

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

\* 6:30 p.m. June 18, 2013 \*

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. Committee Reports - brief review, written reports provided in board packet**

1. Policy committee
2. Tech committee
3. Negotiations committee
4. Transportation committee – notes included
5. Budget committee – notes included

**E. Administration Reports - brief reviews, written reports provided in board packet**

1. Clerk/Business Manager
2. Principal
  - a. AD report
  - b. Report of CRT data
3. Superintendent
  - a. Report of Annual objectives – from Board Policy 1610
  - b. Report/plan on educational program – from Board Policy 2000
  - c. Report/plan on instructional progress – from Board Policy 2110
  - d. Report of fee schedules – from Board Policy 3520

**F. Unfinished Business**

1. Update on Boulder Monitor second lawsuit against District, possible closed session for litigation strategy, possible action if needed
2. MTSBA Resolution - update

**G. New Business**

1. Board Vacancy Letters of Interest – Action
2. Collective Bargaining Agreement – BACE (classified employees) – Action
3. Collective Bargaining Agreement – BAT (certified employees) – Action
4. Discussion concerning non-collectively bargained 13/14 contracts - Action
5. Personnel – Action
  - a. Substitute Applications
  - b. Math – recommendation – action
  - c. Tech position recommendation - action
  - d. Coaching recommendations – action
  - e. Cash-out of unused vacation – action
6. Policy 4330 and associated procedures and forms changes/Facility Use– 2<sup>nd</sup> reading - Action
7. Policy 3630 changes/Cell Phone use – 2<sup>nd</sup> reading – Action
8. Policies from MTSBA following legislative session – 1<sup>st</sup> reading
  - a. 3121P - Enrollment and Accounting Records
  - b. 3123 - Attendance Policy Procedure-Truancy
  - c. 3300 - Suspension and Expulsion
  - d. 3311 - Firearms and Weapons
  - e. 3415, 3415F, 3415P - Management of Sports Related Concussions

- f. 3416 - Administering Medication to Students with additional recommendation to obtain the device and training
  - g. 3600, 3600P - Student Records with additional recommendation to align practice to policy regarding permanent records.
  - h. 5231 - Personnel Records
  - i. 5232 - Abused and Neglected Child Reporting
  - j. 8301 - District Safety
9. Discussion and possible action concerning transportation contract – Action
  10. Establishment of Fund 21 Compensated Absence Fund, Fund 27 Litigation Reserve Fund, Fund 81 Private Purpose Trust Fund (interest only), Fund 82 Interlocal Agreement Fund, and 85 Private Purpose Trust - Action
  11. Designation of Fund 21 and Fund 27 funds from year end funds – possible action
  12. Superintendent transition planning discussion
  13. Policy review – from Board Policy 1310
  14. Board self-evaluation – from Board Policy 1620
  15. Accreditation standards review – from Board Policy 2110
  16. Lunch Fees – from Board Policy 8200
  17. Tech program outside audit – action
  18. Activity pass fees - action

#### **H. Communication and Comments**

1. Letters to the Board
  - a. Ms. Piccolo – thank you
  - b. Mr. Allen – thank you

#### **I. Commendations and Recognition**

##### **Consent Agenda**

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

##### **Follow-up/Adjournment**

1. Chair/Superintendent article for paper

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: 6:30 P.M. July 16, 2013  
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 generally 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.*

#### **Draft 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, second draft:**

##### **Students:**

- Achieve high test scores and graduation rates that are competitive nationally;
- Graduate with a plan for life that they feel well equipped to pursue;
- Choose our school over other options because of our solid reputation;
- Feel happy, challenged, safe and supported throughout their time here;
- Appreciate and fully engage in our activities that augment our core curriculum; and
- Have access to technology that enhances their learning opportunities.

##### **Teachers:**

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

- Look at our District as a long-term career commitment; and
- Feel confident about the Board's decisions and plans.

**Administration and Board**

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

**Our communities:**

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

**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. The Board would like to remind everyone in attendance that 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 general 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.

5/21/13-Transportation Committee Meeting w/Boulder Elementary Committee

Attending:

Travis Pierce

Eric Warfle

Maria Pace

Jim Whealon

Pat Lewis

Stan Senechal

Dan Johnson

Mike Benson-Harlow's Bus

We discussed the route transportation portion of the contract first, the committees presented a counter offer to Mike, of 6% the first year, 3% on years 2 and 3, then CPI for the remaining 2 years, and we would give up the age clause in the contract, and amend it to no bus older than 10 years. He stepped out to call his boss and came back with 9%/5%/4%/CPI/CPI, after a short discussion we had unanimous support to accept these numbers. Stan and Travis recommended we put a clause in the contract that Harlow keep a repair shop within the district for maintenance since we will be letting the buses get older. Secondly we moved on to the driver wait times. Mr. Senechal and Mr. Pierce proposed a flat daily rate as opposed to an hourly, since it would be easier to audit, Mr. Whealon and Ms. Lewis agreed. A quick run through of one month's trips Mike had with him, showed if we did \$50 for single day trips and \$80 on overnight trips Harlow's would net roughly the same as breaking it down by hour. Ms. Pace, Mr. Johnson, and Mr. Warfle, were concerned that a flat rate would hurt them more than help because most of their trips are shorter than 5 hours, they would like to split this portion of the contract to have separate schedules for the HS and GS. They will accept the \$10hr with an 8 hr max. We asked Mike to get with his boss and find out what they could do regarding a flat rate. He got back with \$60 for a daily run, bus leaves and comes back to school same day, and for the last day of an overnight trip. And \$80 for the first day of an overnight trip, and on and middle days of an overnight trip. Senechal, Pierce, and Lewis all agreed to these terms, with a clause for review annually, and the ability to renegotiate if needed. Pierce will go through the contract and adjust it to reflect the changes.

Example:

Leave Monday, return on Wed- M=\$80, T=\$80, W=\$60



lorie carey &lt;lorie.carey@jhs.k12.mt.us&gt;

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**FW: Budget Committee minutes**

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**Brunett, Denise** <dbrunett@mt.gov>

Fri, Jun 14, 2013 at 8:25 AM

To: "lorie.carey@jhs.k12.mt.us" &lt;lorie.carey@jhs.k12.mt.us&gt;

6-4-13

Budget Committee meeting

Attendance: Micki Letexier, Stan Senechal, Denise Brunett, Jim Whealon, Lorie Carey, Daryl Mikesell

The committee assessed teacher and classified staff wage increases. The committee recommends the teachers receive a 2% salary increase at the cost to the district of \$15,048.44. The committee recommends certified staff receive a 3% increase at a cost to the district of \$5,580.02. Other staff (Lance, Lorie, Dan and Daryl) will also receive a 2% increase at a cost to the district of \$2,650.

Several other items were proposed:

1. Establishing a line item to budget for teacher/staff payout
2. Continuation of the golf program
3. Increasing the budget for substitute teachers
4. Adding funding for Lorie Carey to attend MASBO training.
5. Elections- proposed adding funding for elections to be done via mail
6. Increasing budget to accommodate the increase in sewer rates
7. Establish funding for program audit for technology needs at JHS

With these proposals, the budget is expected to have a balance of \$8,403.19.



JHS Policy Committee Meeting Notes

May 28, 2013

Committee Members Present: Pat Lewis, Sabrina Steketee

Also Present: Jim Whealon, Daryl Mikesell, Jan Anderson

The committee had time to address only the policies from MTSBA and will place these policies on the June agenda for first reading:

- 3121P - Enrollment and Accounting Records
- 3123 - Attendance Policy Procedure-Truancy – additional recommendation to get this in the handbooks and procedures
- 3300 - Suspension and Expulsion – adding “June” as the month and additional recommendation to administration to start working on safety plan
- 3311 - Firearms and Weapons
- 3415, 3415F, 3415P - Management of Sports Related Concussions - Mr. Whealon and Mr. Mikesell will review the form and have any recommended changes available for the board at the board meeting
- 3416 - Administering Medication to Students with additional recommendation to obtain the device and training – with additional recommendation to obtain/maintain the device and for administration to arrange for training and procedures
- 3600, 3600P - Student Records with additional recommendation to align practice to policy regarding permanent records
- 5231 - Personnel Records
- 5232 - Abused and Neglected Child Reporting
- 8301 - District Safety

From the desk of:

£ *orie*

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June 2013

I was pleased to see in the paper that it appears that the company that has purchased Tunnels and Elkhorn is interested in beginning to pay back taxes. The article in the paper indicated that quarterly payments would begin this month. If that is the case, that would be a tremendous relief! Our reserves can't handle much more pressure.

A budget report will be available at the meeting.

The Title ID2 allocations have been published. It appears that JHS will be receiving nearly \$20,000 less than 12-13.

**New business item 10** has the request for adding Funds 281, 282, and 285. These three funds were encouraged by our auditor to properly account for "outside" funds like the Quinn trust monies, Paula Heide funds, etc.

Substitute applications – April Olson as Custodial Sub. She has worked at the grade school with Lance and he highly recommends her as a sub.

06/17/13  
10:54:41

JEFFERSON HIGH SCHOOL  
Object Summary Budget vs. Actual Query  
For the Accounting Period: 6 / 13

Page: 1 of 2  
Report ID: B100SO

Funds 201- 201

Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
111 ADMINISTRATIVE SALARIES	41,202.24	180,538.72	161,295.00	161,295.00	-19,243.72	112 %
112 TEACHER SALARIES	0.00	734,913.34	704,319.00	704,319.00	-30,594.34	104 %
113 PROFESSIONAL SALARIES	0.00	18,444.99	14,249.00	14,249.00	-4,195.99	129 %
114 TECHNICAL SALARIES	13,626.10	106,852.82	109,064.00	109,064.00	2,211.18	98 %
115 CLERICAL/TECHNOLOGY SALARIES	0.00	36,290.06	35,054.00	35,054.00	-1,236.06	104 %
117 AIDES	0.00	41,273.63	49,700.00	49,700.00	8,426.37	83 %
120 SUBSTITUTES	1,130.40	15,960.15	20,000.00	20,000.00	4,039.85	80 %
150 STIPEND	1,250.00	94,742.87	105,771.00	105,771.00	11,028.13	90 %
1XX Object Group Total	57,208.74	1,229,016.58	1,199,452.00	1,199,452.00	-29,564.58	102 %
250 WORKERS COMPENSATION	1,174.63	12,557.46	14,000.00	14,000.00	1,442.54	90 %
260 HEALTH INSURANCE	4,099.17	214,048.34	255,799.00	255,799.00	41,750.66	84 %
2XX Object Group Total	5,273.80	226,605.80	269,799.00	269,799.00	43,193.20	84 %
310 ELECTION	72.00	2,355.50	6,000.00	6,000.00	3,644.50	39 %
321 CURRICULUM DEVELOPMENT	0.00	340.66	1,000.00	1,000.00	659.34	34 %
330 OTHER PROFESSIONAL SERVICES	2,453.00	6,853.00	4,400.00	4,400.00	-2,453.00	156 %
CONTRACTED SERVICES-OTHER DISTRICTS	0.00	2,543.03	2,500.00	2,500.00	-43.03	102 %
3XA Object Group Total	2,525.00	12,092.19	13,900.00	13,900.00	1,807.81	87 %
411 Natural Gas	3,042.68	36,312.06	40,000.00	40,000.00	3,687.94	91 %
412 ELECTRICITY	1,992.46	30,548.15	41,990.00	41,990.00	11,441.85	73 %
421 WATER/SEWER	1,831.91	21,756.36	23,600.00	23,600.00	1,843.64	92 %
431 DISPOSAL	141.00	3,345.50	4,000.00	4,000.00	654.50	84 %
440 REPAIR/MAIN/PARTS	1,530.00	14,707.40	22,850.00	22,850.00	8,142.60	64 %
4XX Object Group Total	8,538.05	106,669.47	132,440.00	132,440.00	25,770.53	81 %
514 INDIVIDUAL TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0 %
520 INSURANCE	0.00	25,241.00	28,681.00	28,681.00	3,440.00	88 %
531 TELEPHONE	0.00	334.25	1,200.00	1,200.00	865.75	28 %
532 POSTAGE	0.00	2,503.30	3,000.00	3,000.00	496.70	83 %
540 ADVERTISING	55.00	936.15	2,800.00	2,800.00	1,863.85	33 %
550 COPIES/PRINTING	3,208.50	3,208.50	2,200.00	2,200.00	-1,008.50	146 %
582 TRAVEL/INSERVICE	11,842.52	74,311.75	68,501.00	68,501.00	-5,810.75	108 %
5XX Object Group Total	15,106.02	106,534.95	106,382.00	106,382.00	-152.95	100 %



## **Activities Director Report:**

- **Activity Pass Discussion**- At the Southern B Divisional meeting early this school year., Dan and I inquired to the costs of other district's activities passes. It was determined that JHS was below all the other districts. We have discussed the possibility of doing any or all of the following options:

### **Recommendation:**

- Increase the cost of Activity Passes to \$25 or \$30 for students, \$40 for Adults, and \$100 for families in the 2013-2014 school year.
- Create a schedule of pricing for years to come to cover increases in costs of utilities, officials, and misc activities expenses (i.e. Shipping costs of merchandise ordered.) Increases could happen in the 2020, 2025, 2030, etc...

### **Rationale:**

- In the past we have had to offset some costs associated with activities via the general fund. It is important that we create a learning environment where students are encouraged to participate in activities and that those activities are self-sustaining. Increasing the costs slightly of activity passes would be a means to do this and to relieve some pressure on our budget.
- Costs associated with passes have not risen in the past ten years or more, but costs of officials, transportation, coaching materials/tools, and uniforms have risen significantly. The district has been very thorough in creating a schedule for uniform replacement to offset the largest cost listed, but others have "chipped" away at our activities account and have led to the district needing to make contributions elsewhere.

- **Old/Retired Uniforms**- We have a significant amount of older uniforms that are in good working condition that we no longer use. I request approval from the school board that JHS donate these uniforms to the Elementary/Junior High. This will free up space for uniforms to adequately be stored and accessible.

- **New Track/Cross Country Uniforms and Warm-Ups**- We have received our new track/cross country uniforms and warm-ups to be debuted during the 2013-14 school year. The maintenance staff is installing "rods" to hang these uniforms in the downstairs storage areas. Also we will install "rods" in the two other coaches offices to relocate the boys basketball uniforms and to hang football uniforms. When Mike Majors arrives, I plan to ask if he would like one installed in the girl's locker room to hang volleyball uniforms.

- **Assistant Girl's Basketball Posting**- Since Mr. Charlton has been offered the head coaching position, it has been necessary to advertise for an assistant for the upcoming girl's basketball season. Dan and I have inquired to some people that might be interested, but family/job obligations have limited their accessibility to coach. We are hopeful that we may be able to get someone that is interested via advertisement.

- **Summer Open Gyms/Summer Open Weight Rooms**- Summer weight rooms have started in addition to summer maintenance projects. This always causes confusion and we have asked coaches to communicate regularly with their

teams to ensure players have access.

### **Principal Report:**

**- 2013-14 PIR Schedule-** After discussing with the union and confirming it with OPI, our calendar approved at the May meeting is sufficient for OPI for the Fall report that dictates our funding via days/hours of classroom instruction. We are mandated to have 7 days of PIR and we have established this in our calendar.

In addition, we have adjusted our requirements for teachers in Atomic Learning to 6 hours instead of 12 from the 2012-13 school year. The rationale is to redistribute those hours to having a day of PIR to start the school year and to allow the district 9 hours (1 ½ days of PIR) to aim at MAP testing and preparing for Common Core Standards alignment.

**- National Board Certification Substitution Approval Committee-** Discussion has come up concerning National Board Certification. As of now, the CBA states that once a teacher signs up to take the exam to become nationally certified he/she will receive a \$500 stipend to cover the cost of the exam and, should they retake the exam, receive a second stipend for a retake. Once they are certified, teachers will earn a \$2000 stipend for holding that certification.

The CBA limits this stipend to National Board Certification. In the past the district has approved for Mr. Allen to take an alternative class to become certified in something more specific to Vocational Education because National Board Certification does not currently have anything for Vocational Education. Mr. Heimann has requested he be granted the same permissions to take the same course for that certification. My concern is the CBA and that it does not recognize this option. I am concerned that if we allow one, we would be required to allow all. I would like to formulate a committee composed of the teacher's union and administration that would receive these requests and collectively result in approval or not. This would be a change to the current CBA and must be done through negotiations. This was broad to my attention after the third meeting of negotiations and could not be addressed this year. Past practice can guide this decision, but if it to become a common practice, we should get the CBA to reflect those decisions and actions.

**- 2012-13 CRT Results-** I spent the last week looking over our last five year's worth of CRT data. Included in this packet is the results I found and I broke it down 2013's data to include the collective performance of AYA students, JHS students, and down to where the student attended middle school. My findings confirmed that the district is headed in the proper direction in deciding to resume MAP testing to gather more frequent data. During my discussion of this portion, I will have more observations I would like to share with the board and hear the Board's interpretations of the data.

**- MAP Testing-** MAP testing will start in the 2013-14 school year and this will include training on how to interpret the data, how to respond/act on findings, and how frequently to monitor student progress. MAP testing has been validated time and again with years worth of testing. Also, the MAP tests JHS will be taking will be aligned to the Common Core Standards. This will identify how our current instruction is aligned to identify how drastic changes will be in our curriculum and delivery.

**- Community/Elementary Outreach-** Mrs. Piccolo was the coordinator of the

community/elementary outreach over the past few years. Since our prime focus in hiring Mrs. Piccolo's replacement was to increase our hours the library is available to students, increase student understanding of citation and writing components, and increase student understanding on how to perform research there was not time for her to take on the outreach component (in addition that she is not yet familiar with the district being a first-year teacher in the area). I have spoke with Mary Williams and she is willing to do some of the coordinating, but I have told her that this is something I see as an administrative role. I plan to take on a lot of this effort and will seek out teachers to volunteer what contributions they are willing to contribute to community/elementary outreach. I will require all teachers to contribute something to the outreach effort to create involvement in the program and to "place a face" with projected students before they attend JHS.

- Schoolwide Title 1- During the 2013-14 school year JHS will be working towards operating schoolwide with title 1 funds. The qualifying factor is that a school must be at or above 40% free-and-reduced. JHS in 2012-13 was 49%.

This process includes creating a planning board to advise the district in decisions of how to operate at the schoolwide level. This board must include certified staff, classified staff, administration, parents, students, and community members. Parents can not be employed by the district. The planning board will hold a minimum of 5 meetings during the school year and will submit a report to OPI. I spoke with Ms. Wing at OPI and she advised me that the paperwork would be reviewed at the close of the school year and will be updated very similarly to the 5YCEP (5 year comprehensive educational plan).

This will be a very lengthy process that I plan to discuss with Mr. Norbeck. We did plan to our first meeting for June 18 at 5:30. I will have more information for the Board at the June meeting.

- Staff/Student/Coaches Handbooks- I have started to work on the student handbooks and revised the teaching handbook at the start of last year with the feedback from teachers. I will have those completed at the August meeting for the Board to review. I will try to get those out to the Board at the July meeting to give you time to review as they are very lengthy. The student handbook will see changes that were set by Legislation and/or changes in school policy. Changes will be reviewed on the first day that 9-12 grade students are in session. Ms. Foster also reviews the handbook in extensive detail since she has all Freshman in her class.

\*\*\*\* CRT Data will be included on a separate sheet of paper and will be further explained at the board meeting. It is crucial that these reports be printed in color to distinguish data.\*\*\*\*



Search bar

Navigation buttons: Mail, Drive, Calendar, Sites, Groups, Contacts, More

COMPOSE

Friday notes: inbox x

Inbox (387)

Starred

Important

Sent Mail

Drafts

Trash

1213Requisitions (5)

1314Requisitions (...)

Amazon (18)

APPLICATIONS

Google Calendar

Today (Mon, Jun 17)

South Gym Out of Comr  
Summer School Break



**Jim whealon**

Jun 14 (3 days ago) ★

to Sabrina, Pat, Micky, Travis, Stan, Denise, Tim, tm, daryl, me

The South Gym floor has been screened and should be all re-coated by next week. It will need to set for some days before it can be used. With all the summer practices and games the gyms are in high demand with both basketball and volley ball.

Drivers education and summer school will be over soon. Our crew has finished many of the classroom floors.

Dan is having the panther re-dyed next week. It will look much better for the start of school in August. This has been one of the items we have wanted to get done for the past three years but it takes a non-water based dye. A local hair dresser will do the job.

The replacement window blocks are now in and that job will be done next week when the final few things are completed.

The district owned truck is beyond repair and we will need a replacement. Lance and Matt have been using their own trucks to cover for the loss of our old yellow jeep.

The next regular board meeting is the 18th. Lorie has sent out the packet. I will have the end of year superintendent report packet at that meeting but it is too large to send as part of Lorie's packet.

Click here to [Reply](#), [Reply to all](#), or [Forward](#)

## 2012-13 CRT DATA BREAKDOWN FROM JEFFERSON HIGH SCHOOL

School:	Number Tested	Math				Reading				Science						
		A/P	NP	N	Range	Mean	A/P	NP	N	Range	Mean	A/P	NP	N	Range	Mean
BES	18	66.66%	27.77%	5.55%	88	259.94	88.88%	11.11%	0.00%	64	284.55	44.44%	38.88%	16.66%	76	247.83
CES	13	22.22%	23.07%	0.00%	62	268.00	61.11%	0.00%	0.00%	47	290.92	11.11%	30.77%	0.00%	66	263.69
MTC	8	50.00%	50.00%	0.00%	74	257.25	69.00%	0.00%	0.00%	37	288.75	30.77%	25.00%	12.50%	75	263.00
MISC	11	12.50%	27.27%	18.18%	85	252.00	62.50%	0.00%	9.09%	79	278.09	62.50%	45.45%	18.18%	75	248.54
***AYA**	5	18.18%	60.00%	20.00%	22	230.00	36.36%	0.00%	100.00%	15	215.00	9.09%	20.00%	20.00%	80	246.60
JHS	50	0.00%	30.00%	6.00%	88	259.86	0.00%	4.00%	2.00%	79	285.40	0.00%	38.00%	10.00%	90	254.54
JHS+AYA	55	58.18%	32.73%	9.09%	88	252.25	91.00%	5.45%	3.63%	96	276.70	47.27%	34.55%	18.18%	93	245.87

2 Students DID NOT PARTICIPATE due to attending school elsewhere: Scores Excluded from above data

### School Decoding Key

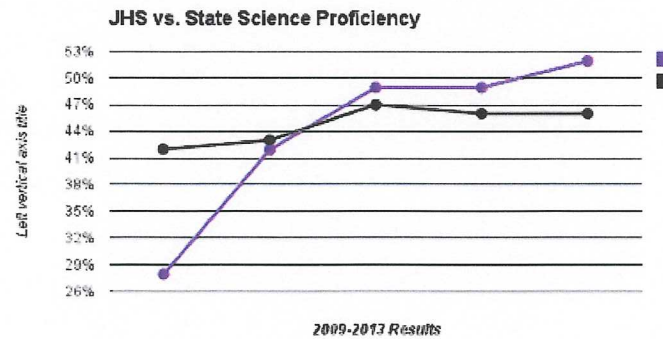
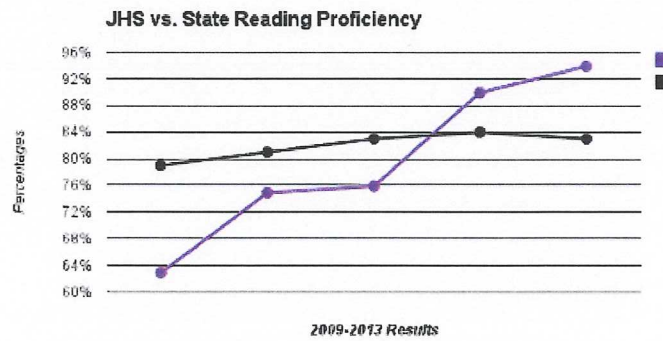
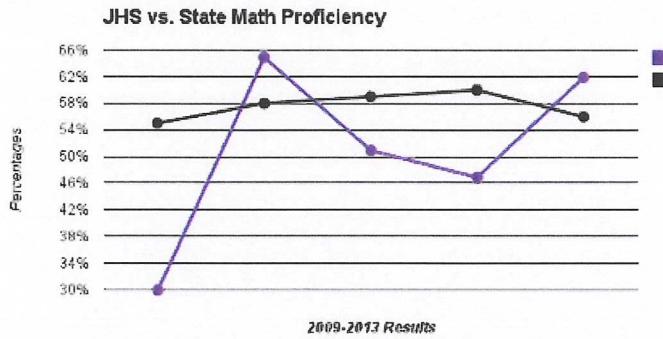
BES	Boulder Elem.
CES	Clancy School
MTC	Montana City
MISC	Transfers, Foreign Exchange, Etc
***AYA**	AYA (Separate Campus)
JHS	Jefferson High School (Total)

### Graph Key

A/P	Advance/Proficient
NP	Nearing Proficient
N	Novice
Red %	Percent Advanced

	Math					Reading					Science				
	2008-9	2009-10	2010-11	2011-12	2012-13	2008-9	2009-10	2010-11	2011-12	2012-13	2008-9	2009-10	2010-11	2011-12	2012-13
<b>Percent Advanced:</b>															
Jefferson High School	2%	24%	10%	14%	18%	23%	40%	44%	57%	56%	5%	16%	20%	18%	24%
State Average	19%	22%	25%	23%	23%	44%	44%	49%	47%	49%	18%	18%	20%	22%	21%
<b>Percent Proficient:</b>															
Jefferson High School	28%	41%	41%	33%	44%	40%	35%	32%	33%	38%	23%	26%	29%	31%	28%
State Average	36%	36%	34%	37%	33%	35%	37%	34%	37%	34%	24%	25%	27%	24%	25%
<b>Percent Proficient or Advanced:</b>															
Jefferson High School	30%	65%	51%	47%	62%	63%	75%	76%	90%	94%	28%	42%	49%	49%	52%
State Average	55%	58%	59%	60%	56%	79%	81%	83%	84%	83%	42%	43%	47%	46%	46%
<b>Percent Nearing Proficient</b>															
Jefferson High School	56%	29%	39%	47%	30%	2%	18%	15%	6%	4%	35%	34%	27%	29%	34%
State Average	35%	31%	30%	32%	31%	12%	10%	9%	10%	8%	34%	34%	33%	33%	32%
<b>Percent Novice</b>															
Jefferson High School	14%	6%	10%	6%	8%	35%	7%	10%	4%	2%	37%	24%	24%	22%	14%
State Average	10%	11%	11%	8%	12%	9%	9%	8%	6%	8%	24%	24%	20%	22%	22%
<b>Jefferson High School Total Tested:</b>	100%	100%	100%	100%	100%	100%	100%	101%	100%	100%	100%	100%	100%	100%	100%
<b>State Total Percent Tested:</b>	100%	100%	100%	100%	99%	100%	100%	100%	100%	99%	100%	100%	100%	101%	100%

Graph Legend: - Black= State Averages -Purple= JHS Averages -Scores= From left to right starting with 2009-10 school year



Comments

Jefferson High School District #1 Board of Trustees

Boulder, Montana

**RESOLUTION** for submission to the Montana School Boards Association for their consideration

May 15, 2013

WHEREAS the Constitution of the State of Montana provides for public participation in and observation of the working of the government, and

WHEREAS the legislature has enacted certain laws to implement the Constitutional provisions, these laws collectively referred to as "open meeting laws," and

WHEREAS School District Boards of Trustees are anxious to comply with the letter and spirit of the Constitution and these laws, and

WHEREAS the laws as currently written do not fully or clearly address some open meeting issues which arise in School Districts,

**THEREFORE, BE IT RESOLVED** THAT THE MONTANA SCHOOL BOARD'S ASSOCIATION

COLLECT information from member School Districts about the issues they face in complying with open meeting laws, and

ANALYZE current law to determine if and how the law might provide greater clarity in addressing these issues, and

PROPOSE legislation for the 2015 legislative session to implement these clarifications.

Respectfully submitted,

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Sabrina Steketee, Chair

Jefferson High School Board of Trustees

Boulder, Montana



# Policy Notes

May 2013

A PUBLICATION OF THE MONTANA SCHOOL BOARDS  
ASSOCIATION POLICY SERVICES – JOE BROTT, DIRECTOR

This edition of *Policy Notes* provides an explanation of the changes to mandatory, recommended, and optional policies contained in the *MTSBA Master Policy Manual*. A summary of the changes to affected policies is listed below.

The list of policies below have either been revised or added as new policies based on action of the 2013 Legislature. These policies can be downloaded from the MTSBA policy page website under the “Policy Notes” folder.

## Revised Policies

### **BP 3121P. Enrollment and Attendance Records**

Two revisions were made to this policy in regards to the passage of SB 175. One revision allows for a district to receive ANB for a student who attends school less than 180 aggregate hours per year if the student has demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The other revision includes a third ANB count. This third count will be on the first Monday in December. Both of these revisions are required and become effective July 1, 2013.

### **BP 3416. Administering Medicines to Students**

Senate Bill 165 has been signed by the Governor and becomes effective July 1, 2013. It allows a school district to maintain a stock supply of auto-injectable epinephrine to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. It is not mandatory for a district to have a supply on hand, nor will a district be liable if they do not. MTSBA recommend districts add this language to their policy for at which time a district may have a supply of auto-injectable epinephrine on hand.

### **BP 3600P. Maintenance of School Student Records**

There are three revisions to this policy. The revision in HB 40 helped clarify where a student’s permanent file must be kept. MTSBA added language (optional) to help guide a district in determining what is acceptable for retention and release of camera footage on students. MTSBA also added language which clarified the release of a child’s education records to child welfare agencies without prior written consent of the parents.

### **BP 3600. Student Records**

Language was added in policy 3600 reflecting the clarification in HB 40 on the storage of a student’s permanent file and the maintenance and destruction of other student records. MTSBA also referenced the code and labels this as a required change in policy.

### **BP 5231. Personnel Records**

The addition of language in 5231 comes from HB 40. It clarified how long a district needs to keep personnel records. MTSBA added the legal reference for this change. This would be a required change.

### **BP 5232. Abused and Neglected Child Reporting**

The language added in policy 5232 came from HB 131 allowing DPHHS to share information to an individual who reported a suspected child abuse or neglect. It is also very clear that the individual must keep that information confidential. MTSBA



considers this a required change to the policy.

### **7320. Purchasing**

Policy 7320 was changed to reflect SB 77 which increased the bid limit from \$50,000 to \$80,000. This bill became effective on passage and approval. It was signed by the Governor March 28<sup>th</sup>. This is a required change.

## **New Policies**

**BP 3123. Attendance Policy Procedure-Truancy**  
HB 313, signed by the Governor April 24, 2013 and effective July 1, 2013, **REQUIRES** each school district to have a policy which defines truancy (persistent non-attendance without excuse) for their district, indicates who the attendance officer(s) is for the district, and indicating that the assigned attendance officer shall have the powers and duties as stated in 2-5-102(Section 2), MCA. In the policy developed by MTSBA, there are four options. The options stipulate which school districts must appoint, or may appoint, an attendance officer. These options are dictated by HB 313. Each school district must decide which option is needed for (fits) their district. Note that the options refer to district classification by Class 1, Class 2, or Class 3, based on the latest census, and also by dropout rate compared to the statewide average.

### **BP 3415-3415P-3415F. Management of Sports Related Concussions**

These will be new policies for some districts (mostly all K-8 districts) and revised for K-12 districts. SB 112, the Dylan Steigers Protection of Youth Athletes Act, signed by the Governor April 22, 2013, **REQUIRES** each school district offering organized youth athletic activities to adopt a policy addressing the dangers of concussions. Many high school districts had adopted a policy and procedures as required by the Montana High School Association, as MHSBA only required this of districts offering high school MHSBA sanctioned activities. This bill is a requirement for K-12 level. MTSBA and MHSBA has collaborated on revising policies 3415 and 3415P to meet the requirements of the MHSBA and SB 112. Policy 3415F is the information and sign-off required of the bill. These are required policies that need to be adopted by every district.

## **Point of Policy**

There are two sets of policies for the "revised" policies. One shows the changes made, the other (clean) is the policy that can be used for your district, given that each district makes the necessary selections or additions as stated in the policies.

There is only one policy 3123. This policy can be copied and filled in as needed by each district.

**BE SURE TO WATCH FOR THE NEXT EDITION OF *Policy Notes*, WHICH WILL HIGHLIGHT POLICY UPDATES MADE BY THE MTSBA STAFF.**

*IS THERE ANY TOPIC YOU WOULD LIKE TO SEE ADDRESSED IN FUTURE EDITIONS OF **Policy Notes**? IF YOU HAVE A TOPIC OF INTEREST, PLEASE CALL OR EMAIL JOE BROTT AT MTSBA. **Policy Notes** WILL ATTEMPT TO COVER AS MANY REQUESTED TOPICS AS POSSIBLE.*

Policies mentioned in *Policy Notes* are available for viewing on our website, [www.mstba.org](http://www.mstba.org), under MTSBA's Model Policies, Policy Notes. F.Y.I.: Because the updated policies are available on our website, the policies ARE NOT sent to each school district.

FOR MORE INFORMATION, PLEASE CONTACT:  
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**Additional May policy notes information.**

I have attached three additional policies which needed to be updated on the passage and signing of Senate Bill 348. I accidentally missed this when I was updated the previous group of policies sent. Below is the language from SB 348. 20-1-401 and 20-1-402 reflect the changes in Policy 8301. 20-5-202 reflect the changes in Policies 3300 and 3311.

As with the previous set of policy updates, please let me know when the board has adopted these updates. Call or email if you have any questions.

**"20-1-401. Disaster drills to be conducted regularly -- districts to identify disaster risks and adopt school safety plan.** (1) As used in this part, "disaster" ~~has the same meaning as in 10-3-103, means the occurrence or imminent threat of damage, injury, or loss of life or property.~~ Disaster drills must be conducted regularly in accordance with this part.

(2) A board of trustees shall identify the local hazards that exist within the boundaries of its school district and design and incorporate drills in its school safety plan to address those hazards.

(3) A board of trustees shall adopt a school safety plan on or before July 1, 2014, that addresses issues of school safety relating to school buildings and facilities, communications systems, and school grounds with the input from the local community and that addresses coordination on issues of school safety, if any, with the county interdisciplinary child information and school safety team provided for in 52-2-211. The trustees shall certify to the office of public instruction on or before July 1, 2014, that a school safety plan has been adopted. The trustees shall review the school safety plan periodically and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety."

**Section 3.** Section 20-1-402, MCA, is amended to read:

**"20-1-402. Number of disaster drills required -- time of drills to vary.** There must be at least eight disaster drills a year in a school. ~~At least four of the drills must be fire exit drills.~~ Drills must be held at different hours of the day or evening to avoid distinction between drills and actual disasters."

**"20-5-202. Suspension and expulsion**

The trustees shall annually review its weapons policy and any policy adopted under this subsection (2)(a) and update the policies as determined necessary by the trustees based on changing circumstances pertaining to school safety

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Jefferson High School District #1

STUDENTS

3121P  
page 1 of 2

Enrollment and Attendance Records

Average Number Belonging

Average Number Belonging (ANB) is the enrollment measure used for the State Foundation Program calculations as defined in § 20-9-311, MCA. The ANB of one year is based on the attendance records of the preceding year. Funding for districts is based on ANB, which is based on “aggregate hours” per year and must be accurate. “Aggregate hours” means the hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled.

For a child to be counted for ANB purposes:

- a) The child must meet the definition of pupil as found in § 20-1-101(11), MCA;
- b) Attending 181 to 359 aggregate hours = One-quarter time enrollment
- c) Attending 360 to 539 aggregate hours = One-half time enrollment
- d) Attending 540 to 719 aggregate hours = Three-quarter time enrollment
- e) Attending 720 aggregate hours or more = Full-time enrollment

Enrollment in a program for fewer than 180 aggregate hours of pupil instruction per school year may not be included for ANB purposes, **unless the pupil has demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The ANB must be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency. 20-9-311(4)(d).**

Homebound Students

Students who are receiving instructional services, who were in the education program and, due to medical reasons certified by a medical doctor, are unable to be present for pupil instruction, may be counted as enrolled for ANB purposes, if the student:

- a) Is enrolled and is currently receiving organized and supervised pupil instruction;
- b) Is in a home or facility which does not offer a regular educational program; and
- c) Has instructional costs during the absence, which are financed by the District’s general fund.

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3  
4 If a homebound student does not meet the criteria set forth above, the District may request a  
5 variance through the Office of Public Instruction, for consideration of the student in the  
6 enrollment count for ANB purposes beyond the tenth (10<sup>th</sup>) day of absence.

7  
8 Attendance Accounting

9  
10 Days present and absent for every student are to be recorded in each building, for the purpose of  
11 informing parents of a student's attendance record.

12  
13 On the first (1<sup>st</sup>) Monday in October, **the first (1<sup>st</sup>) Monday in December**, and on February 1<sup>st</sup>  
14 (or the next school day if those dates do not fall on a school day), the number of all enrolled  
15 students (whether present or absent) by grade level and class will be recorded on the forms  
16 provided by the District. Special education children who are enrolled in special programs sixteen  
17 (16) hours or more a week will be listed separately. The Director of Special Education should be  
18 contacted to verify this count. Monthly student counts of enrolled children by grade and  
19 classroom will be provided by the office.

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23  
24  
25 Legal Reference:      10.20.102, ARM      Calculation of Average Number Belonging (ANB)  
                                 § 20-1-101, MCA      Definitions

26 Procedure History:

27 Promulgated on:      February 2007

28 Revised on:

29  
30 *Note: The revision allows the district to count a student for ANB if they attend less than 180*  
31 *aggregate hours. The revision also requires a third (3<sup>rd</sup>) ANB count in December.*

STUDENTS

3123

Attendance Policy - Truancy

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Before the end of the school day, each school shall attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child’s absence from school.

For the purpose of this policy “truant” or “truancy” means the persistent non-attendance without excuse, as defined by this policy, for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under 20-5-103. “Habitual truancy” means recorded unexcused absences of 9 or more days or 54 or more parts of a day, whichever is less, in 1 school year.

[school district inserts their definition of non-attendance without excuse] or [school districts may insert sample language as such: *The \_\_\_\_\_ school district’s definition of non-attendance without excuse is stated in the respective student handbooks*]

**OPT. 1** (1<sup>st</sup> class district) The \_\_\_\_\_ School district has appointed [name/position of district staff] as the attendance officer(s) of the district.

**OPT. 2** (2<sup>nd</sup> class district with a dropout rate higher than the statewide average dropout rate as calculated by the office of public instruction shall appoint an attendance officer) The \_\_\_\_\_ School district has appointed [name/position of district staff] as the attendance officer(s).

**OPT. 3** (2<sup>nd</sup> class district with a dropout rate at or below the statewide average dropout rate as calculated by the office of public instruction may appoint an attendance officer) The \_\_\_\_\_ School district has appointed [name/position of district staff] as the attendance officer(s). If the district does not appoint an attendance officer, the county superintendent must be the attendance officer.

**OPT. 4** (3<sup>rd</sup> class districts with a dropout rate at or below the statewide average dropout rate as calculated by the office of public instruction may appoint an attendance officer) The \_\_\_\_\_ School district has appointed [name/position of district staff] as the attendance officer. If the district does not appoint an attendance officer, the county superintendent must be the attendance officer.

Upon the board designating one or more of its staff as the attendance officer(s), the attendance officer(s) shall have the powers and duties as stated in 20-5-105(1) (Section 2), MCA.

Legal Reference:	§ 20-5-103, MCA	Compulsory attendance and excuses
	§ 20-5-104, MCA	Attendance officer
	§ 20-5-105, MCA	Attendance officer – powers and duties
	§ 20-5-106, MCA	Truancy
	§ 20-5-107, MCA	Incapacitated and indigent child attendance
	§ 41-5-103(22), MCA	Definitions

Procedure History:

Promulgated on:  
 Reviewed on:  
 Revised on:

STUDENTS

3300

Suspension and Expulsion

The District recognizes and honors students’ constitutional right to education opportunity. However, as provided under Montana law, the District will exercise its right to suspend or expel a student when necessary. The District expects all students to know and follow District policies and rules. The District considers a student’s failure or refusal to comply with District policies and rules cause for discipline, including short-term suspension, long-term suspension, or expulsion.

The following definitions apply for purposes of this policy:

- “Suspension” means the exclusion of a student from attending individual classes or school and participating in school activities for an initial period not to exceed ten (10) school days. An administrator may order suspension of a student.
- “Expulsion” is any removal of a pupil for more than twenty (20) school days without the provision of educational services. Expulsion is a disciplinary action available only to the Board.

Students with disabilities will be suspended or expelled pursuant to provisions of the Individuals with Disabilities Education Act (IDEA) and corresponding Montana law.

Upon a finding by a school administrator that the immediate return to school by a pupil would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a pupil may be suspended for one additional period not to exceed ten (10) school days if the pupil is granted an informal hearing with the school administrator prior to the additional suspension and if the decision to impose the additional suspension does not violate the Individuals With Disabilities Education Act (IDEA), 20. U.S.C. 1400, et.seq.

The Superintendent will develop procedures to implement this policy and submit the procedures to the Board for its advice and consent.

**The trustees shall annually review this policy and update this policy as determined necessary by the trustees based on changing circumstances pertaining to school safety.**

Legal Reference:	20 U.S.C. 1400, et seq.	Individuals with Disabilities Education Act
	34 CFR 300.519-521	Procedural Safeguards
	§ 20-4-302, MCA	Discipline and punishment of pupils –definition of corporal punishment – penalty – defense
	§ 20-4-402, MCA	Duties of district superintendent or county high school principal
	§ 20-5-105, MCA	Attendance officer – powers and duties
	§ 20-5-106, MCA	Truancy
	§ 20-5-201, MCA	Duties and sanctions
	§ 20-5-202, MCA	Suspension and expulsion
	ARM 10.16.3346	Aversive Treatment Procedures
	<i>Goss v. Lopez</i> , 419 US 565 (1975)	

Policy History:

Adoption on: February 2007

Revised on:

STUDENTS

FIREARMS AND WEAPONS

Firearms

For the purposes of the firearms section of this policy, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

It is the policy of the Jefferson High School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

**CHOOSE ONE OF THE FOLLOWING OPTIONS:**

**OPTION #1** – However, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, in the discretion of the Board, may authorize the school administration to modify the requirement for expulsion of a student.

**OPTION #2** – However, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, in the discretion of the Board, the Board may itself either modify the requirement for expulsion or delegate to the County Superintendent the authority to carry out the Board’s decision regarding any modification of the expulsion requirement. *Note: This Option is specifically for those smaller districts that have no employed administrator.*

**OPTION #3** -- However, the Board of Trustees through this policy authorizes the Superintendent, or principal of a school without a Superintendent, to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances. *Note: Under this Option, there is no expulsion hearing unless the administration determines that the circumstances warrant a recommendation of expulsion of the student for a period of one (1) year to the Board.*

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3  
4 A decision to change the placement of a student with a disability who has been expelled pursuant  
5 to this section must be made in accordance with the Individuals with Disabilities Education Act.  
6

7 **Possession of Weapons other than Firearms**

8 The District does not allow weapons on school property. Any student found to have possessed,  
9 used or transferred a weapon on school property will be subject to discipline in accordance with  
10 the District's discipline policy. For purposes of this section, "weapon" means any object, device,  
11 or instrument designed as a weapon or through its use is capable of threatening or producing  
12 bodily harm or which may be used to inflict self-injury, including but not limited to air guns;  
13 pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles;  
14 numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other  
15 propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified  
16 to serve as a weapon.  
17

18 No person shall possess, use, or distribute any object, device, or instrument having the  
19 appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons,  
20 including but not limited to weapons listed above which are broken or non-functional, look-alike  
21 guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles  
22 designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors,  
etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and  
use of a weapon.  
25

26 The District will refer to law enforcement for immediate prosecution any person who possesses,  
27 carries, or stores a weapon **in a school building**, and the District may take disciplinary action as  
28 well in the case of a student. In addition the District will refer for possible prosecution a parent  
29 or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry,  
30 or store a weapon in a school building. (45-8-361 (1) (2))  
31

32 For the purposes of this section only, "school building" means all buildings owned or leased by a  
33 local school district that are used for instruction or for student activities. (45-8-361 (5a))  
34

35 The Board may grant persons and entities advance permission to possess, carry, or store a  
36 weapon in a school building. All persons who wish to possess, carry, or store a weapon in a  
37 school building must request permission of the Board at a regular meeting. The Board has sole  
38 discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school  
39 building. (45-8-361 (3b))  
40

41 This policy does not apply to law enforcement officers acting in his or her official capacity.  
42 (45-8-361 (3a))  
43

44 **The trustees shall annually review this policy and update this policy as determined necessary  
by the trustees based on changing circumstances pertaining to school safety.**  
45



Note: Section (g) of the NCLB Section 4141 – Gun Free Requirements, carves out a very significant exception to the Gun Free Schools Act in that it allows a student to have “a firearm that is lawfully stored inside a locked vehicle on school property. . .” Montana law (20-5-202, MCA), on the other hand, does not provide for any exception to the expulsion requirement if a student has a firearm that is lawfully stored inside a locked vehicle on school property. The only reference to federal law in 20-5-202(2), MCA is the federal definition of a firearm. As you well know 20-5-202(2), MCA provides that:

(2) The trustees of a district shall adopt a policy for the expulsion of a student who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school and for referring the matter to the appropriate local law enforcement agency. A student who is determined to have brought a firearm to school under this subsection must be expelled from school for a period of not less than 1 year, except that the trustees may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis.

So, Montana schools are required, by state law, to expel a student from school for a period of not less than 1 year if it is determined that the student brought a firearm to school, subject to the case-by-case exception noted in the statute. Based upon the exception noted in federal law and in circumstances where a student is found to have a firearm on school property in a locked vehicle, Montana schools should be citing state law (20-5-202, MCA) and district policy to support any recommendation for expulsion.

There is one significant inconsistency between the Federal Gun Free Schools Act and Montana is that under federal law it provides that “State law **shall** allow the chief administering officer of a local educational agency to modify such expulsion requirement for a student on a case-by-case basis if such modification is in writing,” whereas 20-5-202(2), MCA, provides that the trustees **may** authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis.

Cross Reference: Policy 3310 Student Discipline  
Policy 4332 Conduct of School Property

Legal Reference: § 20-5-202, MCA Suspension and expulsion  
§ 45-8-361, MCA Possession or allowing possession of a weapon in a school building  
20 U.S.C. § 7151, et seq. Gun Free Schools Act of 1994  
18 U.S.C. § 921 Definitions  
NCLB, Section 4141 Gun Free Requirements

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

1 **Jefferson High School District #1**

2  
3 **STUDENTS**

3415

4  
5 Management of Sports Related Concussions

6  
7 The Jefferson High School District recognizes that concussions and head injuries are commonly  
8 reported injuries in children and adolescents who participate in sports and other recreational  
9 activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a  
10 concussion or head injury is not properly evaluated and managed. Therefore, all K-12  
11 competitive sport athletic activities in the District will be identified by the administration.

12 Consistent with guidelines provided by the U.S. Department of Health and Human Services,  
13 Centers for Disease Control and Prevention, the National Federation of High School (NFHS) and  
14 the Montana High School Association (MHSA), the District will utilize procedures developed by  
15 the MHSA and other pertinent information to inform and educate coaches, athletic trainers,  
16 officials, youth athletes, and their parents and/or guardians of the nature and risk of concussions  
17 or head injuries, including the dangers associated with continuing to play after a concussion or  
18 head injury. Resources are available on the Montana High School Association Sports Medicine  
19 page at [www.mhsa.org](http://www.mhsa.org); U.S. Department of Health and Human Services page at: [www.hhs.gov](http://www.hhs.gov);  
20 and; the Centers for Disease and Prevention page at [www.cdc.gov/concussion/sports.index.html](http://www.cdc.gov/concussion/sports.index.html).

21  
22 Annually, the district will distribute a head injury and concussion information and sign-off sheet  
23 to all parents and guardians of student-athletes in competitive sport activities prior to the student-  
24 athlete's initial practice or competition.

25 All coaches, athletic trainers, officials, including volunteers participating in organized youth  
26 athletic activities, shall complete the training program at least once each school year as required  
27 in the District procedure. Additionally, all coaches, athletic trainers, officials, including  
28 volunteers participating in organized youth athletic activities will comply with all procedures for  
29 the management of head injuries and concussions.

30  
31 Reference: Montana High School Association, Rules and Regulations  
32 Section 4, Return to Play

33  
34 Legal Reference: **(Bill title and number)**

35  
36 Cross Reference: 3415F Student-Athlete & Parent/Legal Custodian Concussion Statement

37  
38 Policy History:

39 Adopted on:

40 Reviewed on:

41 Revised on:

1 **Jefferson High School District #1**

2  
3 **STUDENTS**

3415P

4  
5 Management of Sports Related Concussions

6 A. Athletic Director or Administrator in Charge of Athletic Duties:

- 7 1. *Updating*: Each spring, the athletic director, or the administrator in charge of athletics if  
8 there is no athletic director, shall review any changes that have been made in procedures  
9 required for concussion and head injury management or other serious injury by  
10 consulting with the MHSA or the MHSA Web site, U.S. DPHHS, and CDCP web site. If  
11 there are any updated procedures, they will be adopted and used for the upcoming school  
12 year.
- 13 2. *Identified Sports*: Identified sports include all organized youth athletic activity sponsored  
14 by the school or school district.

15 B. *Training*: All coaches, athletic trainers, and officials, including volunteers shall undergo  
16 training in head injury and concussion management at least once each school year by one of  
17 the following means: (1) through viewing the MHSA sport-specific rules clinic; (2) through  
18 viewing the MHSA concussion clinic found on the MHSA Sports Medicine page at  
19 [www.mhsa.org](http://www.mhsa.org); or by the district inviting the participation of appropriate advocacy groups  
20 and appropriate sports governing bodies to facilitate the training requirements.

21 C. *Parent Information Sheet*: On a yearly basis, a concussion and head injury information sheet  
22 shall be distributed to the student-athlete and the athlete's parent and/or guardian prior to the  
23 student-athlete's initial practice or competition. This information sheet may be incorporated  
24 into the parent permission sheet which allows students to participate in extracurricular  
25 athletics and should include resources found on the MHSA Sports Medicine page at  
26 [www.mhsa.org](http://www.mhsa.org), U.S. DPHHS, and CDCP websites.

27 D. *Responsibility*: An athletic trainer, coach, or official shall immediately remove from play,  
28 practice, tryouts, training exercises, preparation for an athletic game, or sport camp a student-  
29 athlete who is suspected of sustaining a concussion or head injury or other serious injury.

30 E. *Return to Play After Concussion or Head Injury*: In accordance with MHSA Return to Play  
31 Rules and Regulations **and (title of bill)**, a student athlete who has been removed from play,  
32 practice, tryouts, training exercises, preparation for an athletic game, or sport camp may not  
33 return until the athlete is cleared by a licensed health care professional (registered, licensed,  
34 certified, or otherwise statutorily recognized health care professional). The health care  
35 provider may be a volunteer.

36 Policy History:

37 Adopted on:

38 Reviewed on:

39 Revised on:

## Student-Athlete & Parent/Legal Custodian Concussion Statement

Because of the passage of the Dylan Steiger’s Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student-athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete’s parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athletes participation during the designated school year. The law further states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed health care provider.

Student-Athlete Name: \_\_\_\_\_

*This form must be completed for each student-athlete, even if there are multiple student-athletes in each household.*

Parent/Legal Custodian Name(s): \_\_\_\_\_

We have read the *Student-Athlete & Parent/Legal Custodian Concussion Information Sheet*.

*If true, please check box*

After reading the information sheet, I am aware of the following information:

Student-Athlete Initials		Parent/Legal Custodian Initials
	A concussion is a brain injury, which should be reported to my parents, my coach(es), or a medical professional if one is available.	
	A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance.	
	A concussion cannot be “seen.” Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.	
	I will tell my parents, my coach, and/or a medical professional about my injuries and illnesses.	N/A
	If I think a teammate has a concussion, I should tell my coach(es), parents, or licensed health care professional about the concussion.	N/A
	I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.	N/A
	I will/my child will need written permission from a licensed health care professional to return to play or practice after a concussion.	
	After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away.	
	Sometimes, repeat concussions can cause serious and long-lasting problems.	
	I have read the concussion symptoms on the Concussion fact sheet.	

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Custodian

\_\_\_\_\_  
Date

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

## SIGNS AND SYMPTOMS OF A CONCUSSION

SIGNS OBSERVED BY PARENTS OR GUARDIANS	SYMPTOMS REPORTED BY YOUR CHILD OR TEEN	
<ul style="list-style-type: none"> <li>•Appears dazed or stunned</li> <li>•Is confused about events</li> <li>•Answers questions slowly</li> <li>•Repeats questions</li> <li>•Can't recall events prior to the hit, bump, or fall</li> <li>•Can't recall events after the hit, bump, or fall</li> <li>•Loses consciousness (even briefly)</li> <li>•Shows behavior or personality changes</li> <li>•Forgets class schedule or assignments</li> </ul>	<p><b><u>Thinking/Remembering:</u></b></p> <ul style="list-style-type: none"> <li>•Difficulty thinking clearly</li> <li>•Difficulty concentrating or remembering</li> <li>•Feeling more slowed down</li> <li>•Feeling sluggish, hazy, foggy, or groggy</li> </ul> <p><b><u>Physical:</u></b></p> <ul style="list-style-type: none"> <li>•Headache or “pressure” in head</li> <li>•Nausea or vomiting</li> <li>•Balance problems or dizziness</li> <li>•Fatigue or feeling tired</li> <li>•Blurry or double vision</li> <li>•Sensitivity to light or noise</li> <li>•Numbness or tingling</li> <li>•Does not “feel right”</li> </ul>	<p><b><u>Emotional:</u></b></p> <ul style="list-style-type: none"> <li>•Irritable</li> <li>•Sad</li> <li>•More emotional than usual</li> <li>•Nervous</li> </ul> <p><b><u>Sleep*:</u></b></p> <ul style="list-style-type: none"> <li>•Drowsy</li> <li>•Sleeps less than usual</li> <li>•Sleeps more than usual</li> <li>•Has trouble falling asleep</li> </ul> <p><i>*Only ask about sleep symptoms if the injury occurred on a prior day.</i></p>

## LINKS TO OTHER RESOURCES

- CDC –Concussion in Sports
  - <http://www.cdc.gov/concussion/sports/index.html>
- National Federation of State High School Association/ Concussion in Sports - What You Need To Know
  - [www.nfhslearn.com](http://www.nfhslearn.com)
- Montana High School Association – Sports Medicine Page
  - <http://www.mhsa.org/SportsMedicine/SportsMed.htm>

## A Fact Sheet for ATHLETES

### WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"

### WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

### WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.

- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

### HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:

- > The right equipment for the game, position, or activity
- > Worn correctly and fit well
- > Used every time you play

Remember, when in doubt, sit them out!  
It's better to miss one game than the whole season.

# A Fact Sheet for PARENTS

## WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

## WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

### Signs Observed by Parents or Guardians

*If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:*

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily • Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

### Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

## HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

## WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

**1. Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.

**2. Keep your child out of play.** Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

**3. Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

Remember, when in doubt, sit them out!

It's better to miss one game than the whole season.

1 **Jefferson High School District #1**

2  
3 **STUDENTS**

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page 1 of 4

4  
5 Administering Medicines to Students

6  
7 “Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and  
8 Drug Administration and are ordered by a health care provider. It includes over-the-counter  
9 medications prescribed through a standing order by the school physician or prescribed by the  
10 student’s health care provider.

11  
12 The building principal or other administrator may authorize, in writing, any school employee:

13  
14 To assist in self-administration of any drug that may lawfully be sold over the counter  
15 without a prescription to a student in compliance with the written instructions and with the  
16 written consent of a student’s parent or guardian; and

17  
18 To assist in self-administration of a prescription drug to a student in compliance with written  
19 instructions of a medical practitioner and with the written consent of a student’s parent or  
20 guardian.

21  
22 Except in an emergency situation, only a qualified health care professional may administer a drug or  
23 a prescription drug to a student under this policy. Diagnosis and treatment of illness and the  
24 prescribing of drugs are never the responsibility of a school employee and should not be practiced by  
25 any school personnel.

26  
27 Administering Medication

28  
29 The Board will permit administration of medication to students in schools in its jurisdiction. A  
30 school nurse (who has successfully completed specific training in administration of medication),  
31 pursuant to written authorization of a physician or dentist and that of a parent, an individual who has  
32 executed a caretaker relative educational authorization affidavit, or guardian, may administer  
33 medication to any student in the school or may delegate this task pursuant to Montana law.

34  
35 Emergency Administration of Medication

36  
37 In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer  
38 emergency oral or injectable medication to any student in need thereof on school grounds, in a school  
39 building, or at a school function, according to a standing order of a chief medical advisor or a  
40 student’s private physician.

41  
42 In the absence of a school nurse, an administrator or designated staff member exempt from the nurse  
43 license requirement under § 37-8-103(1)(c), MCA, who has completed training in administration of  
44 medication, may give emergency medication to students orally or by injection.

45  
46 The Board requires that there must be on record a medically diagnosed allergic condition that would  
47 require prompt treatment to protect a student from serious harm or death.  
48



2  
3  
4 A building administrator or school nurse will enter any medication to be administered in an  
5 emergency on an individual student medication record and will file it in a student's cumulative health  
6 folder.

7  
8 Self-Administration of Medication  
9

10 The District will permit students who are able to self-administer specific medication to do so  
11 provided that:

- 12
- 13 • A physician or dentist provides a written order for self-administration of said medication;
  - 14 • Written authorization for self-administration of medication from a student's parent, an  
15 individual who has executed a caretaker relative educational authorization affidavit, or  
16 guardian is on file; and
  - 17 • A principal and appropriate teachers are informed that a student is self-administering  
18 prescribed medication.
- 19

20 A building principal or school administrator may authorize, in writing, any employee to assist with  
21 self-administration of medications, provided that only the following may be employed:

- 22
- 23 • Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for  
self-administering medications;
  - 24 • Handing to a student a prefilled, labeled medication holder or a labeled unit dose container,  
25 syringe, or original marked and labeled container from a pharmacy;
  - 26 • Opening the lid of a container for a student;
  - 27 • Guiding the hand of a student to self-administer a medication;
  - 28 • Holding and assisting a student in drinking fluid to assist in the swallowing of oral  
29 medications; and
  - 30 • Assisting with removal of a medication from a container for a student with a physical  
31 disability that prevents independence in the act.
- 32  
33

34 Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication  
35

36 Students with allergies or asthma may be authorized by the building principal or Superintendent, in  
37 consultation with medical personnel, to possess and self-administer emergency medication during the  
38 school day, during field trips, school-sponsored events, or while on a school bus. The student shall  
39 be authorized to possess and self-administer medication if the following conditions have been met.

- 40
- 41 • A written and signed authorization from the parents, an individual who has executed a  
42 caretaker relative educational authorization affidavit, or guardians for self-administration  
43
  - 44 • of medication, acknowledging that the school district or its employees are not liable for  
45 injury that results from the student self-administering the medication.
  - 46 • The student must have the prior written approval of his/her primary health care provider.  
47 The written notice from the student's primary care provider must specify the name and  
48

purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.

- Documentation that the student has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to use and administer the medication.
- Documentation of a doctor-formulated written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes of the student and for medication use by the student during school hours.

Authorization granted to a student to possess and self-administer medication shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, and in accordance with documentation provided by the student's doctor, backup medication must be kept at a student's school in a predetermined location or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency.

Immediately after using epinephrine during school hours, a student shall report to the school nurse or other adult at the school who shall provide follow up care, including making a 9-1-1 emergency call.

#### Administration of Glucagons

School employees may voluntarily agree to administer glucagons to a student pursuant to 20-5-412, MCA only under the following conditions: (1) the employee has filed the necessary designation and acceptance documentation with the school district as required by 20-5-412(2) and (3) the employee has filed the necessary written documentation of training with the school district as required by 20-5-412(4).

#### Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent, an individual who has executed a caretaker relative educational authorization affidavit, or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

- Must examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
- Must develop a medication administration plan, if administration is necessary for a student, before any medication is given by school personnel;
- Must record on the student's individual medication record the date a medication is delivered and the amount of medication received;
- Must store medication requiring refrigeration at 36° to 46° F;
- Must store prescribed medicinal preparations in a securely locked storage compartment; and

- Must store controlled substances in a separate compartment, secured and locked at all times.

The District will permit only a forty-five-(45)-school-day supply of a medication for a student to be stored at a school; and all medications, prescription and nonprescription, will be stored in their original containers.

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

**The District may maintain a stock supply of auto-injectable epinephrine to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine in a school setting or at related activities, the district shall adhere to the requirements stated in 20-5-420, Section 2, MCA.**

#### Disposal of Medication

The District requires school personnel either to return to a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian or, with permission of the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities.

Legal Reference:	§ 20-5-412, MCA	Definition – parent-designated adult administration of glucagons – training
	8.32.1733, ARM	Tasks Which May Be Routinely Assigned to an Unlicensed Person in any Setting When a Nurse-Patient Relationship Exists

#### Policy History:

Adopted on: February 2007

Revised on: April 15, 2008

*Note: The revision adds references to caretaker relative. It removed the specification of epipen or asthma inhalers and added severe allergy references. It also defined the administration of glucagons.*

*Note: The revision adds the ability of the district to have a stock supply of auto-injectable epinephrine on hand.*

1 **Jefferson High School District #1**

2  
3 **STUDENTS**

3600

4  
5 Student Records

6  
7 School student records are confidential, and information from them will not be released other  
8 than as provided by law. State and federal laws grant students and parents certain rights,  
9 including the right to inspect, copy, and challenge school records.

10  
11 The District will ensure information contained in student records is current, accurate, clear, and  
12 relevant. All information maintained concerning a student receiving special education services  
13 will be directly related to the provision of services to that child. The District may release  
14 directory information as permitted by law, but parents will have the right to object to release of  
15 information regarding their child. Military recruiters and institutions of higher education may  
16 request and receive the names, addresses, and telephone numbers of all high school students,  
17 unless the parent(s) notifies the school not to release this information.

18  
19 The Superintendent will implement this policy and state and federal law with administrative  
20 procedures. The Superintendent or designee will inform staff members of this policy and inform  
21 students and their parents of it, as well as of their rights regarding student school records.

22  
23 **Each student's permanent file, as defined by the board of public education, must be**  
24 **permanently kept in a secure location. Other student records must be maintained and**  
25 **destroyed as provided in 20-1-212, MCA.**

26  
27 Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R.  
28 99  
29 **§ 20-1-212, MCA Destruction of records by school officer.**  
30 § 20-5-201, MCA Duties and sanctions  
31 § 40-4-225, MCA Access to records by parent  
32 10.55.909, ARM Student Records  
33 No Child Left Behind Act of 2001, P.L. 107-334  
34

35 Policy History:

36 Adopted on: February 2007

37 Revised on:

38  
39 *Note: The revision stipulates where and the length of time a student record must be held.*

1 **Jefferson High School District #1**

2  
3 **STUDENTS**

3600P  
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4  
5 Student Records

6  
7 Maintenance of School Student Records

8  
9 The District maintains two (2) sets of school records for each student – a permanent record and a  
10 cumulative record.

11  
12 The permanent record will include:

- 13
- 14 Basic identifying information
- 15 Academic work completed (transcripts)
- 16 Level of achievement (grades, standardized achievement tests)
- 17 Immunization records (per § 20-5-406, MCA)
- 18 Attendance record
- 19 Record of any disciplinary action taken against the student, which is educationally related
- 20

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

23  
24 The cumulative record may include:

- 25
- 26 Intelligence and aptitude scores
- 27 Psychological reports
- 28 Participation in extracurricular activities
- 29 Honors and awards
- 30 Teacher anecdotal records
- 31 Verified reports or information from non-educational persons
- 32 Verified information of clear relevance to the student's education
- 33 Information pertaining to release of this record
- 34 Disciplinary information
- 35 **Camera footage only for those students directly involved in the incident**
- 36

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

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

47  
48 Access to Student Records

2  
3 The District will grant access to student records as follows:  
4

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

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

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

26 When the student reaches eighteen (18) years of age, graduates from high school, marries, or  
27 enters military service, all rights and privileges accorded to the parent become exclusively  
28 those of the student.  
29

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

- 36
- 37 3. The District may grant access to or release information from student records without prior  
38 written consent to school officials with a legitimate educational interest in the information. A  
39 school official is a person employed by the District in an administrative, supervisory,  
40 academic, or support staff position (including, but not limited to administrators, teachers,  
41 counselors, paraprofessionals, coaches, and bus drivers ), and the board of trustees. A school  
42 official may also include a volunteer or contractor not employed by the District but who  
43 performs an educational service or function for which the District would otherwise use its  
44 own employees and who is under the direct control of the District with respect to the use and  
45 maintenance of personally identifying information from education records, or such other third  
46 parties under contract with the District to provide professional services related to the  
47 District's educational mission, including, but not limited to, attorneys and auditors. A school  
48 official has a legitimate educational interest in student education information when the  
49 official needs the information in order to fulfill his or her professional responsibilities for the

1  
2  
3  
4 District. Access by school officials to student education information will be restricted to that  
5 portion of a student's records necessary for the school official to perform or accomplish their  
6 official or professional duties.  
7

- 8 4. The District may grant access to or release information from student records without parental  
9 consent or notification to any person, for the purpose of research, statistical reporting, or  
10 planning, provided that no student or parent can be identified from the information released,  
11 and the person to whom the information is released signs an affidavit agreeing to comply  
12 with all applicable statutes and rules pertaining to school student records.  
13

14 **5. The District may grant release of a child's education records to child welfare agencies**  
15 **without the prior written consent of the parents.**  
16

- 17 6. The District will grant access to or release information from a student's records pursuant to a  
18 court order, ~~provided that the parent will be given prompt written notice~~, upon receipt of such  
19 order, of its terms, the nature and substance of the information proposed to be released, and  
20 an opportunity to inspect and copy such records and to challenge their contents.  
21

- 22 7. The District will grant access to or release information from any student record, as  
23 specifically required by federal or state statute.  
24

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

- 34 9. The District may release student records to the superintendent or an official with similar  
35 responsibilities in a school in which the student has enrolled or intends to enroll, upon written  
36 request from such official. School officials may also include those listed in #3 above.  
37

- 38 10. Prior to release of any records or information under items 5, 6, 7, and 8, above, the District  
39 will provide prompt written notice to the parents or eligible student of this intended action.  
40 This notification will include a statement concerning the nature and substance of the records  
41 to be released and the right to inspect, copy, and challenge the contents.  
42

- 43 11. The District may release student records or information in connection with an emergency,  
44 without parental consent, if the knowledge of such information is necessary to protect the  
45 health or safety of the student or other persons. The records custodian will make this  
46 decision, taking into consideration the nature of the emergency, the seriousness of the threat  
47 to the health and safety of the student or other persons, the need for such records to meet the  
48 emergency, and whether the persons to whom such records are released are in a position to  
49 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 may prohibit such a release. Directory information will be limited to:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- 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



2  
3  
4 The notification to parents and students concerning school records will inform them of their right to  
5 object to the release of directory information.  
6

7 Military Recruiters/Institutions of Higher Education  
8

9 Pursuant to federal law, the District is required to release the names, addresses, and telephone  
10 numbers of all high school students to military recruiters and institutions of higher education upon  
11 request. The notification to parents and students concerning school records will inform them of their right  
12 to object to the release of this information.  
13

14 Student Record Challenges  
15

16 The parents may challenge the accuracy, relevancy, or propriety of the records, except: (1) grades, and (2)  
17 references to expulsions or out-of-school suspensions, if the challenge is made when the student's school  
18 records are being forwarded to another school. They have the right to request a hearing at which each  
19 party has:  
20

- 21 • The right to present evidence and to call witnesses;
- 22 • The right to cross-examine witnesses;
- 23 • The right to counsel;
- 24 • The right to a written statement of any decision and the reasons therefor;
- 25 • The right to appeal an adverse decision to an administrative tribunal or official, to be established  
26 or designated by the State Board.  
27

28 The parents may insert a written statement of reasonable length describing their position on disputed  
29 information. The school will include the statement in any release of the information in dispute.  
30  
31  
32

33 Legal Reference:	Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2011); 34 C.F.R. 34 99 (2011)
35	§ 20-5-201, MCA      Duties and sanctions
36	§ 40-4-225, MCA      Access to records by parent
37	§ 41-5-215, MCA      Youth court and department records – notification of 38 school
39	10.55.909, ARM      Student records 40

41 Procedure History:

42 Promulgated on:

43 Reviewed on:

44 Revised on:  
45

1 **Jefferson High School District #1**

2  
3 **PERSONNEL**

5231

4  
5 Personnel Records

6  
7 The District maintains a complete personnel record for every current and former employee. The  
8 employees' personnel records will be maintained in the District's administrative office, under the  
9 Superintendent's direct supervision. Employees will be given access to their personnel records,  
10 in accordance with guidelines developed by the Superintendent.

11  
12 In addition to the Superintendent or other designees, the Board may grant a committee or a  
13 member of the Board access to cumulative personnel files. When specifically authorized by the  
14 Board, counsel retained by the Board or by the employee will also have access to a cumulative  
15 personnel file.

16  
17 In accordance with federal law, the District shall release information regarding the professional  
18 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon  
19 request, for any teacher or paraprofessional who is employed by a school receiving Title I funds,  
20 and who provides instruction to their child at that school. Access to other information contained  
21 in the personnel records of District employees is governed by Policy 4340.

22  
23 **Personnel records must be kept for 10 years after termination.**

24  
25 Cross Reference: 4340 Public Access to District Records

26  
27 Legal Reference: Admin. R. Mont. 10.55.701(5) Board of Trustees  
28 No Child Left Behind Act of 2001, (Public Law 107-334)  
29 **§ 20-1-212(2), MCA Destruction of records by school officer.**

30  
31 Policy History:

32 Adopted on: February 2007

33 Revised on:

34  
35 *Note: The revision stipulates the length of time personnel records must be kept.*

2 **Jefferson High School District #1**

3 **PERSONNEL**

5232

4  
5 Abused and Neglected Child Reporting

6  
7 A District employee who has reasonable cause to suspect that a student may be an abused or  
8 neglected child shall report such a case to the Montana Department of Public Health and Human  
9 Services and notify the Superintendent or principal that a report has been made. An employee  
10 does not discharge the obligation to personally report by notifying the Superintendent or  
11 principal.  
12

13 Any District employee who fails to report a suspected case of abuse or neglect to the Department  
14 of Public Health and Human Services, or who prevents another person from doing so, may be  
15 civilly liable for damages proximately caused by such failure or prevention and is guilty of a  
16 misdemeanor. The employee will also be subject to disciplinary action up to and including  
17 termination.  
18

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

25	Legal Reference:	§ 41-3-201, MCA	Reports
26		§ 41-3-202, MCA	Action on reporting
27		§ 41-3-203, MCA	Immunity from liability
28		§ 41-3-205, MCA	Confidentiality – disclosure exceptions
29		§ 41-3-207, MCA	Penalty for failure to report
30			

31 Policy History:

32 Adopted on: February 2007

33 Revised on:

34  
35 *Note: The revision allows the DPHHS to give information back to the person who reported a*  
36 *possible abuse and neglect case.*





jim whealon <jim.whealon@jhs.k12.mt.us>

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## thanks

1 message

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**matt allen** <matt.allen@jhs.k12.mt.us>

Thu, May 23, 2013 at 9:45 AM

To: Sabrina Sketetee <sabrina@gopantherz.com>

Cc: "Mr. Jim Whealon" <jim.whealon@jhs.k12.mt.us>, daryl mikesell <daryl.mikesell@jhs.k12.mt.us>, Lynne Bryant <lynlab3@yahoo.com>, "<Stan Senechal" <ssenechal@simplexgrinnell.com>

thank you and the board and administration for the cool picture. also thanx to the board for the great support my program and myself have enjoyed during my tenure here.. it has been a joy and blessing to teach your children here at jhs for the last 21 years.

—

Thank you!

Matt Allen B.S., M.ED. VOC. ED.

Voc. Ed. dept. head / I.T. Teacher

AWS Certified Welding Educator

4A & 1A, Welding and Ind. Arts certified

Jefferson High School

po box 838

Boulder, Mt. 59632

(406) 225-3317

\*\*\* This Email was sent by a staff member at Jefferson High School.

Thank you so much for the lovely gift of the picture. Chantal was one of my favorite students and actresses and to have that memento so put into art means so much to me.

I have thoroughly enjoyed my 23 years at JHS. I have been pleased to say I will miss how I have all been

Jefferson High School



great supporters of  
my team and program  
here. I am very grateful  
for that support.

Lynna Piccolo

05/24/13

JEFFERSON HIGH SCHOOL

3:45

Claim Approval List

For the Accounting Period: 5/13

.. Over spent expenditure

Claim Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
14948	4637 Mastercard	107.20					
1	0154 05/02/13 Band/Choir Meals Fri.	107.20	7775	201	710-3400	582	
14949	4637 Mastercard	7.05					
1	04/23/13 8 USB adapters	7.05*	7753	228	100-1000	610	
14950	4637 Mastercard	1,560.80					
1	160658 04/10/13 Skills Rooms	1,560.80	7729	201	710-3400	582	
14951	4637 Mastercard	540.30					
1	125124 05/02/13 wood for paper storage	540.30*	7771	201	100-2600	615	
<b>Total:</b>		<b>2,215.35</b>					
		2,215.35					



05/24/13  
3:46

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 5/13

Page: 2 of 2  
Report ID: AP110

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$2,208.30
228 TECHNOLOGY FUND	
101	\$7.05
<b>Total:</b>	<b>\$2,215.35</b>

31/13  
1:58

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 5/13

Page: 1 of 5  
Report ID: AP100H

High School

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
14936	4633 COMMERCIAL ENERGY OF MT INC.	1,590.74					
1	NWE016515 05/01/13 May Gas charges	1,590.74		201	100-2600	411	
	<b>Claim Total for District</b>	<b>1,590.74</b>					
14943	734 DOOR AND HARDWARE UNLIMITED	270.00					
1	026364 04/18/13 Auto Dr. Bottoms	270.00*		201	100-2600	615	
	<b>Claim Total for District</b>	<b>270.00</b>					
14944	1579 MARC	442.38					
1	0495632 05/03/13 Honey Suckle Screens	430.00	7801	201	100-2600	610	
2	0495632 05/03/13 Honey Suckle Screens	12.38		201	100-2600	610	
	<b>Claim Total for District</b>	<b>442.38</b>					
14945	3766 ACADIA MONTANA	617.50					
1	6792519 05/13/13 Alta Care	617.50*		215	280-1000	330	524
	<b>Claim Total for District</b>	<b>617.50</b>					
14952	375 MSHWP/BCBS OF MONTANA	1,182.34					
	05/03/13 Retirees premiums	1,182.34		201	100-1000	260	
	<b>Claim Total for District</b>	<b>1,182.34</b>					
14953	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	6,272.24					
1	05/01/13 track	1,010.60		201	720-3500	582	
2	05/01/13 golf	1,784.85		201	720-3500	582	
3	05/01/13 tennis	937.25		201	720-3500	582	
4	05/01/13 FCCLA	859.01		201	710-3400	582	
5	05/01/13 service learning	164.63		201	710-3400	582	
6	05/01/13 skills	894.87		201	710-3400	582	
7	05/01/13 band	508.56		201	710-3400	582	
8	05/01/13 art	112.47*		201	100-1140	582	
	<b>Claim Total for District</b>	<b>6,272.24</b>					
14954	968 FLINN SCIENTIFIC INC.	73.12					
1	1642751 04/29/13 PO 7478 exceeded biology	73.12		201	100-1511	610	
	<b>Claim Total for District</b>	<b>73.12</b>					
14955	4664 DEXTER, ROXANNE	60.00					
1	05/09/13 Div tennis meals (23333)	60.00		201	720-3500	582	
	<b>Claim Total for District</b>	<b>60.00</b>					
14956	2276 SAFEWAY, INC	36.26					
1	1872388 05/05/13 fcs supplies	16.02	7491	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
2	1872388 05/05/13 fcs supplies	20.24		201	390-1710	610	
	<b>Claim Total for District</b>	<b>36.26</b>					

1/13  
:58

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 5/13

High School

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
14957	2366 SIMPLEXGRINNELL	329.00						
1	76166903 05/13/13 sprinkler contract	329.00		201	100-2600		440	
	<b>Claim Total for District</b>	<b>329.00</b>						
14958	1079 GAGNON'S DIGITAL IMAGING	312.59						
1	56382 05/17/13 copier charges	312.59		201	100-1000		440	
	<b>Claim Total for District</b>	<b>312.59</b>						
14959	4614 JWT RESTAURANT GROUP BOZEMAN LLC	189.00						
1	525270 05/10/13 meals track district	189.00	7809	201	720-3500		582	
	<b>Claim Total for District</b>	<b>189.00</b>						
14960	4272 BEST WESTERN - YELLOW STONE	1,000.45						
1	232 05/16/13 rooms track	1,000.45	7798	201	720-3500		582	
	<b>Claim Total for District</b>	<b>1,000.45</b>						
14961	3330 ACTE - Asso. for Career & Tech.	500.00						
1	05/30/13 best practies conf	500.00	7819	215	451-1170		582	87
	<b>Claim Total for District</b>	<b>500.00</b>						
14962	4201 BRUCE, BECKY	183.63						
1	05/16/13 Iron Chef Billings	183.63		201	710-3400		582	
	<b>Claim Total for District</b>	<b>183.63</b>						
14963	4641 CDI Computer Dealers	12,413.46						
1	364742 04/24/13 recert dock station	390.00*	7784	228	100-1000		660	
2	364742 04/24/13 recert dell e6410 laptop	10,500.00*	7784	228	100-1000		660	
3	364742 04/24/13 New 9cell battery	1,200.00*	7784	228	100-1000		660	
4	364742 04/24/13 shipping for computers	323.46*	7785	228	100-1000		660	
	<b>Claim Total for District</b>	<b>12,413.46</b>						
14964	3959 AMERICAN EXPRESS	111.14						
1	560846 05/21/13 framing for retiree art	111.14*		201	100-2300		800	
	<b>Claim Total for District</b>	<b>111.14</b>						
14965	4326 INTERNATIONAL ACADEMY OF SCIENCE	200.00						
1	792350 05/30/13 2 gold keys + webinar	200.00	7823	201	100-2400		610	
	<b>Claim Total for District</b>	<b>200.00</b>						
14966	1366 JEFFERSON HIGH SCHOOL	396.01						
1	05/15/13 nat'l state reg/hotel/tchr	396.01	7816	215	451-1710		582	87
	<b>Claim Total for District</b>	<b>396.01</b>						
14967	3195 FCCLA Lock Box Operation	780.79						
1	04/25/13 FCCLA reg natl	465.79*	7824	215	100-1000		582	84
2	04/25/13 FCCLA reg natl	315.00	7824	215	451-1710		582	87
	<b>Claim Total for District</b>	<b>780.79</b>						

High School

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
14968	4624 WADSWORTH BUILDERS COMPANY INC.	4,081.26						
1	05/07/13 remaining balance	4,081.26*		224	100-4600		725	
	<b>Claim Total for District</b>	<b>4,081.26</b>						
14969	4625 MT DEPARTMENT OF REVENUE	41.22						
1	05/07/13 gross receipts tax	41.22*		224	100-4600		725	
	<b>Claim Total for District</b>	<b>41.22</b>						
14970	3230 BROOKS STREET MOTOR INN	993.89						
1	05/30/13 rooms state music fest	993.89	7792	201	710-3400		582	
	<b>Claim Total for District</b>	<b>993.89</b>						
14971	4322 WANIATA, CAROL	1,980.00						
1	Accompanist fees	1,980.00		201	710-3400		582	
	<b>Claim Total for District</b>	<b>1,980.00</b>						
14972	3766 ACADIA MONTANA	1,283.75						
1	183159 05/20/13 altacare	1,283.75*		215	280-1000		330 524	
	<b>Claim Total for District</b>	<b>1,283.75</b>						
14973	4234 WELLS FARGO FINANCIAL LEASING	337.50						
1	5000100507 05/19/13 Panasonic copier	337.50		201	100-1000		840	
	<b>Claim Total for District</b>	<b>337.50</b>						
14974	4665 JEFFERSON CITY COMMUNITY CENTER	50.00						
1	05/09/13 Center use for election	50.00		201	100-2500		310	
	<b>Claim Total for District</b>	<b>50.00</b>						
14975	1451 L & P GROCERY	416.09						
1	0127360050 05/02/13 fcs supplies	15.64	7489	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
2	0137185050 05/03/13 fcs supplies	47.70	7489	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
3	0127831050 05/07/13 fcs supplies	36.07	7489	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
4	0127748050 05/08/13 fcs supplies	25.16	7489	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
5	0140471051 05/13/13 fcs supplies	65.55	7489	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
6	0146470051 05/13/13 fcs supplies	39.45	7489	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
7	0246071052 05/20/13 fcs supplies	105.97	7489	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
8	0146980052 05/22/13 fcs supplies	80.55	7489	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
	<b>Claim Total for District</b>	<b>416.09</b>						

3/13  
1:58

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 5/13

High School  
\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
14976	3715 JEFFERSON COUNTY	111.50						
1	05/29/13 signature check of envelopes	111.50		201	100-2500	310		
	<b>Claim Total for District</b>	<b>111.50</b>						
14977	4667 PALMER, CHANTEL	50.00						
1	101 05/16/13 2 pencil drawings, retirees	50.00*		201	100-2300	800		
	<b>Claim Total for District</b>	<b>50.00</b>						
14978	3402 CAREY, LORIE	101.70						
1	05/17/13 travel	67.80		201	100-2500	310		
2	05/17/13 helena retirement gifts	33.90*		201	100-2300	800		
	<b>Claim Total for District</b>	<b>101.70</b>						
14979	2431 MCCAULEY, STEVE	40.68						
1	05/07/13 mileage for ecology trip	40.68		201	100-1511	582		
	<b>Claim Total for District</b>	<b>40.68</b>						
14980	15 A-1 RENTALS	84.00						
	36870 05/21/13 core drill rental	84.00*		201	100-2600	615		
	<b>Claim Total for District</b>	<b>84.00</b>						
14981	1796 KOSOLA, MATT	62.71						
1	04/22/13 mileage for grad chairs clancy	62.71*		201	100-2600	582		
	<b>Claim Total for District</b>	<b>62.71</b>						
14982	3959 AMERICAN EXPRESS	68.02						
1	3126064430 05/06/13 fcs supplies	68.02	7490	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
	<b>Claim Total for District</b>	<b>68.02</b>						
14983	3959 AMERICAN EXPRESS	101.85						
1	3120419680 04/30/13 fcs supplies	101.85	7490	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
	<b>Claim Total for District</b>	<b>101.85</b>						
14985	1451 L & P GROCERY	93.46						
1	0166308041 04/17/13 bio/eco lab supplies	4.05	7504	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
2	0153355052 05/24/13 bio/eco lab supplies	89.41	7504	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
	<b>Claim Total for District</b>	<b>93.46</b>						
	<b>Total High School</b>	<b>36,858.28</b>						

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 5/13

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$16,744.29
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$3,578.05
224 HARD ROCK MINING	
101	\$4,122.48
228 TECHNOLOGY FUND	
101	\$12,413.46
<b>Total</b>	<b>\$36,858.28</b>
<b>Grand Total</b>	<b>\$36,858.28</b>

High School

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func		Obj	Proj
14360		1183 HARLOW'S SCHOOL BUS SERVICE, INC.	13,111.95						
1		10 06/01/13 June 13 contract pymnt	13,111.95*		210	100-2700		513	
		<b>Claim Total for District</b>	<b>13,111.95</b>						
14947		4637 Mastercard	7,032.42						
1		05/13/13 Western Digital WD	1,609.93	7814	215	427-1000		660	86
2		05/13/13 Slide Rail Rackmount	48.64	7814	215	427-1000		660	86
3		05/13/13 3 Ware Cable	14.99	7814	215	427-1000		660	86
4		05/13/13 SAS Raid Card	849.99	7814	215	427-1000		660	86
5		05/13/13 Supermicro MBD	199.99	7814	215	427-1000		660	86
6		05/13/13 4 sata Fan Cble	124.95	7814	215	427-1000		660	86
7		05/13/13 Athena Power Ap	479.99	7814	215	427-1000		660	86
8		05/13/13 Rackmount Server	299.99	7814	215	427-1000		660	86
9		05/13/13 Intel ELG44HTBLK	252.99	7814	215	427-1000		660	86
10		05/13/13 Intel Xeon	264.99	7814	215	427-1000		660	86
11		05/13/13 Western Digital	2,069.91	7814	215	427-1000		660	86
12		05/13/13 Kingston 8GB	323.96	7814	215	427-1000		660	86
13		05/13/13 HP Model	54.99	7814	215	427-1000		660	86
14		05/13/13 PCI Express	383.24	7814	215	427-1000		660	86
		05/13/13 New Egg 3day	48.63	7814	215	427-1000		660	86
		05/13/13 New Egg 3 Day	0.61	7814	215	427-1000		660	86
17		05/13/13 New Egg 3 Day	4.63	7814	215	427-1000		660	86
		<b>Claim Total for District</b>	<b>7,032.42</b>						
14984		157 ACE HARDWARE	122.18						
1		59515 05/21/13 lab supplies	122.18	7501	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-							
		<b>Claim Total for District</b>	<b>122.18</b>						
14986		157 ACE HARDWARE	60.17						
1		59232 05/10/13 science olympiad supplies	18.21	7502	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -710-3400-610-							
2		59232 05/10/13 bio/eco lab supplies	37.50	7503	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
3		05/10/13 bio/eco lab supplies	4.46		201	100-1511		610	
		<b>Claim Total for District</b>	<b>60.17</b>						
14987		3374 J.W.PEPPER & SON, INC.	234.34						
1		03322878 10/18/12 music selections	59.98	7542	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-610-							
2		03322984 10/19/12 music selections	14.99	7542	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-610-							
3		03324725 11/07/12 music selections	319.99	7542	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-610-							
4		03324848 11/08/12 music selections	155.00	7542	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-610-							

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Claim	Warrant	Vendor #/Name	Claim \$				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj		
5		03342636 04/03/13 music selections	157.39	7542	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1470-610-							
6		03342697 04/04/13 music selections	-195.00	7542	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1470-610-							
7		03342698 04/04/13 music selections	-80.00	7542	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1470-610-							
8		03343592 04/11/13 music selections	20.94	7542	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1470-610-							
9		03344438 04/18/13 music selections	21.89	7542	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1470-610-							
10		03982002 08/08/12 music selections	-315.83	7542	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1470-610-							
11		03342635 04/03/12 music selections	74.99	7542	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1470-610-							
		<b>Claim Total for District</b>	<b>234.34</b>						
14988		157 ACE HARDWARE	77.82						
1		59528 05/21/13 lab supplies	17.45	7501	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1512-610-							
2		59586 05/23/13 lab supplies	59.99	7501	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1512-610-							
		59587 05/23/13 lab supplies	0.38	7501	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1512-610-							
		<b>Claim Total for District</b>	<b>77.82</b>						
14990		3959 AMERICAN EXPRESS	1,006.58						
1		3157180520 06/06/13 16 ft green gate	94.34	7168	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2600-615-							
2		3157004047 06/06/13 16 ft green gate	65.65	7168	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2600-615-							
3		3157004047 06/06/13 fcs supplies	0.78	7490	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1710-610-							
4		3157180440 06/06/13 fcs supplies	170.72	7490	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1710-610-							
5		3157180440 06/06/13 fcs supplies	211.33	7492	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1710-610-							
6		3157000265 06/06/13 fcs supplies	463.76	7492	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1710-610-							
		<b>Claim Total for District</b>	<b>1,006.58</b>						
14991		1183 HARLOW'S SCHOOL BUS SERVICE, INC.	6,643.88						
1		06/05/13 Track	2,678.09*		201	720-3500	582		
2		golf	1,975.56*		201	720-3500	582		
3		06/05/13 tennis	976.37*		201	720-3500	582		
4		06/05/13 youth leg	420.54		201	710-3400	582		
5		06/05/13 service learning	61.94		201	710-3400	582		
6		06/05/13 band	531.38		201	710-3400	582		
		<b>Claim Total for District</b>	<b>6,643.88</b>						



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Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
14992	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	5,732.00						
1	33163571 05/31/13 track fuel	659.17*		201	720-3500	582		
2	33163571 05/31/13 golf fuel	542.37*		201	720-3500	582		
3	33163571 05/31/13 tennis fuel	268.05*		201	720-3500	582		
4	33163571 05/31/13 youth legislature fuel	115.46		201	710-3400	582		
5	33163571 05/31/13 service learning fuel	17.01		201	710-3400	582		
6	33163571 05/31/13 band fuel	145.89		201	710-3400	582		
7	33163571 05/31/13 Custodial fuel	78.77		201	100-2600	624		
8	33163571 05/31/13 activity fuel	37.19*		201	720-3500	582		
9	33163571 05/31/13 school food fuel	55.46*		201	910-3100	624		
10	33163571 05/31/13 drivers ed fuel	92.21*		218	100-1000	624		
11	33163571 05/31/13 route fuel may	3,720.42		210	100-2700	624		
	<b>Claim Total for District</b>	<b>5,732.00</b>						
14993	1648 MDM SUPPLY CO.	35.66						
1	s2194424.0 05/10/13 Flange Kits, blk cap cored	35.66*	7696	201	100-2600	615		
	<b>Claim Total for District</b>	<b>35.66</b>						
14994	612 AMSAN CUSTODIAL SUPPLY	9,670.32						
	288719420 05/24/13 custodial supplies	7,490.53*	7787	201	100-2600	610		
	288719453 05/24/13 custodial supplies	2,179.79*	7787	201	100-2600	610		
	<b>Claim Total for District</b>	<b>9,670.32</b>						
14995	1002 GENERAL DISTRIBUTING	559.77						
1	00133903 05/28/13 grinder kit	559.77*	7817	215	451-1640	660	87	
	<b>Claim Total for District</b>	<b>559.77</b>						
14996	385 BOULDER MONITOR & JEFFERSON CO.	1,006.00						
1	00015470 05/01/13 Panther Press	116.50	7447	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1243-550-							
2	00015470 05/01/13 Ad FCCLA Dinner	54.00*	7790	215	394-1000	610	89	
3	00015470 05/01/13 levy ad	72.00		201	100-2500	310		
4	00015470 05/01/13 audit statement	22.00*		201	100-2500	540		
5	00015470 05/01/13 board vacancy	33.00		201	100-2300	540		
6	00015470 05/01/13 panther press	708.50*		201	100-1243	550		
	<b>Claim Total for District</b>	<b>1,006.00</b>						
14997	3766 ACADIA MONTANA	796.25						
1	6840530 06/03/13 altacare	796.25*		215	280-1000	330	524	
	<b>Claim Total for District</b>	<b>796.25</b>						
14998	1650 MEADOW GOLD GREAT FALLS	196.71						
1	60214998 05/02/13 milk	77.12		201	910-3100	630		
2	60215136 05/09/13 milk	56.80		201	910-3100	630		
3	60215281 05/16/13 milk	62.79		201	910-3100	630		
	<b>Claim Total for District</b>	<b>196.71</b>						

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Claim	Warrant	Vendor #/Name	Claim \$				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
14999		3936 BOULDER TECH SERVICE	120.00						
1		1302 06/03/13 repair,reset, scan issues	120.00*		228	100-1000		330	
		<b>Claim Total for District</b>	<b>120.00</b>						
15000		1086 GIULIO DISPOSAL SERVICES, INC.	141.00						
1		76188 05/31/13 May disposal services	141.00		201	100-2600		431	
		<b>Claim Total for District</b>	<b>141.00</b>						
15001		2717 CITY OF BOULDER	1,831.91						
1		31100 06/25/13 June water	975.95		201	100-2600		421	
2		31100 06/25/13 June sewer	855.96		201	100-2600		421	
		<b>Claim Total for District</b>	<b>1,831.91</b>						
15002		2461 SEWING PALACE BERNINA	209.46						
1		1-92205 06/07/13 machine repair	207.93	7488	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-440-							
2		1-92205 06/07/13 misc supplies	1.53*		201	390-1710		610	
		<b>Claim Total for District</b>	<b>209.46</b>						
3		1737 NORTHWESTERN ENERGY	4,324.83						
		06/03/13 june for may gas	2,332.37		201	100-2600		411	
2		06/03/13 june for may elec	1,992.46		201	100-2600		412	
		<b>Claim Total for District</b>	<b>4,324.83</b>						
15004		4633 COMMERCIAL ENERGY OF MT INC.	710.31						
1		NWE016863 06/03/13 May charges	12.94		201	100-2600		411	
2		NWE06862 06/03/13 May charges	697.37		201	100-2600		411	
		<b>Claim Total for District</b>	<b>710.31</b>						
15005		631 CRESCENT ELECTRIC SUPPLY CO.	85.46						
1		051-500814 05/30/13 Electrical supplies	85.46*	7884	201	100-2600		615	
		<b>Claim Total for District</b>	<b>85.46</b>						
15006		1823 MT BROOM & BRUSH COMPANY	248.00						
1		907055 06/05/13 floor stripper	248.00*	7885	201	100-2600		610	
		<b>Claim Total for District</b>	<b>248.00</b>						
15007		3959 AMERICAN EXPRESS	2,960.66						
1		airline tickets	934.60*	7886	201	100-2300		582	
2		airline tickets	934.60*	7886	201	100-2400		582	
3		registrations	499.00*	7886	201	100-2300		582	
4		registrations	499.00*	7886	201	100-2400		582	
5		trip insurance	93.46*	7886	201	100-2300		582	
		<b>Claim Total for District</b>	<b>2,960.66</b>						

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\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
15008	3959 AMERICAN EXPRESS	2,772.00					
1	06/05/13 2x2 ceiling tile fire rat	2,772.00*	7821	224	100-2600	610	
	<b>Claim Total for District</b>	<b>2,772.00</b>					
15009	3959 AMERICAN EXPRESS	8.94					
1	04/30/13 fcs supplies	3.40	7492	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
2	04/30/13 fcs supplies	5.54*		201	390-1710	610	
	<b>Claim Total for District</b>	<b>8.94</b>					
15010	3959 AMERICAN EXPRESS	7.99					
1	bill 06/15/13 interest	7.99		201	100-2500	610	
	<b>Claim Total for District</b>	<b>7.99</b>					
15011	157 ACE HARDWARE	126.10					
1	58044 03/21/13 golf supplies	7.56*		201	720-3500	610	
2	58046 03/21/13 golf supplies	18.57*		201	720-3500	610	
3	58025 03/21/13 golf supplies	99.97*		201	720-3500	610	
	<b>Claim Total for District</b>	<b>126.10</b>					
15012	1595 MARKS LUMBER	70.40					
1	3175 03/21/13 golf supplies	70.40*		201	720-3500	610	
	<b>Claim Total for District</b>	<b>70.40</b>					
15013	3766 ACADIA MONTANA	1,040.00					
1	6817730 05/30/13 altacare	1,040.00*		215	280-1000	330	524
	<b>Claim Total for District</b>	<b>1,040.00</b>					
15015	157 ACE HARDWARE	833.76					
1	58936 05/02/13 caulk, pvc, etc	36.05*		201	100-2600	615	
2	58941 05/02/13 refund of pvc etc	-19.07*		201	100-2600	615	
3	58970 05/02/13 mouse traps	14.37*		201	100-2600	615	
4	58991 05/03/13 trimmer line	5.79*		201	100-2600	615	
5	58975 05/03/13 paint	224.00*		201	100-2600	615	
6	59198 05/10/13 glv caps	23.46*		201	100-2600	615	
7	59214 05/10/13 saw blades	7.08*		201	100-2600	615	
8	59305 05/13/13 glv plug, tape	7.47*		201	100-2600	615	
9	59275 05/13/13 tape	4.47*		201	100-2600	615	
10	59392 05/16/13 paint, brushes,	63.54*		201	100-2600	615	
11	59526 05/21/13 sndppr, nails	19.78*		201	100-2600	615	
12	59574 05/23/13 glue	2.29*		201	100-2600	615	
13	59580 05/23/13 battery charger	69.99*		201	100-2600	615	
14	59596 05/24/13 paint, rollers	88.94*		201	100-2600	615	
15	59673 05/28/13 paint, razor,scraper	15.56*		201	100-2600	615	
16	59724 05/29/13 conduit, elbows	212.25*		201	100-2600	615	
17	59735 05/30/13 setscrews	41.80*		201	100-2600	615	

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JEFFERSON HIGH SCHOOL

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Claim Warrant	Vendor #/Name	Claim \$			Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
18	59738 05/30/13 padlock	15.99*		201	100-2600	615
	<b>Claim Total for District</b>	<b>833.76</b>				
15016	4370 STURDEVANT, DANIEL	226.00				
1	06/11/13 travel	226.00*		201	720-3500	582
	<b>Claim Total for District</b>	<b>226.00</b>				
	<b>Total High School</b>	<b>62,002.87</b>				

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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 6/13

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$32,703.85
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$16,832.37
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$9,482.44
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	\$92.21
224 HARD ROCK MINING	
101	\$2,772.00
228 TECHNOLOGY FUND	
101	\$120.00
<b>Total</b>	<b>\$62,002.87</b>
<b>Grand Total</b>	<b>\$62,002.87</b>