

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

\* 6:30 p.m. March 19, 2019 \*          Jefferson High School Library

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

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

**A. Call to order-Chairperson**

1. Pledge of Allegiance

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

**C. Student Report**

**D. Staff Report**

**E. Committee Reports - brief review**

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

1. Clerk/Business Manager
  - a. Audit
2. Principal/A.D.
3. Superintendent

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

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

1. Personnel – Action
  - a. Substitute applications – J. Mostad, L. Carrizales, L. Bischoff
  - b. Resignations – N. Strozewski – Volleyball, J. Michaud – Wrestling, R. Tomich – Custodial Sub.
  - c. Principal Evaluation – possible closed session
  - d. Business Manager Evaluation – possible closed session
  - e. Winter Coaches Evaluations – possible closed session
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. SMA update
4. SRO
5. Seating of Basin Area Trustee
6. 1<sup>st</sup> Reading of Policies
  - a. 3300 Suspension & Expulsion – Corrective Action & Punishment
  - b. 5330 Maternity Leave
  - c. 5329 and 5329(F) Long-term Illness/Temporary Disability/Maternity Leave
  - d. 5010 Equal Employment Opportunity and Non-discrimination
  - e. 5460 Electronic Resources and Social Networking
  - f. 5500 Payment of Wages Upon Termination
  - g. 7530 Procurement of Supplies or Services
  - h. 1112 Resignation
  - i. 1113 Vacancies
  - j. 1425 Abstentions from Voting
  - k. 1512 Conflict of Interest
  - l. 1700 Uniform Complaint Procedure
  - m. 2100 School Year Calendar and Day
  - n. 2160 Title 1 Parent and Family Parent Engagement
  - o. 2167 Correspondence Courses
  - p. 2168 Distance, Online, and Technology-Delivered Learning
  - q. 3110 Entrance, Placement, and Transfer

- r. 3125 Education of Homeless Children
- s. 3225 Sexual Harassment, Sexual Intimidation, and Sexual Misconduct
- t. 4301 Visitors to Schools
- u. 4315 Visitor and Spectator Conduct
- v. 4340 Public Access to District Records
- w. 4410 Relations with Law Enforcement and Child Protective Agencies
- x. 5012 Sexual Harassment, Sexual Intimidation, and Sexual Misconduct in the Workplace
- y. 5223 Personal Conduct
- z. 5256 Reduction in Force
- aa. 8225 Tobacco Free Policy
- bb. 8425 and 8425P Service Animals
- cc. 1610 Annual Goals and Objectives
- dd. 2410P High School Graduation Requirements
- ee. 1512F Relationships Defined and Chart
- ff. 2600 and 2600P Work-Experience Program
- gg. 5120P Fingerprint Background Handling Procedure
- hh. 8425F Service Animal Form – overruled by the Office of Civil Rights of the US Dept. of Education
- 7. Levy Election discussion
- 8. Trustee Election discussion
- 9. HB 307 Permissive Levy approval
- 10. 2019/20 School Calendar

***I. Communication and Comments***

- 1. Letters to the Board - Resignation(s)

***J. Commendations and Recognition***

***K. Consent Agenda***

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

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

- 1. Chair/Superintendent article for paper
- 2. March, April – certified retirement intentions 5253
  - board reviews risk management program 8300
  - board approves special education application 2161P

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING April 16, 2019 6:30 P.M. Board chair-approved agenda items are due in the district office by the last Friday of the month prior to the board meeting.**

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

**Jefferson High School Board Members**

Sabrina Steketee, chair (Boulder area position)

Kevin Harris, (At-Large 1 position)

Vacancy (Basin area position)

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

Cami Robson (Clancy area position)

Denise Brunett (MT City area position)

Larry Rasch (At-Large 3 position)

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

upon and as time permits. The Board may not respond to and will not take action on non-agenda topics at this meeting but may schedule the topic on the agenda of a subsequent meeting.

### **Mission Statement**

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

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

#### **Students:**

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

#### **Teachers:**

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

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

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

#### **Our communities:**

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

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

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

From the desk of:

*£ orie*

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March 2019

## **GENERAL REPORT ITEMS**

### PAYROLL REPORT

Payroll warrants -88566 to -88535 (direct deposits) and 41121-41160 were approved by the superintendent and paid in February.

### MASBO REGION 4

MASBO will be holding their 51<sup>st</sup> summer conference in June. The recent board meeting was very informative – HB307, upcoming legislation, etc.

### CURRENT OFFICE ITEMS

Audit update

Audit is finished and copies are available.

Job descriptions – I've started research on updating our current job descriptions.

Applications for the English and Spanish positions have been received.

### NEW BUSINESS ITEMS

Attendance agreements – Many received from Helena. Vote to accept or acknowledge.  
Basin Area trustee – Bryher Herak has been appointed by the county superintendent and will be seated at the meeting.

Levy discussion – budget information will be available at the meeting to decide whether a levy will be put before the voters. (County will conduct election.)

Trustee election – three (3) candidates have filed for the at-large 2 position. The county will conduct the trustee election.

HB 307 Permissive Levy approval – the requirement for posting is due March 28. To increase any levies, this posting must take place. Information will be provided, either in the packet or at the meeting.



March 19, 2019

Principals Report--Mr. Mike Moody

### **Academics**

Our staff has analyzed the winter MAP results. They are making modification to their curriculum and our testing procedures for the spring.

We continue work in math, science, and english curriculum alignment to ACT standards.

We have advertised for a Spanish and English teachers. We have two applicant and numerous inquiries thus far.

A preliminary course schedule had been set for next year, but we are awaiting more student requests.

All Juniors will take the ACT on April 2.

### **Attendance and Discipline**

We continue to send out attendance letters. The count as of Friday, March 16 is 17 students over 9 days, 29 over 6 days, and 60 over 4 days. We had only 2 discipline referrals last month (please see attached).

### **Career Fair**

College and career readiness is our main focus at JHS. We will also be hosting a career fair on April 17th. We will have area schools and trades set up in the gym for students to explore.

### **Activities**

Winter activities are complete. Surveys and coaches evaluations have been completed.

Spring activities have started. We have 50 in track and field, 25 golfers, and 18 girl's tennis players.

Our Senior Thespians just completed Neil Simon's "Rumors" March 13-15. They also continue to fundraise for Nationals in Lincoln, NE. Their next performance will be the Wizard of Oz on May 9,10,11 including matinees for area schools.

BPA (Business Professional of America) has qualified their web design team for nationals in May. All other team placed in the top 10 in their events at State on March 10-12.

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

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

Staff: All; Date Range: 02/20/2019~03/15/2019

Events: All Events All Roles

Group by Submitted By

Staff: 2 Events types: 2 Events: 2 Students: 3

<u>Event Type</u>	<u>Event</u>	<u>Students</u>
Tobacco Related	1	1
Physical Altercation, Minor	1	2

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

**Superintendent's Report**

Date: March 19, 2019

Agenda Item: F-3

**3a-Montana Council of Teachers of Mathematics**

On March 3rd, 15 JHS students participated in the Montana Council of Teachers of Mathematics (MCTM) regional competition held on the campus of Carroll College. Students completed a battery of tests in different areas of mathematics. Results have not been received but that information will be passed in the future. These competitions allow students to demonstrate their math talents and skills. Congratulations to all the students who participated.

**3b-MASBO Budget Workshop**

I recently attended the MASBO budget workshop in Great Falls. The workshop consisted of hands on examples and spreadsheets to help with the 2019-2020 budget. The budget process will be easier with the provided information and anticipated funds already appropriated from the state in the current legislative session.

**3c-iGraduation**

JHS has again applied for the iGraduation grant. This grant is replacing the former Graduation Matters grants that JHS received in previous years. This is a competitive grant that has already been submitted and results will be announced in the near future. Last year, JHS did not receive the grant. This year, an emphasis has been placed on increasing graduation rates and career readiness. We have reached out to families, patrons, and local businesses to support this endeavor. The grant is again being funded through the Dennis and Phyllis Washington Foundation.

**4d-Insurance Information**

PayneWest representatives will meet with JHS administration and union members Thursday March 21<sup>st</sup> regarding the insurance options and premium increases for next year. This information will now allow the district to decide insurance details and apply those numbers to the 2019-20 budget. We are much earlier in the process than previous years. The projected numbers will be provided at this meeting and I'll forward after the meeting.

**5e-Booster Club wall**

I want to acknowledge the JHS Booster Club and Kyle and Mary Eckmann for assistance in putting together the new booster supporters wall at the entrance of the high school. Please take a look at the final product. Thanks again to Kyle, Mary, the JHS Booster Club, and all who support JHS.

# JEFFERSON HIGH SCHOOL 2019-2020 SCHOOL CALENDAR

January						
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	

22-23 Semester Finals  
 23 Semester Ends  
 24 Teacher PIR Day  
 27-29 Winter MAP Testing  
*Days of Instruction 16*

February						
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

17 No School, President Day  
 26 Midterm Grade Check  
 5&26 Late Arrival(9:00am)  
*Days of Instruction 15*

March						
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				

26 End of Third Quarter  
 4&18 Late Arrival(9:00am)  
*Days of Instruction 18*

April						
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		

9 2:00 Dismissal  
 13 Spring Break  
 30 Midterm Grade Check  
 1&22 Late Arrival(9:00am)  
*Days of Instruction 17*

May/June						
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					

4-6 Spring MAP Testing  
 24 Graduation  
 25 No school Memorial day  
 June  
 4 last day  
 5 Teacher PIR  
*Days of Instruction 19*

Jefferson High School Staff	
Mr. Tim Norbeck	Superintendent
Mr. Mike Moody	Principal
Mr. Dan Sturdevant	AD
Mrs. Lorie Carey	Business Manager/Clerk
Mr. Alan Smith	Technology Director
Mrs. Linda Allen	School Secretary
Mr. Joe Michaud	School Counselor
Mr. Mike Robbins	Vocational Education
Mrs. Ester Kirsch	Paraprofessional
Mrs. Nancy Bailey	Math
Mrs. Dawn Smartnick	Business, Comp, Accounting
Mr. Fritz Beller	Social Studies
Mrs. Cassidy Parsons	Family Consumer Sciences
Mrs. Cathy Carey	Math
Mrs. Mary Drynan	Special Education
Mrs. Kelsey Voeller	English
Mr. Matthew Bowman	Music/Band
Mr. Dave Heimann	Vocational Education
Mr. Mike Hesford	English
Mr. Cody Ottman	Social Studies
Mr. Brittani Carey	Journalism
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
Ms. Sarah Layng	Library
Mrs. Mary Williams	Science
Mrs. Katie Watts	Paraprofessional
Mrs. Lynsey Williams	Paraprofessional
Mrs. Lisa Fjeldseth	Paraprofessional
Mr. Kyle Lyon	Maintenance
Mr. David Miller	Maintenance
Mr. Keven Burton	Maintenance
Mr. Jeff Guay	Paraprofessional

Semester Breakdown	
Semester 1:	Days: 76 Hours: 560
Semester 2:	Days: 73 Hours: 539.5
<b>Year Total:</b>	<b>Days: 149 Hours: 1099.5</b>

August						
S	M	T	W	TH	F	S
		1	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

16 fall Sports Begin  
 22 Teacher PIR Day  
 26 Freshman Orientation  
 27 First Day of School  
*days of instructions 4*

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					

2 No School Labor Day  
 9-12 Homecoming week  
 13 Teacher PIR Day  
 26 midterm Grade Check  
 4&18 Late Arrival(9:00am)  
*Days of Instruction 16*

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		

7-9 Fall MAP Testing  
 2&23 Late Arrival(9:00am)  
 31 End of First Quarter  
 17-18 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

21 Winter Sports Begin  
 27 No School Thanksgiving  
*Days of Instruction 14*

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		

12 Midterm Grade Check  
 19 2:00 Dismissal  
 23-2 No School Winter Break  
*Days of Instruction 12*

January						
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		

22-23 Semester Finals  
 23 Semester Ends  
 24 Teacher PIR Day  
 27-29 Winter MAP Testing  
*Days of Instruction 16*

February						
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

17 No School, President Day  
 26 Midterm Grade Check  
 5&26 Late Arrival(9:00am)  
*Days of Instruction 15*

March						
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				

26 End of Third Quarter  
 4&18 Late Arrival(9:00am)  
*Days of Instruction 18*

April						
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		

9 2:00 Dismissal  
 13 Spring Break  
 30 Midterm Grade Check  
 1&22 Late Arrival(9:00am)  
*Days of Instruction 17*

May/June						
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					

4-6 Spring MAP Testing  
 24 Graduation  
 25 No school Memorial day  
 June  
 4 last day  
 5 Teacher PIR  
*Days of Instruction 19*

Aug 26 & 27 students until 2:00pm



**#9 Facilities survey proposal – SMA architectural firm.** Mr. Rasch presented information for the proposal. The cost for the total proposal is \$22,000. It would take \$12,000 to conduct a survey and to hold community and staff meetings. It could start in April and would be completed by June. Mr. Harris added that his concern was that the school be able to address the needs of all the students in the district whether that be expansion of the current campus or an additional campus on the north end. Ms. Robson stated that the committee meeting attendees were somewhat split on whether the entire proposal be contracted or split into two sections. Ms. Steketeer asked Tony Koenig if MtSBA had done this type of work before. He said that they had not specifically but did not see why they couldn't. Mr. Harris moved to hire SMA to start the process for \$12,000. Mr. Rasch seconded the motion. Ms. Robson commented that it is important that administration be involved. Ms. Joni Lee asked what manner in which this data/survey would be administered. The motion passed 5 to 1 with Mr. Pierce voting "nay".

**#10 Policy 4330 proposed changes.** The committee that met felt that the policy does not need to be changed but that the manner in which the south gym is used and the approval for such does need to be revised. Mr. Norbeck and Mr. Moodry decided that assistant coaches will receive keys and fobs. The weight room use will have different requirements than the use of the south gym. Mandy McMaster asked what "community gym times" means. Ms. Robson stated that a schedule from the school would be posted for availability. Tina Bartle asked if Mr. Sturdevant has been informed – Mr. Moodry and Mr. Norbeck will inform. Mr. Moodry will take responsibility for the calendar. Fobs can be set for private individual use times.

**#5 SRO (School Resource Officer) presentation – Tony Koenig** Powerpoint presentation.

**#6 Website layout, contents, calendar** Mr. Harris stated that this item originated from his frustration in finding information. Mr. Moodry and Mr. Norbeck are researching a new website provider that can be integrated with other applications. Their goal is to have it established by the beginning of the next school year. Plan for an update at the April 16 meeting.

**#4 Basin Trustee Vacancy** Bryher Herrick is interested in running for the Basin position.

#### **STAFF REPORT**

None.

#### **COMMITTEE REPORTS**

Addressed above.

#### **ADMINISTRATIVE REPORTS**

*Clerk/business manager.* In written form.

*Principal.* In written form. Mr. Moodry wanted to emphasize the two addition diploma tracks – 20 credit for AYA/YDI and some on special approval, Hi-Set vocational career diploma. He also presented a 24-credit honors/fast track.

*Superintendent.* In written form. Mr. Norbeck reviewed several of the items in his report.

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

1. **Personnel.**
  - a. **Substitute applications.** None.
  - b. **Superintendent Evaluation** – closed session 9:02 Back in at 10:08.
2. **Attendance Agreements** Several new students have enrolled through YDI. Mr. Pierced moved Mr. Rasch seconded the motion, which passed unanimously.
3. **Call for Elections – Levy and Trustee.** Mr. Rasch moved to approve a resolution for a Trustee and Levy election. Mr. Harris seconded the motion, which passed unanimously.
4. **Basin trustee position.**
5. **SRO presentation – Tony Koenig**
6. **Website, layout, contents, calendar**
7. **Meeting Posting Requirements.**
8. **Part-time policy/meetings position.**
9. **Facilities survey proposal - SMA**
10. **Policy 4330 proposed changes – possible 1<sup>st</sup> reading.**

### **LETTERS**

Letters of resignation received from N. Strozewski – Volleyball and L. Carey - Basketball

**COMMENDATIONS** Thespians at festival are going to Nationals. Jazz Dinner. L. Carey – service to bball, state placer at wrestling, boys’ bball to divisional, school pantry, Heimann – for getting kids outdoors, Boys’ state presentation by Nathan Rasch, Mr. Heimann’s class for making bike racks, years of increased enrollment, NHS blood drive,

### **CONSENT AGENDA**

Ms. Robson moved to approve the consent agenda. Ms. Brunett seconded the motion, which passed unanimously.

### **FOLLOWUP/ADJOURNMENT**

The meeting adjourned at 10:20.

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Chair, Jefferson High School Board

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Clerk, Jefferson High School Board

03/15/19  
08:13:30

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/19

Page: 1 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
19785	45169S	5021 PACIFIC SOURCE HEALTH PLANS	1,177.30					
1		1828700056 02/15/19 Retiree premium	694.44*		201	100-1000	260	
2		1828700056 02/15/19 Retiree premium DH	482.86		289	675		
19787	45176S	259 BILLINGS HOTEL AND CONVENTION	100.73					
1		338074 02/11/19 AD wrestling lodging	100.73*		201	720-3500	582	
19788	45174S	3766 ACADIA MONTANA	2,452.61					
1		2494101 02/18/19 alta care	2,452.61*		215	280-1000	330	524
19789	45175S	4878 ANNETTE SMITH ELECTRIC INC	477.00					
1		1097 02/19/19 light switches, flag pole ligh	477.00*		201	100-2600	440	
19790	45193S	1645 VERIZON WIRELESS	30.02					
1		9823585667 02/05/19 monthly charges	30.02*		201	100-2100	531	
19792	45191S	1830 MT SCHOOL BOARDS ASSOCIATION	429.16					
1		0001001 01/31/19 SRO consult	28.50*		201	100-2300	800	
2		0000844 01/24/19 policy meeting travel	400.66*		201	100-2300	800	
19793	45188S	4283 LYONS, BONNIE	415.00					
1		02/15/19 individual trans. contract	415.00*		201	100-2700	514	
19795	45185S	4282 KONDA, STACEY	934.50					
1		02/15/19 individual trans. contract	934.50		210	100-2700	514	
19796	45192S	4370 STURDEVANT, DANIEL	25.20					
1		02/16/19 meals for dan/mike	25.20*		201	720-3500	582	
19797	45194S	4639 WEX BANK	4,726.05					
1		57598941 01/31/19 BES Route & Act .fuel	1,162.10		201	180		
2		57598941 01/31/19 GBB fuel	107.76*		201	720-3500	582	
3		57598941 01/31/19 BBB fuel	106.56*		201	720-3500	582	
4		57598941 01/31/19 Wrestling fuel	636.11*		201	720-3500	582	
5		57598941 01/31/19 Principal fuel	61.99*		201	100-2400	582	
6		57598941 01/31/19 Custodial fuel	49.48*		201	100-2600	624	
7		57598941 01/31/19 AD fuel	74.37*		201	720-3500	582	
8		57598941 01/31/19 Supt. fuel	32.20*		201	100-2300	582	
9		57598941 01/31/19 drivers ed fuel	18.83*		218	100-1000	624	
10		57598941 01/31/19 school foods fuel	27.54*		201	910-3100	624	
11		57598941 01/31/19 JHS Route fuel	2,449.11		210	100-2700	624	

03/15/19  
08:13:30

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/19

Page: 2 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
19798	45179S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	21,845.28					
1		9298 01/31/19 Route contract	17,244.36		210	100-2700	513	
2		9298 01/31/19 BBB	454.94*		201	720-3500	582	
3		9298 01/31/19 BBB downtime	130.00*		201	720-3500	582	
4		9298 01/31/19 GBB	460.10*		201	720-3500	582	
5		9298 01/31/19 GBB downtime	130.00*		201	720-3500	582	
6		9298 01/31/19 wrestling	2,715.88*		201	720-3500	582	
7		9298 01/31/19 wrestling downtime	710.00*		201	720-3500	582	
19800	45180S	4751 HELENA INK AND TONER	775.00					
1		45111 02/22/19 Copier Ink	775.00		228	100-1000	610	
19801	45187S	4498 LERUM AUTO	136.50					
1		02/19/19 Toyota oil change	62.00*		201	100-2600	440	
2		02/20/19 Suburban oil change	74.50*		201	100-2600	440	
19802	45178S	4716 DAKOTA SUPPLY GROUP INC	85.73					
1		e545970 02/20/19 plumbing parts	85.73*		201	100-2600	615	
19803	45186S	1451 L & P GROCERY	9.16					
1		01-729913 02/21/19 AuJus	9.16*		201	100-2100	610	
19804	45190S	1650 MEADOW GOLD GREAT FALLS	206.14					
1		497100 02/21/19 Miilk	206.14*		201	910-3100	630	
19805	45184S	1346 JOSTENS INC	259.02					
1		22543680 02/19/19 Diplomas,covers,trophies	259.02	9502	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
19806	45174S	3766 ACADIA MONTANA	3,096.18					
1		2535752 02/25/19 Altacare	3,096.18*		215	280-1000	330	524
19807	45177S	5261 Clement, Justin	35.00					
1		P1817568 01/02/19 Coaching class	35.00*		201	720-3500	582	
19808	45183S	1377 JOHNSON CONTROLS	991.20					
1		1-84069868 01/21/19 timer/adjustment gym heat	633.40*		201	100-2600	440	
2		1-82548951 01/16/19 Boiler Pump repair	357.80*		201	100-2600	440	
19809	45189S	4786 MC Mastercard	1,372.15					
1		01/25/19 NCCE conference	360.00*		228	100-1000	582	
2		01/25/19 Air travel NCCE conf	249.30*		228	100-1000	582	
3		01/25/19 lodging NCCE conf	762.85*		228	100-1000	582	

03/15/19  
08:13:30

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/19

Page: 3 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
19810	45189S	4786 MC Mastercard	512.37					
1		419468 01/23/19 Batteries	501.90*		201	100-2600	615	
2		114732 01/24/19 Furnace filter	10.47*		201	100-2600	610	
19811	45189S	4786 MC Mastercard	591.87					
1		CC-89 01/03/19 Lectern for Math	89.99		201	625		
		AMAZON.COM						
2		CC-89 01/21/19 Windshield fluid	2.99		201	625		
		EXXON						
3		CC-89 01/20/19 MHSA lodging	117.63		201	625		
		COPPER KING HOTEL						
4		CC-89 01/29/19 MAMSP lodging	237.26		201	625		
		DELTA HOTELS						
5		1c293e5-00 01/10/19 Subscription	144.00*	9601	201	100-1512	680	
		PLAYPOSIT						
19812	45189S	4786 MC Mastercard	86.38					
1		CC-90 01/21/19 Corrective Reading workbooks	42.37		215	625		275
		AMAZON.COM						
2		CC-90 01/21/19 Corrective Reading Tchr bk	44.01		215	625		275
		AMAZON.COM						
19813	45189S	4786 MC Mastercard	1,289.85					
1		CC-91 01/18/19 21st cent ski fee chaperone	20.00		215	625		712
		DISCOVERY SKI AREA						
2		CC-91 01/26/18 Axle and tires	787.47		215	625		261
		TK TRAILER PARTS						
3		CC-91 01/28/19 Electrical Items	315.52		215	625		268
		HOME DEPOT						
4		5845777 01/11/19 saw stop blade brake	138.00*	9605	201	390-1641	615	
		ROCKLER WOODWORKING AND HARDWARE						
5		5845777 01/11/19 saw stop blade brake	28.86	9495	201	999		
		HARBOR FREIGHT						
		PO Accounting (Org/Prog/Func/Obj/Proj):				-390-1641-660-		

03/15/19  
08:13:30

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/19

Page: 4 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
19814 45189S	4786 MC Mastercard	243.00					
1	CC-92 02/02/19 Wrestling Division meals	243.00		201	625		
			CC Accounting: 201-	-720-3500-582			
	PIZZA RANCH HELENA						
19816 45182S	3374 J.W.PEPPER & SON, INC.	65.99					
1	03599939 01/23/19 music	65.99*		201	100-1470	610	
	# of Claims	27	Total:				
			42,368.39				
			42,368.39				

03/15/19  
08:13:31

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 2/19

Page: 5 of 5  
Report ID: AP110

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$12,333.42
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$20,627.97
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$6,758.16
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	\$18.83
228 TECHNOLOGY FUND	
101	\$2,147.15
289 RETIREE/COBRA INSURANCE FUND	
101	\$482.86
Total:	\$42,368.39

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
19817	45195S	4629 LAYNG, CLINT	99.99					
1		074545 02/28/19 BBB meals	99.99*		201	720-3500	582	
19818		4639 WEX BANK	5,883.07					
1		58014813 02/28/19 BES fuel	1,449.30		201	180		
2		02/28/19 JHS days	20.14*		201	100-2100	582	
3		02/28/19 BBB	436.29*		201	720-3500	582	
4		02/28/19 GBB	424.61*		201	720-3500	582	
5		02/28/19 wrestling	259.04*		201	720-3500	582	
6		02/28/19 drama	137.78*		201	710-3400	582	
7		02/28/19 band/cheer bball	136.57*		201	720-3500	582	
8		02/28/19 custodial	98.98*		201	100-2600	624	
9		02/28/19 AD bball	48.93*		201	720-3500	582	
10		02/28/19 AD wrestling	51.42*		201	720-3500	582	
11		02/28/19 route fuel	2,771.82		210	100-2700	624	
12		02/28/19 drama	48.19*		201	710-3400	583	
19819		3766 ACADIA MONTANA	2,870.05					
1		2616066 03/04/19 alta care	2,870.05*		215	280-1000	330	524
19820		1650 MEADOW GOLD GREAT FALLS	25.87					
1		497949 02/28/19 milk	25.87*		201	910-3100	630	
19821		321 BRUCO, INC	1,773.82					
1		378890 02/28/19 repairs	1,773.82*		201	100-2600	440	
19822		4080 BROADWATER HIGH SCHOOL	144.00					
1		1 02/05/19 wrestling meals divisiona	144.00*	9609	201	720-3500	582	
19824		1086 GIULIO DISPOSAL SERVICES, INC.	155.00					
1		900 02/28/19 garbage disposal	155.00*		201	100-2600	431	
19825		1377 JOHNSON CONTROLS	3,429.31					
1		1-84731731 02/22/19 hot water pump install	1,459.20*		201	100-2600	440	
2		1-84743896 02/23/19 modular heating	1,970.11*		201	100-2600	440	
19826		1002 GENERAL DISTRIBUTING	13.61					
1		00727989 02/20/19 O2	282.04*		201	390-1640	610	
2		02/28/19 credit	-268.43*		201	390-1640	610	
19827		4538 ALLTEMP HEATING AND COOLING, INC.	199.80					
1		7679 03/06/19 filters	199.80*		201	100-2600	440	

03/15/19  
08:12:33

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 3/19

Page: 2 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
19828	4633 COMMERCIAL ENERGY OF MT INC.	3,572.51				
1	nwe052195 03/04/19 gas on NWE system	3,369.51*		201	100-2600	411
2	nwe052196 03/04/19 gas on the NWE system	203.00*		201	100-2600	411
19829	5200 MOODRY, MIKE	310.88				
1	03/07/19 mileage reimbursement	310.88*		201	720-3500	582
19830	4716 DAKOTA SUPPLY GROUP INC	1,827.60				
1	e458776 01/28/19 boiler pump	1,827.60*		201	100-2600	615
19831	4708 SCHOOL IN SITES	1,800.00				
1	41632 08/21/18 legacy hosting package	1,800.00*		228	100-1000	680
19833	1451 L & P GROCERY	60.54				
1	01-734121 02/27/19 FCS groceries	10.26	9474	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-					
2	01-738940 03/06/19 bleach	50.28*		201	100-2600	610
19834	1823 MT BROOM & BRUSH COMPANY	35.76				
1	1341575 02/22/19 safe grip	35.76*		201	100-2600	610
19835	2717 CITY OF BOULDER	1,409.97				
1	311-00 03/01/19 water	546.56*		201	100-2600	421
2	311-00 03/01/19 sewer	765.44*		201	100-2600	421
3	617-00 03/01/19 tennis water	34.16*		201	100-2600	421
4	617-00 03/01/19 tennis sewer	47.84*		201	100-2600	421
5	622-00 03/01/19 outdoor water	15.97*		201	100-2600	421
19836	4761 PEAK 1 ADMINISTRATION	125.00				
1	INV0000685 02/15/19 cobra fee feb-june	125.00*		201	100-1000	260
19838	385 BOULDER MONITOR & JEFFERSON CO.	5.00				
1	1184 02/13/19 agenda ad	5.00*		201	100-2500	540
19840	3766 ACADIA MONTANA	2,417.80				
1	2644536 03/11/19 alta care	2,417.80*		215	280-1000	330 524
19841	4967 CENTURY LINK	676.13				
1	1463478137 03/03/19 internet services	676.13*		228	100-1000	530
19842	1737 NORTHWESTERN ENERGY	7,093.64				
1	march 03/02/19 electric	3,479.95*		201	100-2600	412
2	march 03/02/19 electric tax	624.34*		201	100-2600	412
3	march 03/02/19 gas	2,223.34*		201	100-2600	411
4	march 03/02/19 gas tax	766.01*		201	100-2600	411

03/15/19  
08:12:33

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 3/19

Page: 3 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount			Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
19843	1608 MASBO	80.00				
1	5981 03/11/19 budget workshop	80.00*		201	100-2300	582
19845	1451 L & P GROCERY	42.86				
1	01-742671 03/12/19 FCS groceries	10.78	9474	201	999	
2	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-02-468479 03/05/19 FCS groceries	6.53	9474	201	999	
3	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-02-470654 03/11/19 FCS groceries	25.55	9474	201	999	
19846	1650 MEADOW GOLD GREAT FALLS	92.95				
1	498831 03/07/19 milk	92.95*		201	910-3100	630
19847	4754 NORRIS, MELISSA	297.00				
1	03/14/19 accompanist 16.5@\$18	297.00*		201	710-3400	330
19848	4710 OTTMAN, MICHAEL	35.00				
1	R067849977 01/14/19 fundamentals of coaching	35.00*		201	720-3500	582
19849	4776 SOUTHWEST MT SCHOOL SERVICES	99.45				
1	4178 03/13/19 travel mileage	99.45*		201	100-1000	321
	# of Claims 28	Total: 34,576.61				
		34,576.61				

03/15/19  
08:12:33

JEFFERSON HIGH SCHOOL  
Claim from Another Period Cancelled in  
For the Accounting Period: 3/19

Page: 4 of 5  
Report ID: AP100

\* ... Over spent expenditure

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Claim Warrant	Vendor #/Name	Amount				Acct/Source/		
-----	-----	-----						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj		
	*** Cancelled in 3/19 ****							
19096	5178 SHEPHERD SCHOOL	63.00						
1	05/14/18 golf state	63.00*		201	720-3500	582		
	# of Claims 1	Total: 63.00						
		63.00						



STUDENTS

1 Corrective Actions and Punishment

2  
3 The Board recognizes that every student is entitled to due process rights that are provided by  
4 law.

5  
6 Suspension

7  
8 The procedure set forth below will be followed when a proposed punishment of a student is to  
9 include denial of the right of school attendance from any single class or from a full schedule of  
10 classes for at least one (1) day.

11  
12 Before any suspension is ordered, a building administrator will meet with a student to explain  
13 charges of misconduct and a student will be given opportunity to respond to the charges.

14  
15 When a student's presence poses a continuing danger to persons or property or poses an ongoing  
16 threat of disruption to the educational process a pre-suspension conference will not be required  
17 and an administrator may suspend a student immediately. In such cases, a building administrator  
18 will provide notice of and schedule a conference as soon as practicable following the suspension.

19  
20 A building administrator will report any suspension immediately to a student's parent or legal  
21 guardian. An administrator will provide a written report of suspension that states reasons for a  
22 suspension, including any school rule that was violated, and a notice to a parent or guardian of  
23 the right to a review of a suspension. An administrator will send a copy of the report and notice  
24 to the Superintendent.

25  
26 The Superintendent will conduct a review of any suspension on request of a parent or legal  
27 guardian. A student and parent or legal guardian may meet with the Superintendent to discuss  
28 suspension. After the meeting and after concluding a review the Superintendent will take such  
29 final action as appropriate.

30  
31 Specific discipline measures, regarding make-up work, for students who are suspended from any  
32 class or from school entirely can be found in the student handbook.

33  
34 Expulsion

35  
36 The Board and only the Board may expel a student from school and may do so only after  
37 following due process procedures set forth below.

38  
39 The Board will provide written notice to a student and parent or legal guardian of a hearing to  
40 consider a recommendation for expulsion, which will be sent by registered or certified mail at  
41 least five (5) school days before the date of the scheduled hearing. A notice will include time  
42 and place of a hearing, information describing the process to be used to conduct a hearing and  
43 notice that the Board intends to conduct a hearing in closed session unless a parent or legal  
44 guardian waives a student's right to privacy.

45  
46 Within the limitation that a hearing must be conducted during a period of student suspension, a  
47 hearing to consider expulsion may be rescheduled when a parent or legal guardian submits a  
48 request showing good cause to the Superintendent at least two (2) school days before a hearing

## STUDENTS

3300P

Page 2 of 2

1 date as originally scheduled. The Superintendent will determine if a request shows good cause to  
 2 reschedule a hearing.

3

~~4 At hearing the student may be represented by counsel, present witnesses and other evidence, and  
 5 cross-examine witnesses. The Board is not bound by formal rules of evidence in conducting the  
 6 hearing.~~

4 The student has the right to be present for the duration of the hearing. At hearing the student may  
 be represented by counsel and ask questions, present perspectives, and provide witnesses or  
 documentation. The Board is not bound by formal rules of evidence in conducting the hearing.

7

### 8 Procedures for Suspension and Expulsion of Students with Disabilities

9

10 The District will comply with provisions of the Individuals with Disabilities Education Act  
 11 (IDEA) when disciplining students. The Board will not expel any special education student  
 12 when a student's particular act of gross disobedience or misconduct is a manifestation of a  
 13 student's disability. The Board may expel pursuant to its expulsion procedures any special  
 14 education student whose gross disobedience or misconduct is not a manifestation of a student's  
 15 disability. A disabled student will continue to receive education services as provided in the  
 16 IDEA during a period of expulsion.

17

18 The building administrator may suspend a child with a disability from the child's current  
 19 placement for not more than ten (10) consecutive school days for any violation of school rules,  
 20 and additional removals of not more than ten (10) consecutive schools days in that same school  
 21 year for separate incidents of misconduct, as long as those removals do not constitute a change of  
 22 placement under 34 CFR 300.519(b), whether or not a student's gross disobedience or  
 23 misconduct is a manifestation of a student's disabling condition. Any special education student  
 24 who has exceeded or who will exceed ten (10) days of suspension may temporarily be excluded  
 25 from school by court order or by order of a hearing officer, if the District demonstrates that  
 26 maintaining a student in a student's current placement is substantially likely to result in injury to  
 27 a student or to others. After a child with a disability has been removed from his or her placement  
 28 for more than ten (10) school days in the same school year, during any subsequent days of  
 29 removal the public agency must provide services to the extent required under 34 CF 300.121(d).

30

31 An administrator may remove from current placement any special education student who has  
 32 carried a weapon to school or to a school function or who knowingly possesses or uses illegal  
 33 drugs or sells or solicits the sale of a controlled substance while at school or a school function or  
 inflicts serious bodily injury on another person while at school, on school premises, or at a school  
 function under the jurisdiction. A serious bodily injury is one that involves a substantial risk of  
 death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or  
 impairment of the function of a bodily member, organ, or faculty.

34 The District will place such student in an appropriate interim alternative educational setting for  
 35 no more than forty-five (45) school days in accordance with the IDEA.

36

#### 37 Procedure History:

38 Promulgated on: February 2007

39 Revised on: November 20, 2007

1 Maternity Leave

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

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

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

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

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

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

32  
33  
34 Legal Reference:

35  
36 Policy History:

37 Adopted on:

38 Revised on:

39  
40 *Revision Note:*

PERSONNEL

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

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

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

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

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

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

Policy History:

Adopted on: February 2007

Revised on:

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

PERSONNEL

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

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

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

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

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

1 Payment of Wages Upon Termination

2  
3 When a District employee ~~quits, is laid off, or is discharged~~separates from employment, wages  
4 owed will be paid on the next regular pay day for the pay period in which the employee left  
5 employment or within fifteen (15) days, whichever occurs first.

6  
7 In the case of an employee discharged for allegations of theft connected to the employee's work,  
8 the District may withhold the value of the theft, provided:

- 9  
10 • The employee agrees in writing to the withholding; or  
11  
12 • The District files a report of theft with law enforcement within seven (7) business days of  
13 separation.

14  
15 If no charges are filed within thirty (30) days of the filing of a report with law enforcement,  
16 wages are due within a thirty-(30)-day period.

17  
18 Legal Reference: § 39-3-205, MCA Payment of wages when employee separated from  
19 employment prior to payday – exceptions

20  
21 Policy History:

22 Adopted on: February 2007

23 Revised on:

24

25 *Note: Revision included the change from 15 days to 30 days in lines 15-16.*

Procurement of Supplies or Services

The Board adopts the following provisions of the Montana Procurement Act (i.e., § 18-4-101, et seq., MCA):

- 1. § 18-4-303, MCA – Competitive sealed bidding. With the exception of construction contracts, allows the District to negotiate an adjustment of the bid price with the lowest responsible bidder in order to bring the bid within the amount of available funds, if, and only if, all bids exceed available funds and the lowest responsible bid does not exceed available funds by more than five percent (5%).
- 2. § 18-4-306, MCA – Sole source procurement. A contract may be awarded for a supply or service item without competition when, the District determines in writing that:
  - (a) there is only one source for the supply or service item;
  - (b) only one source is acceptable or suitable for the supply or service item;
 or
  - (c) the supply or service item must be compatible with current supplies or services.
- 3. § 18-4-307, MCA - Cancellation of invitations for bids or requests for proposals. An invitation for bids, a request for proposals, or other solicitation may be cancelled or any or all bids or proposals may be rejected in whole or in part, as may be specified in the solicitation, when it is in the best interests of the state. The reasons therefor must be made part of the contract file.

Legal Reference:	§ 18-4-121, et seq., MCA	Montana Procurement Act
	<u>§ 18-4-303, MCA</u>	<u>Competitive Sealed Bidding</u>
	<u>§ 18-4-306, MCA</u>	<u>Sole Source Procurement--records</u>
	<u>§ 18-4-307, MCA</u>	<u>Cancellation of invitations for bids or requests for proposals</u>
	2.5.604, ARM	Sole Source Procurement

Policy History:

Adopted on: May 21, 2002  
Revised on: February 2007, ~~XX/XX/2018-~~

*Note: The revision included the addition of lines 15-18 for additional clarification. 2018 revision adds cancellation of bid.*

THE BOARD OF TRUSTEES

1 Resignation

2  
3 The resignation of a trustee ~~of the district, must be submitted in writing to the Clerk~~ must be in  
4 ~~writing, must stipulate an effective date, and must be submitted to the Clerk of the District. A~~  
5 ~~resignation is effective seventy two (72) hours after its submission unless withdrawn during that~~  
6 ~~period by the trustee through written notification of withdrawal made to the Clerk.~~  
7

8  
9 Trustees retiring from the Board may be recognized for their service to the District by  
10 presentation of a service plaque or other appropriate activities.  
11

12  
13  
14 Legal Reference:      § 2-16-502, MCA      Resignations  
15                              § 20-3-308, MCA      Vacancy of trustee position  
16

17 Policy History:

18 Adopted on: February 2007

19 Revised on: January 2016

20 January 2016 Revision Note: Remove board ratification



THE BOARD OF TRUSTEES

Abstentions From Voting

Section 20-3-323(2), MCA, requires the minutes of each Board meeting to include the voting records of each trustee present. As a general rule trustees should vote on all issues, unless casting a vote would be a violation of law. Under Montana law, instances in which it would be unlawful or inappropriate for a trustee to cast a vote on a particular issue include, but are not necessarily limited to, ~~the following situations when the Board is considering hiring the relative of a trustee.~~

- ~~1. When hiring the relative of a trustee;~~
- ~~2. When casting a vote would directly and substantially affect, to its economic benefit, a business or other undertaking in which the trustee either has a substantial financial interest or in which the trustee is engaged as counsel, consultant, representative, or agent;~~
- ~~3. When casting a vote would directly and substantially affect a business or other undertaking to its economic detriment, where a trustee has a substantial personal interest in a competing firm or undertaking;~~
- ~~4. When casting a vote would cause a trustee to have a pecuniary interest, either directly or indirectly, in a contract made by the trustee (while acting in the trustee's official capacity) or by the Board; and~~
- ~~5. When casting a vote would put the trustee in the position of an agent or solicitor in the sale or supply of goods or services to the District.~~

In addition, a trustee shall be allowed to abstain from voting to avoid the appearance of impropriety or the appearance of a perceived conflict. If a trustee abstains from voting, the abstention should be recorded in the minutes and may include an explanation of the reasons for the abstention. The Board discourages abstentions, unless the reasons are substantiated as provided herein.

Legal References:	§ 2-2-302, MCA	Appointment of relative to office of trust or emolument unlawful – exceptions – publication of notice
	§ 20-3-323, MCA	District policy and record of acts
	§ 2-2-121, MCA	Rules of conduct for public officers and public employees
	§ 2-2-105, MCA	Ethical requirements for public officers and public employees
	§ 20-9-204, MCA	Conflicts of interests, letting contracts, and calling for bids
	§ 20-1-201, MCA	School officers not to act as agents

Policy History:

Adopted on: February 2007

Revised on:

1 Conflict of Interest

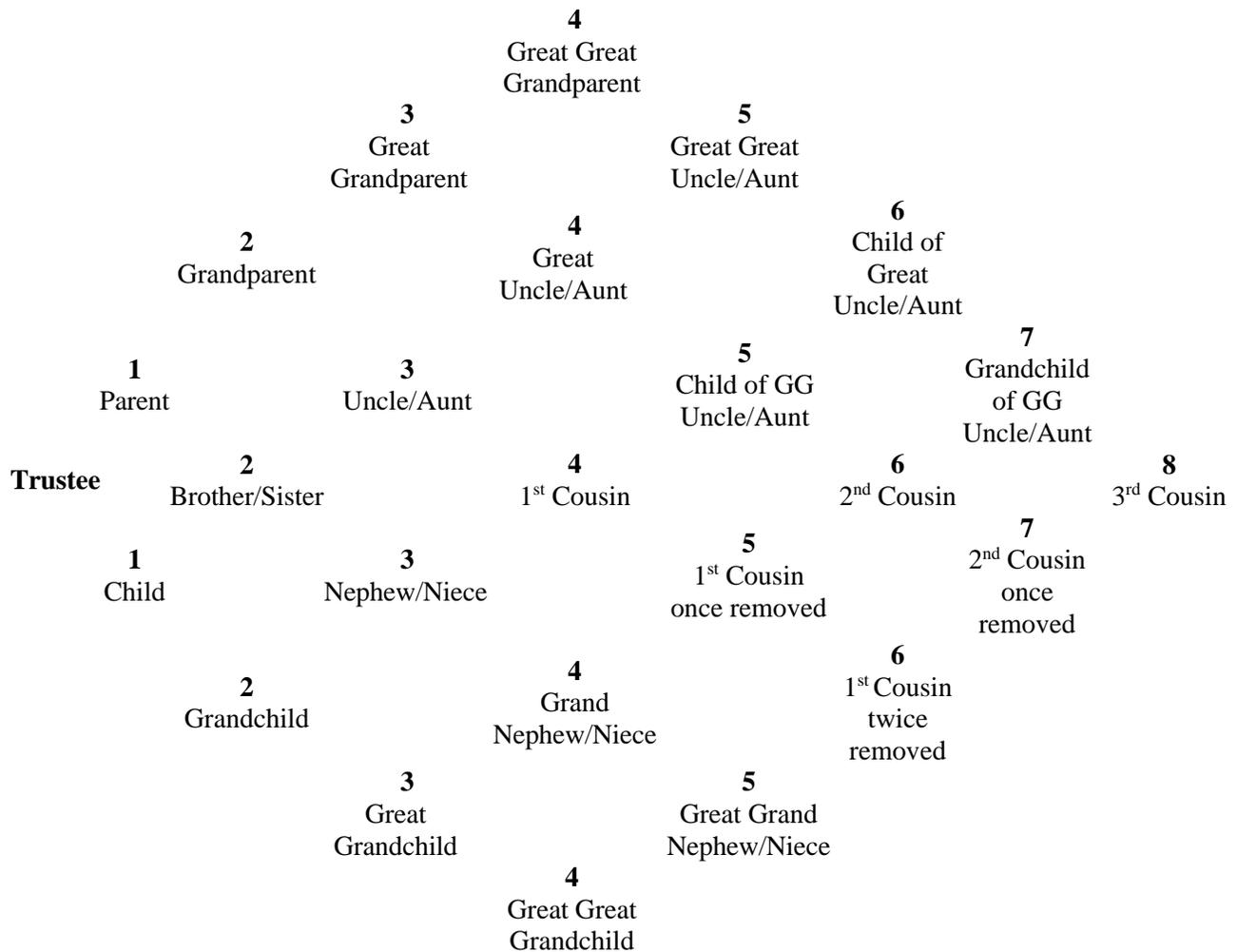
2  
3 A trustee may not:

- 4
- 5 1. Engage in a substantial financial transaction for the trustee’s private business purpose,  
6 with a person whom the trustee inspects or supervises in the course of official duties.  
7
  - 8 2. Perform an official act directly and substantially affecting, to its economic benefit, a  
9 business or other undertaking in which the trustee either has a substantial financial  
10 interest or is engaged as counsel, consultant, representative or agent.  
11
  - 12 3. Act as an agent or solicitor in the sale or supply of goods or services to a district.  
13
  - 14 4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when  
15 the trustee has more than a ten percent (10%) interest in the corporation. A contract does  
16 not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments  
17 or deposits in financial institutions that are in the business of loaning or receiving money,  
18 when such investments or deposits are made on a rotating or ratable basis among  
19 financial institutions in the community or when there is only one (1) financial institution  
20 in the community; or 3) contracts for professional services other than salaried services or  
21 for maintenance or repair services or supplies when the services or supplies are not  
22 reasonably available from other sources, if the interest of any Board member and a  
23 determination of such lack of availability are entered in the minutes of the Board meeting  
24 at which the contract is considered.  
25
  - 26 5. Be employed in any capacity by the District, with the exception of officiating at athletic  
27 competitions under the auspices of the Montana Officials Association.  
28
  - 29 6. Perform an official act directly and substantially affecting a business or other undertaking to  
30 its economic detriment when the officer or employee has a substantial personal interest in a  
31 competing firm or undertaking.  
32
  - 33 5.7. Perform an official act directly and substantially affecting to its economic benefit a business  
34 or other undertaking in which the officer or employee either has a substantial financial  
35 interest or is engaged as counsel, consultant, representative, or agent.  
36
  - 37 6.8. Appoint to a position of trust or emolument any person related or connected by  
38 consanguinity within the fourth (4<sup>th</sup>) degree or by affinity within the second (2<sup>nd</sup>) degree.  
39
  - 40 a. This prohibition does not apply to the issuance of an employment contract to a  
41 person as a substitute teacher who is not employed as a substitute teacher for more  
42 than thirty (30) consecutive school days.
  - 43 b. This prohibition does not apply to the renewal of an employment contract of a  
44 person related to a Board member, who was initially hired before the Board  
45 member assumed the trustee position.
  - 46 c. This prohibition does not apply if trustees comply with the following

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

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

Degrees of Consanguinity



1 Degree of Affinity

2

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

3

4 Policy History:

5 Adopted on: February 2007

6 Revised on September 2010

## THE BOARD OF TRUSTEES

Uniform Complaint Procedure

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

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

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

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

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

Level 1: Informal

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

Level 2: Building Administrator

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

## THE BOARD OF TRUSTEES

1700

Page 2 of 3

1 aware of such event or incident. The applicability of the deadline is subject to review by the  
 2 Superintendent to ensure the intent of this uniform complaint procedure is honored.

3  
 4 When a complaint alleges violation of Board policy or procedure, the building administrator will  
 5 investigate and attempt to resolve the complaint. The administrator will respond in writing to the  
 6 complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

7  
 8 If ~~either~~ the complainant ~~or the person against whom the complaint is filed is dissatisfied with~~  
 9 ~~the administrator's decision~~ has reason to believe the administrator's decision was made in error,  
 10 either the complainant may request, in writing, that the Superintendent review the administrator's  
 11 decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen  
 12 (15) calendar days of the administrator's decision.

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

### 28 29 Level 3: Superintendent

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

39  
 40 If ~~either~~ the complainant ~~or the person against whom the complaint is filed is dissatisfied with~~  
 41 ~~the Superintendent's decision~~ has reason to believe the Superintendent's decision was made in  
 42 error, either the complainant may request, in writing, that the Board consider an appeal of the  
 43 Superintendent's decision. (See Level 4.) This request must be submitted in writing to the

THE BOARD OF TRUSTEES

1 Superintendent, within fifteen (15) calendar days of the Superintendent’s written response to the  
2 complaint, for transmission to the Board.

3  
4 Level 4: The Board

5  
6 Upon written appeal of a complaint alleging a violation the individual’s rights under state or  
7 federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board  
8 ~~may~~ will consider the Superintendent’s decision in Level 2 or 3.

9 Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the  
10 agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than  
11 three (3) trustees to hear the appeal and make a recommendation to the Board, or (3) respond to  
12 the complaint with an explanation of why the appeal will not be heard by the Board of Trustees  
13 in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel  
14 will meet to consider the appeal and then make written recommendation to the full Board. The  
15 Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar  
16 days of the Board meeting at which the Board considered the appeal or the recommendation of  
17 the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within  
18 the period provided by law.

19  
20 Level 5: County Superintendent

21  
22 ~~When a matter falls within the jurisdiction of a county superintendent of schools, the decision of~~  
23 ~~the Board may be appealed to the county superintendent by filing written appeal within thirty~~  
24 ~~(30) Calendar days of the Board’s decision, pursuant to Montana law.~~

25  
26 Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)  
27 Title II of the Americans with Disabilities Act of 1990  
28 § 504 of the Rehabilitation Act of 1973

29  
30 Policy History:  
31 Adoption on: February 2007  
32 Revised on: April 21, 2009

33  
34 *Note: Lines 20-24 (page 1) were added to allow the Superintendent to higher an independent*  
35 *investigator if needed.*

INSTRUCTION

1 School Year Calendar and Day

2  
3 School Calendar

4  
5 Subject to §§ 20-1-301 and 20-1-308, MCA, and any applicable collective bargaining agreement  
6 covering the employment of affected employees, the trustees of a school district shall set the  
7 number of hours in a school term, the length of the school day, and the number of school days in  
8 a school week. When proposing to adopt changes to a previously adopted school term, school  
9 week, or school day, the trustees shall: (a) negotiate the changes with the recognized collective  
10 bargaining unit representing the employees affected by the changes; (b) solicit input from the  
11 employees affected by the changes but not represented by a collective bargaining agreement; (c)  
12 and from the people who live within the boundaries of the school district.

13  
14 Commemorative Holidays

15  
16 Teachers and students will devote a portion of the day on each commemorative holiday  
17 designated in § 20-1-306, MCA, to study and honor the commemorated person or occasion.  
18 The Board may from time to time designate a regular school day as a commemorative holiday.

19  
20 Saturday School

21  
22 Pupil instruction may be held on a Saturday at the discretion of a school district for the  
23 purpose of providing additional pupil instruction, provided that: (a) Saturday school is not a  
24 pupil instruction day and does not count toward the minimum aggregate hours of pupil  
25 instruction; and (b) student attendance is voluntary.

26  
27 Friday School

28  
29 Pupil instruction may be held on a Friday at the discretion of a school district for the  
30 purpose of providing additional pupil instruction, provided that: (a) Friday school is not a pupil  
31 instruction day and does not count toward the minimum aggregate hours of pupil instruction;  
32 and (b) student attendance is voluntary.

33  
34 School Fiscal Year

35  
36 At least the minimum number of aggregate hours must be conducted during each school fiscal  
37 year. The minimum aggregate hours required by grade are:

- 38 a) A minimum of 360 aggregate hours for a kindergarten program;
- 39 b) 720 hours for grades 1 through 3;
- 40 c) 1,080 hours for grades 4 through 12; and
- 41 d) \_\_\_\_\_ 1,050 hours may be sufficient for graduating seniors.

42  
43 ~~⊕~~ The minimum aggregate hours, described above, are not required for any pupil  
44 demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.

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INSTRUCTION

- 1 In addition, seven (7) pupil instruction-related days may be scheduled for the following  
 2 purposes:  
 3 1. Pre-school staff orientation for the purpose of organization of the school year;  
 4 2. Staff professional development programs (minimum of three (3) days);  
 5 3. Parent/teacher conferences; and  
 6 4. Post-school record and report (not to exceed one (1) day, or one-half (½) day at the end of  
 7 each semester or quarter).

8  
 9 The Board of Trustees may establish an advisory committee to develop, recommend, and  
 10 evaluate the school district’s yearly professional development plan.

11

12 Legal References:	§ 20-1-301, MCA	School fiscal year
	§ 20-1-302, MCA	School day and week
	§ 20-1-303, MCA	Conduct of School on Saturday or Sunday prohibited - exceptions
	§ 20-1-304, MCA	Pupil-instruction-related day
	§ 20-1-306, MCA	Commemorative exercises on certain days
	§ 20-9-311, MCA	Calculation of Annual Number Belonging
19 <u>(ANB)</u>		
	ARM 10.55.701	Board of Trustees
	ARM 10.65.101-103	Pupil-Instruction-Related Days
	ARM 10.55.714	Professional Development
	ARM 10.55.906	High School Credit

24  
 25 Policy History:  
 26 Adopted on: February 2007  
 27 Reviewed on:  
 28 Revised on: April 15, 2008, November 15, 2011, January 2016  
 29 *Note: Revisions included lines 12-16, lines 27-30(change from days to aggregate hours), and a*  
 30 *better*  
 31 *clarification of lines 34-37.*  
 32 *Note: Revisions included the addition of “Saturday School” and the legal reference of 20—*  
 33 *303, MCA.*  
 34 *January 2016 revision note: Added paragraph with option to establish an advisory committee*  
 35 *Added Friday school.*

## INSTRUCTION

2160

Page 1 of 2

Title I Parent and Family Involvement

The District endorses the parent involvement goals of Title I and encourages the regular participation of parents and family members of Title I eligible children in all aspects of the program to establish the agency's expectations and objectives for meaningful parent and family involvement. The education of children is viewed as a cooperative effort among the parents, family members, school, and community. In this policy the word "parent" also includes guardians and other family members involved in supervising the child's schools.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent and family involvement policy. This may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

At the required annual meeting of Title I parents and family members, parents and family members will have opportunities to participate in the design, development, operation, and evaluation of the program for the next school year. Proposed activities to fulfill the requirements necessary to address the requirements of parental-involvement goals shall be presented.

In addition to the required annual meeting, at least three (3) additional meetings shall be held at various times of the day and/or evening for parents and family members of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the District level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through payment of transportation and childcare costs.

The parents and family members of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents and family members to meet with the classroom

INSTRUCTION

1 and Title I teachers to discuss their child’s progress. Parents will also receive guidance as to how  
2 they can assist at home in the education of their children.

3 Each school in the District receiving Title I funds shall develop jointly with parents of children  
4 served in the program a “School-Parent Compact” outlining the manner in which parents, school  
5 staff, and students share the responsibility for improved student academic achievement in  
6 meeting state standards. The “School-Parent Compact” shall:

- 7 1. Describe the school’s responsibility to provide high quality curriculum and instruction in  
8 a supportive and effective learning environment enabling children in the Title I program  
9 to meet the state’s academic achievement standards;
- 10
- 11 2. Indicate the ways in which each parent will be responsible for supporting their child’s  
12 learning, such as monitoring attendance, homework completion, and television watching;  
13 volunteering in the classroom; and participating, as appropriate, in decisions related to  
14 their child’s education and positive use of extracurricular time; and
- 15
- 16 3. Address the importance of parent-teacher communication on an ongoing basis with, at a  
17 minimum, parent-teacher conferences, frequent reports to parents, and reasonable access  
18 to staff.
- 19

20 The activities authorized under this policy may include establishing a parent advisory board  
21 comprised of a sufficient number and representative group of parents or family members  
22 served by the district to adequately represent the needs of the population served by the  
23 district for the purposes of developing, revising, and reviewing the parent and family  
24 engagement policy.

25  
26  
27  
28 Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C.  
29 §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and  
30 212  
31 Improving America’s Schools Act, P.L. 103-382, § 1112 Local Education  
32 Agency Plans  
33 P.L. 107-110, “No Child Left Behind Act of 2001,” Title I – Improving  
34 the Academic Achievement of the Disadvantaged, § 1118  
35

36 Policy History:  
37 Adopted on: February 2007  
38 Revised on:

INSTRUCTION

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Distance Learning Courses

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

Credit for correspondence courses may be granted, provided the following requirements are met:

- 1. Prior permission has been granted by the administration;
- 2. The program fits the education plan submitted by the regularly enrolled student;
- 3. Credit is granted for the following approved schools:
  - a. Community colleges, vocational-technical institutes, four-year colleges and universities and state-approved private schools in the state of Montana; and

The District shall not be obligated to pay for a student’s correspondence courses.

Distance learning course credit for core subjects will only be granted upon administrative review and approval.

Cross Reference:	2410 and 2410P	High School Graduation Requirements
Legal Reference:	§ 20-7-116, MCA ARM 10.55.906	Supervised correspondence study High School Credit

Policy History:

Adopted on: February 2007  
Revised on: June 2014

*Revision Note: Changed list of approved schools and retitled from Correspondence Courses*

INSTRUCTION

1 Distance, Online, and Technology Delivered Learning

2  
3 For purposes of this policy, “distance learning” is defined as: instruction in which students and  
4 teachers are separated by time and/or location with synchronous or asynchronous content,  
5 instruction, and communication between student and teacher (e.g., correspondence courses, online  
6 learning, video conferencing, streaming video).

7  
8 The District may receive and/or provide distance, online, and technology delivered learning  
9 programs, provided the following requirements are met:

- 10  
11 1. The distance, online, and technology delivered learning programs and/or courses shall meet  
12 the learner expectations adopted by the district and be aligned with state content and  
13 performance standards;
- 14 2. The district shall provide a report to the Superintendent of Public Instruction documenting  
15 how it is meeting the needs of students under the accreditation standards who are taking a  
16 majority of courses during each grading period via distance, online, and/or technology-  
17 delivered programs;
- 18 3. The district will provide qualified instructors and/or facilitators as described in ARM  
19 10.55.907(3)(a)(b)(c);
- 20 4. The district will ensure that the distance, online, and technology delivered learning  
21 facilitators, receive in-service training on technology delivered instruction as described in  
22 ARM 10.55.907(3)(d); and
- 23 5. The district will comply with all other standards as described in ARM 10.55.907(4)(5)(a-e).

24  
25 The District will permit a student to enroll in an approved distance learning course, in order that such  
26 student may include a greater variety of learning experiences within the student’s educational  
27 program.

28  
29 Credit for distance learning courses may be granted, provided the following requirements are met:

- 30  
31 1. Prior permission has been granted by the principal;
- 32 2. The program fits the education plan submitted by the regularly enrolled student;
- 33 3. The course does not replace a required course offered by the District;
- 34 4. The course is needed as credit retrieval and cannot fit into the students schedule; and
- 35 5. Credit is granted for schools and institutions approved by the District after evaluation for a  
36 particular course offering.

37  
38 The District will not be obligated to pay for a student’s distance learning courses.

39  
40 The minimum aggregate hours are not required for any pupil demonstrating proficiency pursuant to  
41 20-9-311(4)(d), MCA.

42  
43  
44 Cross Reference: 2410 and 2410P High School Graduation Requirements  
45 2100 School Calendar and Year

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Legal Reference: [§ 20-9-311\(4\)\(d\), MCA Calculation of Average Number Belonging](#)  

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ARM 10.55.602 Definitions  
ARM 10.55.705 Administrative personnel; Assignment of School  
Administrators/Principals  
ARM 10.55.906 High School Credit  
ARM 10.55.907 Distance, Online, and Technology Delivered  
Learning

Policy History:

Adopted on: April 15, 2008

Revised on:

*Revision Note:*

1 Entrance, Placement, and Transfer

2  
3 Entrance, Date, and Age

4  
5 The District requires proof of identity and an immunization record for every child to be admitted  
6 to District schools. The trustees may at their discretion assign and admit a child to a school in  
7 the district who is under 6 years of age or an adult who is 19 years of age or older if there are  
8 exceptional circumstances that merit waiving the age provision.

9  
10 School Entrance

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

32  
33 Placement

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

40  
41 Transfer

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

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

1  
2 Secondary Grades (9-12) Credit Transfer: A transfer of credits from any secondary school is  
3 subject to a satisfactory examination of the following:  
4

- 5 1. Appropriate certificates of school accreditation;
- 6
- 7
- 8
- 9 2. Length of course, school day, and school year;
- 10
- 11 3. Content of applicable courses;
- 12
- 13 4. School building as it relates to credit earned (i.e., lab areas for appropriate science or
- 14 vocational instruction);
- 15
- 16 5. Appropriate evaluation of student performance leading toward credit issuance.
- 17

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

22	Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
23		§ 20-5-403, MCA	Immunization required – release and
24			acceptance of immunization records
25		§ 20-5-404, MCA	Conditional attendance
26		§ 20-5-405, MCA	Medical or religious exemption
27		§ 20-5-406, MCA	Immunization record
28		§ 44-2-511, MCA	School enrollment procedure
29		10.55.601 et seq., ARM	Accreditation Standards: Procedures
30			

31  
32 Policy History:

33 Adopted on: February 2007  
34 Revised on: April 15, 2008  
35 Revised on: January 2016, March 2018  
36

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

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**

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. To further ensure that the District is removing barriers to the educational access and success of children and youths who are homeless, and to ensure that Title 1 funding is expended in an appropriate manner, the District has adopted the dispute resolution form at 3125F. ~~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

**STUDENTS**

1 Revised on: March 2018

COMMUNITY RELATIONS

4301

1 Visitors to Schools

2

3 The District encourages visits by Board members, parents, and citizens to all District buildings.

4 All visitors shall report to the principal's office on entering any District building and comply

5 with any other applicable school safety and security policy, procedure, or protocol. School  
6 visitors shall not interfere with school operations or delivery of educational services for students.

7 Conferences with teachers should be held outside school hours or during the teacher's  
8 conference or preparation time.

9

10

11

12 Cross Reference: 4313 Disruption of School Operations

13

14 Policy History:

15 Adopted on: February 2007

16 Revised on:

Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events  
Visitor and Spectator Conduct

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

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

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

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

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

Policy History

Adopted on: February 2007

Revised on:

1 Public Access to District Records

2  
3 Within limits of an individual's right of privacy, the public will be afforded full access to  
4 information concerning administration and operations of the District. Public access to District  
5 records shall be afforded according to appropriate administrative procedures.

6  
7 "District records" include any writing, printing, ~~P~~photostating, photographing, etc. (including  
8 electronic mail), which has been made or received by the District in connection with the  
9 transaction of official business and presented for informative value or as evidence of a  
10 transaction, and all other records required by law to be filed with the District. "District records"  
11 do not include personal notes and memoranda of staff which remain in the sole possession of the  
12 maker and which are not generally accessible or revealed to other persons.

13  
14 The Superintendent will serve as the public records coordinator, with responsibility and authority  
15 for ensuring compliance with the display, indexing, availability, inspection, and copying  
16 requirements of state law and this policy. As coordinator, the Superintendent will authorize the  
17 inspection and copying of District records only in accordance with the criteria set forth in this  
18 policy.

19  
20 In accordance with Title 2, Chapter 6, MCA, the District will make available for public  
21 inspection and copying all District records or portions of records, except those containing the  
22 following information:

- 23  
24 1. Personal information in any file maintained for students. Information in student records  
25 will be disclosed only in accordance with requirements of the Family Educational Rights  
26 and Privacy Act of 1974 and adopted District policy.  
27  
28 2. Personal information in files maintained for staff, to the extent that disclosure will violate  
29 their right to privacy.  
30  
31 3. Test questions, scoring keys, or other examination data used to administer academic tests.  
32  
33 4. The contents of real estate appraisals made for or by the District relative to the  
34 acquisition of property, until the project is abandoned or until such time as all of the  
35 property has been acquired, but in no event will disclosure be denied for more than three  
36 (3) years after appraisal.  
37  
38 5. Preliminary drafts, notes, recommendations, and intra-District memoranda in which  
39 opinions are expressed or policies formulated or recommended, except a specific record  
40 shall not be exempt when publicly cited by the District in connection with any District  
41 action.  
42

1 6. Records relevant to a controversy to which the District is a party, but which would not be  
2 available to another party under the rules of pretrial discovery, for cases pending  
3 resolution.

4  
5 7. Records or portions of records, the disclosure of which would violate personal rights of  
6 privacy.

7  
8 8. Records or portions of records, the disclosure of which would violate governmental  
9 interests.

10  
11 9. Records or information relating to individual or public safety or the security of public  
12 schools if release of the information jeopardizes the safety of facility personnel, the  
13 public students in a public school.

14  
15 If the District denies any request, in whole or in part, for inspection and copying of records, the  
16 District will provide the requesting party with reasons for denial.

17  
18 If the record requested for inspection and/or copying contains both information exempted from  
19 disclosure and non-exempt information, the District shall, to the extent practicable, produce the  
20 record with the exempt portion deleted and shall provide written explanation for the deletion.

21  
22 The District will not provide access to lists of individuals, which the requesting party intends to  
23 use for commercial purposes or which the District reasonably believes will be used for  
24 commercial purposes if such access is provided. However, the District may provide mailing lists  
25 of graduating students to representatives of the U.S. armed forces and the National Guard for  
26 purpose of recruitment.

27  
28 The coordinator is authorized to seek an injunction to prevent disclosure of records otherwise  
29 suitable for disclosure, when it is determined reasonable cause exists to believe disclosure would  
30 not be in the public interest and would substantially or irreparably damage any person or would  
31 substantially or irreparably damage vital governmental functions.

32  
33  
34

35 Legal Reference: Title 20, Ch. 6, MCA School districts  
36 § 2-6-109, MCA Prohibition on distribution or sale of mailing lists –  
37 exceptions – penalty  
38 § 2-6-1001, MCA, et seq. Public Records

39

40 Policy History:  
41 Adopted on: February 2007  
42 Revised on:

1 Relations with Law Enforcement and Child Protective Agencies

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

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

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

17  
18 County Interdisciplinary Child Information and School Safety Team

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

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

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

34  
35  
36  
37 Cross Reference: 4313 Disruption of School Operations

38  
39 Legal Reference: § 20-1-206, MCA Disturbance of school – penalty  
40 § 52-2-211, MCA County Interdisciplinary Child Information  
41 and School Safety Team

42  
43 Policy History:

44 Adopted on: February 2007

45 Revised on:

## PERSONNEL

5012

page 1 of 2

Sexual Harassment, ~~Sexual Intimidation,~~ and Sexual Misconduct in the Workplace

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

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

~~3.4.~~ Such conduct deprives the individual of their rights to equal employment under District policy and state or federal law.

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

A violation of this policy may result in disciplinary action, up to and including discharge. The District is authorized to report any violation of this policy to law enforcement that is suspected to be a violation of state or federal criminal laws. -Any person who knowingly makes false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

An aggrieved person who feels comfortable doing so should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees who believe they may have been sexually harassed or intimidated should contact the Title IX Coordinator or an administrator, who will assist them in filing a complaint. An

PERSONNEL

5012

page 1 of 2

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

3  
4  
5

6 Cross Reference: 1700 Uniform Complaint Procedure

7  
8  
9

5012

page 2 of 2

10  
11

12 Legal Reference: Title VII of the Civil Rights Act, 42 U.S.C. §§ 2000(e), et seq., 29 C.F.R.  
13 § 1604.11  
14 Title IX of the Education Amendments, 20 U.S.C. §§ 1681, et seq.  
15 Montana Constitution, Art. X, § 1 - Educational goals and duties  
16 § 49-2-101, MCA Human Rights Act  
17 *Harris v. Fork Lift Systems*, 114 S.Ct. 367 (1993)

18

19 Policy History:

20 Adopted on: February 2007

21 Revised on:

**PERSONNEL**

Personal Conduct

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

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

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

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

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

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

Policy History:

Adopted on: February 2007

Revised on:

**Jefferson High School District #1**

**PERSONNEL**

5256

1 Reduction in Force

2

3 The Board has exclusive authority to determine the appropriate number of employees. A  
4 reduction in ~~certified~~-employees may occur as a result of but not be limited to changes in the  
5 education program, staff realignment, changes in the size or nature of the student population,  
6 financial considerations, or other reasons deemed relevant by the Board.

7

8 The Board will follow the procedure stated in the current collective bargaining agreement when  
9 considering a reduction in force.

10

11

12

13 Cross Reference: 5250 Nonrenewal of Employment/Dismissal from Employment

14

15 Legal Reference: § 20-4-206, MCA Notification of nontenure teacher reelection –  
16 acceptable – termination

17

18 Policy History:

19 Adopted on: February 2007

20 Revised on:

1 Tobacco Free Policy

2  
3 The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited  
4 to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic cigarettes  
5 (containing nicotine or not) and any other tobacco or nicotine delivery innovation.

6  
7 Use of tobacco products in a public school building or on public school property is prohibited,  
8 unless used in a classroom or on other school property as part of a lecture, demonstration, or  
9 educational forum sanctioned by a school administrator or faculty member, concerning the risks  
10 associated with using tobacco products or in connection with Native American cultural  
11 activities.

12  
13 For the purpose of this policy, “public school building or public school property” means:

- 14
- 15 · Public land, fixtures, buildings, or other property owned or occupied by an institution for
- 16 the teaching of minor children, that is established and maintained under the laws of the
- 17 state of Montana at public expense; and
- 18
- 19 · Includes playgrounds, school steps, parking lots, administration buildings, athletic
- 20 facilities, gymnasiums, locker rooms, and school vehicles.

21  
22 Violation of the policy by students and staff will be subject to actions outlined in District  
23 discipline policies.

24	25	26
27	Legal Reference:	§ 20-1-220, MCA
28	school	Use of tobacco product in public
29		building or property prohibited
30		§§ 50-40-101, et seq., MCA
31	1979	Montana Clean Indoor Air Act of
32		ARM 37.111.825
33		Health Supervision and Maintenance

34 Policy History:

35 Adopted on: February 2007  
36 Revised on: May 2012

37  
38 *Note: Revision adds nicotine (line 4), exception to Native American cultural activities (line 10),*  
39 *and lines 21-22. May 2012 revision added electronic cigarettes on line 4.*

NONINSTRUCTIONAL OPERATIONS

1 Service Animals

2  
3 For the purposes of this policy, state law defines a service animal as a dog or any other animal  
4 that is individually trained to do work or perform tasks for the benefit of an individual with a  
5 disability. Federal law definition of a disability includes a physical, sensory, psychiatric,  
6 intellectual, or other mental disability.

7  
8 The District shall permit the use of a miniature horse by an individual with a disability,  
9 according to the assessments factors as outlined in Policy 8425P, if the miniature horse has been  
10 individually trained to do work or perform tasks for the benefit of the individual with a disability.

11  
12 The Jefferson High School District will permit the use of service animals by an individual with a  
13 disability according to state and federal regulations. The School District will honor requests for  
14 service animals in accordance with the applicable Section 504 or Special Education policy  
15 adopted by the Board of Trustees. The work or tasks performed by a service animal must be  
16 directly related to the handler’s disability.

17  
18 Examples of work or tasks performed by the service animal to accommodate an identified  
19 disability include, but are not limited to, assisting individuals who are blind or have low vision  
20 with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the  
21 presence of people or sounds, providing nonviolent protection or rescue work, pulling a  
22 wheelchair, assisting an individual during a seizure, alerting individuals to the presence of  
23 allergens, retrieving items such as medicine or the telephone, providing physical support and  
24 assistance with balance and stability to individuals with mobility disabilities, and helping persons  
25 with psychiatric and neurological disabilities by preventing or interrupting impulsive or  
26 destructive behaviors.

27  
28 The crime deterrent effects of an animal’s presence and the provision of emotional support, well-  
29 being, comfort, or companionship do not constitute work or tasks for the purposes of this  
30 definition.

31  
32 The District may ask an individual with a disability to remove a service animal from the  
33 premises if:

- 34 • The animal is out of control and the animal’s handler does not take effective action to  
35 control it;
- 36 or
- 37 • The animal is not housebroken

38  
39 The District is not responsible for the care or supervision of the service animal.

40  
41 Individuals with disabilities shall be permitted to be accompanied by their service animals in all  
42 areas of the District’s facilities where members of the public, participants in services, programs  
43 or activities, or invitees, as relevant, are allowed to go.

44

NONINSTRUCTIONAL OPERATIONS

1 Cross Reference: Policy 8425P Procedure for allowance of service animals  
2 ~~Policy 8425F Service Animals in District Facilities Form~~  
3 Policy 2161 Special Education  
4 Policy 2162 Section 504 of the Rehabilitation Act of 1973  
5

6  
7 Legal Reference: 28 CFR 35.136 Service Animals  
8 28 CFR 35.104 Definitions  
9 49-4-203(2), MCA Definitions  
10

11  
12 Policy History:

13 Adopted on: October 2011

14 Revised on:

15

16 *Revision Note:*

NONINSTRUCTIONAL OPERATIONS

1 Service Animal Allowance Procedure

2  
3 The School District will honor requests for service animals by students or staff in accordance  
4 with the applicable Section 504 or Special Education policy adopted by the Board of Trustees.

5 The following procedures have been developed which will help guide the administration when a  
6 request for the use of a service animal has been presented by an individual with a disability.

7  
8 *Inquiries:* The administration shall not ask about the nature or extent of a person's disability, but  
9 may make two inquiries to determine whether an animal qualifies as a service animal. The  
10 administration may ask if the animal is required because of a disability and what work or task the  
11 animal has been trained to perform. The administration shall not require documentation, such as  
12 proof that the animal has been certified, trained, or licensed as a service animal. Generally, the  
13 administration may not make these inquiries about a service animal when it is readily apparent  
14 that an animal is trained to do work or perform tasks for an individual with a disability ( e.g., the  
15 dog is observed guiding an individual who is blind or has low vision, pulling a person's  
16 wheelchair, or providing assistance with stability or balance to an individual with an observable  
17 mobility disability).

18  
19 *Exclusions:* The administration may ask the individual to remove the service animal from the  
20 premises if the animal is out of control and the handler does not take effective action to control  
21 it, or if the animal is not housebroken. If the administration properly excludes the service animal,  
22 it shall give the individual the opportunity to participate in the service, program, or activity  
23 without having the service animal on the premises.

24  
25 *Surcharges:* The administration shall not ask or require the individual to pay a surcharge, even if  
26 people who are accompanied by pets are required to pay fees, or to comply with other  
27 requirements generally not applicable to people without pets. If the District normally charges  
28 individuals for the damage they cause, the individual may be charged for damage caused by his  
29 or her service animal.

30  
31 *Miniature horses assessment factors:* In determining whether reasonable modifications can be  
32 made to allow a miniature horse into a specific facility, the District shall consider:

- 33  
34 • The type, size, and weight of the miniature horse  
35 • Whether the miniature horse is housebroken, and  
36 • Whether the miniature horse's presence in a specific facility compromises legitimate  
37 safety requirements that are necessary for safe operation.

38  
39 Legal Reference:

40  
41 Policy History:

42 Adopted on: October, 2011

43 Revised on:

44

1 *Revision Note:*

1 High School Graduation Requirements

2  
3 Publication of Graduation Requirements

4 Prior to registering in high school, each student will be provided with a copy of the current  
5 graduation requirements. Graduation requirements shall also be included in the student  
6 handbook.

7  
8 Credits

9 Students shall be expected to earn a total of twenty-four (24) units in order to complete  
10 graduation requirements. Special education students who have successfully completed their IEP  
11 leading to completion of high school will be awarded a diploma.

12  
13 Waiver of Requirement

14 Graduation requirements generally will not be waived under any circumstances. However, in  
15 rare and unique hardship circumstances, the principal may recommend and the Superintendent  
16 approve minor deviation from the graduation requirements in accordance with state law.-

17  
18 Alternative Programs

19 Credit toward graduation requirements may be granted for planned learning experiences from  
20 accredited programs, such as summer school, university courses, and correspondence courses.

21  
22 Credit for work experience may be offered, when the work program is a part of and supervised  
23 by the school.

24  
25 All classes attempted at Jefferson High School and all acceptable transfer credits shall be  
26 recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as  
27 such and utilized in the calculation of Grade Point Average and class rank. Credit shall be  
28 awarded only once, regardless of repetition of the course.

29  
30 Dual Credit

31 Dual credit allows high school students to simultaneously earn credit toward both a high school  
32 diploma and college coursework that can lead to a postsecondary degree or certificate, or toward  
33 transfer to another college. As noted in the Student Handbook, the District will assign the grade  
34 given by the classroom teacher to the student's report card. The primary purpose of offering dual  
35 credit courses is to deliver high quality, introductory, college level courses to high-performing  
36 high school students. The Jefferson High School district has dual credit partnerships with post-  
37 secondary institutions. Students interested in dual credit opportunities must meet with their  
38 building administration to determine available options.

39  
40 Students should be aware of Montana High School Association on-campus attendance eligibility  
41 requirements for activity participation.

42  
43 Honor Roll

44 A student must have a minimum grade-point average of 3.00 to be placed on the regular honor  
45 roll. Specific information regarding honors at graduation are included in the student handbook.

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41

Class Rank (Grade Point Average)

Class Rank is compiled from semester grades. Courses not eligible for GPA are designated with an asterisk on the report card.

Early Graduation

Students who want to complete their high school career prior to eight semesters or the equivalent amount of attendance may do so under the following conditions:

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

In accordance with provisions of § 20-9-313, MCA, the ANB of a school may be increased when a high school district provides early graduation for a student who completes graduation requirements in less than eight semesters or the equivalent amount of secondary school enrollment. The increase must be established by the trustees as though the student had attended to the end of the school fiscal year and must be approved, disapproved, or adjusted by the superintendent of public instruction.

The Board hereby authorizes the administration to grant permission to students who have completed the minimum requirements for graduation in less than eight semesters.

Legal Reference: § 20-9-313, MCA      Circumstances under which regular average number belonging may be increased

Procedure History:

Promulgated on: February 2007

Revised on: January 2016

January 2016 Revision note: Removed Honors and Award restriction, added early graduation provisions.

Jefferson High School District #1

SECTION PERSONNEL

5120P Policy#

Page 1 of 2

Fingerprint Background Handling Procedure

1. Who needs to be fingerprinted: All individuals 18 years of age or older to be volunteers or recommended for hire by Jefferson High School District need to be fingerprinted.
2. Jefferson High School District will obtain a signed waiver from all applicants and provide written communication of applicant rights (Applicant Rights and Consent to Fingerprint Form 5122F). The Applicant Rights and Consent to Fingerprint Form will be kept on file for 5 years or for the length of employment, whichever is longer. The form will be filed in the employee's Personnel File.

Authority to Fingerprint

The Jefferson High School District will send candidates recommended for hire to an entity of the Department of Justice (DOJ) to obtain fingerprinting.

A spreadsheet of those fingerprinted is kept by Jefferson High School District to identify the individual, position being hired for, date of fingerprint, date print received, and date print billed.

Jefferson High School District staff that have received training by CRISS will process the fingerprints and send them to the DOJ.

Determination Procedures

Personnel staff that have been trained by CRISS and granted access to criminal history record information will receive the background results through their Montana State File Transfer account.

- a. Results are reviewed for determination of eligibility to hire.
- b. Any adverse reports are presented to the appropriate administrator for final approval.
- c. Determination is noted on a determination form and kept in a locked file cabinet.

Storage Procedure

Printed background is stored in a locked file cabinet in a sealed envelope marked "confidential". This file cabinet is only accessible to staff that have received CRISS training.

Dissemination Procedure

[OPTION 1]

Dissemination can only be authorized to personnel within an authorized school district for the purpose which is consistent with the original request of the CHRI.

- a. Requesting individual must submit a completed dissemination request form.
- b. Requesting individual must have worked at least five (5) days prior to the request.
- c. All disseminated copies shall be marked with "Copy".
- d. The dissemination must be recorded on a dissemination log.

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Jefferson High School District #1

SECTION PERSONNEL

5120 Policy#

Page 2 of 2

- i. The log will be maintained for three (3) years from date of entry.
- ii. The information on the dissemination log will include:
  - 1. Date record was shared
  - 2. Who sent the request (personnel name and district; only CRISS trained personnel can disseminate information)
  - 3. How the request was fulfilled.
- iii. Dissemination requests are mailed, faxed, or emailed to the requesting representative of the district.

[OPTION 2]

The Jefferson High School District will not disseminate any fingerprint information.

Destruction Procedure

- Criminal history record information will be stored with the personnel file in a sealed envelope marked “confidential” for two (2) years or the length of employment, whichever comes first. Jefferson High School District utilizes shredding for destruction of information no longer needed.
- Dissemination logs are destroyed 3 years from date of entry.

Training Procedure

- Local Agency Security Office (LASO)
  - Signed user agreement between district and CRISS
- Privacy and Security Training
  - CRISS training on CHRI required to receive background reports

Legal Reference:

Policy History:

Adopted on:

Revised on:

*Revision Note:*

NONINSTRUCTIONAL OPERATIONS

**Service Animals in District Facilities**

Please provide the following information about the service animal.

1. ~~Parent/Staff and/or emergency contact information:~~ \_\_\_\_\_  
\_\_\_\_\_

2. ~~Type of service animal (breed, age, and history):~~ \_\_\_\_\_  
\_\_\_\_\_

3. ~~Insurance company insuring the service animal:~~ \_\_\_\_\_  
~~Attached proof of insurance:~~  Received  Not Received

4. ~~Agent name and address:~~ \_\_\_\_\_

5. ~~Phone number:~~ \_\_\_\_\_

6. ~~Proof of current and proper vaccinations:~~  Received  Not Received

7. ~~Documentation of Public Access Test (PAT):~~  Received  Not Received

8. ~~Name of trainer or organization who administered the PAT:~~ \_\_\_\_\_

9. ~~Address of trainer or organization:~~ \_\_\_\_\_

10. ~~Phone number of trainer or organization:~~ \_\_\_\_\_

11. ~~List and attach any letters or other documentation from medical providers or other service providers regarding the student's/staff's need for the service animal:~~ \_\_\_\_\_  
\_\_\_\_\_

12. ~~Has the student/staff member requesting use of the animal been trained as the animal's handler?~~  Yes  No  
~~If no, who will act as the trained handler for the animal during the school day?~~ \_\_\_\_\_

13. ~~Is the student/staff able to independently care for the service animal's needs (i.e., bathroom, feeding, cleaning up messes, hygiene, etc.)~~  Yes  No

14. ~~Describe the manner in which the service animal will meet the student's/staff's individual needs:~~ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Policy History:

~~Adopted on: October, 2011~~

~~Revised on: \_\_\_\_\_~~