent. Consent from parents of students in the background is not required.  
15 Access to the records will be granted within fifteen (15) days of the District's receipt of  
16 such request.

17  
18 Where the parents are divorced or separated, both will be permitted to inspect and copy  
19 the student's school records, unless a court order indicates otherwise. The District will  
20 send copies of the following to both parents at either one's request, unless a court order  
21 indicates otherwise:

- 22  
23 a. Academic progress reports or records;  
24 b. Health reports;  
25 c. Notices of parent-teacher conferences;  
26 d. School calendars distributed to parents/guardians; and  
27 e. Notices about open houses and other major school events, including pupil-parent  
28 interaction.  
29

30 A student that attains the age of legal majority is an "eligible student" under FERPA.  
31 An eligible student has the right to access and inspect their student records. An eligible student  
32 may not prevent their parents from accessing and inspecting their student records if they are a  
33 dependent of their parents in accordance with internal Revenue Service regulations.  
34

35 Access will not be granted to the parent or the student to confidential letters and  
36 recommendations concerning admission to a post-secondary educational institution,  
37 applications for employment, or receipt of an honor or award, if the student has waived  
38 his or her right of access after being advised of his or her right to obtain the names of all  
39 persons making such confidential letters or statements.  
40

- 41 3. The District may grant access to or release information from student records without  
42 prior written consent to school officials with a legitimate education interest in the  
43 information. A school official is a person employed by the district in an administrative,  
44 supervisory, academic or support staff position (including but not limited to

STUDENTS

1 administrators, teachers, counselors, paraprofessionals, coaches, and bus drivers), and the  
2 board of trustees. A school official may also include a volunteer or contractor not  
3 employed by the district but who performs an educational service or function for which  
4 the District would otherwise use its own employees and who is under the direct control of  
5 the district with respect to the use and maintenance of personally identifying information  
6 from education records, or such other third parties under contract with the District to  
7 provide professional services related to the District's educational mission, including, but  
8 not limited to, attorneys and auditors. A school official has a legitimate educational  
9 interest in student education information when the official needs the information in order  
10 to fulfill his or her professional responsibilities for the District. Access by school  
11 officials to student education information will be restricted to that portion of a student's  
12 records necessary for the school official to perform or accomplish their official or  
13 professional duties.

14  
15 4. The District may grant access to or release information from student records without  
16 parental consent or notification to any person, for the purpose of research, statistical  
17 reporting, or planning, provided that no student or parent can be identified from the  
18 information released, and the person to whom the information is released signs an  
19 affidavit agreeing to comply with all applicable statutes and rules pertaining to school  
20 student records.

21  
22 5. The District may grant release of a child's education records to child welfare agencies  
23 without prior written consent of the parents.

24  
25 6. The District will grant access to or release information from a student's records pursuant  
26 to a court order.

27  
28 6.

29  
30 7. The District will grant access to or release information from any student record, as  
31 specifically required by federal or state statute.

32  
33 8. The District will grant access to or release information from student records to any person  
34 possessing a written, dated consent, signed by the parent or eligible student, with  
35 particularity as to whom the records may be released, the information or record to be  
36 released, and reason for the release. One (1) copy of the consent form will be kept in the  
37 records, and one (1) copy will be mailed to the parent or eligible student by the  
38 Superintendent. Whenever the District requests consent to release certain records, the  
39 records custodian will inform the parent or eligible student of the right to limit such  
40 consent to specific portions of information in the records.

41  
42 9. The District may release student records to the superintendent or an official with similar  
43 responsibilities in a school in which the student has enrolled or intends to enroll, upon  
44 written request from such official.



STUDENTS

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10. Prior to release of any records or information under items 5, 6, 7, and 8, and 9, above, the District will provide prompt written notice to the parents or eligible student of this intended action. This notification will include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.

11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will notify the parents or eligible student, as soon as possible, of the information released, date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.

12. The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.

13. The District will comply with an ex parte order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).

14. The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship.

15. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person. The record of release will include:

- a. Information released or made accessible.
- b. Name and signature of the records custodian.
- c. Name and position of the person obtaining the release or access.
- d. Date of release or grant of access.
- e. Copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parents

STUDENTS

1 may prohibit such a release. Directory information will be limited to:

- 2
- 3 Student's name
- 4 Address
- 5 Telephone listing
- 6 Photograph (including electronic version)
- 7 Date and place of birth
- 8 Major field of study
- 9 Dates of attendance
- 10 Grade level
- 11 Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- 12 Participation in officially recognized activities and sports
- 13 Weight and height of members of athletic teams
- 14 Degrees
- 15 Honors and awards received
- 16 Most recent educational agency or institution attended
- 17

18 The notification to parents and students concerning school records will inform them of their right  
19 to object to the release of directory information.

20

21 Military Recruiters/Institutions of Higher Education

22

23 Pursuant to federal law, the District is required to release the names, addresses, and telephone  
24 numbers of all high school students to military recruiters and institutions of higher education  
25 upon request. The notification to parents and students concerning school records will inform  
26 them of their right to object to the release of this information.

27

28 Student Record Challenges

29

30 The District shall give a parent or eligible student, on request, an opportunity for a hearing to  
31 challenge content of the student's education records on the grounds that the information  
32 contained in the education records is inaccurate, misleading, or in violation of the privacy rights  
33 of the student.

34

35 The hearing required by 34 CFR 99.21 must meet, at a minimum, the following requirements:

- 36 - The District shall hold the hearing within a reasonable time after it has received the  
37 request for the hearing from the parent or eligible student.
- 38 - The District shall give the parent or eligible student notice of the date, time, and place,  
39 reasonably in advance of the hearing.
- 40 - The hearing may be conducted by any individual including an official of the District who  
41 does not have direct interest in the outcome of the hearing.
- 42 - The District shall make its decision in writing within a reasonable amount of time after  
43 the hearing.
- 44 - The decision must be based solely on the evidence presented at the hearing, and must

STUDENTS

1 include a summary of the evidence and the reasons for the decision.

2  
3 The parent or eligible student has:

- 4
- 5 • The right to present evidence and to call witnesses;
- 6 • The right to cross-examine witnesses;
- 7 • The right to counsel;
- 8 • The right to a written statement of any decision and the reasons therefore;
- 9 •

10  
11 The parents may insert a written statement of reasonable length describing their position on  
12 disputed information. The school will maintain the statement with the contested part of the  
13 record for as long as the record is maintained and will disclose the statement whenever it  
14 discloses the portion of the record to which the statement relates.

15 Legal Reference: Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R.  
16 99

17 § 20-5-201, MCA	Duties and sanctions
18 § 40-4-225, MCA	Access to records by parent
19 § 41-5-215, MCA	Youth court and department records – notification
20 of school	
21 10.55.909, ARM	Student records
22 10.55.910, ARM	Student Discipline Records

23  
24 Procedure History:

25 Promulgated on: February 2007

26 Revised on: July 2013, January 2016

27  
28 January 2016 revision note: added reference to parents retaining access to student records past  
29 age of majority if the student is a dependent of the parent. Also compared our policy with the  
30 full MTSBA recommended policy and added information we were missing.

Visitor and Spectator Conduct

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

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

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

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

Legal Reference:	§ 20-1-206, MCA	Disturbance of school – penalty
	§ 20-4-303, MCA	Abuse of teachers
	§ 45-8-101, MCA	Disorderly conduct
	<u>§ 45-8-351, MCA</u>	<u>Restriction on Local Government Regulation of</u>
		<u>Firearms</u>
	<u>Article X, section 8</u>	<u>Montana Constitution</u>

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Policy History

Adopted on: February 2007

Revised on:

Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

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

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

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice by certified mail with return receipt requested, containing:

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

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

Policy History

Adopted on: February 2007

Revised on:

COMMUNITY RELATIONS

1 Contact With Students

2  
3 Students are entrusted to the schools for educational purposes. Although educational purposes  
4 encompass a broad range of experiences, school officials must not assume license to allow  
5 unapproved contact with students by persons not employed by the District for educational  
6 purposes.

7  
8 Teachers may arrange for guest speakers on appropriate topics relative to the curriculum. The  
9 principal may approve school assemblies on specific educational topics of interest and relevance  
10 to the school program. The District normally does not permit other types of contact by non-  
11 school personnel.

12  
13 Unless authorized by the building administrator or otherwise required by District policy or state  
14 and federal law, the District will not allow access to the schools by outside individuals, entities,  
15 businesses, service providers, or organizations desiring to use the captive audience in a school  
16 for information, sales material, or special interest purposes or delivery of services to students or  
17 groups of students that are unrelated to District operations.

18  
19  
20  
21 Policy History:

22 Adopted on: February 2007

23 Revised on:

1 Contact With Students

2  
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9 of contact by non-school personnel.

10  
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12 captive audience in a school for information, sales material, or special interest purposes.

13  
14  
15

16 Policy History:

17 Adopted on: February 2007

18 Revised on:

COMMUNITY RELATIONS

Conduct on School Property

In addition to prohibitions stated in other District policies, no person on school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the District;
3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
4. Smoke or otherwise use tobacco or nicotine products, including alternative nicotine and vapor products as defined in 16-11-302, MCA, or other similar products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess weapons (as defined in Policy 3311) at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
8. Willfully violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. District administrators will take appropriate action as circumstances warrant.

Cross Reference: Policy 3311 Firearms and Weapons

Legal Reference: Pro-Children Act of 1994, 20 U.S.C. § 6081  
Smoke Free School Act of 1994  
16-11-302, MCA Definitions  
§ 20-1-220, MCA Use of tobacco product in public school building or property prohibited  
§ 20-5-410, MCA Civil penalty  
§ 45-8-351, MCA Restriction on Local Government Regulation of Firearms  
Article X, section 8 Montana Constitution

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Policy History:

Adopted on: February 2007

Revised on: January 2016



**Jefferson High School District #1**

**COMMUNITY RELATIONS**

4332

Page 2 of 2

- 1 *Note: Revision included the insertion of the word "nicotine" in #4 and the change of policy in*
- 2 *the Cross Reference.*
- 3 *January 2016 Revision adds definitions as per 16-11-302 MCA and reference to vapor cigarettes*

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Policy History:

Adopted on: February 2007

Revised on: January 2016

*Note: Revision included the insertion of the word "nicotine" in #4 and the change of policy in the Cross Reference.*

*January 2016 Revision adds definitions as per 16-11-302 MCA and reference to vapor cigarettes*

1 Relations with Law Enforcement and Child Protective Agencies

2  
3 The staff is primarily responsible for maintaining proper order and conduct in the schools. Staff  
4 shall be responsible for holding students accountable for infractions of school rules, which may  
5 include minor violations of the law, occurring during school hours or at school activities. When  
6 there is substantial threat to the health and safety of students or others, such as in the case of  
7 bomb threats, mass demonstrations with threat of violence, individual threats of substantial  
8 bodily harm, trafficking in prohibited drugs, or the scheduling of events where large crowds may  
9 be difficult to handle, the law enforcement agency shall be called upon for assistance.

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

12  
13 The District will strive to develop and maintain cooperative working relationships with the law  
14 enforcement agencies. Procedures for cooperation between law enforcement, child protective,  
15 and school authorities will be established. Such procedures will be made available to affected  
16 staff and will be periodically revised.

17  
18 County Interdisciplinary Child Information and School Safety Team

19  
20 The District will participate in the Jefferson County interdisciplinary child information and  
21 school safety team established by Section 52-2-211, MCA. This team consists of county-level  
22 representatives of the youth court, the county attorney, the department of public health and  
23 human services, the county superintendent of schools, the sheriff, the chief of any police force,  
24 the superintendents of public school districts in the County, and the department of corrections.

25  
26 The purpose of the team is "to facilitate the exchange and sharing of information that one or  
27 more team members may be able to use in serving a child in the course of their professions and  
28 occupations, including but not limited to abused or neglected children, delinquent youth, and  
29 youth in need of intervention, and of information relating to issues of school safety."

30  
31 The Superintendent is authorized to participate in the formation of and request information from  
32 the interdisciplinary child information and school safety team regarding students in the School  
33 District. The Superintendent shall utilize this authority on a regular basis to ensure the safety and  
34 security of the District.

35  
36  
37  
38 Cross Reference: 4313 Disruption of School Operations

39  
40 Legal Reference: § 20-1-206, MCA Disturbance of school – penalty  
41 ———§ 52-2-211, MCA County Interdisciplinary Child Information  
42 and School Safety Team

43  
44 Policy History:

45 Adopted on: February 2007

**Jefferson High School District #1**

**COMMUNITY RELATIONS**

4410

1 Revised on:

1 Relations with Law Enforcement and Child Protective Agencies

2  
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17  
18  
19  
20 Cross Reference: 4313 Disruption of School Operations

21  
22 Legal Reference: § 20-1-206, MCA Disturbance of school -- penalty

23  
24 Policy History:

25 Adopted on: February 2007

26 Revised on:

PERSONNEL

Hiring Process and Criteria

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

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

Certification

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

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

Reference Checks

The Board authorizes the Superintendent or the Superintendent's designee to inquire of past employers about an applicant's employment on topics including but not limited to: title, role, reason for leaving, work ethic, punctuality, demeanor, collegiality, putting the interests of students first, and suitability for the position in the District. Responses to these inquiries should be documented and considered as part of the screening and hiring process.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

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

**PERSONNEL**

5120

1

2 Policy History:

3 Adopted on: February 2007

4 Revised on: August 2018

**PERSONNEL**

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Policy History:

Adopted on: February 2007

Revised on: August 2018



**Jefferson High School District #1**

**PERSONNEL**

5223

Personal Conduct

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

All employees are expected to maintain high standards of honesty, integrity, professionalism, decorum, and impartiality in the conduct of District business. All employees shall maintain appropriate employee-student relationship boundaries in all respects, including but not limited to personal, speech, print, and digital communications. Failure to honor the appropriate employee student relationship boundary will result in a report to the Department of Public Health and Human Services and the appropriate law enforcement agency.

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

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

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

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

Cross Reference: Policy 5232 – Abused and Neglected Children

Legal Reference: § 20-1-201, MCA School officers not to act as agents  
§ 45-5-501, MCA Definitions  
§ 45-5-502, MCA Sexual Assault

Policy History:

Adopted on: February 2007

**Jefferson High School District #1**

**PERSONNEL**

5223

1 Revised on:

## Jefferson High School District #1

### PERSONNEL

5223

#### Personal Conduct

1  
2  
3 Employees are expected to maintain high standards of honesty, integrity, and impartiality in the  
4 conduct of District business.

5  
6 In accordance with state law, an employee should not dispense or utilize any information gained  
7 from employment with the District, accept gifts or benefits, or participate in business enterprises  
8 or employment that creates a conflict of interest with the faithful and impartial discharge of the  
9 employee's District duties. A District employee, before acting in a manner which might impinge  
10 on any fiduciary duty, may disclose the nature of the private interest which would create a  
11 conflict. Care should be taken to avoid using or avoid the appearance of using official positions  
12 and confidential information for personal advantage or gain.

13  
14 Further, employees are expected to hold confidential all information deemed not to be for public  
15 consumption as determined by state law and Board policy. Employees also will respect the  
16 confidentiality of people served in the course of an employee's duties and use information gained  
17 in a responsible manner. The Board may discipline, up to and including discharge, any  
18 employee who discloses confidential and/or private information learned during the course of the  
19 employee's duties or learned as a result of the employee's participation in a closed (executive)  
20 session of the Board. Discretion should be used even within the school system's own network of  
21 communication.

22  
23 Administrators and supervisors may set forth specific rules and regulations governing staff  
24 conduct on the job within a particular building.

25  
26  
27  
28 Legal Reference: § 20-1-201, MCA School officers not to act as agents

#### Policy History:

29  
30  
31 Adopted on: February 2007

32 Revised on:

4  
5 Abused and Neglected Child Reporting

6  
7 A District employee who has reasonable cause to suspect, as a result of information they receive  
8 in their professional or official capacity, that a child is abused or neglected by anyone regardless  
9 of whether the person suspected of causing the abuse or neglect is a parent or other person  
10 responsible for the child's welfare, they shall report the matter promptly to the Department of  
11 Public Health and Human Services. Child abuse or neglect means actual physical or  
12 psychological harm to a child, substantial risk of physical or psychological harm to a child, and  
13 abandonment. This definition includes sexual abuse and sexual contact by or with a student. The  
14 obligation to report suspected child abuse or neglect also applies to actual or attempted sexual or  
15 romantic contact between a student and a staff member.

16  
17 A District employee who makes a report of child abuse or neglect is encouraged to notify the  
18 building administrator of the report. An employee does not discharge the obligation to personally  
19 report by notifying the Superintendent or principal.

20  
21 Any District employee who fails to report a suspected case of abuse or neglect to the Department  
22 of Public Health and Human Services, or who prevents another person from doing so, may be  
23 civilly liable for damages proximately caused by such failure or prevention and is guilty of a  
24 misdemeanor. The employee will also be subject to disciplinary action up to and including  
25 termination.

26  
27 When a District employee makes a report, the DPHHS may share information with that  
28 individual or others as permitted by law. ~~as stated in 41-3-201(5).~~ Individuals in the District who  
29 receive information related to a report of child abuse or neglect pursuant to the above-named  
30 subsection (5). shall maintain the confidentiality of the information. ~~as required in 41-3-205.~~

31  
32 Cross Reference: Policy 5223 – Personal Conduct  
33 Policy 3225- Sexual Harassment of Students

34  
35 Legal Reference: § 41-3-201, MCA Reports  
36 § 41-3-202, MCA Action on reporting  
37 § 41-3-203, MCA Immunity from liability  
38 § 41-3-205, MCA Confidentiality – disclosure exceptions  
39 § 41-3-207, MCA Penalty for failure to report  
40 § 45-5-501, MCA Definitions  
41 § 45-5-502, MCA Sexual Assault

42  
43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on:

1 Abused and Neglected Child Reporting

2  
3 A District employee who has reasonable cause to suspect that a student may be an abused or  
4 neglected child shall report such a case to the Montana Department of Public Health and Human  
5 Services and notify the Superintendent or principal that a report has been made. An employee  
6 does not discharge the obligation to personally report by notifying the Superintendent or  
7 principal.  
8

9 Any District employee who fails to report a suspected case of abuse or neglect to the Department  
10 of Public Health and Human Services, or who prevents another person from doing so, may be  
11 civilly liable for damages proximately caused by such failure or prevention and is guilty of a  
12 misdemeanor. The employee will also be subject to disciplinary action up to and including  
13 termination.  
14

15 When a District employee makes a report, the DPHHS may share information with that  
16 individual or others as stated in 41-3-201(5). Individuals who receive information pursuant to  
17 the above named subsection (5) shall maintain the confidentiality of the information as required  
18 in 41-3-205.  
19

20	Legal Reference:	§ 41-3-201, MCA	Reports
21		§ 41-3-202, MCA	Action on reporting
22		§ 41-3-203, MCA	Immunity from liability
23		§ 41-3-205, MCA	Confidentiality – disclosure exceptions
24		§ 41-3-207, MCA	Penalty for failure to report
25			

26 Policy History:

27 Adopted on: February 2007

28 Revised on: July 2013

29  
30 *Note: The revision allows the DPHHS to give information back to the person who reported a*  
31 *possible abuse and neglect case.*

PERSONNEL

1 Long-Term Illness/Temporary Disability

2  
3 Employees may use sick leave for long-term illness or temporary disability, and, upon the  
4 expiration of sick leave, the Board may grant eligible employees leave without pay if requested.  
5 Medical certification of the long-term illness or temporary disability may be required, at the  
6 Board's discretion.  
7

8  
9 Leave without pay arising out of any long-term illness or temporary disability shall commence  
10 only after sick leave has been exhausted. The duration of leaves, extensions, and other benefits  
11 for privileges such as health and long-term illness shall apply under the same conditions as other  
12 long-term illness or temporary disability leaves.  
13

14 ~~The Superintendent shall devise procedures within the intent of Title VII of the 1964 Civil~~  
15 ~~Rights Act as amended in 1978 by the Pregnancy Discrimination Act, and within the scope of~~  
16 ~~applicable law and court rulings in the state of Montana.~~  
17

18  
19  
20 Policy History:

21 Adopted on: February 2007

22 Revised on:

23  
24 Revision Note: Removes Maternity Leave which becomes it's own policy number 5330

**PERSONNEL**

Long-Term Illness/Temporary Disability/Maternity Leave

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

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

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

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

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

Policy History:

Adopted on: February 2007

Revised on:

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

PERSONNEL

Long-Term Illness/Temporary Disability/Maternity Leave

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

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

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

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

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

Procedure History:

Promulgated on: February 2007

Revised on:

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



PERSONNEL

5329P

1 Long-Term Illness/Temporary Disability/Maternity Leave  
2

3 The following procedures will be used when an employee has a long-term illness or temporary  
4 disability, including maternity:  
5

6 1. When any illness or temporarily disabling condition is "prolonged," an employee will be  
7 asked by the administration to produce a written statement from a physician, stating that  
8 the employee is temporarily disabled and is unable to perform the duties of his/her  
9 position until such a time.  
10

11 ~~2. Maternity leave will be treated as any other disability. Generally, unless mandated~~  
12 ~~otherwise by a physician, maternity leave does not exceed six (6) weeks. As a disabling~~  
13 ~~condition, maternity leave is not available to fathers.~~  
14

15 32. In the case of any other extended illness, procedures for assessing the probable duration  
16 of the temporary disability will vary. The number of days of disability will vary  
17 according to different conditions, individual needs, and the assessment of individual  
18 physicians. Normally, however, the employee should expect to return on the date  
19 indicated by the physician, unless complications develop which are further certified by a  
20 physician.  
21  
22  
23

24 Procedure History:

25 Promulgated on: February 2007

26 Revised on:

27  
28 Revision Note: Removed Maternity which became its own policy number 5330

1 Maternity Leave and Paternity Leave

2  
3 ~~Long term illness or temporary disability shall be construed to include pregnancy, miscarriage,~~  
4 ~~childbirth and recovery therefrom.~~ The School District's maternity leave policy covers  
5 employees who are not eligible for FMLA leave at Policy 5328. Maternity leave includes only  
6 continuous absence immediately prior to adoption, delivery, absence for delivery, and absence  
7 for post-delivery recovery, or continuous absence immediately prior to and in the aftermath of  
8 miscarriage or other pregnancy-related complications.

9  
10 ~~It is unlawful for an employer to~~ The School District shall not refuse to grant an employee a  
11 reasonable leave of absence for pregnancy or require that an employee take a mandatory  
12 maternity leave for an unreasonable length of time. In determining the reasonableness which  
13 shall apply to a request for a leave of absence for a pregnancy, an employer shall apply standards  
14 at least as inclusive as those which have been applied to requests for leave of absence for any  
15 other valid medical reason. Jefferson High School will follow the language in the current  
16 collective bargaining agreement as it relates to maternity leave unless mandated otherwise by the  
17 employee's physician. The School District has determined that maternity leave shall not exceed  
18 12 weeks unless mandated otherwise by the employee's physician. Employees will be required to  
19 use appropriate accumulated paid leave concurrently while on FMLA leave.

20  
21 ~~It is also unlawful for an employer to~~ The School District shall not deny to the employee who is  
22 disabled as a result of pregnancy any compensation to which the employee is entitled as a result  
23 of the accumulation of disability or leave benefits accrued pursuant to plans maintained by the  
24 employer, provided that the employer may require disability as a result of pregnancy to be  
25 verified by medical certification that the employee is not able to perform employment duties.

26  
27 ~~As a disabling condition, maternity leave is not available to fathers.~~

28  
29 An employee who has signified her intent to return at the end of her maternity leave of absence  
30 shall be reinstated to her original job or an equivalent position with equivalent pay and  
31 accumulated seniority, retirement, fringe benefits, and other service credits.

32  
33 The School District will review requests for Paternity Leave in accordance with any applicable  
34 policy or collective bargaining agreement provision governing use of leave for family purposes.

35  
36 Legal Reference: § 49-2-310, MCA Maternity leave – unlawful acts of employers  
37 § 49-2-311, MCA Reinstatement to job following pregnancy-related  
38 leave of absence  
39 Admin. R. Mont. 24.9.1201—1207 Maternity Leave

40  
41  
42 Legal Reference:

43  
44 Policy History:

**Jefferson High School District #1**

**PERSONNEL**

5330  
Page 2 of 2

- 1 **Adopted on:**
- 2 **Revised on:**
- 3
- 4 ***Revision Note:***

1 Maternity Leave

2  
3 Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage,  
4 childbirth and recovery therefrom. Maternity leave includes only continuous absence  
5 immediately prior to delivery, absence for delivery, and absence for post-delivery recovery, or  
6 continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-  
7 related complications.

8  
9 It is unlawful for an employer to refuse to grant an employee a reasonable leave of absence for  
10 pregnancy. In determining the reasonableness which shall apply to a request for a leave of  
11 absence for a pregnancy, an employer shall apply standards at least as inclusive as those which  
12 have been applied to requests for leave of absence for any other valid medical reason. Jefferson  
13 High School will follow the language in the current collective bargaining agreement as it relates  
14 to maternity leave unless mandated otherwise by the employee's physician.

15  
16 It is also unlawful for an employer to deny to the employee who is disabled as a result of  
17 pregnancy any compensation to which the employee is entitled as a result of the accumulation of  
18 disability or leave benefits accrued pursuant to plans maintained by the employer, provided that  
19 the employer may require disability as a result of pregnancy to be verified by medical  
20 certification that the employee is not able to perform employment duties.

21  
22 As a disabling condition, maternity leave is not available to fathers.

23  
24 An employee who has signified her intent to return at the end of her maternity leave of absence  
25 shall be reinstated to her original job or an equivalent position with equivalent pay and  
26 accumulated seniority, retirement, fringe benefits, and other service credits.

27  
28 Legal Reference: § 49-2-310, MCA Maternity leave – unlawful acts of employers  
29 § 49-2-311, MCA Reinstatement to job following pregnancy-related  
30 leave of absence  
31 Admin. R. Mont. 24.9.1201—1207 Maternity Leave

32  
33  
34 Legal Reference:

35  
36 Policy History:

37 Adopted on:

38 Revised on:

39  
40 Revision Note:

Jefferson High School District #1

VOLUNTEER AGREEMENT FORM  
COACH/HELPER/AIDE/CHAPERONE/SECTION

5430F

Policy#

Page 1 of 2

1 I, \_\_\_\_\_ (the Volunteer), hereby agree to serve Jefferson High School  
2 (the District) on a volunteer basis as a \_\_\_\_\_  
3 Please initial next to each statement:

4  
5 \_\_\_\_\_ The Volunteer understands any volunteer services will not be compensated now or  
6 in the future.

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7  
8 \_\_\_\_\_ The Volunteer has been informed and understands that volunteer services rendered  
9 do not create an employee-employer relationship between the Volunteer and the District  
10 for the position stated above.

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11  
12 \_\_\_\_\_ The Volunteer understands that the District may not carry worker's compensation  
13 insurance and does not carry medical insurance for a person serving as a volunteer in the  
14 position stated above.

15  
16 \_\_\_\_\_ The Volunteer understands that the mutually established schedule of services for  
17 the position stated above carries no obligation for either party and may be adjusted at any  
18 time.

19  
20 \_\_\_\_\_ The Volunteer understands that services as a volunteer may be terminated at any  
21 time.

22  
23 \_\_\_\_\_ The Volunteer understands that they are under the direction of the school district at  
24 all times during their service as a volunteer and must follow directives given by district  
25 employees.

26  
27 \_\_\_\_\_ The Volunteer understands that they are to follow all laws, policies, and rules  
28 regarding student and employee confidentiality during their service as a volunteer.

29  
30 \_\_\_\_\_ The Volunteer understands that they are to follow district policy as well as local,  
31 state, federal, and other applicable laws during their service as a volunteer.

32  
33 \_\_\_\_\_ The Volunteer understands that they are not to use alcohol, tobacco, or other drugs  
34 around students at any time whether on school property or not.

35  
36 \_\_\_\_\_ The Volunteer understands that they are not to encourage students to violate  
37 district policy. The Volunteer further understands that if they observe a student violating  
38 district policy, they are to report the behavior to the supervising district employee  
39 immediately.

40  
41 \_\_\_\_\_ The Volunteer understands that any violation of this agreement, district policy, or  
42 any local, state, federal, or other applicable law can result in permanent termination of  
43 volunteer privileges and possible legal action.

Jefferson High School District #1

VOLUNTEER AGREEMENT FORM  
COACH/HELPER/AIDE/CHAPERONESECTION

5430F

Policy#

Page 2 of 2

1  
2 The Volunteer is 18 years or older.  
3

4 The Volunteer understands that this authorization only applies to the \_\_\_\_\_ / \_\_\_\_\_  
5 school year.  
6

7 The Volunteer understands that if the position stated above involves regular  
8 unsupervised access to students in schools, they shall submit to a name-based and  
9 fingerprint criminal background investigation conducted by the appropriate law  
10 enforcement agency prior to consideration of this agreement.  
11

12  
13 I understand that should I have been found to have violated these rules, I will not be used again  
14 as a chaperone for any District-sponsored field trips or excursions and may be excluded from  
15 using District-sponsored transportation for the remainder of the field trip or excursion and that I  
16 will be responsible for my own transportation back home.  
17

18  
19  
20 \_\_\_\_\_  
21 DISTRICT REPRESENTATIVE DATE  
22

23  
24 \_\_\_\_\_  
25 VOLUNTEER SIGNATURE DATE

26 Legal Reference:

27 Policy History:

28 Adopted on:

29 Revised on:

30  
31 *Revision Note:*  
32

1 Volunteers

2  
3 The District recognizes the valuable contributions made to the total school program by members  
4 of the community who act as volunteers. A volunteer by law is an individual who:

- 5  
6 1. Has not entered into an express or implied compensation agreement with the District;  
7  
8 2. Is excluded from the definition of “employee” under appropriate state and federal  
9 statutes;  
10  
11 3. May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and  
12  
13 4. Is not employed by the District in the same or similar capacity for which he/she is  
14 volunteering.  
15

16 District employees who work with volunteers shall clearly explain duties for supervising children  
17 in school, on the playground, and on field trips. An appropriate degree of training and/or  
18 supervision of each volunteer shall be administered commensurate with the responsibility  
19 undertaken.

20  
21 Volunteers who have unsupervised access to children are subject to the District’s policy  
22 mandating background checks.

23  
24 Chaperones

25  
26 The Superintendent may direct that appropriate screening processes be implemented to assure  
27 that adult chaperones are suitable and acceptable for accompanying students on field trips or  
28 excursions.  
29

30 When serving as a chaperone for the District, the parent(s)/guardian(s), or other adult volunteers,  
31 including employees of the District, assigned to chaperone, shall not use tobacco products in the  
32 presence of students, nor shall they consume any alcoholic beverages nor use any illicit drug  
33 during the duration of their assignment as a chaperone, including during the hours following the  
34 end of the day’s activities for students. The chaperone shall not encourage or allow students to  
35 participate in any activity that is in violation of district policy during the field trip or excursion,  
36 including during the hours following the end of the day’s activities. Chaperones shall be given a  
37 copy of these rules, and sign a letter of understanding verifying they are aware of, and agree to,  
38 these District rules before being allowed to accompany students on any field trip or excursion.  
39

40 Any chaperone found to have violated these rules shall not be used again as a chaperone for any  
41 District sponsored field trips or excursions and may be excluded from using District sponsored  
42 transportation for the remainder of the field trip or excursion and be responsible for their own  
43 transportation back home. Employees found to have violated these rules may be subject to  
44 disciplinary action.

**Jefferson High School District #1**

**PERSONNEL**

5430  
Page 2 of 2

1 Cross Reference: 5122 Fingerprints and Criminal Background Investigations

2

3 Policy History:

4 Adopted on: February 2007

5 Revised on:



FINANCIAL MANAGEMENT

Endowments, Gifts, and Investments

The Board may accept gifts, endowments, legacies, and devises subject to the lawful conditions imposed by the donor or without any conditions imposed. Unless otherwise specified by the donor, when a district receives a donation, the trustees may deposit the donation in any budgeted or non-budgeted fund at the discretion of the trustees and may thereafter transfer any portion of the donation to any other fund at the discretion of the trustees. If the trustees accept a donation and the donor specifies the donation for an endowment, the trustees shall deposit the donation in the endowment fund. Endowments received by the District will be deposited to an endowment fund as an expendable or non-expendable trust. Neither the Board nor the Superintendent will approve any gifts that are inappropriate. ~~Unless conditions of an endowment instrument require immediate disbursement, the Board will invest money deposited in the endowment fund according to the provisions of the Uniform Management of Institutional Funds Act (Title 72, chapter 30, MCA).~~

If the District deposited donated funds in an endowment fund without specific instruction by the donor, the Board may move the donated funds and any accumulated interest to any other budgeted or non-budgeted fund of the District and may spend donated funds and any accumulated interest unless restricted by condition imposed by the donor.

The Board authorizes the Superintendent to establish procedures for determining the suitability or appropriateness of all gifts received and accepted by the District.

Once accepted, donated funds are public funds subject to state law. Benefactors may not adjust or add terms or conditions to donated funds after the donation has been accepted.

The Board directs that all school funds be invested in a prudent manner so as to achieve maximum economic benefit to the District. Funds not needed for current obligations may be invested in investment options as set out in Montana statutes, whenever it is deemed advantageous for the District to do so.

Educational Foundations may exist in the community, but are not managed, directed, or approved by the Board of Trustees.

Legal Reference:	§ 20-6-601, MCA	Power to accept gifts
	§ 20-7-803, MCA	Authority to accept gifts
	§ 20-9-212, MCA	Duties of county treasurer
	§ 20-9-213(4), MCA	Duties of trustees
	§ 20-9-604, MCA	Gifts, legacies, devises, and administration of endowment fund

Policy History:

Adopted on: February 2007

Revised on: xx/xx/2018

**Jefferson High School District #1**

**FINANCIAL MANAGEMENT**

7260

1 *Revision Note: Updated for clarification*

**FINANCIAL MANAGEMENT**

**Endowments, Gifts, and Investments**

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37

The Board may accept gifts, endowments, legacies, and devises subject to the lawful conditions imposed by the donor. Endowments received by the District will be deposited to an endowment fund as an expendable or non-expendable trust. Neither the Board nor the Superintendent will approve any gifts that are inappropriate. Unless conditions of an endowment instrument require immediate disbursement, the Board will invest money deposited in the endowment fund according to the provisions of the Uniform Management of Institutional Funds Act (Title 72, chapter 30, MCA).

The Board authorizes the Superintendent to establish procedures for determining the suitability or appropriateness of all gifts received and accepted by the District.

Once accepted, donated funds are public funds subject to state law. Benefactors may not adjust or add terms or conditions to donated funds after the donation has been accepted.

The Board directs that all school funds be invested in a prudent manner so as to achieve maximum economic benefit to the District. Funds not needed for current obligations may be invested in investment options as set out in Montana statutes, whenever it is deemed advantageous for the District to do so.

Educational Foundations may exist in the community, but are not managed, directed, or approved by the Board of Trustees.

Legal Reference:	§ 20-6-601, MCA	Power to accept gifts
	§ 20-7-803, MCA	Authority to accept gifts
	§ 20-9-212, MCA	Duties of county treasurer
	§ 20-9-213(4), MCA	Duties of trustees
	§ 20-9-604, MCA	Gifts, legacies, devises, and administration of endowment fund

**Policy History:**

Adopted on: February 2007

Revised on: xx/xx/2018

*Revision Note: Updated for clarification*

**Jefferson High School District #1**

**FINANCIAL MANAGEMENT**

7262 Policy#  
Page 1 of 1

Distribution of Unused Class Funds

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[OPTION 1] Any unused class funds at the end of the school year will be deposited into the "Angel Fund".

[OPTION 2] Any unused class funds at the end of the school year will be deposited into the following year's class fund.

[OPTION 3] Any unused class funds at the end of the school year will be deposited into the activity fund.

[OPTION 4] The Board authorizes the school administration to determine where any unused class funds will be distributed at the end of the school year.

**Legal Reference:**

**Policy History:**

**Adopted on:**

**Revised on:**

***Revision Note:***

FINANCIAL MANAGEMENT

Independent Investment Accounts

The Board may establish independent investment accounts separate and apart from those funds maintained by the county treasurer. The Board may transfer cash into an independent investment account from any budgeted or non-budgeted funds. A separate account shall be established for each fund from which transfers are made. The principal and any interest earned must be reallocated to the fund from which the deposit was originally made. Unless otherwise provided by law, all other revenue may be sent directly to a participating district's investment account.

The District may either:

1. Establish and use the account as a non-spending account, returning sufficient funds to the county treasurer in time to pay all claims against the applicable fund; or
2. Establish a subsidiary checking account and make expenditures from the investment account, provided all transactions are accounted for and reported, as required by applicable accounting principles. If the District desires to establish a subsidiary checking account for purposes of paying for expenditures directly from an investment account, the District must enter into a written agreement with the county treasurer, in accordance with § 20-9-235, MCA.

Legal Reference: § 20-9-235, MCA Authorization for school district investment account

Policy History:

Adopted on: February 2007

Revised on:

**FINANCIAL MANAGEMENT**

**Independent Investment Accounts**

1  
2  
3 The Board may establish independent investment accounts separate and apart from those funds  
4 maintained by the county treasurer. The Board may transfer cash into an independent investment  
5 account from any budgeted or non-budgeted funds. A separate account shall be established for  
6 each fund from which transfers are made. The principal and any interest earned must be  
7 reallocated to the fund from which the deposit was originally made.

8  
9 The District may either:

- 10  
11 1. Establish and use the account as a non-spending account, returning sufficient funds to the  
12 county treasurer in time to pay all claims against the applicable fund; or  
13  
14 2. Establish a subsidiary checking account and make expenditures from the investment  
15 account, provided all transactions are accounted for and reported, as required by  
16 applicable accounting principles. If the District desires to establish a subsidiary checking  
17 account for purposes of paying for expenditures directly from an investment account, the  
18 District must enter into a written agreement with the county treasurer, in accordance with  
19 § 20-9-235, MCA.  
20  
21  
22

23 Legal Reference: § 20-9-235, MCA Authorization for school district investment account  
24

25 **Policy History:**

26 Adopted on: February 2007

27 Revised on:

Jefferson High School District #1

NON-INSTRUCTIONAL OPERATIONS

8225

Tobacco Free Policy

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

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

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

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

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

Use of FDA-approved cessation devices may be permitted at school buildings and on school grounds with the approval of the building administrator.

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

Policy History:

Adopted on: February 2007  
Revised on: May 2012

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

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Policy History:

Adopted on: February 2007  
Revised on: May 2012

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



# MINUTES Jefferson High School Dist. 1

October 15, 2019

Regular Board Meeting

**Board members present:** Denise Brunett Cami Robson  
Bryher Herak Buster Bullock Kevin Harris

**Board members absent:** Larry Rasch Kyrle Russ

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

**Visitors:** Aubrie Boline, Megan Dawson, Lauren Armstrong

~ ~ ~ ~ ~

## CALL TO ORDER

Ms. Brunett called the meeting to order at 6:30 p.m. The attendees recited the pledge.

**PUBLIC COMMENT** None.

**STUDENT REPORT** Lauren Armstrong, Student Council President Approved fundraiser Hat Day. Preparing for JHS days.

**STAFF REPORT** None.

**COMMITTEE REPORTS** None. Policy committee will be meeting shortly to review and update recommended changes or additions.

## ADMINISTRATIVE REPORTS

*Clerk/business manager.* In written form.

*Principal.* In written form. Fall count is 292. Attendance has increased.

*Superintendent.* In written form.

**UNFINISHED BUSINESS** None.

## NEW BUSINESS

1. **Personnel.**
  - a. **Substitute applications.** None.
  - b. **Resignations** Mr. Ternes submitted a letter of resignation from his golf coaching position.
  - c. **Coaching positions:** Mr. Moodry recommended Mr. Heaton for assistant boys' basketball and Ms. Jolliff for the speech, debate, and drama coach. Mr. Harris moved and Ms. Herak seconded the motion to accept the recommendations, which passed unanimously.
  - d. **Administrative assistant position.** Ms. Herak moved and Mr. Harris seconded to approve the addition of a part-time administrative position to assist in the district and front offices. The motion passed unanimously.
2. **Attendance Agreements** A few received from Helena.
3. **Approval of possible budget amendment.** The increase of 22 students equates to an 8% increase, which qualifies JHS for an amendment. Ms. Robson moved to approve an amendment using the state-funded portion. Mr. Harris seconded the motion, which passed unanimously.
4. **SRO update.** MTSBA is working on an MOU and the draft will be ready following MCEL. Mr. Norbeck visited with Mr. Canzona and Mr. J. Grimsrud to determine needs. Ms. Brunett asked that there be some measurable items stated in the MOU – referrals, number of interactions, etc. The SRO will be giving presentations in classrooms as well. Law enforcement interactions may help identify kids who are or may be homeless. The board is awaiting the information as a follow-up to the MTSBA training on the opportunity and benefits of inter-disciplinary teams.

5. **SMA demographic study update and roundtable discussions.** Mr. Harris had asked that the next 6 meetings be scheduled with topics of discussion so that the public will be aware. November questions 1-3 and January 4-6.
6. **Call for volunteers for JHS.** Mr. Norbeck has visited with community members and clubs to encourage them to consider volunteering at the school. He also would like to grow the adult education program. Ms. Smartnick is considering creating a flyer to promote JHS. John Blodgett from the Monitor is working with Ms. Voeller to get students writing in the paper.
7. **Teacher comments/concerns submitted on surveys addressed.** Mr. Norbeck contacted MTSBA who recommended that Mr. Norbeck contact each staff member to make sure each agreed to have their information shared at board meetings. Mr. Harris asked to schedule the staff surveys discussion at a specific board meeting – November.
8. **Board Annual objectives review.** Strategic planning, SMA survey Ms. Brunett suggested that the board select the SMA study as their objective to review. Ms. Robson proposed that the board work to discuss the findings of the SMA study to decide to move forward or put to rest items under discussion by May of 2020.
9. **Instructional plan and evaluation review.** Mr. Norbeck stated that the math program is undergoing some changes.
10. **At-Risk Coordinator Plan.** Ms. Robson moved to accept the at-risk/safety plan. Mr. Harris seconded the motion. Ms. Herak asked if changes could be made if something is discovered that should be changed. That can happen. The motion passed unanimously.

#### **LETTERS**

Resignation: Mr. Ternes from golf coach.

**COMMENDATIONS** Ms. Herak asked about recognition of Ms. Steketee. She also commended Mr. Norbeck and Mr. Moodry for the improvements in attendance. Ms. Robson appreciated the phone calls made to parents about missing assignments. Booster Club provided t-shirts for all students and staff. Mr. Norbeck commended the assistants at the volleyball tournament. Miss Ellen McLean will be the JHS representative to HOBY. Ethan Smartnick was chosen as the student of the week by the television station.

#### **CONSENT AGENDA**

Mr. Bullock asked that the board receive a report of the payroll each month along with a budget-to-actual. Mr. Robson moved to approve the consent agenda. Mr. Harris seconded the motion, which passed unanimously.

#### **FOLLOWUP/ADJOURNMENT**

Next meeting:

Discussion: SMA demographic study questions 1-3 and staff responses – November meeting

Discussion: SMA demographic study questions 4-6 – January meeting

Call for volunteers for JHS

Survey Monkey from Ms. Steketee to school – Mr. Smith

The meeting adjourned at 8:21 p.m.

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Chair, Jefferson High School Board

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Clerk, Jefferson High School Board

09/20/19  
11:33:09

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 9/19

Page: 1 of 2  
Report ID: AP100

Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
20295		5201 GUARDIAN LIFE INSURANCE COMPANY OF	182.19						
1		09/17/19 Ret prem Hoh	121.23*		201	100-1000	260		
2		09/17/19 Ret prem Fos	60.96		289	675			
20296		5021 PACIFIC SOURCE HEALTH PLANS	525.82						
1		Oct 19 09/15/19 Ret Prem H	525.82*		201	100-1000	260		
		# of Claims 2	Total: 708.01						
			708.01						

09/23/19  
15:30:04

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 9/19

Page: 1 of 2  
Report ID: AP100

. Over spent expenditure

Claim Warrant	Vendor #/Name	Amount			Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
20297	5104 ALMENDINGER, ERIC	87.90						
1	jvfb white 09/23/19 ref fee	48.00*		215	720-3500	340	720	
2	jvfb white 09/23/19 ref mileage	39.90*		215	720-3500	582	720	
20298	5295 SCOTT, JAY	55.20						
1	jvfb white 09/23/19 ref fee	48.00*		215	720-3500	340	720	
2	jvfb white 09/23/19 Ref mileage	7.20*		215	720-3500	582	720	
20299	4924 STRUBLE, CRAIG	55.20						
1	jvfb white 09/23/19 ref fee	48.00*		215	720-3500	340	720	
2	jvfb white 09/23/19 Ref mileage	7.20*		215	720-3500	582	720	
20300	5296 TROSPER, MICHAEL	55.20						
1	jvfb white 09/23/19 ref fee	48.00*		215	720-3500	340	720	
2	jvfb white 09/23/19 Ref mileage	7.20*		215	720-3500	582	720	
20301	1365 JEFFERSON COUNTY TREASURER	99.46						
1	09/11/19 license for foods van	99.46*		201	910-3100	810		
	# of Claims    5	Total:       352.96						
		352.96						

Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Asst/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
20302	4827 CITI BUSINESS VISA-Costco	4,677.87				
This claim is for the items on the visa bill for card ending in 7885.						
1	93751g 08/21/19 Staff breakfast & lunch	179.97*		201	100-2400	610
2	96370g 08/21/19 Staff Lunch	25.73*		201	100-2400	610
3	94333 08/21/19 Logo Decals	160.00*		201	100-2300	610
4	7210649 08/21/19 staff appreciation	39.96*		201	100-2300	800
5	0002559 08/23/19 MCEL registration	275.00*		201	100-2300	582
6	0002559 08/23/19 MCEL registration	275.00*		201	100-2400	582
7	0002559 08/23/19 MCEL registration	275.00*		201	100-2500	582
8	4672239 08/22/19 9 android tablets, cases	273.84	9693	201	999	
AMAZON.COM						
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1442-660-						
9	8209001 08/15/19 tables	682.50	9473	201	999	
CITI VISA- BUSINESS-Costco						
PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
10	11461g 08/26/19 sink curtain	36.45	9473	201	999	
CITI VISA- BUSINESS-Costco						
PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
11	61201g 08/30/19 chairs	325.82	9473	201	999	
CITI VISA- BUSINESS-Costco						
O Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
	10129831 08/30/19 JET 20* Floor drill press	1,042.63*	9722	215	390-1640	660 286
NATIONAL TOOL WAREHOUSE						
13	10129831 08/30/19 JET 20* Floor drill press	107.36*	9722	201	390-1640	660
NATIONAL TOOL WAREHOUSE						
14	8453849 08/30/19 phone cord	8.75	9628	201	999	
AMAZON.COM						
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-						
15	4545868 08/30/19 spray	11.12	9628	201	999	
AMAZON.COM						
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-						
16	6931402 08/29/19 Reading guides	15.99*		215	474-1000	610 258
17	1177043 08/30/19 Part-time Indian diary	522.00*	9721	215	100-1000	640 15
AMAZON.COM						
18	27416 09/03/19 plastic bags	107.98	9628	201	999	
AMAZON.COM						
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-						
19	43465g 09/07/19 spray for ftball uniforms	9.94*		201	720-3500	610
20	220786 09/09/19 9 android tablets, cases	102.32	9693	201	999	
AMAZON.COM						
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1442-660-						
21	6679698 09/11/19 covers, tape, laminate	100.55	9651	201	999	
DEMCO						
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-610-						
22	1886607 09/12/19 covers, tape, laminate	1.26	9651	201	999	
DEMCO						
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-610-						

Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
23	09/12/19 books trilogy	42.11	9628	201	999	
	AMAZON.COM					
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-					
24	476150 09/18/19 spray for fball uniforms	24.85*		201	720-3500	610
25	81495 09/18/19 FCCLA Adviser dues	18.00*		215	451-1710	810 279
26	0590647 09/18/19 Library books 6	13.74*		201	100-2220	640
	AMAZON.COM					
20303	4935 CITI VISA- BUSINESS-Costco	1,299.91				
1	35088g 09/01/19 FCS Groc and Supplies	59.98	9660	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-					
2	85379643 09/10/19 FCS Groc and Supplies	26.88	9660	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-					
3	09/10/19 FCS Prof Dev	1,089.00*		201	100-1000	321
4	r8b3db 09/10/19 FCCLA workshop lodging	124.05*		215	394-1710	582 285
20304	1451 L & P GROCERY	38.91				
1	01-879322 09/24/19 board meeting	38.91*		201	100-2300	800
20305	3766 ACADIA MONTANA	596.75				
1	3215335 09/23/19 ulta care	596.75*		215	280-1000	330 524
17	1987 PACIFIC STEEL	1,907.30				
1	6973325 09/17/19 tubing, angle iron, flat,	1,027.43*	9726	201	390-1640	610
2	6973330 09/17/19 tubing, angle iron, flat,	879.87*	9726	201	390-1640	610
20309	5091 GRIMSRUD, VERN	167.90				
1	VB 34ks 09/26/19 Ref fee	128.00*		215	720-3500	340 720
2	VB 34ks 09/26/19 Ref mileage	39.90*		215	720-3500	582 720
20310	5226 DINSDALE, TAYLOR	135.20				
1	VB 34ks 09/26/19 Ref fee	128.00*		215	720-3500	340 720
2	VB 34ks 09/26/19 Ref mileage	7.20*		215	720-3500	582 720
20311	5227 OTTMAN, DEVYN	123.20				
1	VB 34ks 09/26/19 Ref fee	116.00*		215	720-3500	340 720
2	VB 34ks 09/26/19 Ref mileage	7.20*		215	720-3500	582 720
20312	5151 BRAVO, EFRAIN	67.20				
1	VB 34ks 09/26/19 Ref fee	60.00*		215	720-3500	340 720
2	VB 34ks 09/26/19 Ref mileage	7.20*		215	720-3500	582 720
20313	5075 DONNELL, JACK	99.90				
1	FB Brdwtr 09/27/19 Ref Fee	60.00*		215	720-3500	340 720
2	FB Brdwtr 09/27/19 Ref mileage	39.90*		215	720-3500	582 720

Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct./Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
20314	5065 JACOBSON, BRIAN	67.20				
1	FB Brdwtr 09/27/19 Ref Fee	60.00*		215	720-3500	340 720
2	FB Brdwtr 09/27/19 Ref mileage	7.20*		215	720-3500	582 720
20315	5074 LUMDIN, BRIAN	67.20				
1	FB Brdwtr 09/27/19 Ref Fee	60.00*		215	720-3500	340 720
2	FB Brdwtr 09/27/19 Ref mileage	7.20*		215	720-3500	582 720
20316	5058 MERRICK, JOSEPH	67.20				
1	FB Brdwtr 09/27/19 Ref Fee	60.00*		215	720-3500	340 720
2	FB Brdwtr 09/27/19 Ref mileage	7.20*		215	720-3500	582 720
20317	4888 SHAW, SHANE JOEL	67.20				
1	FB Brdwtr 09/27/19 Ref Fee	60.00*		215	720-3500	340 720
2	FB Brdwtr 09/27/19 Ref mileage	7.20*		215	720-3500	582 720
20318	4710 OTTMAN, MICHAEL	65.00				
1	504 08/01/19 coaching clinic	65.00*		201	720-3500	582
20319	5270 SMA ARCHITECTS	1,155.73				
	1917-4 09/11/19 community survey	1,155.73*		201	100-2600	330
20321	5267 BIGHORN RENTAL AND SALES	2,191.00				
1	1-506883 08/23/19 rentals	2,191.00*		201	100-2600	440
20323	899 360* OFFICE SOLUTIONS	38.00				
1	354197-0 08/23/19 pad retainer	38.00*		201	100-2600	610
20324	1451 L & P GROCERY	9.26				
1	01-878382 09/23/19 FCS groceries	9.26	9659	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -390-1710-610-					
20326	1650 MEADOW GOLD GREAT FALLS	215.50				
1	522998 09/26/19 milk	215.50*		201	910-3100	630
20327	1846 NASCO MODESTO	13.00				
1	544722 09/13/19 FCS supplies	13.00	9664	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -390-1710-610-					
20328	3866 BLICK ART MATERIALS	2.25				
1	2188778 09/18/19 art supplies	2.25	9658	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1141-610-					

09/26/19  
16:00

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 9/19

Page: 4 of 5  
Report ID: AP100

Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct./Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
20330	899 360* OFFICE SOLUTIONS	3,954.00				
1	343863-0 08/20/19 tables	1,204.00	9694	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1000-660-					
2	346169-0 08/19/19 chairs	1,375.00	9696	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1470-660-					
3	343863-1 08/20/19 chairs	1,000.00	9694	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1000-660-					
4	343863-1 08/20/19 tables	196.00	9694	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1000-660-					
5	343863-1 08/20/19 chairs	125.00	9696	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1470-660-					
6	343863-1 08/20/19 chairs	54.00*		201	100-1000	660
20332	3500 APPLE INC EDUCATION	199.00				
1	aa33240205 08/09/19 13"MacBk Pro	199.00*	9716	228	100-1000	660
20333	1846 NASCO MODESTO	15.70				
1	499328 08/12/19 FCS supplies	8.10	9664	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -390-1710-610-					
2	499328 08/12/19 FCS supplies	7.60*		201	390-1710	610
20334	612 HOME DEPOT PRO	748.80				
1	512969510 09/19/19 Plumbing parts	748.80*		201	100-2600	615
20335	1740 MT REPERTORY THEATRE	550.00				
1	10/22/19 Performance and workshop	550.00*		201	710-3400	582
20336	2152 CENTURY LINK	469.85				
1	09/13/19 Phone charges	469.85*		201	100-2400	531
20337	1377 JOHNSON CONTROLS	1,238.40				
1	21173835 09/03/19 Firel Alarm Maint	384.00*		201	100-2600	440
2	1-88981984 08/31/19 Boiler operation	854.40*		201	100-2600	440
	# of Claims	29	Total:	20,248.43		

20,248.43



10/07/19  
1:42

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 10/19

Page: 1 of 5  
Report ID: AP100

... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acat/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
20338	3184 NORTHWEST EVALUATION ASSOCIATION	4,025.00					
1	24751 08/09/19 maps subscription	4,025.00*	9734	201	100-2100	680	
20340	1377 JOHNSON CONTROLS	665.40					
1	1-89436722 09/22/19 machinery	665.40*		201	100-2600	440	
20341	1451 L & P GROCERY	16.47					
1	02-5522870 09/26/19 thankful thursday	16.47*		201	100-2300	800	
20342	4639 WEX BANK	4,857.58					
1	61517812 09/30/19 due from BES	2,683.05		201	180		
2	61517812 09/30/19 route fuel	1,114.10*		210	100-2700	624	
3	61517812 09/30/19 vball	228.31*		201	720-3500	582	
4	61517812 09/30/19 Fball	430.05*		201	720-3500	582	
5	61517812 09/30/19 homecoming	39.67*		201	710-3400	582	
6	61517812 09/30/19 cross country	164.31*		201	720-3500	582	
7	61517812 09/30/19 seniors to butte	65.50*		201	100-2100	582	
8	61517812 09/30/19 custodial fuel	52.11*		201	100-2600	624	
9	61517812 09/30/19 after school XC	36.36*		201	720-3500	582	
7	61517812 09/30/19 4 rivers travel	20.00*		201	100-2300	582	
	61517812 09/30/19 drivers ed	24.12*		218	100-1000	624	
20343	5298 ACKERMAN, BRIAN	87.90					
1	FBJV White 10/07/19 Ref fee	48.00*		215	720-3500	340 720	
2	FBJV White 10/07/19 Ref mileage	39.90*		215	720-3500	582 720	
20344	5057 NOEM, WAYNE ALAN	55.20					
1	FBJV White 10/07/19 Ref fee	48.00*		215	720-3500	340 720	
2	FBJV White 10/07/19 Ref mileage	7.20*		215	720-3500	582 720	
20345	4924 STRUBLE, CRAIG	55.20					
1	FBJV White 10/07/19 Ref fee	48.00*		215	720-3500	340 720	
2	FBJV White 10/07/19 Ref mileage	7.20*		215	720-3500	582 720	
20346	5296 TROSPER, MICHAEL	55.20					
1	FBJV White 10/07/19 Ref fee	48.00*		215	720-3500	340 720	
2	FBJV White 10/07/19 Ref mileage	7.20*		215	720-3500	582 720	
20347	734 DOOR AND HARDWARE UNLIMITED	137.00					
1	36557 10/01/19 keys and padlocks	137.00*		201	100-2600	615	
20348	4498 LERUM AUTO	1,368.00					
1	10/04/19 suburban brakes	1,368.00*		218	100-1000	440	

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JEFFERSON HIGH SCHOOL  
Claim Approval List  
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... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct./Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
20349	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	28,378.37				
1	10107 09/30/19 route contract	23,062.16*		210	100-2700	513
2	10107 09/30/19 football	2,056.71*		201	720-3500	582
3	10107 09/30/19 football downtime	270.40*		201	720-3500	582
4	10107 09/30/19 volleyball	1,091.90*		201	720-3500	582
5	10107 09/30/19 volleyball downtime	270.40*		201	720-3500	582
6	10107 09/30/19 homecoming	189.74*		201	720-3500	582
7	10107 09/30/19 homecoming downtime	67.60*		201	720-3500	582
8	10107 09/30/19 cross country	785.81*		201	720-3500	582
9	10107 09/30/19 cross country downtime	135.20*		201	720-3500	582
10	10107 09/30/19 seniors to butte	313.25*		201	100-2100	582
11	10107 09/30/19 seniors to butte downtime	135.20*		201	100-2100	582
20350	1650 MEADOW GOLD GREAT FALLS	390.19				
1	522131 09/19/19 milk	168.50*		201	910-3100	630
2	523694 10/03/19 milk	221.69*		201	910-3100	630
20351	1451 L & P GROCERY	102.77				
1	01-879106 09/24/19 FCS groceries	5.67	9659	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-					
	02-554047 09/29/19 FAFSA dinner	37.60*		215	329-1000	610 274
	01-879748 09/25/19 FCS groceries	59.50		201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-					
20352	5299 BAILEY, NANCY	64.39				
1	081044 08/25/19 headphones	24.40*		201	100-1442	610
2	1517010 08/25/19 headphones	39.99*		201	100-1442	610
20353	4633 COMMERCIAL ENERGY OF MT INC.	320.16				
1	NWE055694 10/02/19 gas	312.91*		201	100-2600	411
2	NWE055695 10/02/19 gas	7.25*		201	100-2600	411
20354	1002 GENERAL DISTRIBUTING	223.08				
1	00797385 09/18/19 batteries, gas	223.08*		201	390-1640	610
20355	1086 GIULIO DISPOSAL SERVICES, INC.	155.00				
1	1070 10/01/19 disposal	155.00		201	100-2600	431
20356	1002 GENERAL DISTRIBUTING	37.33				
1	00798515 09/23/19 welding gas	37.33*		201	390-1640	610
20357	792 ECKROTH MUSIC	11.28				
1	3502719 10/03/19 instruments	11.28	9698	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-660-					

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JEFFERSON HIGH SCHOOL  
 Claim Approval List  
 For the Accounting Period: 10/19

Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/ Prog-Func	Obj	Proj
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org			
20358		4121 MT FCCLA	55.00					
1		0420006 09/16/19 Adviser dues	55.00*		215	451-1710	810	279
20359		1823 MT BROOM & BRUSH COMPANY	81.71					
1		1384301 09/27/19 t. tissue, hand towels	81.71	9595	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj): -100-2600-610-						
20360		4498 LERUM AUTO	20.00					
1		10/07/19 Tire repair	20.00*		218	100-1000	440	
20361		2717 CITY OF BOULDER	1,409.97					
1		100219 10/02/19 water	546.56*		201	100-2600	421	
2		100219 10/02/19 sewer	765.44*		201	100-2600	421	
3		100215 10/02/15 water outdoor	15.97*		201	100-2600	421	
4		100219 10/02/19 water tennis	34.16*		201	100-2600	421	
5		100219 10/02/19 sewer tennis	47.84*		201	100-2600	421	
20363		5021 PACIFIC SOURCE HEALTH PLANS	525.82					
1		1919500136 10/15/19 Ret. prem Hoh	525.82*		201	100-1000	260	
4		5201 GUARDIAN LIFE INSURANCE COMPANY OF	182.19					
		10/17/19 Ret prem Hoh	121.23*		201	100-1000	260	
2		10/17/19 Ret prem Fos	60.96		289	675		
20365		1161 HOBART SALES AND SERVICE	149.00					
1		1005618 05/16/19 dishwasher labor	149.00*		201	100-2600	440	
20366		3481 MT DOJ CRIMINAL RECORDS	90.00					
1		130374 09/12/19 Fingerprints Bullock	30.00*	9730	201	100-2300	800	
2		130577 09/18/19 fingerprints Scott	30.00*	9730	201	100-2300	800	
3		130828 09/23/19 Background Schneiderhan	30.00*	9732	201	100-2300	800	
20367		3766 ACADIA MONTANA	684.52					
1		3241808 09/30/19 Altacare	684.52*		215	280-1000	330	524
20368		3698 EVERGREEN IRRIGATION	460.00					
1		100 10/03/19 2019 winterization	460.00*		201	100-2600	440	
20369		4563 TRIPP & ASSOCIATES	6,400.00					
1		10/02/19 80% of audit fee	6,400.00*		201	100-2500	330	
		# of Claims 30	Total: 51,063.73					

51,063.73

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JEFFERSON HIGH SCHOOL  
Claim from Another Period Cancelled in  
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... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	FO #	Fund Org	Act/Source/ Prog-Func	Obj	Proj
	*** Cancelled in 10/19 ****						
18543	899 360* OFFICE SOLUTIONS	645.66					
1	w142099 09/07/17 5501 contract	427.16*		201	100-2400	840	
2	in38119 10/27/17 repairs on 5501	218.50*		201	100-2400	440	
	*** Cancelled in 10/19 ****						
18982	157 HARDWARE HANK	41.59					
1	99795 03/15/18 sharkbite	15.98*		201	100-2600	610	
2	99603 03/03/18 ice machine	2.07*		201	100-2600	610	
3	99959 03/26/18 potting soil for plant lab	5.58	9294	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1511-610-						
4	99967 03/27/18 fluor. lights for plant growth	17.96	9294	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1511-610-						
	*** Cancelled in 10/19 ****						
19167	4736 STATE CLASS B CONFERENCE	28.00					
1	06/15/18 CLASS B MEETING	28.00*		201	720-3500	582	
	*** Cancelled in 10/19 ****						
19600	1365 JEFFERSON COUNTY TREASURER	2,504.78					
2	14654 12/05/18 taxes	2,504.78		201	100-2600	431	
	# of Claims 4	Total: 3,220.03					
		3,220.03					

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... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
20370	5099 BORDELEAU, DENISE LYNN	184.50					
1	VB tourney 10/05/19 VB Ref fee	164.50*		215	720-3500	340	720
2	VB tourney 10/05/19 VB Ref mileage	20.00*		215	720-3500	582	720
20371	5061 FOLEY, MIKE	184.50					
1	VB tourney 10/05/19 VB Ref fee	164.50*		215	720-3500	340	720
2	VB tourney 10/05/19 VB Ref mileage	20.00*		215	720-3500	582	720
20372	4940 FABATZ, ANNA	184.50					
1	VB tourney 10/05/19 VB Ref fee	164.50*		215	720-3500	340	720
2	VB tourney 10/05/19 VB Ref mileage	20.00*		215	720-3500	582	720
20373	5063 RIES, JOHN	184.50					
1	VB tourney 10/05/19 VB Ref fee	164.50*		215	720-3500	340	720
2	VB tourney 10/05/19 VB Ref mileage	20.00*		215	720-3500	582	720
20374	5293 CLARK, GAYLE	184.50					
1	VB tourney 10/05/19 VB Ref fee	164.50*		215	720-3500	340	720
2	VB tourney 10/05/19 VB Ref mileage	20.00*		215	720-3500	582	720
75	5222 PETTIT, JENNY	225.18					
1	VB tourney 10/05/19 VB Ref fee	164.50*		215	720-3500	340	720
2	VB tourney 10/05/19 VB Ref mileage	60.68*		215	720-3500	582	720
20376	5301 VAN SWEARINGEN, VICKY	192.18					
1	VB tourney 10/05/19 VB Ref fee	131.50*		215	720-3500	340	720
2	VB tourney 10/05/19 VB Ref mileage	60.68*		215	720-3500	582	720
20377	4938 SEWELL, TAYLOR	151.50					
1	VB tourney 10/05/19 VB Ref fee	131.50*		215	720-3500	340	720
2	VB tourney 10/05/19 VB Ref mileage	20.00*		215	720-3500	582	720
20378	4926 WING, CLYDE	151.50					
1	VB tourney 10/05/19 VB Ref fee	131.50*		215	720-3500	340	720
2	VB tourney 10/05/19 VB Ref mileage	20.00*		215	720-3500	582	720
20379	5092 SICKERSON, HUNTER	151.50					
1	VB tourney 10/05/19 VB Ref fee	131.50*		215	720-3500	340	720
2	VB tourney 10/05/19 VB Ref mileage	20.00*		215	720-3500	582	720
20380	5302 GRIMSRUD, JUSTIN	151.50					
1	VB tourney 10/05/19 VB Ref fee	131.50*		215	720-3500	340	720
2	VB tourney 10/05/19 VB Ref mileage	20.00*		215	720-3500	582	720

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\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
20381	5100 FOSTER, JACK G	175.78					
1	VB tourney 10/05/19 VB Ref fee	131.50*		215	720-3500	340 720	
2	VB tourney 10/05/19 VB Ref mileage	44.28*		215	720-3500	582 720	
20382	5071 CLINE, ROBERT	208.78					
1	VB tourney 10/05/19 VB Ref fee	164.50*		215	720-3500	340 720	
2	VB tourney 10/05/19 VB Ref mileage	44.28*		215	720-3500	582 720	
20383	5093 COX, TRAVERS	184.50					
1	VB tourney 10/05/19 VB Ref fee	164.50*		215	720-3500	340 720	
2	VB tourney 10/05/19 VB Ref mileage	20.00*		215	720-3500	582 720	
20384	4931 BISKUPIAK, WALTER HOWARD	184.50					
1	VB tourney 10/05/19 VB Ref fee	164.50*		215	720-3500	340 720	
2	VB tourney 10/05/19 VB Ref mileage	20.00*		215	720-3500	582 720	
20385	5094 SICKERSON, LAWRENCE	184.50					
1	VB tourney 10/05/19 VB Ref fee	164.50*		215	720-3500	340 720	
2	VB tourney 10/05/19 VB Ref mileage	20.00*		215	720-3500	582 720	
20386	5223 ALTHOF, PATSY	184.50					
1	VB tourney 10/05/19 VB Ref fee	164.50*		215	720-3500	340 720	
2	VB tourney 10/05/19 VB Ref mileage	20.00*		215	720-3500	582 720	
20387	5072 KAMINSKI, CHARMAYNE	184.50					
1	VB tourney 10/05/19 VB Ref fee	164.50*		215	720-3500	340 720	
2	VB tourney 10/05/19 VB Ref mileage	20.00*		215	720-3500	582 720	
20388	5071 CLINE, ROBERT	145.80					
1	VB tourney 10/05/19 VB Ref fee	108.00*		215	720-3500	340 720	
2	VB tourney 10/05/19 VB Ref mileage	37.80*		215	720-3500	582 720	
20389	4931 BISKUPIAK, WALTER HOWARD	114.48					
1	VB tourney 10/05/19 VB Ref fee	108.00*		215	720-3500	340 720	
2	VB tourney 10/05/19 VB Ref mileage	6.48*		215	720-3500	582 720	
20390	5227 OTTMAN, DEVYN	56.48					
1	VB tourney 10/05/19 VB Ref fee	50.00*		215	720-3500	340 720	
2	VB tourney 10/05/19 VB Ref mileage	6.48*		215	720-3500	582 720	
20391	5126 KESSEL, SYDNEY	56.48					
1	VB tourney 10/05/19 VB Ref fee	50.00*		215	720-3500	340 720	
2	VB tourney 10/05/19 VB Ref mileage	6.48*		215	720-3500	582 720	

... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
20392	5303 CASTLE GRANTIE AND FABRICATION	380.00						
1	298 07/22/19 counter quartz	380.00*		201	100-2600	440		
20393	157 HARDWARE HAWK	210.20						
1	109918 09/11/19 tape	9.98*		201	100-2600	610		
2	109949 09/13/19 rope	11.99*		201	100-2600	615		
3	109995 09/16/19 key	4.00*		201	100-2600	615		
4	110073 09/19/19 mouse trap	17.43*		201	100-2600	615		
5	110088 09/20/19 insect killer	6.49*		201	100-2600	610		
6	110095 09/20/19 tool	1.29*		201	100-2600	615		
7	110190 09/25/19 fishing supplies	3.29*		201	100-2600	615		
8	110206 09/26/19 supplies	13.99*		201	100-2600	610		
9	110207 09/26/19 garbage disposal	124.98*		201	100-2600	615		
10	110227 09/27/19 tube	13.77*		201	100-2600	615		
11	110238 09/27/19 tools	2.99*		201	100-2600	615		
20394	1451 L & P GROCERY	97.98						
1	02-555809 10/03/19 FCS groceries	17.90	9659	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
2	01-888798 10/08/19 FCS groceries	5.78	9659	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
	02-554897 10/01/19 FAFSA dinner	4.96*		215	329-1000	610	274	
4	02-554897 10/01/19 FAFSA dinner	69.34*		215	329-1000	610	144	
20395	3766 ACADIA MONTANA	1,214.33						
1	3253823 10/07/19 altacare	1,214.33*		215	280-1000	330	524	
20396	5093 COX, TRAVERS	194.50						
1	VB DrLg 10/12/19 Ref Fee	156.00*		215	720-3500	340	720	
2	VB DrLg 10/12/19 Ref mileage	38.50*		215	720-3500	582	720	
20397	5070 HOGART, JACK	111.80						
1	Big Fork 10/18/19 FB Ref fee	60.00*		215	720-3500	330	720	
2	Big Fork 10/18/19 FB mileage	51.80*		215	720-3500	582	720	
20399	4492 LYONS, MIKE	68.88						
1	Big Fork 10/18/19 FB Ref fee	60.00*		215	720-3500	330	720	
2	Big Fork 10/18/19 FB mileage	8.88*		215	720-3500	582	720	
20400	5069 MCLAUGHLIN, SCOTT	68.88						
1	Big Fork 10/18/19 FB Ref fee	60.00*		215	720-3500	330	720	
2	Big Fork 10/18/19 FB mileage	8.88*		215	720-3500	582	720	

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\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	FO #	Fund Org	Prog-Func	Obj Proj	
20401	5209 UNGARETTI, JOSEPH	68.88					
1	Big Fork 10/18/19 FB Ref fee	60.00*		215	720-3500	330 720	
2	Big Fork 10/18/19 FB mileage	8.88*		215	720-3500	582 720	
20402	4929 O'BRIEN, JOHN	68.88					
1	Big Fork 10/18/19 FB Ref fee	60.00*		215	720-3500	330 720	
2	Big Fork 10/18/19 FB mileage	8.88*		215	720-3500	582 720	
20403	4761 PEAK 1 ADMINISTRATION	25.00					
1	77254 10/15/19 Cobra administration	25.00*		201	100-2600	260	
20404	4498 LERUM AUTO	24.00					
1	10/10/19 wiper blades dr. ed car	24.00*		218	100-1000	610	
20405	5245 OPTIMAL SPORTS PHYSICAL THERAPY	1,250.00					
1	training services	1,250.00*		215	720-3500	330 139	
20406	4754 NORRIS, MELISSA	571.50					
1	10/10/19 Accompanist 31.75@18	571.50*		201	100-1470	330	
20407	1451 L & P GROCERY	10.69					
1	02-560257 10/14/19 FCS groceries	7.69	9659	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
2	02-558680 10/10/19 FCS groceries	3.00	9659	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
20408	1650 MEADOW GOLD GREAT FALLS	216.41					
1	524495 10/10/19 milk	216.41*		201	910-3100	630	
20409	899 360* OFFICE SOLUTIONS	399.98					
1	116705 10/09/19 copier costs	399.98*		201	100-2400	440	
20410	3388 THREE BROTHERS PLUMBING & HEATING	12,817.00					
1	47005 09/10/19 various plumbing projects	12,817.00*		201	100-2600	440	
	# of Claims 40	Total: 21,425.07					

21,425.07



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JEFFERSON HIGH SCHOOL  
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... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
	*** Cancelled in 10/19 ****						
18643	899 360* OFFICE SOLUTIONS	645.66					
1	w142099 09/07/17 5501 contract	427.16*		201	100-2400	840	
2	in38119 10/27/17 repairs on 5501	218.50*		201	100-2400	440	
	*** Cancelled in 10/19 ****						
18982	157 HARDWARE HANK	41.59					
1	99795 03/15/18 sharkbite	15.98*		201	100-2600	610	
2	99603 03/03/18 ice machine	2.07*		201	100-2600	610	
3	99959 03/26/18 potting soil for plant lab	5.58	9294	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1511-610-						
4	99967 03/27/18 fluor. lights for plant growth	17.96	9294	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1511-610-						
	*** Cancelled in 10/19 ****						
19167	4736 STATE CLASS B CONFERENCE	28.00					
1	06/15/18 CLASS B MEETING	28.00*		201	720-3500	582	
	*** Cancelled in 10/19 ****						
19600	1365 JEFFERSON COUNTY TREASURER	2,504.78					
2	14654 12/05/18 taxes	2,504.78		201	100-2600	431	
	# of Claims 4	Total: 3,220.03					
		3,220.03					

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JEFFERSON HIGH SCHOOL  
Check Register  
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Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99987	E	4786 MC Mastercard	2639.18	10/22/19	10/19		
-99986	E	4786 MC Mastercard	171.34	10/22/19	10/19	CL 20428	2639.18
-99985	E	4786 MC Mastercard	1559.72	10/22/19	10/19	CL 20429	171.34
-99984	E	4786 MC Mastercard	4214.19	10/22/19	10/19	CL 20430	1559.72
						CL 20431	4214.19
Total for Claim Checks			8584.43				
Count for Claim Checks			4				

\* denotes missing check number(s)

# of Checks: 4 Total: 8584.43

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09:16:05

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\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
20411	4940 FABATZ, ANNA	164.88						
1	FBmanhatta 10/25/19 Ref fee	156.00*		215	720-3500	330	720	
2	FBmanhatta 10/25/19 Ref mileage	8.88*		215	720-3500	582	720	
20412	4906 TOBIN, MARILYN	207.80						
1	FBmanhatta 10/25/19 Ref fee	156.00*		215	720-3500	330	720	
2	FBmanhatta 10/25/19 Ref mileage	51.80*		215	720-3500	582	720	
20413	5306 ELLINGWOOD, NED	111.80						
1	fbmanhatta 10/25/19 ref fee	60.00*		215	720-3500	330	720	
2	fbmanhatta 10/25/19 ref mileage	51.80*		215	720-3500	582	720	
20414	5307 STEPAN, MATT	68.88						
1	fbmanhatta 10/25/19 ref fee	60.00*		215	720-3500	330	720	
2	fbmanhatta 10/25/19 ref mileage	8.88*		215	720-3500	582	720	
20415	5052 RYAN, WILLIAM PATRICK	68.88						
1	fbmanhatta 10/25/19 ref fee	60.00*		215	720-3500	330	720	
2	fbmanhatta 10/25/19 ref mileage	8.88*		215	720-3500	582	720	
20416	5068 CARVER, TODD	68.88						
1	fbmanhatta 10/25/19 ref fee	60.00*		215	720-3500	330	720	
2	fbmanhatta 10/25/19 ref mileage	8.88*		215	720-3500	582	720	
20417	5202 DUNBAR, JUSTIN	68.88						
1	fbmanhatta 10/25/19 ref fee	60.00*		215	720-3500	330	720	
2	fbmanhatta 10/25/19 ref mileage	8.88*		215	720-3500	582	720	
20418	1830 MT SCHOOL BOARDS ASSOCIATION	1,538.28						
1	0002111 07/08/19 Strategy maintenance	750.00*		201	100-2300	800		
2	0002897 07/08/19 In-district workshop	788.28*		201	100-2300	800		
20419	3766 ACADIA MONTANA	555.12						
1	3266462 10/14/19 Altacare	555.12*		215	280-1000	330	524	
20420	4636 HIGH GROUND SOLUTIONS, INC.	122.06						
1	45942 06/14/19 alert system	122.06*		228	100-1000	680		
20421	1377 JOHNSON CONTROLS	278.61						
1	1-89676429 09/30/19 Shop thermostat	278.61*		201	100-2600	440		
20422	1737 NORTHWESTERN ENERGY	4,635.64						
1	Sept 10/02/19 Electric service	3,404.13*		201	100-2600	412		
2	Sept 10/02/19 Gas service	409.65*		201	100-2600	411		
3	Sept 10/02/19 electric taxes	116.83*		201	100-2600	412		
4	Sept 10/02/19 gas taxes	705.03*		201	100-2600	411		

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JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 10/19

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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
20424		2129 PICCOLO'S MUSIC	325.00						
1		101099 09/30/19 tuba repair	285.00*		201	100-1470	440		
2		98426 08/30/19 music	40.00*		201	100-1470	610		
20425		1609 MASS/SAM	935.00						
1		3757 06/30/19 dues	455.00*		201	100-2300	810		
2		3757 06/30/19 dues	480.00*		201	100-2400	810		
20426		4326 INTERNATIONAL ACADEMY OF SCIENCE	3,000.00						
1		66596 10/02/19 Acellus licenses	3,000.00*		215	427-1000	680	280	
20427		1579 MARC	241.07						
1		0678003-in 10/11/19 multipurpose cleaner	241.07*		201	100-2600	610		
20432		899 360* OFFICE SOLUTIONS	194.86						
1		366616-0 10/08/19 first aid stations	194.86*		201	100-2600	615		
20433		1645 VERIZON WIRELESS	30.02						
1		9839478672 10/05/19 counselor communications	30.02*		201	100-2100	530		
20434		3138 LAKESHORE LEARNING MATERIALS	132.25						
1		2357471019 10/09/19 math grades 3-4	132.25*	9739	215	474-1000	610	258	
20435		4061 MSU-SCIENCE/MATH RESOURCE CENTER	325.00						
1		219 10/05/19 Science O fee	325.00*		201	710-3400	582		
20436		321 BRUCO, INC	26.99						
1		385010 10/10/19 vacuum part	26.99*		201	100-2600	615		
20438		4768 GREAT FALLS PUBLIC SCHOOLS	70.00						
1		10/22/19 XCountry meet fees	70.00*		201	720-3500	582		
20439		290 BOULDER ELEMENTARY SCHOOL	2,436.70						
1		Sept/Oct 10/22/19 Meals	2,436.70*		201	910-3100	630		
		# of Claims 23	Total: 15,606.60						
			15,606.60						

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JEFFERSON HIGH SCHOOL  
Claim from Another Period Cancelled in  
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\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
	*** Cancelled in 10/19 ****						
18612	5128 FRANKLIN, GREG	238.73					
1	mixer 12/07/17 Wrestling Ref	130.00*		215	720-3500	340	720
2	mixer 12/07/17 Wrestling Ref	108.73*		215	720-3500	582	720
	*** Cancelled in 10/19 ****						
18643	899 360* OFFICE SOLUTIONS	645.66					
1	w142099 09/07/17 5501 contract	427.16*		201	100-2400	840	
2	in38119 10/27/17 repairs on 5501	218.50*		201	100-2400	440	
	*** Cancelled in 10/19 ****						
18982	157 HARDWARE HANK	41.59					
1	99795 03/15/18 sharkbite	15.98*		201	100-2600	610	
2	99603 03/03/18 ice machine	2.07*		201	100-2600	610	
3	99959 03/26/18 potting soil for plant lab	5.58	9294	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
4	99967 03/27/18 fluor. lights for plant growth	17.96	9294	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
	*** Cancelled in 10/19 ****						
19167	4736 STATE CLASS B CONFERENCE	28.00					
1	06/15/18 CLASS B MEETING	28.00*		201	720-3500	582	
	*** Cancelled in 10/19 ****						
19600	1365 JEFFERSON COUNTY TREASURER	2,504.78					
2	14654 12/05/18 taxes	2,504.78		201	100-2600	431	
	# of Claims 5	Total: 3,458.76					
		3,458.76					

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Claim Approval List  
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. Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
20441		4935 CITI VISA- BUSINESS-Costco	339.53						
1		11450g 10/17/19 FCS Groc and Supplies	18.82	9660	201		999		
		PO Accounting (Org/Prog/Func/Obj/Proj): -390-1710-610-							
2		70506g 10/13/19 FCS Groc and Supplies	109.35	9660	201		999		
		PO Accounting (Org/Prog/Func/Obj/Proj): -390-1710-610-							
3		97133g 10/10/19 FCS Groc and Supplies	24.97	9660	201		999		
		PO Accounting (Org/Prog/Func/Obj/Proj): -390-1710-610-							
4		29429g 09/24/19 FCS Groc and Supplies	152.33	9660	201		999		
		PO Accounting (Org/Prog/Func/Obj/Proj): -390-1710-610-							
5		36422g 09/24/19 FCS Groc and Supplies	34.06	9660	201		999		
		PO Accounting (Org/Prog/Func/Obj/Proj): -390-1710-610-							
20442		4827.CITI BUSINESS VISA-Costco	7,110.01						
1		73659g 09/30/19 Igraduate food	212.45*		215		324-1000	610	144
2		190q46 10/18/19 MCEL board member room	224.42*		201		100-2300	800	
3		190q46 10/18/19 MCEL board member room	224.42*		201		100-2300	800	
4		74378 09/28/19 stacking wash/dryr, storage	1,227.98*		215		451-1710	660	279
5		80438720 10/18/19 MCEL Room principal	280.06*		201		100-2400	582	
6		81224960 10/18/19 MCEL Room Supt	280.06*		201		100-2300	582	
7		84630368 10/18/19 MCEL Room Bus. Manager	280.06*		201		100-2500	582	
8		00625g 10/16/19 MCEL Meals	21.27*		201		100-2300	582	
		356798 10/17/19 MCEL Meals	49.89*		201		100-2300	582	
		94202g 10/18/19 MCEL Meals	25.65*		201		100-2300	582	
11		8530650 09/18/19 Library books 6	76.46*	9731	201		100-2220	640	
		AMAZON.COM							
13		3960254 09/18/19 adapter	6.01	9667	201		999		
		AMAZON.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj): -100-1440-610-							
14		3960254 09/19/19 Fire 7 tablets (32) cases	16.48	9628	201		999		
		AMAZON.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj): -100-1000-640-							
15		609149 09/20/19 Adult ad weights	149.95*		217		610-1000	610	
16		2869/2867 10/02/19 MCEL Regs	600.00*		201		100-2300	800	
17		19477g 10/03/19 Thursday candy	60.88*		201		100-2300	800	
18		1002779478 09/19/19 Planer,cartridge,jig,saw	3,373.97*		215		451-1641	660	279
		# of Claims	2						
		Total:	7,449.54						

7,449.54

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JEFFERSON HIGH SCHOOL  
Claim from Another Period Cancelled in  
For the Accounting Period: 10/19

Over spent expenditure

Claim Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
	*** Cancelled in 10/19 ****						
18612	5128 FRANKLIN, GREG	238.73					
1	mixer 12/07/17 Wrestling Ref	130.00*		215	720-3500	340	720
2	mixer 12/07/17 Wrestling Ref	108.73*		215	720-3500	582	720
	*** Cancelled in 10/19 ****						
18643	899 360* OFFICE SOLUTIONS	645.66					
1	w142099 09/07/17 5501 contract	427.16*		201	100-2400	840	
2	in38119 10/27/17 repairs on 5501	218.50*		201	100-2400	440	
	*** Cancelled in 10/19 ****						
18982	157 HARDWARE HANK	41.59					
1	99795 03/15/18 sharkbite	15.98*		201	100-2600	610	
2	99603 03/03/18 ice machine	2.07*		201	100-2600	610	
3	99959 03/26/18 potting soil for plant lab	5.58	9294	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1511-610-						
4	99967 03/27/18 fluor. lights for plant growth	17.96	9294	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1511-610-						
	*** Cancelled in 10/19 ****						
19167	4736 STATE CLASS B CONFERENCE	28.00					
1	06/15/18 CLASS B MEETING	28.00*		201	720-3500	582	
	*** Cancelled in 10/19 ****						
19600	1365 JEFFERSON COUNTY TREASURER	2,504.78					
	14654 12/05/18 taxes	2,504.78		201	100-2600	431	
	# of Claims 5	Total: 3,458.76					
		3,458.76					

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\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount				Acct./Source/ Prog-Func	Obj Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org			
20443	1828 MT HIGH SCHOOL ASSOCIATION	80.00					
1	1920 wkshp 11/06/19 Aim Higher workshop	80.00*	9749	201		710-3400	582
20444	4633 COMMERCIAL ENERGY OF MT INC.	995.28					
1	NWE056158 11/04/19 GAS	78.30*		201		100-2600	411
2	NWE056157 11/04/19 GAS	916.98*		201		100-2600	411
20445	385 BOULDER MONITOR & JEFFERSON CO.	105.00					
1	1653 09/28/19 board meeting ada	10.00*		201		100-2500	540
2	1594 08/31/19 board meeting ad	5.00*		201		100-2500	540
3	1594 08/31/19 vacancy ad	90.00*		201		100-2300	540
20446	3766 ACADIA MONTANA	988.83					
1	3316762 11/04/19 altacare	988.83*		215		280-1000	330 524
20448	290 BOULDER ELEMENTARY SCHOOL	2,620.55					
1	oct 11/05/19 school lunches	2,620.55*		201		910-3100	630
20451	1451 L & P GROCERY	118.72					
1	02-563509 10/22/19 FCS groceries	35.49	9659	201		999	
2	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-01-903220 10/29/19 FCS groceries	3.96	9659	201		999	
3	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-02-566334 10/29/19 FCS groceries	31.26	9659	201		999	
4	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-01-899863 10/24/19 chemistry supplies	21.54	9661	201		999	
5	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-01-899479 10/23/19 FCS groceries	26.47	9659	201		999	
20452	5308 AAFCS	150.00					
1	750675 05/01/19 FCCLA	150.00*		215		451-1710	810 279
20453	3330 ACTE - Asso. for Career & Tech.	145.00					
1	08/31/19 act	145.00*		215		451-1170	810 279
20454	4878 ANNETTE SMITH ELECTRIC INC	2,721.00					
1	1258 11/05/19 welding	2,721.00*		201		100-2600	440
20455	1346 JOSTENS INC	624.53					
1	23600244 10/16/19 diplomas,cover, trophies	624.53	9678	201		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						



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JEFFERSON HIGH SCHOOL  
Claim Approval List  
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\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
20456	1650 MEADOW GOLD GREAT FALLS	579.70				
1	60203605 10/21/19 milk	5.28*		201	910-3100	630
2	40025434 10/21/19 milk	141.60*		201	910-3100	630
3	526157 10/24/19 milk	216.41*		201	910-3100	630
4	526939 10/31/19 milk	216.41*		201	910-3100	630
20457	5105 PARSONS, CASSIDY	62.71				
1	7570191482 10/27/19 fcs supplies	62.71*		201	100-1710	610
20458	3402 CAREY, LORIE	15.59				
1	1518 10/28/19 ASBO meal	5.57*		201	100-2500	582
2	552566 10/27/19 ASBO meal	4.97*		201	100-2500	582
3	101478495 10/25/19 ASBO meal	5.05*		201	100-2500	582
20459	1002 GENERAL DISTRIBUTING	120.00				
1	00808217 10/23/19 electrodes,blades, wheels	120.00	9703	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -390-1640-610-					
20460	4743 TRUGREEN	933.00				
1	223990 10/16/19 grass	933.00*		201	100-2600	440
20461	3388 THREE BROTHERS PLUMBING & HEATING	230.00				
1	474150 10/22/19 plumbing	230.00*		201	100-2600	440
20462	4498 LERUM AUTO	568.00				
1	10/30/19 Toyota tires	568.00*		201	100-2600	440
20463	157 HARDWARE HANK	197.19				
1	110332 10/03/19 antifreeze, sealant	102.13*		201	100-2600	610
2	110627 10/17/19 bulb,chalk refill,rope,washer	65.34*		201	100-2600	610
3	110772 10/24/19 fuse, coat hook	14.98*		201	100-2600	610
4	110792 10/25/19 electrical supplies	9.98*		201	100-2600	610
5	110322 10/02/19 eye bolt for cheer curtain	4.76*		201	100-2600	610
20464	4878 ANNETTE SMITH ELECTRIC INC	140.00				
1	1209 08/05/19 FCS room disconnect	140.00*		201	100-2600	440
20465	1650 MEADOW GOLD GREAT FALLS	218.43				
1	527701 11/07/19 Milk	218.43*		201	910-3100	630
20466	2717 CITY OF BOULDER	1,409.97				
1	110119 11/01/19 water	546.56*		201	100-2600	421
2	110119 11/01/19 sewer	765.44*		201	100-2600	421
3	110119 11/01/19 Water outdoor	15.97*		201	100-2600	421
4	110119 11/01/19 water tennis court	34.16*		201	100-2600	421
5	110119 11/01/19 sewer tennis court	47.84*		201	100-2600	421

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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
20467		3766 ACADIA MONTANA	2,099.08				
1		3306211 10/28/19 altecare	2,099.08*		215	280-1000	330 524
20468		385 BOULDER MONITOR & JEFFERSON CO.	230.00				
1		11/01/19 agenda ad	5.00*		201	100-2500	540
2		11/01/19 coach ad	75.00*		201	720-3500	540
3		11/01/19 coach ad	100.00*		201	720-3500	540
4		11/01/19 admin. asst. ad	50.00*		201	100-2300	540
20469		1002 GENERAL DISTRIBUTING	195.00				
1		00809914 10/31/19 electrodes,blades, wheels	195.00	9703	201	999	
		FO Accounting (Org/Prog/Func/Obj/Proj): -390-1640-610-					
20470		4370 STORDEVANT, DANIEL	81.51				
1		52421g 10/28/19 fuel AD	33.99*		201	720-3500	582
2		13184g 10/31/19 fuel AD	47.52*		201	720-3500	582
20471		2152 CENTURY LINK	448.55				
1		101319 10/13/19 Phone services	448.55*		201	100-2400	531
20472		4967 CENTURY LINK	79.62				
1		1477872952 10/03/19 internet service	79.62*		228	100-1000	530
20473		5191 FISHER'S TECHNOLOGY	976.54				
1		744218 10/24/19 copier charges	976.54*		201	100-2400	440
20474		2138 FRICKLY PEAR COOPERATIVE	600.00				
1		08/12/19 Toolkit Site license	600.00*		201	280-1000	680
20475		1086 GIULIO DISPOSAL SERVICES, INC.	155.00				
1		1098 10/31/19 disposal fee	155.00		201	100-2600	431
20476		1365 JEFFERSON COUNTY TREASURER	1,548.50				
1		11/30/19 taxes 1st and 2nd half	1,548.50		201	100-2600	431
		# of Claims 31	Total: 19,437.30				
			19,437.30				

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JEFFERSON HIGH SCHOOL  
Cash Report For Payrolls from 10/01/19 to 10/31/19

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Fund	Amount
201 HIGH SCHOOL GENERAL FUND	177,251.79
214 HIGH SCHOOL RETIREMENT FUND	25,314.93
215 HIGH SCHOOL MISC PROGRAMS FUND	7,130.63
218 HIGH SCHOOL TRAFFIC EDUCATION	45.80
<b>Total High School</b>	<b>209,743.15</b>
<b>Total for all Funds</b>	<b>209,743.15</b>

\*\*\*NOTE: Before sending the Payroll Summary Journal voucher to the Finance Application, please verify that the total of each of these three reports match: Cash Report, Payroll Summary (Gross pay + employer contributions), Payroll Expenditure Detail. There are a few exceptions to this: 1. Advances that Cross Periods; 2. WC Discount; 3. Prior Period Checks Cancelled in this Period; 4. Local Deductions with Receipt Accounting set up.