

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

\* 6:30 p.m. Tuesday, February 20, 2018 \*

Jefferson High School Library

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

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

**A. Call to order-Chairperson**

1. Pledge of Allegiance

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

**C. Student Report**

**D. Staff Report**

**E. Committee Reports - brief review**

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

1. Clerk/Business Manager
2. Principal/A.D.
3. Superintendent
  - a. Count Day Policy 3121P
  - b. Purple and Gold freshman courses
  - c. Math curriculum changes
  - d. FTE expansion
  - e. Montana Comprehensive Literacy Project

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

1. Transportation Survey review/approve
2. Sports and activities program surveys.

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

1. Personnel – Action
  - a. Substitute applications –
  - b. Part-time boiler license certified employee – D. Deskin
  - c. Superintendent evaluation - possible closed session Policy 6110
  - d. Classified personnel – Policy maintenance employee
  - e. Coaching positions, spring
  - f. Summer employment contract - counselor
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. Call for Election
4. Instructional plan and evaluation Policy 2130
5. Budget Amendment Resolution approval
6. Discussion and possible approval of 2018-19 calendar
7. Discussion of Bus Contract
8. 1<sup>st</sup> Reading Policies
  - a. 2333 – Participation in Commencement Exercises
  - b. 3110 – Entrance, Placement, and Transfer
  - c. 3121 – Enrollment and Attendance
  - d. 3125 and 3125f – Education of Homeless Children
  - e. 5120 – Hiring Process and Criteria
  - f. 1531 – Trustee Expenses
  - g. 3300 – Suspension and Expulsion – Corrective Action and Punishment
  - h. 4210 – School-Support Organizations, Booster, and Fundraising
  - i. 4330F – School Facilities/Grounds Use and Liability Release Agreement
  - j. 5010 – Equal Employment Opportunity and Non-Discrimination
  - k. 5330 – Maternity Leave
  - l. 8100 – Transportation
  - m. 3413F1 – Medical Exemption Form
  - n. 3413F2 – Affidavit of Exemption on Religious Grounds
  - o. 3126FE – Proficiency-Based ANB
  - p. 7535FE – Transfers for School Safety

- q. 5445FE – Flexible Instructor Licensing
- r. 3224 – Student Dress
- s. 3416 – Administering Medicine to Students
- t. 5122F – Applicant Rights and Consent to Fingerprint
- u. 7231 and 7231P – Federal Impact Funds
- v. 7540FE and 7540FE-F1 – Intent to Increase Non-Voted Levy and Form
- w. 3124 – Military Compact Waiver
- x. 4350 – Website Accessibility and Non-Discrimination
- 9. 2<sup>nd</sup> Reading Policies
  - a. 7400 – Credit/Procurement Card Use – concerning additional credit limit
  - b. 5331 – Insurance Benefits for Employees – anniversary dates of health insurance policy
  - c. 3210 – Equal Education, Non-Discrimination, and Sex Equity

**B. Communication and Comments**

- 1. Letters to the Board –

**C. Commendations and Recognition**

**D. Consent Agenda**

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

**E. Follow-up/Adjournment – upcoming three months**

- 1. Chair/Superintendent article for paper
- 2. March/April – Certified retirement intentions, risk management program, special education application

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: March 20, 2018 6:30 P.M.** Board chair-approved agenda items are due in the district office by the last Friday of the month prior to the board meeting.

*All board meetings are 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.*

**Jefferson High School Board Members**

Sabrina Steketee, chair (Boulder area position)

Travis Pierce vice-chair (At-Large 2 position)

Larry Rasch (At-Large 3 position)

Pat Lewis, (At-Large 1 position)

Terry Street (Clancy area position)

Stacy Hale (Basin area position)

Denise Brunett (MT City area position)

**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 others because of our solid reputation;
- Feel happy, challenged, safe and supported throughout their time

**Teachers:**

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

**Our Administration and Board**

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

here;

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

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

**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.



From the desk of:

 *orie*

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February 2018

## **GENERAL REPORT ITEMS**

### *PAYROLL REPORT*

Payroll warrants from 40433-40480 and direct deposits from -88946 to -88913 were approved by the superintendent and paid in February.

### *DISTRICT OFFICE PROCEDURES*

On Feb. 20 (the day of this meeting) I plan to attend a budget workshop in Bozeman led by the Bozeman Financial Manager. During this time, we will address the requirements for notification for permissive levies. I also should come away with the actual data and wording for that notification.

### *MASBO REGION 4*

February 1 and 2 MASBO held the first of two wintertime meetings. We addressed strategic planning led by Peggy Owens, CFRE (Certified Fund Raising Executive). She is with Sage Consulting in Bozeman and they specialize in non-profit group help. We will be reviewing the data from that session at the next meeting the first part of March.

### *MD&A*

The entire audit should be ready for submission sometime this month.

On a personal note, I will be in Missoula Feb 15 - 17 so that Tom can get an ICD (Implantable Cardioverter Defibrillator). While this procedure is considered routine, there is still risk involved. Should complications arise, I may not be able to attend the workshop or the meeting.

**TRUSTEE RESOLUTION CALLING FOR AN ELECTION**  
(Regular School Election, Multiple Voting Locations)

**BE IT RESOLVED**, the Board of Trustees for School District No. 1 Jefferson County, State of Montana, will hold the Annual Regular School Election on Tuesday, the 8<sup>th</sup> day of May, 2018, which date is not less than seventy (70) days after the passage of this resolution.

The election will be conducted by: JHS Business Manager

☐ Mail Ballot ☒ Poll Election (the polls will be open from 12:00 noon until 8:00 p.m.)

The purpose of the election is to elect 2 trustees for a three-year term. At Large 1, Clancy

Approval of additional levies to operate and maintain the general fund for FY 2018-19 will also be requested.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes Business Manager, election administrator, to cancel that portion of the election in accordance with 13-1-304 and 20-3-313, MCA.

The following voting locations will be used for the election and the three electors of this district who are qualified to vote at such election are hereby appointed to act as judges at the election at each voting place as follows:

**Voting Location and Address:** Basin School

County Precinct: Click here to enter text.

Election Judge

Address

1. Click here to enter text., Click here to enter text.
2. Click here to enter text., Click here to enter text.
3. Click here to enter text., Click here to enter text.

**Voting Location and Address:** Boulder Elementary School

County Precinct: Click here to enter text.

Election Judge:

Address:

1. Click here to enter text., Click here to enter text.
2. Click here to enter text., Click here to enter text.
3. Click here to enter text., Click here to enter text.

Jefferson City Fire Hall  
Clancy Elementary School



**TRUSTEE RESOLUTION CALLING FOR AN ELECTION**  
(Regular School Election, Multiple Voting Locations)

**Voting Location and Address:** Montana City Fire Hall  
**County Precinct:** Click here to enter text.

**Election Judge:**

**Address:**

1. Click here to enter text., Click here to enter text.
2. Click here to enter text., Click here to enter text.
3. Click here to enter text., Click here to enter text.

**BE IT FURTHER RESOLVED**, that the clerk of this school district is hereby directed to notify the above named election judges of their appointment and to notify the county election administrator of the date of holding said election, and request the clerk to close regular registration and to prepare and furnish election materials as required by law. If any of these judges should not be able to serve, the election administrator will choose a replacement from certified judges.

No further proceedings were conducted relating to the election.

Sabrina Steketeer

Print Name of Board Chair

Signature of Board Chair

Worie J Carey

Print Name of Clerk

Signature of Clerk

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

### **Principal's Report 2/20/2018**

- The combined literacy grant for Boulder Elementary and Jefferson High School was awarded, we will be developing a leadership team and work with the Boulder Elementary Leadership team to develop an action plan.
- Olweus class meetings are continuing with a positive result.
- Juniors who took the ASVAB recently had an opportunity to interpret their results with Sgt. Clement from the Montana Army National Guard.
- Juniors will take the ACT on March 20 and Sophomores will take the Science CRT March 22.
- Ms. Bergtoll has implemented an intervention program, FastForward, with positive feedback. I have information about the cost etc. if this is something we would like to pursue for broader implementation.

### **AD's Report**

- The Girl's Cross Country team won the award for highest GPA among class B teams!
- The Jefferson High Wrestling team were the Southern Division Champions, qualified 14 for the State Tournament, placed tenth as a team at State and had three All-State winners.
- At this moment the Boy's and Girl's Basketball teams are competing in the District Tournament with the possibility of advancing to Divisional Tournament in Billings March 1-3.
- Winter Activities survey information should be available for the next Board meeting.



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

**Superintendent's Report**

Date: February 20, 2018

Agenda Item: E-3

**3a-Count Day Policy 3121P and Budget amendment**

The February count was 262, the same as the fall count. The required documentation has been completed and the final financial figures have been calculated for the unanticipated increase in student population. An amendment in the amount of \$231,978.09 has been determined. The district will now proceed with the budget amendment which requires public postings and notification of the County Superintendent and the Clerk of the County Commissioners. The March board meeting must include the board's vote to adopt, modify, or table the proclamation.

**Recommendation:**

Proceed with requirements for future adoption of the budget amendment.

**3b-Purple and Gold freshman courses**

There has been a considerable amount of planning to try and expose incoming students to all the programs at JHS and increase class sizes in the area of electives. Included is a tentative plan for incoming freshman. The first plan is to introduce students to CTE classes over the length of the school year with 3 twelve sections. The second plan will use the same format for 3 additional courses. This is the first version and may have changes.

**Recommendation:**

Support curriculum development

**3c-Math curriculum changes**

After visiting Corvallis High School and meeting within the math department, a number of recommendations are being considered for next year. In order to bring lower functioning math students up to level with Pre-Algebra, the plan is to have a block period for the class that includes the enrichment period, thus 90 minutes each day. The class will include differentiated instruction that includes use of EdReady. The second semester of this class will be Algebra IA, a slower moving version of regular Algebra I. The second year could be a full year of Algebra IB, followed by years of Geometry and Algebra II. The idea is to have these students Algebra II proficient by the time they graduate. The regular math curriculum will still be in place for the general student body. Also, a Math Lab period will be added that students can sign up for as an elective. It will be open to all students and be facilitated by a certified math teacher.

### **3d-FTE expansion**

The increase math curriculum will require an increase in FTE. The current part time math position will need to be expanded. Additional areas of possible expansion may be needed but will not be finalized until Mr. Michaud has concluded his forecasting for the 2018-19 school year.

### **3e-Montana Comprehensive Literacy Project**

JHS and Boulder Elementary will be working in partnership to develop a plan for the use of this grant over the next 3 years. I have included the initial information from OPI and will be meeting with Boulder Elementary in the near future to get this project started.



Ok here's what Greg, Tim, and I came up with.

1. We think it benefits all of you, not only short term but long term as well
2. We feel all programs "win" and can continue to thrive at JHS
3. All kids get exposure to all of you
4. We think at this point this is best for kids at JHS.
5. Every JHS 9<sup>th</sup> grader will be required to take both Gold and Purple.

Two Rotations a "Purple" Rotation and a "Gold" Rotation, EACH HAVING APPROXIMATELY 20 KIDS. GOLD AND PURPLE WILL BE DIFFERENT PERIODS. So if we have 60 Freshman next year you will see each one for 12 weeks and then they move on. Make sense??

**Purple** Rotation ONE TRIMESTER EACH (12 Weeks)  
(12 WEEKS)

Introduction to Art  
Health  
Introduction to Computers

**Gold** Rotation ONE TRIMESTER EACH

Workplace Safety  
Family Consumer Sciences  
Industrial Technology

Grades on our new System will be done on Trimesters (.33)

Kids that complete the Gold Rotation will receive their Vocational Ed Credit for JHS Graduation.

## Montana Comprehensive Literacy Project Talking Points

*The Office of Public Instruction applied for and was awarded a federal literacy grant called The Montana Comprehensive Literacy Project (MCLP). The MCLP is intended to advance literacy skills, including pre-literacy skills, reading, and writing, for children age 4 through grade 12, with emphasis on disadvantaged children, including children living in poverty, English learners, and children with disabilities. The ultimate outcome of the MCLP is improved literacy skills for Montana students.*

**Districts receiving the MCLP funds have committed to implementing high-quality comprehensive literacy instruction. Within the framework of this project, districts have committed to:**

- serve a high percentage of disadvantaged children.
- align instruction across an Age 4 through Grade 12 Continuum.
- create and implement a local literacy plan that is based on evidence-based interventions and is sustainable beyond the years of grant funding.
- increase the percentage of children aged 3 to 5 who make significant gains on the E/ROWPVT from fall to spring
- increase the percentage of fifth and eighth grade students proficient on the State Assessment
- increase the percentage of eleventh grade students proficient on the ACT assessment

**As partners in this work, the OPI will:**

- provide high-quality professional development through on-site coaching, instructional consultant support, and state-sponsored conferences



The ultimate outcome of the MCLP is improved literacy skills of disadvantaged children and students across Montana.



# JEFFERSON HIGH SCHOOL 2018-2019 SCHOOL CALENDAR

## August

| S  | M  | T  | W  | TH | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

10 fall Sports Begin  
 20 Freshman Orientation  
 21 First Day of School  
 27 Teacher PIR Day  
*days of Instructions 7*

## September

| S  | M  | T  | W  | TH | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

3 No School Labor Day  
 17-21 Homecoming week  
 19 midterm Grade Check  
 5&19 Late Arrival(9:00am)  
*Days of Instruction 15*

## October

| S  | M  | T  | W  | TH | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

1-3 Fall MAP Testing  
 3&17 Late Arrival(9:00am)  
 25 End of First Quarter  
 18-19 No School MEA  
*Days of Instruction 18*

## November

| S  | M  | T  | W  | TH | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

Winter Sports Begin  
 21-22 No School Thanksgiving  
 27 Midterm Grade Check  
*Days of Instruction 15*

## December

| S  | M  | T  | W  | TH | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

20 2:00 Dismissal  
 24-3 No School Winter Break  
*Days of Instruction 12*

## Jefferson High School Staff

|                        |                            |
|------------------------|----------------------------|
| Mr. Tim Norbeck        | Superintendent             |
| Mr. Greg Liedle        | Principal                  |
| Mr. Dan Sturdevant     | AD                         |
| Mrs. Lorie Carey       | Business Manager/Clerk     |
| Mr. Alan Smith         | Technology Director        |
| Mrs. Linda Allen       | School Secretary           |
| Mrs. Joe Michaud       | School Counselor           |
| Mr. Mike Robbins       | Vocational Education       |
| Mrs. Dawn Smartnick    | Business, Comp, Accounting |
| Mr. Fritz Beiler       | Social Studies             |
| Mrs. Cassidy Parsons   | Family Consumer Sciences   |
| Mrs. Cathy Carey       | Math                       |
| Ms. Mary Drynan        | Special Education          |
| Mrs. Victoria Foster   | English                    |
| Mr. Matthew Bowman     | Music/Band                 |
| Mr. Dave Heimann       | Vocational Education       |
| Mr. Mike Hesford       | English                    |
| Mr. Cody Ottman        | Social Studies             |
| Mrs. Sarah Layng       | Library                    |
| Mr. Clint Layng        | PE/Health, Dr.Ed, Para     |
| Mr. Steve McCauley     | Science                    |
| Ms. Emma Ehret         | Art                        |
| Mrs. Nicole Strozewski | Math                       |
| Mr. Dave Ternes        | PE/Health, Anatomy         |
| Mrs. Brittani Carey    | English                    |
| Mrs. Mary Williams     | Science                    |
| Mrs. Laura Butler      | Paraprofessional           |
| Mrs. Lynnsey Williams  | Paraprofessional           |
| Mrs. Lisa Fjeldseth    | Paraprofessional           |
| Mr. Lucas Pierce       | Maintenance                |
| Mr. Kip Stone          | Maintenance                |
| Mr. Kyle Lyon          | Maintenance                |
| Mr. Michael Thilges    | Paraprofessional           |

### Semester Breakdown

|             |           |              |
|-------------|-----------|--------------|
| Semester 1: | Days: 76  | Hours: 556.5 |
| Semester 2: | Days: 71  | Hours: 528.5 |
| Year Total: | Days: 147 | Hours: 1085  |

hrs = student hours  
 1080hr required

## ENDAR

### January

| M  | T  | W  | TH | F  | S  |
|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  |
| 7  | 8  | 9  | 10 | 11 | 12 |
| 14 | 15 | 16 | 17 | 18 | 19 |
| 21 | 22 | 23 | 24 | 25 | 26 |
| 28 | 29 | 30 | 31 |    |    |

16-17 Semester Finals  
 17 Semester Ends  
 18 Teacher PIR Day  
 28-30 Winter MAP Testing  
*Days of Instruction 16*

### February

| M  | T  | W  | TH | F  | S  |
|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  |
| 4  | 5  | 6  | 7  | 8  | 9  |
| 11 | 12 | 13 | 14 | 15 | 16 |
| 18 | 19 | 20 | 21 | 22 | 23 |
| 25 | 27 | 28 |    |    |    |

20 Midterm Grade Check  
 18 No School, President Day  
 6&20 Late Arrival(9:00am)  
*Days of Instruction 14*

### March

| M  | T  | W  | TH | F  | S  |
|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  |
| 4  | 5  | 6  | 7  | 8  | 9  |
| 11 | 12 | 13 | 14 | 15 | 16 |
| 18 | 19 | 20 | 21 | 22 | 23 |
| 25 | 26 | 27 | 28 | 29 | 30 |

28 End of Third Quarter  
 6&20 Late Arrival(9:00am)  
*Days of Instruction 16*

### April

| M  | T  | W  | TH | F  | S  |
|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  |
| 8  | 9  | 10 | 11 | 12 | 13 |
| 15 | 16 | 17 | 18 | 19 | 20 |
| 22 | 23 | 24 | 25 | 26 | 27 |
| 29 | 30 |    |    |    |    |

18 2:00 Dismissal  
 22 Spring Break  
 24 Midterm Grade Check  
 3&17 Late Arrival(9:00am)  
*Days of Instruction 17*

### May/June

| M  | T  | W  | TH | F  | S  |
|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  |
| 6  | 7  | 8  | 9  | 10 | 11 |
| 13 | 14 | 15 | 16 | 17 | 18 |
| 20 | 21 | 22 | 23 | 24 | 25 |
| 27 | 28 | 29 | 30 | 31 | 1  |
| 3  | 4  | 5  | 6  | 7  | 8  |

6-8 Spring MAP Testing  
 30 last day  
 31 Teacher PIR  
 26 Graduation  
*Days of Instruction 16*

MINUTES

Jefferson High School Dist. 1  
Regular Meeting

January 16, 2017  
JHS Board Meeting

Board members present:

**Larry Rasch**      **Pat Lewis**      **Sabrina Steketee**  
**Terry Street**    **Travis Pierce**

Board members absent:      **Denise Brunett**      **Stacy Hale**

Tim Norbeck, Superintendent      Lorie Carey, Business Manager      Greg Liedle, Principal

Visitors: Wanda Stout, Suzanne Schultz, Christina Ronayne, Dawn Smartnick, Vanessa Martin, Jan Anderson

|   |  |
|---|--|
| CALL TO ORDER                             | Ms. Steketee called the meeting to order at 6:30. The pledge was said  |
| PUBLIC COMMENT<br>STUDENT<br>PRESENTATION | None.<br><br><b>None.</b>  |
| NEW BUSINESS 4g                           | <b>Policy 3210.</b> This policy was addressed at this time since several of the public members were concerned about the intent of the policy. Mr. Pierce clarified that the only additions to the policy were references to other policies already in place in JHS policy manual. Ms. Lewis moved to accept the first reading. Mr. Street seconded the motion, which passed unanimously.   |
| STAFF REPORT                              | <b>None.</b>   |
| COMMITTEE REPORTS                         | <b>None.</b> Policy met 3 times. Negotiations will begin shortly. Mr. Street has begun review of the transportation contract.  |
| ADMINISTRATIVE<br>REPORTS                 | <b>Clerk report.</b> Presented in written form.<br><b>Principal report.</b> Presented in written form. Ms. Steketee asked for an update on the Olweus program. Mr. Norbeck gave a brief review of the first meetings held in small groups, each led by 2 staff members. Active Shooter Training was held for the staff on January 12.<br><b>Superintendent report.</b> Presented in written form.  |
| UNFINISHED BUSINESS                       | <b>Transportation Survey review/approve.</b> Copies of the preliminary survey were presented. Mr. Olson and his MT City crew have been helping notify the busses of road conditions. Mr. Pierce moved to approve the text. Mr. Rasch seconded the motion, which passed unanimously.<br><b>Sports and activities program surveys.</b> Mr. Liedle presented a summary for each sport.<br>Ms. Schultz loves the emails Dan sends and finds them more helpful on the website. She also said that the wrestling coach is a tremendous communicator.   |
| NEW BUSINESS                              | <b>Personnel:</b> Mr. Norbeck recommended N. Wright and D. Vanio as substitute teachers. Mr. Pierce moved to accept the recommendation. Mr. Rasch seconded the motion, which passed unanimously. <b>History position</b> Mr. Norbeck recommended Cody Ottman for the position vacated by Mr. Pallister. Mr. Rasch moved to accept the recommendation. Mr. Pierce seconded the motion which passed unanimously.<br><b>Custodial position.</b> Mr. Norbeck recommended Kyle Lyon for the position. Ms. Lewis moved to accept the recommendation. Mr. Street seconded the motion, which passed unanimously.<br><br><b>Resignations:</b> Mr. Pallister, Ms. Foster, and Mr. Liedle submitted letters of resignation. |



NEW BUSINESS cont.

Closed meeting 7:55 person's right to privacy exceeds the public's right to know.

**Coaching evaluations.**

At 8:17 the session resumed to once again be closed because the person's right to privacy exceeds the public's right to know.

**Superintendent evaluation.** At 9:35 open session resumed.

**Attendance Agreements.** Mr. Rasch to approve the current attendance agreements from AYA. Mr. Pierce seconded the motion, which passed unanimously.

**Instructional plan and evaluation.** Table.

**1<sup>st</sup> reading of policies 7400 and 5331.** 7400 Credit card limits \$15,000 per card and \$150,000 aggregate. 5331 Mr. Rasch moved Mr. Pierce seconded removed (July) on line 8 and changed "season" to "enrollment period" Mr. Pierce moved Mr. Street seconded the motion.

**Budget amendment.** Initial projection of the amendment amount was \$231,978.09 Mr. Rasch moved Mr. Pierce seconded unanimous.

**MT Comprehensive Literacy Project.** Notification was received yet.

**Wrestling Mats.** They arrived, lightweight and mobile.

LETTERS

**Letters.** V. Foster, G. Liedle, C. Pallister, Boulder Association of Teachers.

COMMENDATIONS

**Commendations.** Pierce – wrestling mixer, Christmas Concert, Christmas Carol play, Olweus project, Active Shooter Training, County Road Department in MT City, growth in wrestling numbers, Cassidy Parsons, Priscilla Hedgecock and FCS for South Gym curtains. HOBY – Carter McCauley was chosen to attend.

CONSENT AGENDA

**Consent agenda.** Mr. Pierce moved to approve the consent agenda. Mr. Rasch seconded the motion, which passed unanimously.

ADJOURNMENT

**Follow-up/Adjournment.** 10:02 p.m.

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Chair, Jefferson High School Board

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Clerk, Jefferson High School Board

02/14/18  
18:42:47

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 1/18

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Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                    | Amount      |      |          |                           |     |      |  |
|--------|---------|----------------------------------|-------------|------|----------|---------------------------|-----|------|--|
| Line # |         | Invoice #/Inv Date/Description   | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 18699  | 44318S  | 5131 SUKUT, KADEN                | 80.88       |      |          |                           |     |      |  |
| 1      |         | Powell co 01/12/18 Bball Ref     | 72.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Powell co 01/12/18 Bball Ref     | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18700  | 44315S  | 5066 PERKINS IV, GUY             | 120.47      |      |          |                           |     |      |  |
| 1      |         | Powell co 01/12/18 Bball ref     | 72.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Powell co 01/12/18 Bball ref     | 48.47*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 18701  | 44317S  | 4908 SHEA, DARA LIANNE           | 80.88       |      |          |                           |     |      |  |
| 1      |         | Powell co 01/12/18 Bball ref     | 72.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Powell co 01/12/18 Bball ref     | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18702  | 44313S  | 5133 JOHNSON, DEANN              | 108.47      |      |          |                           |     |      |  |
| 1      |         | Powell co 01/12/18 Bball ref     | 60.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Powell co 01/12/18 Bball ref     | 48.47*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 18703  | 44314S  | 5143 PEOPLES, DONALD R JR        | 68.88       |      |          |                           |     |      |  |
| 1      |         | Powell co 01/12/18 Bball ref     | 60.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Powell co 01/12/18 Bball ref     | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18704  | 44319S  | 4906 TOBIN, MARILYN              | 68.88       |      |          |                           |     |      |  |
| 1      |         | Powell co 01/12/18 Bball ref     | 60.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Powell co 01/12/18 Bball ref     | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18705  | 44309S  | 5145 HENDERSON, SHANE            | 108.47      |      |          |                           |     |      |  |
| 1      |         | Powell co 01/12/18 Bball ref     | 60.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Powell co 01/12/18 Bball ref     | 48.47*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 18706  | 44308S  | 5146 CUTLER, COREY               | 68.88       |      |          |                           |     |      |  |
| 1      |         | Powell co 01/12/18 Bball ref     | 60.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Powell co 01/12/18 Bball ref     | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18707  | 44305S  | 5147 ARNSTON, BRYAN              | 68.88       |      |          |                           |     |      |  |
| 1      |         | Powell Co 01/12/18 Bball Ref     | 60.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Powell Co 01/12/18 Bball Ref     | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18708  | 44312S  | 5148 JACKSON, BEN                | 80.88       |      |          |                           |     |      |  |
| 1      |         | Powell Co 01/12/18 Bball Ref     | 72.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Powell Co 01/12/18 Bball Ref     | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18709  | 44316S  | 4911 SCHMIDT, TIM                | 212.97      |      |          |                           |     |      |  |
| 1      |         | JHS Mixer 01/11/18 Wrestling Ref | 164.50*     |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | JHS Mixer 01/11/18 Wrestling Ref | 48.47*      |      | 215      | 720-3500                  | 582 | 720  |  |

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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 1/18

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\* ... Over spent expenditure

| Claim                        | Warrant | Vendor #/Name                             | Amount      |      |          |                           |     |      |  |
|------------------------------|---------|---|-------------|------|----------|---------------------------|-----|------|--|
| Line #                       |         | Invoice #/Inv Date/Description            | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 18710                        | 44307S  | 4912 CARVER, KENNETH A.                   | 173.38      |      |          |                           |     |      |  |
| 1                            |         | JHS Mixer 01/11/18 Wrestling Ref          | 164.50*     |      | 215      | 720-3500                  | 340 | 720  |  |
| 2                            |         | JHS Mixer 01/11/18 Wrestling Ref          | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18711                        | 44311S  | 5149 HI-LINE ASPHALT                      | 600.00      |      |          |                           |     |      |  |
| 1                            |         | 01/10/18 Outside Bball court repair       | 600.00*     |      | 201      | 100-2600                  | 440 |      |  |
| 18712                        | 44310S  | 1689 HESFORD, MIKE                        | 137.50      |      |          |                           |     |      |  |
| MAC destroyed on wood stove. |         |   |             |      |          |                           |     |      |  |
| 1                            |         | 960644 12/01/17 Data retrieval from MAC   | 137.50*     |      | 201      | 100-1141                  | 440 |      |  |
| 18713                        | 44333S  | 4498 LERUM AUTO                           | 62.00       |      |          |                           |     |      |  |
| 1                            |         | 01/09/18 Toyota Maintence                 | 62.00*      |      | 201      | 100-2600                  | 440 |      |  |
| 18714                        | 44323S  | 4979 BEST WESTERN SHELBY INN AND SUITES   | 919.40      |      |          |                           |     |      |  |
| 1                            |         | 5213 01/11/18 Wrestling Tarvel            | 919.40*     |      | 201      | 720-3500                  | 582 |      |  |
| 18715                        | 44342S  | 1645 VERIZON WIRELESS                     | 30.02       |      |          |                           |     |      |  |
| 1                            |         | 9799323405 01/05/18 Verizon Bill          | 30.02*      |      | 201      | 100-2100                  | 531 |      |  |
| *** Cancelled in 2/18 ****   |         |   |             |      |          |                           |     |      |  |
| 18716                        |         | 3509 HOLIDAY INN - BOZEMAN                | 102.58      |      |          |                           |     |      |  |
| 1                            |         | 67868046 01/15/18 MHSA Meeting            | 102.58*     |      | 201      | 720-3500                  | 582 |      |  |
| 18717                        | 44339S  | 5108 SCHOOLMART                           | 4,145.95    |      |          |                           |     |      |  |
| 1                            |         | 402479 01/02/18 set of 30 graphing calcul | 2,500.00*   | 9409 | 215      | 494-1000                  | 660 | 251  |  |
| 2                            |         | 402479 01/02/18 set of 30 graphing calcul | 1,645.00*   | 9409 | 201      | 100-1440                  | 660 |      |  |
| 3                            |         | 402479 01/02/18 set of 30 graphing calcul | 0.95*       |      | 201      | 100-1440                  | 660 |      |  |
| 18718                        | 44334S  | 1608 MASBO                                | 90.00       |      |          |                           |     |      |  |
| 1                            |         | 5381 01/05/18 Spring Workshop             | 90.00       |      | 201      | 100-2500                  | 582 |      |  |
| 18719                        | 44327S  | 4716 DAKOTA SUPPLY GROUP INC              | 61.48       |      |          |                           |     |      |  |
| 1                            |         | D593711 01/08/18 Parts                    | 61.48*      |      | 201      | 100-2600                  | 615 |      |  |
| 18720                        | 44330S  | 1086 GIULIO DISPOSAL SERVICES, INC.       | 155.00      |      |          |                           |     |      |  |
| 1                            |         | 566 01/03/18 Disposal                     | 155.00*     |      | 201      | 100-2600                  | 431 |      |  |
| 18721                        | 44336S  | 1737 NORTHWESTERN ENERGY                  | 6,562.45    |      |          |                           |     |      |  |
| 1                            |         | 01/03/18 Electricity                      | 3,586.49*   |      | 201      | 100-2600                  | 412 |      |  |
| 2                            |         | 01/03/18 Gas                              | 1,699.57*   |      | 201      | 100-2600                  | 411 |      |  |
| 3                            |         | 01/03/18 Gas tax                          | 729.45*     |      | 201      | 100-2600                  | 411 |      |  |
| 4                            |         | 01/03/18 Electricity tax                  | 546.94*     |      | 201      | 100-2600                  | 412 |      |  |



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JEFFERSON HIGH SCHOOL  
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\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                            | Amount      |      |          |                           |     |      |  |
|--------|---------|--|-------------|------|----------|---------------------------|-----|------|--|
| Line # |         | Invoice #/Inv Date/Description           | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 18722  | 44338S  | 4930 SACKMAN, ADAM                       | 107.37      |      |          |                           |     |      |  |
| 1      |         | Whitehall 01/19/18 Bball Ref             | 72.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Whitehall 01/19/18 Bball Ref mileage     | 35.37*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 18723  | 44329S  | 5150 FOSTER, CADE                        | 78.48       |      |          |                           |     |      |  |
| 1      |         | Whitehall 01/19/18 Bball Ref             | 72.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Whitehall 01/19/18 Bball Ref mileage     | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18724  | 44324S  | 5151 BRAVO, EFRAIN                       | 71.37       |      |          |                           |     |      |  |
| 1      |         | Whitehall 01/19/18 Bball Ref             | 36.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Whitehall 01/19/18 Bball Ref mileage     | 35.37*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 18725  | 44340S  | 4888 SHAW, SHANE JOEL                    | 42.48       |      |          |                           |     |      |  |
| 1      |         | Whitehall 01/19/18 Bball Ref             | 36.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Whitehall 01/19/18 Bball Ref mileage     | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18726  | 44343S  | 4896 WIEDEMAN, A. F.                     | 155.37      |      |          |                           |     |      |  |
| 1      |         | Whitehall 01/19/18 Bball Ref             | 120.00*     |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Whitehall 01/19/18 Bball Ref mileage     | 35.37*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 18727  | 44328S  | 5152 FLATOW, KEVIN                       | 126.48      |      |          |                           |     |      |  |
| 1      |         | Whitehall 01/19/18 Bball Ref             | 120.00*     |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Whitehall 01/19/18 Bball Ref mileage     | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18728  | 44337S  | 4897 OBRIGEWITCH, ERIC                   | 126.48      |      |          |                           |     |      |  |
| 1      |         | Whitehall 01/19/18 Bball ref             | 120.00*     |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Whitehall 01/19/18 Bball ref mileage     | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18729  | 44335S  | 4375 NEOPOST USA INC                     | 174.24      |      |          |                           |     |      |  |
| 1      |         | 55159620 09/12/17 meter lease            | 174.24      |      | 201      | 100-2400                  | 532 |      |  |
| 18731  | 44321S  | 4538 ALLTEMP HEATING AND COOLING, INC.   | 170.00      |      |          |                           |     |      |  |
| 1      |         | 6530 01/16/18 Heating and Cooling inc.   | 170.00*     |      | 201      | 100-2600                  | 440 |      |  |
| 18733  | 44325S  | 4967 CENTURY LINK                        | 1,635.01    |      |          |                           |     |      |  |
| 1      |         | 1429541374 01/03/18 Century Link Bill    | 1,635.01*   |      | 228      | 100-1000                  | 530 |      |  |
| 18734  | 44332S  | 5125 INFOBASE                            | 187.50      |      |          |                           |     |      |  |
| 1      |         | 312320 12/01/17 Chem online subscription | 187.50*     | 9422 | 201      | 100-1512                  | 680 |      |  |
| 18735  | 44326S  | 2717 CITY OF BOULDER                     | 1,415.97    |      |          |                           |     |      |  |
| 1      |         | 01/03/18 outdoor water                   | 17.97*      |      | 201      | 100-2600                  | 421 |      |  |
| 2      |         | 01/03/18 Tennis water                    | 36.16*      |      | 201      | 100-2600                  | 421 |      |  |
| 3      |         | 01/03/18 Water                           | 548.56*     |      | 201      | 100-2600                  | 421 |      |  |
| 4      |         | 01/03/18 Tennis Sewer                    | 47.84*      |      | 201      | 100-2600                  | 421 |      |  |
| 5      |         | 01/03/18 Sewer                           | 765.44*     |      | 201      | 100-2600                  | 421 |      |  |

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JEFFERSON HIGH SCHOOL  
Claim Details  
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\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                           | Amount      |      |          |                           |     |      |  |
|--------|---------|---|-------------|------|----------|---------------------------|-----|------|--|
| Line # |         | Invoice #/Inv Date/Description          | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 18736  | 44320S  | 3766 ACADIA MONTANA                     | 959.62      |      |          |                           |     |      |  |
| 1      |         | 1385399 01/15/18 Altacare               | 959.62*     |      | 215      | 280-1000                  | 330 | 524  |  |
| 18737  | 44322S  | 3571 B & H PHOTO                        | 1,396.02    |      |          |                           |     |      |  |
| 2      |         | 01/08/18 79" starboard                  | 1,175.02*   | 9414 | 215      | 474-1000                  | 660 | 258  |  |
| 3      |         | 12/27/17 shipping                       | 221.00*     | 9414 | 215      | 474-1000                  | 660 | 258  |  |
| 18738  | 44341S  | 4800 U.S. BANK TRUST-SPA Lockbox CM9695 | 4,073.67    |      |          |                           |     |      |  |
| 1      |         | 02/01/18 Board of Investments           | 290.68*     |      | 228      | 100-5200                  | 850 |      |  |
| 2      |         | 02/01/18 Board of Investments           | 3,782.99*   |      | 228      | 100-5200                  | 840 |      |  |
| 18740  | 44346S  | 4898 KEARNEY, BILL                      | 71.37       |      |          |                           |     |      |  |
| 1      |         | Dillon 01/22/18 Bball Ref               | 36.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Dillon 01/22/18 Bball Ref mileage       | 35.37*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 18741  | 44345S  | 5141 HARRIS, NOLAN                      | 42.48       |      |          |                           |     |      |  |
| 1      |         | Dillon 01/22/18 Bball Ref               | 36.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Dillon 01/22/18 Bball Ref Mileage       | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18742  | 44347S  | 4919 SAMPSON, JARED BRANDON             | 107.37      |      |          |                           |     |      |  |
| 1      |         | DR Lodge 01/24/18 Bball Ref             | 72.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | DR Lodge 01/24/18 Bball Ref mileage     | 35.37*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 18743  | 44344S  | 5153 BASS, COLE                         | 78.48       |      |          |                           |     |      |  |
| 1      |         | DR Lodge 01/24/18 Bball Ref             | 72.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | DR Lodge 01/24/18 Bball Ref mileage     | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18744  | 44353S  | 4940 FABATZ, ANNA                       | 80.88       |      |          |                           |     |      |  |
| 1      |         | 34ks 01/26/18 Bball Ref                 | 72.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | 34ks 01/26/18 Bball Ref mileage         | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18745  | 44368S  | 5154 SEWELL, TOREY                      | 80.88       |      |          |                           |     |      |  |
| 1      |         | 34ks 01/26/18 Bball Ref                 | 72.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | 34ks 01/26/18 Bball Ref mileage         | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18746  | 44359S  | 5156 MOLINE, ANYA                       | 80.88       |      |          |                           |     |      |  |
| 1      |         | 34ks 01/26/18 Bball Ref                 | 72.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | 34ks 01/26/18 Bball Ref mileage         | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18747  | 44364S  | 5143 PEOPLES, DONALD R JR               | 44.88       |      |          |                           |     |      |  |
| 1      |         | 34ks 01/26/18 Bball Ref                 | 36.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | 34ks 01/26/18 Bball Ref mileage         | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |

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JEFFERSON HIGH SCHOOL  
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For the Accounting Period: 1/18

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\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                       | Amount      | Acct/Source/ |          |           |     |      |
|--------|---------|-------------------------------------|-------------|--------------|----------|-----------|-----|------|
| Line # |         | Invoice #/Inv Date/Description      | Line Amount | PO #         | Fund Org | Prog-Func | Obj | Proj |
| 18748  | 44357S  | 5134 MAGNUS, JOHN                   | 44.88       |              |          |           |     |      |
| 1      |         | 34ks 01/26/18 Bball Ref             | 36.00*      |              | 215      | 720-3500  | 340 | 720  |
| 2      |         | 34ks 01/26/18 Bball Ref mileage     | 8.88*       |              | 215      | 720-3500  | 582 | 720  |
| 18749  | 44354S  | 5155 HEARD, ED                      | 108.47      |              |          |           |     |      |
| 1      |         | 34ks 01/26/18 Bball Ref             | 60.00*      |              | 215      | 720-3500  | 340 | 720  |
| 2      |         | 34ks 01/26/18 Bball Ref mileage     | 48.47*      |              | 215      | 720-3500  | 582 | 720  |
| 18750  | 44351S  | 4939 BOYER, REBECCA CRANSHAW        | 68.88       |              |          |           |     |      |
| 1      |         | 34ks 01/26/18 Bball Ref             | 60.00*      |              | 215      | 720-3500  | 340 | 720  |
| 2      |         | 34ks 01/26/18 Bball Ref mileage     | 8.88*       |              | 215      | 720-3500  | 582 | 720  |
| 18751  | 44367S  | 4905 SEWELL, TIARA                  | 68.88       |              |          |           |     |      |
| 1      |         | 34ks 01/26/18 Bball Ref             | 60.00*      |              | 215      | 720-3500  | 340 | 720  |
| 2      |         | 34ks 01/26/18 Bball Ref mileage     | 8.88*       |              | 215      | 720-3500  | 582 | 720  |
| 18752  | 44355S  | 5145 HENDERSON, SHANE               | 108.47      |              |          |           |     |      |
| 1      |         | 34ks 01/26/18 Bball Ref             | 60.00*      |              | 215      | 720-3500  | 340 | 720  |
| 2      |         | 34ks 01/26/18 Bball Ref mileage     | 48.47*      |              | 215      | 720-3500  | 582 | 720  |
| 18753  | 44350S  | 5147 ARNSTON, BRYAN                 | 68.88       |              |          |           |     |      |
| 1      |         | 34ks 01/26/18 Bball Ref             | 60.00*      |              | 215      | 720-3500  | 340 | 720  |
| 2      |         | 34ks 01/26/18 Bball Ref mileage     | 8.88*       |              | 215      | 720-3500  | 582 | 720  |
| 18754  | 44365S  | 5066 PERKINS IV, GUY                | 68.88       |              |          |           |     |      |
| 1      |         | 34ks 01/26/18 Bball Ref             | 60.00*      |              | 215      | 720-3500  | 340 | 720  |
| 2      |         | 34ks 01/26/18 Bball Ref mileage     | 8.88*       |              | 215      | 720-3500  | 582 | 720  |
| 18755  | 44362S  | 5021 PACIFIC SOURCE HEALTH PLANS    | 1,079.69    |              |          |           |     |      |
| 1      |         | 01/01/18 Ret Health ins. Hohenthal  | 694.44*     |              | 201      | 100-1000  | 260 |      |
| 2      |         | 01/01/18 Ret Health ins. Hoh. share | 385.25      |              | 289      | 675       |     |      |
| 18756  | 44362S  | 5021 PACIFIC SOURCE HEALTH PLANS    | 1,079.69    |              |          |           |     |      |
| 1      |         | 01/01/18 Ret Health ins. Hohenthal  | 694.44*     |              | 201      | 100-1000  | 260 |      |
| 2      |         | 01/01/18 Ret Health ins. Hohenthal  | 385.25      |              | 289      | 675       |     |      |
| 18757  | 44349S  | 3766 ACADIA MONTANA                 | 5,067.24    |              |          |           |     |      |
| 1      |         | 1362675 01/01/18 Altacare           | 2,255.75*   |              | 215      | 280-1000  | 330 | 524  |
| 2      |         | 1395184 01/22/18 Altacare           | 2,811.49*   |              | 215      | 280-1000  | 330 | 524  |
| 18758  | 44358S  | 1650 MEADOW GOLD GREAT FALLS        | 198.61      |              |          |           |     |      |
| 1      |         | 60206111 01/22/18 Milk credit       | -21.03*     |              | 201      | 910-3100  | 630 |      |
| 2      |         | 448117 01/11/18 Milk                | 109.82*     |              | 201      | 910-3100  | 630 |      |
| 3      |         | 449004 01/18/18 Milk                | 109.82*     |              | 201      | 910-3100  | 630 |      |



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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 1/18

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\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name  | Amount      |      |          |                           |     |         |  |
|--------|---------|--|-------------|------|----------|---------------------------|-----|---------|--|
| Line # |         | Invoice #/Inv Date/Description                         | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj    |  |
| 18759  | 44356S  | 1451 L & P GROCERY                                     | 23.44       |      |          |                           |     |         |  |
| 1      |         | 01-435993 12/19/17 Biology supplies                    | 23.44       | 9295 | 201      | 999                       |     |         |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-  |             |      |          |                           |     |         |  |
| 18760  | 44361S  | 4754 NORRIS, MELISSA                                   | 144.00      |      |          |                           |     |         |  |
| 1      |         | 12/19/17 Accompanist 8hrs@18                           | 144.00*     |      | 201      | 710-3400                  |     | 330     |  |
| 18761  | 44360S  | 1828 MT HIGH SCHOOL ASSOCIATION                        | 120.00      |      |          |                           |     |         |  |
| 1      |         | 01/18/18 Annual Meeting 2 attendees                    | 120.00*     |      | 201      | 720-3500                  |     | 582     |  |
| 18762  | 44348S  | 899 360* OFFICE SOLUTIONS                              | 79.84       |      |          |                           |     |         |  |
| 1      |         | 45341 01/10/18 toner (5)                               | 79.84       | 9278 | 201      | 999                       |     |         |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-  |             |      |          |                           |     |         |  |
| 18763  | 44363S  | 1987 PACIFIC STEEL                                     | 529.21      |      |          |                           |     |         |  |
| 1      |         | 6311523 01/04/18 metal, plate,                         | 529.21      | 9269 | 201      | 999                       |     |         |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-  |             |      |          |                           |     |         |  |
| 18764  | 44366S  | 4708 SCHOOL IN SITES                                   | 1,800.00    |      |          |                           |     |         |  |
| 1      |         | 67771 09/22/17 Web hosting package                     | 1,800.00*   |      | 228      | 100-1000                  |     | 680     |  |
| 18765  | 44353S  | 4940 FABATZ, ANNA                                      | 39.59       |      |          |                           |     |         |  |
| 1      |         | 34ks 01/26/18 Bball ref mileage                        | 39.59*      |      | 215      | 720-3500                  |     | 582 720 |  |
| 18766  | 44352S  | 4935 CITI VISA- BUSINESS-Costco                        | 430.60      |      |          |                           |     |         |  |
| 1      |         | 788448 01/16/18 FCS groceries Super 1                  | 39.09       | 9301 | 201      | 999                       |     |         |  |
|        |         | 6PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |         |  |
| 2      |         | 16470g 01/16/18 FCS groceries costco                   | 110.75      | 9301 | 201      | 999                       |     |         |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-  |             |      |          |                           |     |         |  |
| 3      |         | 52160g 01/07/18 FCS groceries costco                   | 153.03      | 9301 | 201      | 999                       |     |         |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-  |             |      |          |                           |     |         |  |
| 4      |         | 64448g 01/07/18 FCS groceries super 1                  | 127.73      | 9301 | 201      | 999                       |     |         |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-  |             |      |          |                           |     |         |  |
| 18767  | 44352S  | 4935 CITI VISA- BUSINESS-Costco                        | 36.38       |      |          |                           |     |         |  |
| 1      |         | 22437g 01/03/18 Thankful Thurs candy                   | 36.38       |      | 201      | 100-2300                  |     | 800     |  |
| 18768  | 44352S  | 4935 CITI VISA- BUSINESS-Costco                        | 1,189.27    |      |          |                           |     |         |  |
| 1      |         | 01/04/18 Uof M FCS                                     | 939.27      |      | 215      | 494-1000                  |     | 321 251 |  |
| 2      |         | 01/04/18 MSU FCS                                       | 250.00      |      | 215      | 494-1000                  |     | 321 251 |  |
| 18769  | 44371S  | 2417 STAPLES BUSINESS CREDIT                           | 75.99       |      |          |                           |     |         |  |
| 1      |         | 7188547974 12/20/17 velcro for windows                 | 72.99*      | 9424 | 201      | 720-3500                  |     | 610     |  |
| 2      |         | 7188547974 12/20/17 velcro for windows                 | 2.01*       | 9424 | 201      | 720-3500                  |     | 610     |  |
| 3      |         | 7188547974 12/20/17 velcro for windows                 | 0.99*       |      | 201      | 720-3500                  |     | 610     |  |

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JEFFERSON HIGH SCHOOL  
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\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                               | Amount      |      |          |           | Acct/Source/ |      |  |
|--------|---------|---|-------------|------|----------|-----------|--------------|------|--|
| Line # |         | Invoice #/Inv Date/Description              | Line Amount | PO # | Fund Org | Prog-Func | Obj          | Proj |  |
| 18770  | 44369S  | 4878 ANNETTE SMITH ELECTRIC INC             | 2,320.00    |      |          |           |              |      |  |
| 1      |         | 818 01/29/18 fire alarm to ansul, outside l | 2,320.00*   |      | 201      | 100-2600  | 440          |      |  |
| 18771  | 44370S  | 4786 MC Mastercard                          | 359.00      |      |          |           |              |      |  |
| 1      |         | 13409866 12/13/17 IXL license (30)          | 359.00*     | 9425 | 201      | 100-1440  | 680          |      |  |
|        |         | IXL LEARNING                                |             |      |          |           |              |      |  |
| 18773  | 44373S  | 4931 BISKUPIAK, WALTER HOWARD               | 71.37       |      |          |           |              |      |  |
| 1      |         | SGCH 02/03/18 Bball Ref                     | 36.00*      |      | 215      | 720-3500  | 340          | 720  |  |
| 2      |         | SGCH 02/03/18 Bball Ref mileage             | 35.37*      |      | 215      | 720-3500  | 582          | 720  |  |
| 18774  | 44378S  | 4888 SHAW, SHANE JOEL                       | 42.48       |      |          |           |              |      |  |
| 1      |         | SGCH 02/03/18 Bball Ref                     | 36.00*      |      | 215      | 720-3500  | 340          | 720  |  |
| 2      |         | SGCH 02/03/18 Bball Ref Mileage             | 6.48*       |      | 215      | 720-3500  | 582          | 720  |  |
| 18775  | 44372S  | 5153 BASS, COLE                             | 107.37      |      |          |           |              |      |  |
| 1      |         | SGCH 02/03/18 Bball Ref                     | 72.00*      |      | 215      | 720-3500  | 340          | 720  |  |
| 2      |         | SGCH 02/03/18 Bball Ref Mileage             | 35.37*      |      | 215      | 720-3500  | 582          | 720  |  |
| 18776  | 44374S  | 5141 HARRIS, NOLAN                          | 78.48       |      |          |           |              |      |  |
| 1      |         | SGCH 02/03/18 Bball Ref                     | 72.00*      |      | 215      | 720-3500  | 340          | 720  |  |
| 2      |         | SGCH 02/03/18 Bball Ref Reimb               | 6.48*       |      | 215      | 720-3500  | 582          | 720  |  |
| 18777  | 44375S  | 4915 MATTESON, BRADLEY                      | 155.37      |      |          |           |              |      |  |
| 1      |         | SGCH 02/03/18 Bball Ref                     | 120.00*     |      | 215      | 720-3500  | 340          | 720  |  |
| 2      |         | SGCH 02/03/18 Bball Ref mileage             | 35.37*      |      | 215      | 720-3500  | 582          | 720  |  |
| 18778  | 44376S  | 4918 MAYERNIK, AARON J                      | 126.48      |      |          |           |              |      |  |
| 1      |         | SGCH 02/03/18 Bball Ref                     | 120.00*     |      | 215      | 720-3500  | 340          | 720  |  |
| 2      |         | SGCH 02/03/18 Bball Ref Mileage             | 6.48*       |      | 215      | 720-3500  | 582          | 720  |  |
| 18779  | 44377S  | 4932 NICKEL, JON                            | 126.48      |      |          |           |              |      |  |
| 1      |         | SGCH 02/03/18 Bball Ref                     | 120.00*     |      | 215      | 720-3500  | 340          | 720  |  |
| 2      |         | SGCH 02/03/18 Bball Ref Mileage             | 6.48*       |      | 215      | 720-3500  | 582          | 720  |  |

# of Claims 77 Total: 41,233.50

41,233.50

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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
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| Fund/Account                       | Amount      |
|------------------------------------|-------------|
| 201 HIGH SCHOOL GENERAL FUND       |             |
| 101                                | \$18,020.04 |
| 215 HIGH SCHOOL MISC PROGRAMS FUND |             |
| 101                                | \$14,934.28 |
| 228 TECHNOLOGY FUND                |             |
| 101                                | \$7,508.68  |
| 289 RETIREE/COBRA INSURANCE FUND   |             |
| 101                                | \$770.50    |
| Total:                             | \$41,233.50 |



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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/18

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\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name   | Amount      |      |          |                           |     |      |
|--------|---------|---|-------------|------|----------|---------------------------|-----|------|
| Line # |         | Invoice #/Inv Date/Description                        | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 18780  |         | 1451 L & P GROCERY                                    | 61.14       |      |          |                           |     |      |
| 1      |         | 02-301341 01/16/18 FCS groceries                      | 2.99*       | 9382 | 201      | 390-1710                  | 610 |      |
| 2      |         | 01-449583 01/10/18 FCS groceries                      | 38.30*      | 9382 | 201      | 390-1710                  | 610 |      |
| 3      |         | 01-4269410 12/05/17 Christmas party                   | 19.85       |      | 201      | 100-2300                  | 800 |      |
| 18781  |         | 2138 PRICKLY PEAR COOPERATIVE                         | 2,839.62    |      |          |                           |     |      |
| 1      |         | 01/29/18 RSBG Match                                   | 2,839.62*   |      | 201      | 280-1000                  | 350 |      |
| 18782  |         | 4854 SUNLIFE FINANCIAL                                | 114.51      |      |          |                           |     |      |
| 1      |         | Feb2018 01/19/18 Ret. Premium Hoh                     | 114.51      |      | 289      | 676                       |     |      |
| 18783  |         | 1451 L & P GROCERY                                    | 30.00       |      |          |                           |     |      |
| 1      |         | 01-462154 01/11/08 FCS groceries                      | 30.00*      | 9382 | 201      | 390-1710                  | 610 |      |
| 18784  |         | 4935 CITI VISA- BUSINESS-Costco                       | 194.51      |      |          |                           |     |      |
| 1      |         | 25595g 01/31/17 FCS groceries costco                  | 133.81      | 9301 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |
| 2      |         | 82535g 01/31/17 FCS groceries Super 1                 | 60.70       | 9301 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |
| 18785  |         | 4639 WEX BANK   | 5,468.96    |      |          |                           |     |      |
| 1      |         | 53013093 01/30/18 BBB                                 | 468.00*     |      | 201      | 720-3500                  | 582 |      |
| 2      |         | 53013093 01/30/18 Wrestling                           | 654.18*     |      | 201      | 720-3500                  | 582 |      |
| 3      |         | 53013093 01/30/18 GBB                                 | 474.50*     |      | 201      | 720-3500                  | 582 |      |
| 4      |         | 53013093 01/30/18 band to JHS                         | 70.11*      |      | 201      | 720-3500                  | 582 |      |
| 5      |         | 53013093 01/30/18 custodial                           | 54.78*      |      | 201      | 100-2600                  | 624 |      |
| 6      |         | 53013093 01/30/18 Wrestling AD                        | 76.30*      |      | 201      | 720-3500                  | 582 |      |
| 7      |         | 53013093 01/30/18 JHS AD                              | 32.78*      |      | 201      | 720-3500                  | 582 |      |
| 8      |         | 53013093 01/30/18 speech/debate                       | 70.97       |      | 201      | 710-3400                  | 582 |      |
| 9      |         | 53013093 01/30/18 drivers ed                          | 22.67*      |      | 218      | 100-1000                  | 624 |      |
| 10     |         | 53013093 01/30/18 school foods                        | 25.06*      |      | 201      | 910-3100                  | 624 |      |
| 11     |         | 53013093 01/30/18 Route                               | 3,519.61*   |      | 210      | 100-2700                  | 624 |      |
| 18786  |         | 1183 HARLOW'S SCHOOL BUS SERVICE, INC.                | 16,247.91   |      |          |                           |     |      |
| 1      |         | 8359 01/30/18 Route contract                          | 16,247.91*  |      | 210      | 100-2700                  | 513 |      |
| 18787  |         | 1183 HARLOW'S SCHOOL BUS SERVICE, INC.                | 7,554.80    |      |          |                           |     |      |
| 1      |         | 8359 01/30/18 BBB                                     | 1,733.76*   |      | 201      | 720-3500                  | 582 |      |
| 2      |         | 8359 01/30/18 BBB downtime                            | 300.00*     |      | 201      | 720-3500                  | 582 |      |
| 3      |         | 8359 01/30/18 Wrestling                               | 2,423.48*   |      | 201      | 720-3500                  | 582 |      |
| 4      |         | 8359 01/30/18 Wrestling downtime                      | 660.00*     |      | 201      | 720-3500                  | 582 |      |
| 5      |         | 8359 01/30/18 GBB                                     | 1,757.84*   |      | 201      | 720-3500                  | 582 |      |
| 6      |         | 8359 01/30/18 GBB downtime                            | 300.00*     |      | 201      | 720-3500                  | 582 |      |
| 7      |         | 8359 01/30/18 Bands to JHS                            | 259.72*     |      | 201      | 720-3500                  | 582 |      |
| 8      |         | 8359 01/30/18 Bands to JHS downtime                   | 120.00*     |      | 201      | 720-3500                  | 582 |      |

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JEFFERSON HIGH SCHOOL  
Claim Details  
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\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                | Amount      |      |          |                           |     |      |  |
|--------|---------|--|-------------|------|----------|---------------------------|-----|------|--|
| Line # |         | Invoice #/Inv Date/Description               | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 18788  |         | 1086 GIULIO DISPOSAL SERVICES, INC.          | 155.00      |      |          |                           |     |      |  |
| 1      |         | 577 01/31/18 Bill                            | 155.00*     |      | 201      | 100-2600                  | 431 |      |  |
| 18789  |         | 321 BRUCO, INC                               | 368.97      |      |          |                           |     |      |  |
| 1      |         | 367096 01/24/18 Bucket                       | 240.90*     |      | 201      | 100-2600                  | 615 |      |  |
| 2      |         | 367096 01/24/18 Parts                        | 128.07*     |      | 201      | 100-2600                  | 615 |      |  |
| 18790  |         | 2144 SAFEGUARD BUSINESS SYSTEMS              | 412.20      |      |          |                           |     |      |  |
| 1      |         | 032617837 01/11/18 W-2's and 1099's          | 76.26       | 9417 | 201      | 100-2500                  | 610 |      |  |
| 2      |         | 032615054 01/08/18 payroll and claims warran | 335.94      | 9429 | 201      | 100-2500                  | 610 |      |  |
| 18791  |         | 3571 B & H PHOTO                             | 1,046.97    |      |          |                           |     |      |  |
| 1      |         | 127658585 01/18/18 ceiling mount projectors  | 1,046.97*   | 9436 | 228      | 100-1000                  | 660 |      |  |
| 18792  |         | 2366 SIMPLEXGRINNELL                         | 918.92      |      |          |                           |     |      |  |
| 1      |         | 84414420 01/04/18 Kitchen hood hookup        | 918.92*     |      | 201      | 100-2600                  | 440 |      |  |
| 18794  |         | 2366 SIMPLEXGRINNELL                         | 1,489.00    |      |          |                           |     |      |  |
| 1      |         | 84399557 12/29/17 Alarm Repair               | 1,489.00*   |      | 201      | 100-2600                  | 440 |      |  |
| 18795  |         | 734 DOOR AND HARDWARE UNLIMITED              | 486.00      |      |          |                           |     |      |  |
| 1      |         | 034075 01/18/18 locks and Keys               | 486.00*     |      | 201      | 100-2600                  | 615 |      |  |
| 18796  |         | 2021 PEARSON EDUCATION                       | 1,311.88    |      |          |                           |     |      |  |
| 1      |         | 87656426 01/22/18 10 chem books              | 1,311.88*   | 9426 | 201      | 100-1000                  | 640 |      |  |
| 18797  |         | 1377 JOHNSON CONTROLS                        | 728.00      |      |          |                           |     |      |  |
| 1      |         | 01/24/18 Boilder repair                      | 728.00*     |      | 201      | 100-2600                  | 440 |      |  |
| 18799  |         | 2152 CENTURY LINK                            | 381.18      |      |          |                           |     |      |  |
| 1      |         | 01/13/18 Phone Charges                       | 381.18*     |      | 201      | 100-2400                  | 531 |      |  |
| 18800  |         | 1579 MARC                                    | 159.00      |      |          |                           |     |      |  |
| 1      |         | Bill   | 159.00*     |      | 201      | 100-2600                  | 610 |      |  |
| 18801  |         | 4506 LINDSAY DRILLING                        | 220.00      |      |          |                           |     |      |  |
| 1      |         | 66494 11/07/17 Drain irrigation system       | 220.00*     |      | 201      | 100-2600                  | 440 |      |  |
| 18802  |         | 1823 MT BROOM & BRUSH COMPANY                | 44.00       |      |          |                           |     |      |  |
| 1      |         | handtowel 01/26/18                           | 44.00*      |      | 201      | 100-2600                  | 615 |      |  |
| 18803  |         | 1579 MARC                                    | 170.06      |      |          |                           |     |      |  |
| 1      |         | 0627040 01/26/18 Cloths and Disinfectant     | 170.06*     |      | 201      | 100-2600                  | 610 |      |  |

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JEFFERSON HIGH SCHOOL  
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| Claim  | Warrant | Vendor #/Name                       | Amount      |      |          |                           |     |      |  |
|--------|---------|-------------------------------------|-------------|------|----------|---------------------------|-----|------|--|
| Line # |         | Invoice #/Inv Date/Description      | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 18804  |         | 385 BOULDER MONITOR & JEFFERSON CO. | 5.00        |      |          |                           |     |      |  |
| 1      |         | 00022678 01/09/18 Agenda Ad         | 5.00*       |      | 201      | 100-2300                  | 540 |      |  |
| 18805  |         | 4633 COMMERCIAL ENERGY OF MT INC.   | 55.28       |      |          |                           |     |      |  |
| 1      |         | NWE046017 02/16/18 Gas              | 55.28*      |      | 201      | 100-2600                  | 411 |      |  |
| 18806  |         | 4633 COMMERCIAL ENERGY OF MT INC.   | 1,256.48    |      |          |                           |     |      |  |
| 1      |         | NWE046016 02/16/18 Gas              | 1,256.48*   |      | 201      | 100-2600                  | 411 |      |  |
| 18807  |         | 4716 DAKOTA SUPPLY GROUP INC        | 13.32       |      |          |                           |     |      |  |
| 1      |         | Supplies 01/08/18                   | 13.32*      |      | 201      | 100-2600                  | 615 |      |  |
| 18808  |         | 899 360* OFFICE SOLUTIONS           | 103.98      |      |          |                           |     |      |  |
| 1      |         | Toner 02/05/18                      | 103.98*     |      | 228      | 100-1000                  | 610 |      |  |
| 18809  |         | 3766 ACADIA MONTANA                 | 4,107.79    |      |          |                           |     |      |  |
| 1      |         | 1436324 02/05/18 Altacare           | 4,107.79*   |      | 215      | 280-1000                  | 330 | 524  |  |
| 18810  | 44380S  | 5157 HUOTTE, MIKE                   | 120.47      |      |          |                           |     |      |  |
| 1      |         | Broadwater 02/10/18 BBall ref       | 72.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Broadwater 02/10/18 Bball mileage   | 48.47*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 18811  | 44381S  | 5148 JACKSON, BEN                   | 80.88       |      |          |                           |     |      |  |
| 1      |         | Broadwater 02/10/18 BBall ref       | 72.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Broadwater 02/10/18 Bball mileage   | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18812  | 44383S  | 5131 SUKUT, KADEN                   | 80.88       |      |          |                           |     |      |  |
| 1      |         | Broadwater 02/10/18 BBall ref       | 72.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Broadwater 02/10/18 Bball mileage   | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18813  | 44384S  | 5158 SUKUT, KOLBY                   | 80.88       |      |          |                           |     |      |  |
| 1      |         | Broadwater 02/10/18 BBall ref       | 72.00*      |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Broadwater 02/10/18 Bball mileage   | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18814  | 44382S  | 4490 REILLY, MARTIN MICHAEL         | 168.47      |      |          |                           |     |      |  |
| 1      |         | Broadwater 02/10/18 BBall ref       | 120.00*     |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Broadwater 02/10/18 Bball mileage   | 48.47*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 18815  | 44379S  | 5147 ARNSTON, BRYAN                 | 128.88      |      |          |                           |     |      |  |
| 1      |         | Broadwater 02/10/18 BBall ref       | 120.00*     |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Broadwater 02/10/18 Bball mileage   | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |



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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/18

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\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                           | Amount      |      |          |                           |     |      |  |
|--------|---------|---|-------------|------|----------|---------------------------|-----|------|--|
| Line # |         | Invoice #/Inv Date/Description          | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 18816  | 44385S  | 4907 WELCH, MICHAEL                     | 128.88      |      |          |                           |     |      |  |
| 1      |         | Broadwater 02/10/18 BBall ref           | 120.00*     |      | 215      | 720-3500                  | 340 | 720  |  |
| 2      |         | Broadwater 02/10/18 Bball mileage       | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 18817  |         | 626 COLUMBUS HIGH SCHOOL                | 10.00       |      |          |                           |     |      |  |
| 1      |         | Speech Fees                             | 10.00       |      | 201      | 710-3400                  | 582 |      |  |
| 18820  |         | 1737 NORTHWESTERN ENERGY                | 6,635.26    |      |          |                           |     |      |  |
| 1      |         | electricity                             | 3,972.08*   |      | 201      | 100-2600                  | 412 |      |  |
| 2      |         | gas                                     | 1,477.08*   |      | 201      | 100-2600                  | 411 |      |  |
| 3      |         | electricity taxes                       | 602.22*     |      | 201      | 100-2600                  | 412 |      |  |
| 4      |         | gas taxes                               | 583.88*     |      | 201      | 100-2600                  | 411 |      |  |
| 18821  |         | 157 HARDWARE HANK                       | 96.89       |      |          |                           |     |      |  |
| 1      |         | 98966 01/19/18 Tin Snip                 | 20.99*      |      | 201      | 100-2600                  | 615 |      |  |
| 2      |         | 98835 01/11/18 Scraper Steel            | 14.99*      |      | 201      | 100-2600                  | 615 |      |  |
| 3      |         | 98921 01/17/18 Bits and Saws            | 39.96*      |      | 201      | 100-2600                  | 615 |      |  |
| 4      |         | 98941 01/18/18 Paint Brush              | 8.97*       |      | 201      | 100-2600                  | 615 |      |  |
| 5      |         | 98838 01/12/18 Lightbulbs               | 11.98*      |      | 201      | 100-2600                  | 615 |      |  |
| 18823  |         | 4798 MICHAUD, JOE                       | 9.60        |      |          |                           |     |      |  |
| 1      |         | 01/05/18 Lunch at five guys             | 9.60*       |      | 201      | 100-1000                  | 582 |      |  |
| 18824  |         | 4678 NORBECK, TIM                       | 32.00       |      |          |                           |     |      |  |
| 1      |         | 01/26/18 Lunch at chop house            | 32.00*      |      | 201      | 100-1000                  | 582 |      |  |
| 18827  |         | 5122 LIEDLE, GREG                       | 174.40      |      |          |                           |     |      |  |
| 1      |         | 02/03/18 Travel Divisional wrestling    | 174.40*     |      | 201      | 720-3500                  | 582 |      |  |
| 18832  |         | 4754 NORRIS, MELISSA                    | 288.00      |      |          |                           |     |      |  |
| 1      |         | 02/10/18 accompanist 16 hrs @\$18       | 288.00*     |      | 201      | 710-3400                  | 330 |      |  |
| 18834  |         | 1650 MEADOW GOLD GREAT FALLS            | 183.19      |      |          |                           |     |      |  |
| 1      |         | 449900 01/25/18 milk                    | 95.79*      |      | 201      | 910-3100                  | 630 |      |  |
| 2      |         | 450782 02/01/18 milk                    | 87.40*      |      | 201      | 910-3100                  | 630 |      |  |
| 18836  |         | 2607 MCGRAW-HILL SCHOOL EDUCATION       | 899.10      |      |          |                           |     |      |  |
| 1      |         | ALEKS add on 1 year                     | 599.20*     | 9435 | 201      | 100-1442                  | 680 |      |  |
| 2      |         | ALEKS add on 1 year                     | 200.00*     | 9435 | 215      | 474-1000                  | 680 | 244  |  |
| 3      |         | 1014885390 01/25/18 ALEKS add on 1 year | 99.90*      |      | 215      | 474-1000                  | 680 | 244  |  |
| 18837  |         | 3766 ACADIA MONTANA                     | 791.27      |      |          |                           |     |      |  |
| 1      |         | 1472924 02/12/18 Altacare               | 791.27*     |      | 215      | 280-1000                  | 330 | 524  |  |

02/14/18  
18:41:51

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/18

Page: 5 of 7  
Report ID: AP100

\* ... Over spent expenditure

| Claim       | Warrant | Vendor #/Name                       | Amount      |           |          |                           |     |      |
|-------------|---------|-------------------------------------|-------------|-----------|----------|---------------------------|-----|------|
| Line #      |         | Invoice #/Inv Date/Description      | Line Amount | PO #      | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 18838       |         | 321 BRUCO, INC                      | 425.07      |           |          |                           |     |      |
| 1           |         | 368095 02/07/18 Taski Part          | 425.07*     |           | 201      | 100-2600                  | 615 |      |
| 18839       |         | 2717 CITY OF BOULDER                | 97.97       |           |          |                           |     |      |
| 1           |         | 01/31/18 water                      | 15.97*      |           | 201      | 100-2600                  | 421 |      |
| 2           |         | 01/31/18 water/sewer                | 82.00*      |           | 201      | 100-2600                  | 421 |      |
| 18841       |         | 2152 CENTURY LINK                   | 3,270.02    |           |          |                           |     |      |
| 1           |         | 1431992758 02/03/18 cell phone bill | 3,270.02*   |           | 201      | 100-2400                  | 531 |      |
| 18842       |         | 2717 CITY OF BOULDER                | 1,312.00    |           |          |                           |     |      |
| 1           |         | water/sewer                         | 1,312.00*   |           | 201      | 100-2600                  | 421 |      |
| # of Claims |         | 49                                  | Total:      | 60,958.59 |          |                           |     |      |
|             |         |                                     | 60,958.59   |           |          |                           |     |      |

02/14/18  
18:41:51

JEFFERSON HIGH SCHOOL  
Claim from Another Period Cancelled in  
For the Accounting Period: 2/18

Page: 6 of 7  
Report ID: AP100

\* ... Over spent expenditure

| Claim Warrant              | Vendor #/Name                  | Amount      |        |          |                           |          |
|----------------------------|--------------------------------|-------------|--------|----------|---------------------------|----------|
| Line #                     | Invoice #/Inv Date/Description | Line Amount | PO #   | Fund Org | Acct/Source/<br>Prog-Func | Obj Proj |
| *** Cancelled in 2/18 **** |                                |             |        |          |                           |          |
| 18716                      | 3509 HOLIDAY INN - BOZEMAN     | 102.58      |        |          |                           |          |
| 1                          | 67868046 01/15/18 MHSA Meeting | 102.58*     |        | 201      | 720-3500                  | 582      |
| # of Claims                |                                | 1           | Total: | 102.58   |                           |          |
|                            |                                |             | 102.58 |          |                           |          |

02/14/18  
18:41:55

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 2/18

Page: 7 of 7  
Report ID: AP110

| Fund/Account                       | Amount      |
|------------------------------------|-------------|
| 201 HIGH SCHOOL GENERAL FUND       |             |
| 101                                | \$33,914.64 |
| 210 HIGH SCHOOL TRANSPORTATION FUN |             |
| 101                                | \$19,767.52 |
| 215 HIGH SCHOOL MISC PROGRAMS FUND |             |
| 101                                | \$5,988.30  |
| 218 HIGH SCHOOL TRAFFIC EDUCATION  |             |
| 101                                | \$22.67     |
| 228 TECHNOLOGY FUND                |             |
| 101                                | \$1,150.95  |
| 289 RETIREE/COBRA INSURANCE FUND   |             |
| 101                                | \$114.51    |
| Total:                             | \$60,958.59 |



THE BOARD OF TRUSTEES

1531

Trustee Expenses

Expenses for Board Members - In-District

~~A trustee shall not receive remuneration for service as a trustee. Trustees living more than three (3) miles from the meeting place shall be entitled to be reimbursed for mileage at the rate stipulated in § 2-18-503, MCA, for each mile of travel between their homes and the meeting place for each meeting of the Board or for any meeting called by the county superintendent. Reimbursement may be paid as the travel is assumed or may accumulate until the end of the fiscal year, at the discretion of the trustee.~~

The members of the trustees of any district may not receive compensation for their services as trustees. A trustee is entitled to collect mileage at a rate equal to the mileage allotment allowed by the United States internal revenue service for the current year for the first 1,000 miles and 3 cents less per mile for all additional miles traveled within a given calendar month.

The members of the trustees who reside over 3 miles from the trustees' meeting place must be reimbursed at the rate as provided in 2-18-503 for every mile necessarily traveled between their residence and the meeting place and return in attending the regular and special meetings of the trustees, and all trustees must be similarly reimbursed for meetings called by the county superintendent. The travel reimbursement may be accumulated during the school fiscal year and paid at the end of the fiscal year, at the discretion of each trustee.

A trustee must file a reimbursement for mileage form, prior to July 1 of each year, requesting reimbursement for the fiscal year. The form may be obtained from the District Clerk/Business Manager.

Expenses for Board Members at Out-of-District Meetings

Trustees normally attend workshops, training institutes, and conferences at both the state and national levels. The District will pay all legitimate costs for trustees to attend out-of-District meetings, at established rates for reimbursement set by the District:

1. Transportation as approved by the Board;
2. On-site transportation during the course of the meeting, i.e., bus, taxi, or rental car;
3. Hotel or motel costs for trustee, as necessary;
4. Food costs as necessary;
5. Telephone services for necessary communications with business or family, resulting from the trustee being away from Jefferson County;
6. Incidental expenditures for tips and other necessary costs attributable to the trustee's attendance at a meeting; however, the District will not reimburse or pay for such items as liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.

Cross Reference: 7336 Travel Allowances and Expenses

**Jefferson High School District #1**

**THE BOARD OF TRUSTEES**

1531

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

STUDENTS

2150

Page 1 of 1

Suicide Awareness and Prevention

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

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

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

Youth suicide and prevention training may include:

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

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

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

Policy History:

Adopted on:

Revised on:

*Revision Note:*

## INSTRUCTION

2333

Participation in Commencement ExercisesStatement of Policy

A student's right to participate in a commencement exercise of the graduating class at Jefferson High School is an honor. As such, participation in this ceremony is reserved for those members of the graduating class who have completed all state and local requirements for graduation before the date of the ceremony. Students who complete their requirements after the date of commencement exercises will receive their diplomas at that time.

Organization and Content of Commencement Exercises

The school district will permit students to honor their American Indian heritage through the display of culturally significant tribal regalia at commencement ceremonies. Any item that promotes drug use, weapon use, threats of violence, sexual harassment, bullying, or other intimidation, or violates another district policy, state, or federal law may not be worn during graduation.

The school administration may invite graduating students to participate in high school graduation exercises according to academic class standing or class officer status. Any student who, because of academic class standing, is requested to participate may choose to decline the invitation.

The school administrators will censor any presentation or require any specific content but may advise participants about appropriate language for the audience and occasion. Students selected to participate may choose to deliver an address, poem, reading, song, musical presentation, prayer, or any other pronouncement of their choosing.

The printed program for a commencement exercise will include the following paragraphs:

*Any presentation by participants of graduation exercises is the private expression of an individual participant and does not necessarily reflect any official position of the District, its Board, administration, or employees, nor does it necessarily indicate the views of any other graduates.*

*The Board recognizes that at graduation time and throughout the course of the educational process, there will be instances when religious values, religious practices, and religious persons will have some interaction with the public schools and students. The Board, while not endorsing any religion, recognizes the rights of individuals to have the freedom to express their individual political, social, or religious views.*

|                  |   |
|------------------|---|
| Legal Reference: | Art. II, Sec. 5, Montana Constitution - Freedom of religion                   |
|                  | Art. X, Sec. 7, Montana Constitution - Nondiscrimination in education         |
|                  | <u>Art. X, Sec. 1(2), Montana Constitution – Educational Goals and Duties</u> |
|                  | § 20-1-308, MCA Religious instruction released time program                   |
|                  | § 20-5-201(3), MCA Duties and sanctions                                       |
|                  | § 20-7-112, MCA Sectarian publications prohibited and prayer permitted        |

Policy History:

Adopted on: February 2007



**INSTRUCTION**

2333

1 Revised on: January 20, 2009

2

3 *Note: Reference to 20-5-201(3) was added.*

STUDENTS

Entrance, Placement, and Transfer

Entrance, Date, and Age

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

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child<sup>1</sup> to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141. ~~Homeless students shall be admitted pursuant to state and federal law, and Policy 3125.~~
2. To be admitted to the District school, in accordance with the Montana Immunization Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents approved by the Department of Health and Human Services or the local county health department. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.
3. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

Placement

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

Transfer

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

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

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

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

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

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

Policy History:

Adopted on: February 2007

Revised on: April 15, 2008

Revised on: January 2016

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

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

STUDENTS

Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

A district may only include, for ANB purposes, an enrolled student who is:

- A resident of the district or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district;
- Unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Living with a caretaker relative under § 1-1-215, MCA
- Receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the student's services are provided at the district's expense under an approved individual education plan supervised by the district;
- Participating in the Running Start Program at district expense under § 20-9-706, MCA;
- Receiving education services provided by the district, using appropriately licensed district staff at a private residential program or private residential facility licensed by the Department of Public Health and Human Services;
- Enrolled in an educational program or course provided at district expense using electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district; or
- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under § 20-9-707, MCA.
- A resident of the district attending a Montana Youth Challenge Program under an 8 interlocal agreement with the district under § 20-9-707, MCA



STUDENTS

- Meets the Criteria for Proficiency based ANB under policy 3126FE

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet the residency requirements for that district; live in the district, and must be eligible for educational services under the Individuals with Disabilities Education Act or under 29 U.S.C. 794; or attend school in the district under a mandatory attendance agreement as provided in § 20-9-707, MCA.

Homeless Youth and Foster Children

Assignment to schools shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a “school of origin” that differs from the assigned school.

|                  |                       |   |
|------------------|-----------------------|---|
| Legal Reference: | § 1-1-215, MCA        | Residence – Rules for determining             |
|                  | § 20-9-311, MCA       | Calculation of average number belonging (ANB) |
|                  |                       | --three-year averaging.                       |
|                  | § 20-9-706, MCA       | Running Start Program                         |
|                  | § 20-9-707, MCA       | Agreement with accredited Montana job corps   |
|                  |                       | program                                       |
|                  | 29 U.S.C. 794         | Nondiscrimination under Federal grants        |
|                  |                       | and programs                                  |
|                  | 34 CFR 300.1, et seq. | Individuals with Disabilities Education Act   |

Policy History:

Adopted on: February 2007

Revised on:

STUDENTS

Military Compact Waiver

The State of Montana is one of numerous states across the country that is a member of the Interstate Compact on Educational Opportunity for Military Children. As a school district within the State of Montana subject to the laws of the State of Montana, the District shall follow the requirements of the Compact for students who enroll at the District for whom the Compact applies.

Purpose

The purpose of the Interstate Compact on Educational Opportunity for Military Children is to remove barriers to educational success for children of military families due to frequent relocation and deployment of their parents. The Compact facilitates educational success by addressing timely student enrollment, student placement, qualification and eligibility for programs (curricular, co-curricular, and extra-curricular), timely graduation, and the facilitation of cooperation and communication between various member states' schools.

Applicability

This Compact applies only to children of:

1. Active duty members of the uniformed services as defined in the Compact, including member of the national guard and reserve on active duty orders pursuant to 10 U.S.C., 12301(d) and 12304;
2. Members of the veterans of the uniformed services who are severely injured and medically discharged or retired for a period of 1 year after medical discharge or retirement; and
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of 1 year after death.

Educational Records and Enrollment

1. **Hand Carried/Unofficial Educational Records:** In the event that official educational records cannot be released to a parent for the purpose of school transfer, the custodian of records from the sending school shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission.

Upon receipt of the unofficial educational records, the District shall enroll and appropriately place the student based upon the information the school receives in the unofficial educational records, pending validation by the official records, as soon as possible.

1  
2 **2. Official Educational Records/Transcripts:** At the time of enrollment and conditional  
3 placement of a qualifying student at the District, the District shall request the student's  
4 official educational records from their last school of attendance.

5  
6 A school receiving such a request shall process the official educational records request  
7 and furnish such within a period of ten (10) days, or within the timeline determined to be  
8 reasonable by the Interstate Commission.

9  
10 **3. Immunizations:** The District shall provide a period of thirty (30) days from the date of  
11 enrollment, or such other time frame as determined by the rules of the Interstate  
12 Commission, within which students may obtain any immunizations required by the  
13 District. Where the District's requirements include a series of immunizations, initial  
14 vaccinations must be obtained within thirty (30) days, or within the timeline determined  
15 to be reasonable by the Interstate Commission.

16  
17 **4. Kindergarten and First Grade Entrance Age:** Students shall be allowed to continue  
18 their enrollment at grade level at the District, commensurate with their grade level from  
19 their receiving school, including kindergarten, at the time of transition. However, the  
20 provisions of Montana Code 20-5-101 regarding trustees enrolling a child in kindergarten  
21 or in first grade whose fifth (5<sup>th</sup>) or sixth (6<sup>th</sup>) birthday occurs on or before the tenth (10<sup>th</sup>)  
22 day of September of the school year in which the child is to enroll but is not yet 19 years  
23 of age, shall continue to apply.

24  
25 A student who has satisfactorily completed the prerequisite grade level in the sending  
26 school shall be eligible for enrollment in the next highest grade level in the District, at the  
27 receiving school, regardless of age.

28  
29 A student who is transferring into the District after the start of the school year shall enter  
30 the District on the student's validated grade level from an accredited school in the  
31 sending state.

### 32 Placement and Attendance

33  
34  
35 **1. Course Placement:** Upon transfer of a qualifying student, the receiving District shall  
36 place the student in courses consistent with the student's courses in the sending school  
37 and/or the school's educational assessments.

38  
39 Course placement includes, but is not limited to honors, international baccalaureate,  
40 advanced placement, vocational, technical, and career pathways courses.

41  
42 Continuing the student's academic program from the previous school and promoting  
43 placement in academically and career challenging courses should be paramount when  
44 considering placement. This requirement does not preclude the District from performing

1 subsequent evaluations to ensure appropriate placement and continued enrollment of the  
2 student in the course(s).

3  
4 **2. Educational Program Placement:** The District shall initially honor placement of the  
5 student in educational programs based on current educational assessments conducted at  
6 the sending school or participation/placement in similar programs at the sending school.

7  
8 Educational program placement includes, but is not limited to, gifted and talented  
9 programs and English as a second language. This requirement does not preclude the  
10 District from performing subsequent evaluations to ensure appropriate placement of the  
11 student.

12  
13 **3. Special Education Services:** In compliance with the federal requirements of the  
14 Individuals with Disabilities Education Act, the District, as the receiving school, shall  
15 initially provide comparable services to a student with disabilities based on his or her  
16 current Individual Education Plan.

17  
18 In compliance with Section 504 of the Rehabilitation Act and with Title II of the  
19 Americans with Disabilities Act, the District, as the receiving school, shall make  
20 reasonable accommodations and modifications to address the needs of incoming students  
21 with disabilities consistent with his or her existing 504 or Title II Plan.

22  
23 This does not preclude the District, as the receiving school, from performing subsequent  
24 evaluations to ensure appropriate placement and/or accommodations are made for the  
25 student.

26  
27 **4. Placement Flexibility:** The District's Administration shall have the flexibility to waive  
28 course/program prerequisites or other preconditions for placement in courses/programs  
29 offered by the receiving District.

30  
31 **5. Absences Relating to Deployment Activities:** A student whose parent/legal guardian is  
32 an active duty member of the uniformed services and has been called to duty for, is on  
33 leave from, or immediately returned from deployment in a combat zone or combat  
34 support position, shall be granted additional excused absences at the discretion of the  
35 District's Superintendent to visit with his or her parent/legal guardian relative to such  
36 leave or deployment of the parent/guardian.

37  
38 Eligibility

39  
40 **1. Eligibility for Enrollment:** A Special Power of Attorney pertaining to the guardianship  
41 of a student of a military family and executed under applicable law shall be sufficient for  
42 the purposes of enrollment and all other actions requiring parental participation and  
43 consent.  
44



The receiving District shall not charge tuition to a transitioning military student placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.

A transitioning military student, placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which he or she was enrolled when residing with the custodial parent.

**2. Eligibility for Extra-Curricular Activity Participation:** The District shall facilitate the opportunity for transitioning military students' inclusion in extracurricular activities, regardless of application deadlines, to the extent the student is otherwise qualified.

### Graduation

In order to facilitate the on-time graduation of children of military families, the receiving District shall incorporate the following procedure:

**1. Graduation Course Requirements – Waiver:** The receiving District's Administration, through the Superintendent or designee, shall waive specific courses that are required for graduation if similar coursework has been satisfactorily completed at another school.

If the District does not waive the specific course requirement for graduation, the District shall provide a reasonable justification for the denial. This justification shall be provided to the parent/legal guardian in writing.

If the receiving District does not waive the specific course requirement for graduation and the student would have otherwise qualified to graduate from the sending school, the receiving District shall provide an alternative means of acquiring required course work to ensure that the student's graduation will occur on time.

**2. Exit Exams:** In lieu of testing requirements required for graduation at the receiving District, the District and the State of Montana shall accept any or all of the following:

A. Exit exams or end-of-course exams required for graduation from the sending school;

B. National norm-referenced achievement tests; or

C. Alternative testing.

In the event the above alternatives cannot be accommodated by the receiving District for a student transferring during his or her senior year, subsection 3, below, shall apply.

**3. Transfer During Senior Year of High School:** Should a military student transferring at the beginning of or during the senior year be ineligible to graduate from the receiving

## STUDENTS

3124

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District after all alternatives have been considered, the sending school and the receiving District shall ensure the receipt of a diploma from the sending school if the student meets the graduation requirements of the sending school.

In the event that one of the states in question is not a member of this Compact, the member state shall use best efforts to facilitate the on-time graduation of the student.

Conflicts

All state laws and District policies that conflict with this policy and/or in conflict with the Compact are superseded to the extent of the conflict.

Cooperation

The receiving District, through its administration, shall timely cooperate with all state agency inquiries and other District/school inquiries relating to a student who is covered by the Compact.

|                         |                     |  |
|-------------------------|---------------------|--|
| <u>Cross Reference:</u> | <u>2333</u>         | <u>Participation in Commencement Exercises</u> |
|                         | <u>2410 – 2410P</u> | <u>High School Graduation Requirements</u>     |
|                         | <u>2413</u>         | <u>Credit Transfer and Assessment for</u>      |
|                         |                     | <u>Placement</u>                               |
|                         | <u>3110</u>         | <u>Entrance, Placement, and Transfer</u>       |

|                         |                      |   |
|-------------------------|----------------------|---|
| <u>Legal Reference:</u> | <u>20-1-230, MCA</u> | <u>Enactment – interstate Compact on</u>    |
|                         |                      | <u>Educational Opportunity for Military</u> |
|                         |                      | <u>Children - provisions</u>                |

Legal Reference: \_\_\_\_\_

Policy History:

Adopted on:

Revised on:

*Revision Note:*

**STUDENTS**

3125

Education of Homeless Children

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child.

The Superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students will have access to services comparable those offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which a student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education;
5. Programs for gifted and talented students; and
6. School nutrition program.

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children.

A “homeless individual” is defined as provided in the McKinney Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the District homeless liaison. Thereafter, a written complaint must be filed in accordance with the District Uniform Complaint Procedure.

Cross Reference: 1700 Uniform Complaint Procedure  
[3125F McKinney-Vento Homeless Educational Assistance Dispute Resolution Form](#)

Legal Reference: 42 U.S.C. § 11431, et seq. McKinney Homeless Assistance Act  
§ 20-5-101, MCA Admittance of child to school

Policy History:

Adopted on: February 2007

Revised on:



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

## McKinney-Vento Homeless Education Assistance Dispute Resolution Form

1 School District: \_\_\_\_\_ Liaison: \_\_\_\_\_

2 \_\_\_\_\_ Telephone: \_\_\_\_\_

3 Date of first contact by homeless individual, guardian, or representative: \_\_\_\_\_

4 Homeless Student's Name: \_\_\_\_\_

5 Describe the issue(s) in question: \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

11 School District Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

12 (Superintendent / Principal)

13 Date: \_\_\_\_\_ (within 7 business days)

14 Resolution at the Liaison/School District Level (describe below) \_\_\_\_\_ or

15 Forwarded to OPI Homeless Coordinator [please contact at (406) 444-2036] \_\_\_\_\_

16 Date: \_\_\_\_\_ (within 15 business days)

17 Resolution at OPI Homeless Coordinator Level (describe below) \_\_\_\_\_ or

18 Forwarded to Superintendent of Public Instruction \_\_\_\_\_

20 Describe Resolution Results: \_\_\_\_\_

21 \_\_\_\_\_

22 \_\_\_\_\_

23 \_\_\_\_\_

24 \_\_\_\_\_

25 \_\_\_\_\_

27 Homeless Coordinator Signature: \_\_\_\_\_

29 This form must be filed with \_\_\_\_\_ Heather Denny,  
30 \_\_\_\_\_ Homeless Coordinator  
31 \_\_\_\_\_ Office of Public Instruction  
32 \_\_\_\_\_ P.O. Box 202501  
33 \_\_\_\_\_ Helena, MT 59620-2501

34

35

**SECTION STUDENTS**

**Policy#3126FE**

Page 1 of 1

**Proficiency-Based ANB**

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

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

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

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

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

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

~~Legal Reference:~~

Policy History:

Adopted on:

Revised on:

Revision Note:



**STUDENTS**

Student Dress

The District recognizes that a student's choice of dress and grooming habits demonstrate personal style and preference. The District has the responsibility to ensure proper and appropriate conditions for learning, along with protecting the health and safety of its student body. Even though the schools will allow a wide variety of clothing styles, dress and grooming must not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others.

The building administrator shall establish procedures for the monitoring of student dress and grooming in school or while engaging in extracurricular activities. Students attending public events sponsored by the school district are permitted to honor their American Indian heritage through the display of culturally significant tribal regalia at a public event sponsored by the school district. Any item that promotes drug use, weapon use, threats of violence, sexual harassment, bullying, or other intimidation, or violates another district policy, state, or federal law may not be worn at a public event sponsored by the school district. Specific regulations shall be published annually in student handbooks.

Cross Reference: Policy 2333 Participation in Commencement Exercises

Legal Reference: SB 319-Chapter 229 Tribal regalia and objects of cultural significance allowed at public events

Policy History:

Adopted on: February 2007

Revised on:

1 This form is managed by Montana Department of Public Health and Human Services and can  
2 change without intent or knowledge of the District. Please refer to Montana DPHHS form  
3 number IZ HES101A, "Medical Exemption Statement"

4  
5 Legal Reference:

6  
7 Policy History:

8 Adopted on:

9 Revised on:

10  
11 *Revision Note:*

1 This form is managed by Montana Department of Public Health and Human Services and can  
2 change without intent or knowledge of the District. Please refer to Montana DPHHS form  
3 number HES-11, “Affidavit of Exemption on Religious Grounds From Montana School  
4 Immunization Law and Rules”

5  
6 Legal Reference:

7  
8 Policy History:

9 Adopted on:

10 Revised on:

11  
12 *Revision Note:*

Administering Medicines to Students

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

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

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

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

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

Administering Medication

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

Emergency Administration of Medication

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

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

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

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

#### Self-Administration of Medication

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

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

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

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



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

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

- A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication, acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and 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 may administer glucagon to a diabetic student only in an emergency situation; (2) the employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (3) the employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), MCA.

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.

The District may maintain a stock supply of an opioid antagonist to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for an actual or perceived opioid overdose. A school that intends to obtain an order for emergency use of an opioid antagonist in a school setting or at related activities shall adhere to the requirements in law.

#### 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  
HB 323, Chapter #154 Emergency use of an opioid antagonist in school  
setting – limit on liability – signed by Governor  
4/4/2017 - (effective July 1, 2017)

#### Policy History:

Adopted on: February 2007

Revised on: April 15, 2008, October, 2011, July 2013

*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.*

- 1 *Note: The revision re-defined that an employee may administer glucagon ONLY in an*
- 2 *emergency situation.*
- 3 *Note: July 2013 revision adds the ability of the district to have a stock supply of auto-injectable*
- 4 *epinephrine on hand.*
- 5 *Note: 2017 revision adds the ability of the district to have a stock of Opioid antagonist on hand.*

School-Support Organizations, Boosters and Fundraising

The Board recognizes that parent, teacher, and student organizations are an invaluable resource to District schools and supports their formation and vitality. While parent, teacher, and student organizations have no administrative authority and cannot determine District policy, their suggestions and assistance are always welcome.

School-Support Organizations

Parent or booster organizations are recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name or any logo attributable to the District, provided they first receive the Board's approval during a duly constituted Board meeting. Unauthorized use of the District school's team name, logo, or imagery is strictly prohibited. The District reserves the right to seek all available legal remedies for unauthorized use of the District school's name, logo, or imagery.

In order for the School District to comply with the federal law, state law and MHSA By-Laws, Rules and Regulations, Board recognition as a parent or booster organization along with consent to use one of the above-mentioned names or logos will be granted if the organization has approved and submitted bylaws containing the following:

1. The organization's name and purpose. Acceptable purposes may include enhancement of students' educational experiences, assistance to meet educational needs of students, support of academic clubs, or enrichment of extracurricular activities.
2. The rules and procedures under which it operates.
3. A statement that the membership will adhere to applicable Board policies and administrative procedures when working on District premises or with District officials or programs.
4. A statement that membership is open and unrestricted and the organization will not engage in discrimination based on someone's innate characteristics or membership in a protected classification.
5. A statement that the District is not, and will not be, responsible for the organization's business or the conduct of its members.
6. A designation of the organization's treasurer. A statement that the organization will maintain finances consistent with General Finance Principles in a manner open to review by any member of the organization or the school district.

~~Parent organizations and booster clubs are recognized by the School Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo~~



1 ~~attributable to the District provided they first receive the Superintendent or designee's express~~  
2 ~~written consent. Consent to use one of the above mentioned names or logos will generally be~~  
3 ~~granted if the organization or club has by laws containing the following:~~

4  
5 ~~1. The organization's or club's name and purpose, such as, to enhance students'~~  
6 ~~educational experiences, to help meet educational needs of students, to provide extra athletic~~  
7 ~~benefits to students, to assist specific sports teams or academic clubs through financial support,~~  
8 ~~or to enrich extracurricular activities.~~

9  
10 ~~2. The rules and procedures under which it operates.~~

11  
12 ~~3. An agreement to adhere to all Board policies and administrative procedures.~~

13  
14 ~~4. A statement that membership is open and unrestricted, meaning that membership is open to~~  
15 ~~parents/guardians of students enrolled in the school, District staff, and community members.~~<sup>4</sup>

16  
17 ~~5. A statement that the District is not, and will not be, responsible for the organization's or~~  
18 ~~club's business or the conduct of its members.~~

19  
20 ~~6. An agreement to maintain and protect its own finances.~~

21  
22 ~~7. A recognition that money given to a school cannot be earmarked for any particular expense.~~  
23 ~~Booster clubs may make recommendations, but cash or other valuable consideration must be~~  
24 ~~given to the District to use at its discretion. The School Board's legal obligation to comply with~~  
25 ~~Title IX by providing equal athletic opportunity for members of both genders will supersede an~~  
26 ~~organization or club's recommendation.~~<sup>2</sup>

27  
28 ~~Permission to use one of the above mentioned names or logos may be rescinded at any time and~~  
29 ~~does not constitute permission to act as the District's representative. At no time does the~~  
30 ~~District accept responsibility for the actions of any parent organization or booster club~~  
31 ~~regardless of whether it was recognized and/or permitted to use any of the above mentioned~~  
32 ~~names or logos.~~<sup>3</sup> ~~The Superintendent shall designate an administrative staff member to serve~~  
33 ~~as the liaison to parent organizations or booster clubs. The liaison will serve as a resource~~  
34 ~~person and provide information about school programs, resources, policies, problems,~~  
35 ~~concerns, and emerging issues. Building staff will be encouraged to participate in the~~  
36 ~~organizations.~~

37  
38  
39 7. A recognition that money given to a school cannot be earmarked for any particular  
40 expense. Booster organizations may make recommendations, but cash or other valuable  
41 consideration must be given to the District to use at its discretion. The Board's legal

obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organizations recommendation.<sup>1</sup>

8. A recognition that the School District reserves the right to reject any and all donations.

Permission to use one of the above-mentioned names, logos or imagery may be suspended by the administration and rescinded by the Board for failure to comply with this policy. Authorization to use one of the above-mentioned names, logos, or imagery does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent or booster organization, regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos.<sup>2</sup> The Superintendent shall designate an administrative staff member to serve as the liaison to parent or booster organization. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff may be encouraged to participate in the organizations.

#### Individual Boosters or Donors

Individual boosters or donors not covered by the bylaws of an organization governed by this policy may still assist in school operations. The Board encourages the involvement of local communities in school activities and operations. In order for the School District to comply with the federal law, state law and MHSA By-Laws, Rules and Regulations, individual boosters or donors must honor the following provisions:

1. The individual must have prior approval must be granted by the Board for use of the District's name, logo, or imagery.
2. The individual must comply with Board policies and administrative procedures when submitting donations.
3. The individual may not violate federal law, state law, District policy or MHSA By-Laws, Rules and Regulations.

---

<sup>1</sup> The School District may not accept booster organization assistance that creates vast gender differences or a school board may face claims that it has violated Title IX. Title IX's focus is on equal funding opportunities, equal facility availability, similar travel and transportation treatment, comparable coaching, and comparable publicity (34 C.F.R. Part 106).

<sup>2</sup> Booster organizations present potential liabilities to a school district beyond loss of funds, because they seldom are properly organized (they generally are not incorporated or otherwise legally recognized), carry no insurance, raise and handle large sums of money, and organization members hold themselves out as agents of the school (after all, no funds could be raised but for the school connection). A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its attorney, to minimize liability, such as adding a requirement to item 6 above that the organization: (1) operate under the school's authority (activity accounts); or (2) be properly organized and demonstrate fiscal responsibility by being a 501(c)(3) organization, obtaining a bond, and/or arranging regular audits. Ultimately, the best way to minimize liability is to be sure that the district's errors-and-omissions insurance covers parent organizations and booster organizations.

4. The individual acknowledges the District is not, and will not be, responsible for the individual booster or donor's business or their conduct.

5. The individual acknowledges that donations cannot be earmarked for any particular expense. Individual boosters or donors may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion in accordance with applicable laws. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede any individual's recommendation.

6. The District reserves the right to reject any and all donations.

### Fundraising

All donations completed by recognized organizations are subject to applicable School District policies regarding financial management. Funding endeavors are generally viewed as beneficial when coordinated with district goals, initiatives, and existing plans. The District reserves the right to reject any and all donations.

All funds raised by recognized organizations that are donated to the School District become public funds when placed in a School District account. All public funds must be monitored in accordance with state law. Donations must be reviewed to ensure compliance with equity rules, amateur rules and appropriateness under district policy. Donations may be conditional under state law if conditions are in compliance.

Funds spent by the School District will be done in accordance with District purchase order policy and spending limits regardless of the source of the donation. All expenditures should be preapproved to ensure equity and auditing standards are met.

|                         |                            |  |
|-------------------------|----------------------------|--|
| <u>Legal Reference:</u> | <u>§ 20-6-601, MCA</u>     | <u>Power to accept gifts</u>   |
|                         | <u>§ 2-2-103-2(3), MCA</u> | <u>Definitions</u>   |
|                         | <u>§ 2-2-104, MCA</u>      | <u>Rules of conduct for public officers, legislators, and public employees</u> |

~~*<sup>1</sup>An alternative follows:*~~

~~*An agreement not to engage in discrimination based on someone's innate characteristics or membership in a suspect classification.*~~

~~*<sup>2</sup>Booster clubs are understandably selective in their support. However, by accepting booster club assistance that creates vast gender differences, a school board may face claims that it has violated Title IX. Title IX's focus is on equal funding*~~

~~opportunities, equal facility availability, similar travel and transportation treatment, comparable coaching, and comparable publicity (34 C.F.R. Part 106).~~

#### Fund Raising by School Support Groups

~~Fund-raising by school support groups is considered a usual and desirable part of the function of such groups. Specific fund-raising activities must be approved in advance by the principal.~~

~~The principal must be consulted before any expenditure of such funds. All such funds raised by school adjunct groups are to be used for direct or indirect support of school programs. Equipment purchased by support groups and donated to the schools becomes the property of the District and may be used or disposed of in accordance with District policy and state law.~~

#### Policy History:

Adopted on: February 2007

Revised on: April 15, 2008

*Note: School-support Organization section was revised to add language on open and unrestricted membership, language regarding parent organizations and booster clubs use of School District logo, and adds language regarding person designated as liaison for these organizations. It also encourages building staff participation.*

---

~~<sup>3</sup>Booster clubs present potential liabilities to a school district beyond loss of funds because they seldom are properly organized (they generally are not incorporated or otherwise legally recognized), carry no insurance, raise and handle large sums, and club members hold themselves out as agents of the school (after all, no funds could be raised but for the school connection). A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its attorney, to minimize liability, such as adding a requirement to item 6 above that the club: (1) operate under the school's authority (activity accounts); or (2) be properly organized and demonstrate fiscal responsibility by being a 501(c)(3) organization, obtaining a bond, and/or arranging regular audits. Ultimately, the best way to minimize liability is to be sure that the district's errors and omissions insurance covers parent organizations and booster clubs.~~

**SCHOOL FACILITIES/GROUNDS USE AND LIABILITY RELEASE AGREEMENT**

**Jefferson High School District #1**

Organization or Individual Requesting Facility Use: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Date and Hours of Requested Use: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

**Will there be an admission fee? If so, how much?** \_\_\_\_\_

**Premises and Conditions**

Conditions of Facilities Use - Use of District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco, nicotine products, or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
2. That no illegal games of chance or lotteries will be permitted.
3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities.
5. The presence of weapons, including firearms, must be previously reviewed and approved by the Board of Trustees in accordance with Montana law.

**Rent and Deposit**

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services (if any) provided by the District, the sum of \$ \_\_\_\_\_, and this shall be due \_\_\_\_\_ days in advance. The requesting organization or individual shall be responsible for the actual cost of repair or replacement, including costs, disbursements, and expenses, resulting while it has use of the premises.

**Indemnification**

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any liability, expenses, costs (including attorney's fees), damages, and/or losses arising out of injury or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the District facility, which are not the result of fraud, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District. The undersigned organization or individual accepts and assumes all such risks and hazards and does hereby release the School District from any and all liability including, but not limited to bodily injury, personal injury, and/or property damage which are not the result of fraud committed, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District.

**Insurance**

The user of the facility shall provide the District with a certificate of insurance and endorsement to their property and liability policy. Said certificate and policy endorsement shall name the District as an additional insured. The certificate and policy shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility. The insurance shall provide for amounts not less than \$1,000,000 for bodily injury or death to any one person or resulting from any one accident, and \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury and property damage for \$1,000,000. The certificate shall contain a provision that the



insurer not cancel or refuse to renew without giving the District written notice at least 10 days before the effective date of the cancellation or non-renewal.

**Special Events Coverage**

The district requires the event holder to purchase a special event liability policy for the event, and to name the district as an additional insured on the policy. The event holder should provide the district with a certificate insurance outlining the coverage limits and that the district has been named as an additional insured on the policy. Minimum coverage limits of \$1,000,000 per occurrence and \$2,000,000 aggregate should be purchased.

**Non-Discrimination**

The District will consider requests for use of district facilities for political purposes and activity in accordance with Montanan law. The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

**District's Rights**

The District reserves the right to cancel this Agreement, when it is determined by the District that the facilities are needed for school purposes.

\_\_\_\_ DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**Jefferson High School District**

**Requesting Organization or Individual:**

|          |               |
|----------|---------------|
| By _____ | By _____      |
| _____    | Address _____ |
| _____    | Phone _____   |

**Additional Obligations**

Legal Reference:

**Policy History:**

Adopted on:

Revised on:

*Revision Note:*

## COMMUNITY RELATIONS

4600

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Notice to Parents Required by No Child Left Behind Act of 2001 ("NCLB")Improving Basic Programs Operated by Local Educational Agencies

1. ~~As required by NCLB § 1111(h)(6)(A): At the beginning of each school year, a district that receives Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the district will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:~~

- ~~a. Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.~~
- ~~b. Whether the teacher is teaching under emergency or other provisional status.~~
- ~~c. The teacher's baccalaureate degree major and any other graduate certifications or degrees.~~
- ~~d. Whether paraprofessionals provide services to the student and, if so, their qualifications.~~

2. ~~As required by NCLB § 1111(h)(6)(B)(i): Districts must provide parents information on the level of achievement of the parent's child in each of the state academic assessments.~~

3. ~~As required by NCLB § 1111(h)(6)(B)(ii): Districts must provide parents timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not highly qualified.~~

Limited English Proficient Students

1. ~~As required by NCLB § 1112(g)(1)(A) and (g)(2) and § 3302(a): Districts must inform a parent of a limited English proficient child identified for participation or participating in such a program, of the reasons for their child being identified, their child's level of English proficiency, instructional method, how their child's program will meet the child's needs, how the program will help the child learn English, exit requirements for the program to meet the objectives of any limited English proficiency, and information regarding parental rights.~~

2. ~~As required by NCLB § 1112(g)(1)(B) and § 3302(b): Each district using Title I funds to provide a language instruction educational program, that has failed to make progress on the annual measurable achievement objectives described in § 3122 for any fiscal year for which part A is in effect, shall separately inform the parents of a child identified for participation or participating in such a program, of such failure not later than thirty (30) days after such failure occurs.~~

## COMMUNITY RELATIONS

4600

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~~3. As required by NCLB § 1112(g)(4) and § 3302(e): Each district shall implement an effective means of outreach to parents of limited English proficient students to inform the parents regarding how they can be involved in their child's education and be active participants in assisting their child to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging state academic achievement standards and state academic content standards expected of all students. In addition, the outreach shall include holding and sending notice of opportunities for regular meetings for formulating and responding to parent recommendations.~~

Academic Assessment and Local Education Agency and School Improvement

~~1. As required by NCLB § 1116(b)(6): Districts shall promptly provide to parents of each student enrolled in an elementary school or a secondary school identified for school improvement under § 1116(b)(1)(E)(I), for corrective action under § 1116(b)(7)(C)(I), or for restructuring under § 1116(b)(8)(A)(I):~~

~~a. An explanation of what the identification means and how the school compares in terms of academic achievement to other district schools and the state educational agency;~~

~~b. The reasons for the identification;~~

~~c. An explanation of what the school identified for school improvement is doing to address the problem;~~

~~d. An explanation of what the district or state educational agency is doing to help the school address the achievement problem;~~

~~e. An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and~~

~~f. An explanation of the parents' option to transfer their child to another public school under paragraphs (1)(E), (5)(A), (7)(C)(i), (8)(A)(i), and subsection (c)(10)(C)(vii) (with transportation provided by the agency when required by paragraph (9)) or to obtain supplemental educational services for the child in accordance with subsection (e).~~

~~2. As required by NCLB § 1116(b)(8)(c): Whenever the school fails to make adequate yearly progress and/or is restructured, the district shall provide the teachers and parents with an adequate opportunity to comment and participate in developing any plan.~~

~~3. As required by NCLB § 1116(e)(2)(A): The district shall provide annual notice to parents of:~~

~~a. The availability of supplemental education services;~~

~~b. The identity of approved providers of those services within the district or whose services are reasonably available in neighboring districts; and~~

## COMMUNITY RELATIONS

4600

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~~e. A brief description of those services, qualifications, and the demonstrated effectiveness of each such provider.~~

Parental Involvement

~~1. As required by NCLB § 1118(b): Parents shall be notified of the parental involvement policy, in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.~~

~~2. As required by NCLB § 1118(c): Each school shall:~~

- ~~a. Convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation and to explain the requirements of the NCLB and the right of the parents to be involved;~~
- ~~b. Offer a flexible number of meetings;~~
- ~~c. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under § 1114(b)(2);~~
- ~~d. Provide parents of participating children:~~
  - ~~• Timely information about programs under this part;~~
  - ~~• A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and~~
  - ~~• If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.~~

Education of Homeless Children and Youths

~~1. As required by NCLB § 722(e)(3)(C): The district shall provide written notice, at the time any homeless child or youth seeks enrollment in the school and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that:~~

- ~~a. Shall be signed by the parent or guardian;~~
- ~~b. Sets forth the general rights provided under this subtitle;~~
- ~~c. Specifically states:~~

## COMMUNITY RELATIONS

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- ~~• The choice of schools homeless children and youths are eligible to attend;~~
- ~~• That no homeless child or youth is required to attend a separate school for homeless children or youths;~~
- ~~• That homeless children and youths shall be provided comparable services, including transportation services, educational services, and meals through school meals programs;~~
- ~~• That homeless children and youths should not be stigmatized by school personnel;~~

~~d. Includes contact information for the local liaison for homeless children and youths.~~

~~2. As required by NCLB § 722(g)(2)(B)(iii): In the case of an unaccompanied homeless youth, the district shall ensure that the homeless liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.~~

~~3. As required by NCLB § 722(g)(6)(A)(iv): Each district shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.~~

### Persistently Dangerous Schools

~~If the district is identified as a persistently dangerous school,<sup>1</sup> the district must, in a timely manner:~~

- ~~1. Notify parents of each student attending the school that the state has identified the school as persistently dangerous.~~
- ~~2. Offer all students the opportunity to transfer to a safe public school within the district. If there is not another school in the district, the district is encouraged, but not required, to~~

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<sup>1</sup> ~~“Persistently dangerous public elementary school or secondary school,” in the context of the No Child Left Behind Act of 2001 (ESEA), a Montana public elementary or secondary school is considered to be persistently dangerous if each of the following two conditions exist:~~

~~(1) In each of three consecutive years, the school has a federal or state gun free schools violation or a violent criminal offense has been committed on school property, and~~

~~(2) In any two years within a three year period, the school has experienced expulsions for drug, alcohol, weapons or violence that exceed one of the following rates—~~

- ~~(a) more than five expulsions for a school of less than 250 students,~~
- ~~(b) more than 10 expulsions for a school of more than 250 students but less than 1000 students, or~~
- ~~(c) more than 15 expulsions for a school of more than 1,000 students.~~

## COMMUNITY RELATIONS

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~~explore other options such as an agreement with a neighboring district to accept transfer students.~~

~~3. For those students who accept the offer, complete the transfer.~~

~~In addition a district must also:~~

~~1. Develop a corrective action plan; and~~

~~2. Implement the plan in a timely manner.~~

~~Parental notification regarding the status of the school and the offer to transfer students may be made simultaneously.~~

Student Privacy

~~1. As required by NCLB § 1061(c)(2)(A): The student privacy policies developed by the district shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by the district. At a minimum, the district shall:~~

~~a. Provide such notice at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in such policies; and~~

~~b. Offer an opportunity for the parent to opt the student out of the activity.~~

~~2. As required by NCLB § 1061(c)(2): All districts shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., “The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request.”~~

Policy History:

~~Adopted on: February 2007~~

~~Revised on:~~

~~Repealed on:~~

Note: Repealed due to the repeal of federal No Child Left Behind Act.



**PERSONNEL**

5010

Equal Employment Opportunity and Non-Discrimination

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

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

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

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

Cross Reference: 1700 Uniform Complaint Procedure

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

Policy History:

Adopted on: February 2007

Revised on:

PERSONNEL

5120

Hiring Process and Criteria

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

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

~~Every newly hired employee must provide the school district documentation of the results of a tuberculin skin test done within the year prior to initial employment, along with the name of the tester and the date and type of test administered, unless the person provides written medical documentation that he/she is a known tuberculin reactor.~~

Certification

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

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

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

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

~~No Child Left Behind Act of 2001 (P.L. 107-110)  
37.114.1010, DPHHS Employee of School: Day Care Facility  
Care Provider~~

Policy History:

## **Jefferson High School District #1**

### **PERSONNEL**

5120

- 1 Adopted on: February 2007
- 2 Revised on:

## Applicant Rights and Consent to Fingerprint

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>8</sup> by Jefferson High School that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.
- If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.<sup>9</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>10</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency.

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at [dojitsdpublicrecords@mt.gov](mailto:dojitsdpublicrecords@mt.gov) or 406-444-3625.

*Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency.*

Signed:

\_\_\_\_\_

Name

Date

<sup>8</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>9</sup> See 28 CFR 50.12(b).

<sup>10</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

**NCPA/VCA Applicants**

To \_\_\_\_\_:  
You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to (write in Agency or Entity name) \_\_\_\_\_ for the position of \_\_\_\_\_ (please be specific)

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act (VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

1. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
2. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
3. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care.

The entity shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness and shall convey that determination to the qualified entity. The entity shall make reasonable efforts to respond to the inquiry within 15 business days.

Your Name: \_\_\_\_\_

\_\_\_\_\_  
First Middle Maiden  
Last

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

☐ I have been convicted of, or am under pending indictment for, the following crimes [include the dates, location/jurisdiction, circumstances and outcome]:

☐ I have not been convicted of, nor am I under pending indictment for, any crimes

☐ I authorize Montana Department of Justice, Criminal Records and Identification Services Section to disseminate criminal history record information to Jefferson High School.

\_\_\_\_\_  
Signature of Applicant Date

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

Prohibition on Aiding Sexual Abuse

The district prohibits any employee, contractor or agent from assisting a school employee, contractor or agent in obtaining a new job if the individual or district knows or has probable cause to believe that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or a student in violation of the law. This prohibition does not include the routine transmission of administrative and personnel files.

This prohibition does not apply under certain conditions specified by the Every Student Succeeds Act (ESSA) such as:

1. The matter has been reported to law enforcement authorities and it has been officially closed or the school officials have been notified by the prosecutor or police after an investigation that there is insufficient information to establish probable cause, or;
2. The individual has been acquitted or otherwise cleared of the alleged misconduct, or;
3. The case remains open without charges for more than 4 years after the information was reported to a law enforcement agency.

Legal Reference: ESSA section 8038, § 8546

Policy History:

Adopted on:

Revised on:

*Revision Note:*



PERSONNEL

5329

Long-Term Illness/Temporary Disability~~/Maternity Leave~~

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

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

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

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

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

Policy History:

Adopted on: February 2007

Revised on:

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

PERSONNEL

5329P

Long-Term Illness/Temporary Disability~~/Maternity Leave~~

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

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

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

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

Procedure History:

Promulgated on: February 2007

Revised on:

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

Maternity Leave

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

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

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

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

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

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

Legal Reference:

Policy History:

Adopted on:

Revised on:

*Revision Note:*

## PERSONNEL

5420

Teachers' Aides/ParaeducatorParaprofessionalsParaprofessionals

~~Teachers' aides/paraeducatorParaprofessionals~~, as defined in the appropriate job descriptions, are under the supervision of a principal and a teacher to whom the principal may have delegated responsibility for close direction. The nature of the work accomplished by ~~paraeducatorparaprofessional~~s will encompass a variety of tasks that may be inclusive of "limited instructional duties."

~~ParaeducatorParaprofessionals~~ are employed by the District mainly to assist the teacher. A ~~paraeducatorparaprofessional~~ is an extension of the teacher, who legally has the direct control and supervision of the classroom or playground and responsibility for control and the welfare of the students.

~~In compliance with applicable legal requirements, the Board shall require all paraeducators with instructional duties, that are newly hired in a Title I school wide program, to have:~~

- ~~1. Completed at least two (2) years of study at an institution of higher education;~~
- ~~2. Obtained an Associate's or higher degree; or~~
- ~~3. Met a rigorous standard of quality, and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects.~~

It is the responsibility of each principal and teacher to provide adequate training for a ~~paraeducatorparaprofessional~~. This training should take into account the unique situations in which a ~~paraeducatorparaprofessional~~ works and should be designed to cover the general contingencies that might be expected to pertain to that situation. During the first thirty (30) days of employment, the supervising teacher or administrator shall continue to assess the skills and ability of the ~~paraeducatorparaprofessional~~ to assist in reading, writing, and mathematics instruction.

The Superintendent shall develop and implement procedures for an annual evaluation of teachers' aides/~~paraeducatorparaprofessionals~~. Evaluation results shall be a factor in future employment decisions.

If the school receives Title I funds, the District shall notify parents of students attending the school annually that they may request the District to provide information regarding the professional qualifications of their child's paraprofessionals, if applicable.

Legal Reference: 20 U.S.C. § 6319 Qualifications for teachers and paraprofessionals  
~~Public Law 107-110, No Child Left Behind Act of 2001~~

Policy History:

## **Jefferson High School District #1**

### **PERSONNEL**

5420

- 1 Adopted on: February 2007
- 2 Revised on:

**ESSA Qualification Notifications**

**ANNUAL NOTIFICATION - OPTION TO REQUEST PROFESSIONAL QUALIFICATIONS**

Dear Parent/Guardian,

Because our District receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA), you may request information regarding the professional qualifications of your child's teacher(s) and paraprofessional(s), if applicable.

If you would like to request this information, please contact Tim Norbeck, by phone at (406) 225-3740 or by e-mail at [tim.norbeck@jhs.k12.mt.us](mailto:tim.norbeck@jhs.k12.mt.us)

Sincerely, \_\_\_\_\_

Legal Reference:

Policy History:

Adopted on:

Revised on:

*Revision Note:*



Flexible Instructor Licensing

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

• Internships

○ Available to anyone with a current license and endorsement in one subject who wants to move to a new licensed role/endorsed area.

○ Requirements must be satisfied within 3 years

○ Must include a plan between the intern, the school district and an accredited preparation program

• Provisionally Certified

○ May be issued to an otherwise qualified applicant who can provide satisfactory evidence of:

▪ The intent to qualify in the future for a class 1 or class 2 certificate and

▪ Who has completed a 4-year college program or its equivalent, and

▪ Holds a bachelor's degree from a unit of the Montana university system or its equivalent.

• Substitutes

○ Must have a GED or high school diploma

○ Will have completed 3 hours of training by the district

○ Will have submitted a fingerprint background check

(All requirements can be waived by the district if the substitute has prior substitute teaching experience in another public school from November 2002 to earlier)

○ May not substitute more than 35 consecutive days for the same teacher, however the same substitute can be used for successive absences of different staff as long as each regular teacher for whom the substitute is covering is back by 35 consecutive teaching days

• Retired Educators

○ School district must certify to OPI and TRS that the district has been unable to fill the position due to no qualified applications or no acceptance of offer by a non-retired teacher

○ No limit on the district

○ Retired teacher must have 30 years of experience in TRS

○ There is a 3 year lifetime limit on the retired individual going to work under this provision

• Class 3 Administrative License

○ Valid for a period of 5 years

○ Appropriate administrative areas include: elementary principal, secondary principal, K-12 principal, K-12 superintendent, and supervisor.

○ Must be eligible for an appropriately endorsed Class 1,2 or 5 license to teach in the school(s) in which the applicant would be an administrator or would supervise, and qualify as set forth in ARM 10.57414 through 10.57.418

*Revision Note:*

Transfers for School Safety

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

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

The transfer of such funds can be for:

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

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

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

|                         |   |
|-------------------------|---|
| <u>Legal Reference:</u> | <u>20-9-503, MCA Budgeting, tax levy, and use of building reserve</u> |
|                         | <u>fund.</u>  |
|                         | <u>20-9-236, MCA Transfer of funds – improvements to school</u>       |
|                         | <u>safety and security</u>  |

Policy History:

Adopted on:

Revised on:

*Revision Note:*

Intent to Increase Non-Voted Levy

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

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

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

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

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

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

Legal Reference: SB 307, 2017 Legislative Session

Policy History:

Adopted on:

Revised on:

*Revision Note:*

# Jefferson High School District #1

## FINANCIAL MANAGEMENT

7540FE-F  
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### Notice of Intent to Impose an Increase in Levies Form

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

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

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

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

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

Legal Reference: SB 307, 2017 Legislative Session

Legal Reference:

Policy History:

Adopted on:

Revised on:

*Revision Note:*

Transportation

The District may provide transportation to and from school for a student who:

1. Resides three (3) or more miles, over the shortest practical route, from the nearest operating public elementary or public high school.
2. Is a student with a disability, whose IEP identifies transportation as a related service; or
3. Has another compelling and legally sufficient reason to receive transportation services.

The District may elect to reimburse the parent or guardian of a student for individually transporting any eligible student.

The District may provide transportation by school bus or other vehicle or through individual transportation such as paying the parent or guardian for individually transporting the student. The Board may pay board and room reimbursements, provide supervised correspondence study, or provide supervised home study. The Board may authorize children attending an approved private school to ride a school bus, provided that space is available and a fee to cover the per-seat cost for such transportation is collected. The District may transport and charge for an ineligible public school student, provided the parent or guardian pays a proportionate share of transportation services. Fees collected for transportation of ineligible students shall be deposited in the transportation fund. Transportation issues that cannot be resolved by the trustees may be appealed to the county transportation committee.

Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act and state law.

In-Town Busing

In-town busing is defined as the busing of students within three (3) miles of their school. In-town busing is a privilege the District can discontinue at any time. The Superintendent will establish guidelines under which a student may request in-town busing.

Children in Foster Care

The Superintendent will appoint a Point of Contact (POC) to coordinate activities relating to the District's provisions of services to children placed in foster care, including transportation services. The Superintendent, or designee, will inform the Department of Health and Human Services who is the POC for the District. The District will collaborate with the Department of Health and Human Services when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or District when in the best interest of the student. Under the supervision of the Superintendent/designee, the POC will invite appropriate District officials, the Department of Health and Human Services POC, and officials



NONINSTRUCTIONAL OPERATIONS

8100

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from other districts to consider how such transportation is to be arranged and funded in a cost-effective manner.

If there are additional costs to be incurred in providing transportation to maintain a student in the school of origin, the District will provide transportation to such school if:  
The Department agrees to reimburse the District for the cost of such transportation or;  
The District agrees to pay for the cost of such transportation; or  
The District and the Department agree to share the cost of such transportation.

Definitions

“Foster Care” means 24-hour care for children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the Department has placement care and responsibility.

“School of origin” means the school in which a child is enrolled at the time of placement in foster care.

While “Best Interest” is not defined in ESSA, that determination shall take into account all relevant factors, including consideration of the appropriateness of the current educational setting, and the proximity to the school in which the child is enrolled at the time for foster care placement.

|                  |  |   |
|------------------|--|---|
| Legal Reference: | § 20-7-441, MCA  | Special education child eligibility for transportation  |
|                  | § 20-10-101, MCA   | Definitions   |
|                  | § 20-10-121, MCA   | Duty of trustees to provide transportation – types of transportation – bus riding time limitation |
|                  | § 20-10-122, MCA   | Discretionary provision of transportation and payment for this transportation                     |
|                  | § 20-10-123, MCA   | Provision of transportation for nonpublic school children   |
|                  | 10.7.101, et seq., ARM                                     | Pupil transportation  |
|                  | 10.64.101-700, et seq., ARM                                | Transportation  |
|                  | <del>No Child Left Behind Act of 2001 (P.L. 107-110)</del> |   |

Policy History:

Adopted on: February 2007

Revised on:

**STUDENTS**

3210

Equal Education, Nondiscrimination and Sex Equity

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status.

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

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

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

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

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

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

Policy History:

Adopted on: February 2007

Revised on:

**PERSONNEL**

Insurance Benefits for Employees

Newly hired employees are eligible for insurance benefits offered by the District for the particular bargaining unit to which an employee belongs.

A medical examination at the expense of the employee may be required, if the employee elects to join the District health insurance program after initially refusing coverage during the “~~open season~~enrollment period” ~~(July)~~. An eligible employee wishing to discontinue or change health insurance coverage must initiate the action by contacting the personnel office and completing appropriate forms.

Anniversary dates of the health insurance policy for the District shall be July June 1<sup>st</sup> -through May 31<sup>st</sup> June 30<sup>th</sup>.

|                  |                 |   |
|------------------|-----------------|---|
| Legal Reference: | § 2-18-702, MCA | Group insurance for public employees and officers |
|                  | § 2-18-703, MCA | Contributions                                     |

Policy History:

Adopted on: February 2007

Revised on:

FINANCIAL MANAGEMENT

7400

Credit Card Use

The Board permits the use of District credit cards by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of those individuals who will be issued a district credit card will be maintained in the business office and reported to the Board each year at its meeting in July. All credit cards will be pre-approved by the Board and will be in the name of the District.

The District shall establish a credit line not to exceed ~~Five Thousand Dollars (\$5,000)~~ ~~Fifteen~~ Ten Thousand Dollars (\$15,000) for each card issued and an aggregate credit limit of ~~Twenty Thousand Dollars (\$20,000)~~ One hundred fifty Thousand Dollars (\$150,000) for all cards issued to the District.

Credit/procurement cards may only be used for legitimate District business expenditures. The use of credit/procurement cards is not intended to circumvent the District's policy on purchasing.

Users must take proper care of these credit/procurement cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the business office and to the appropriate financial institution. Failure to take proper care of credit cards or to report damage, loss, or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel, and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit/procurement card has been used.

The Superintendent shall establish regulations governing the issuance and use of credit/procurement cards. Each cardholder shall be apprised of the procedures governing the use of the credit/procurement card, and a copy of this policy and accompanying regulations shall be given to each cardholder.

The District Clerk shall monitor the use of each credit/procurement card every month and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross Reference:     7320    Purchasing  
                             7335    Personal Reimbursements  
                             7336    Travel Allowances and Expenses

Legal Reference:     § 2-7-503, MCA     Financial reports and audits of local government entities

Policy History:

Adopted on:   February 2007

1 Revised on: August 16, 2011; November 2014

2nd Reading