

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

**\* 6:30 p.m. April 16, 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
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 –
  - b. Resignation(s) – C. Layng – Boys’ Basketball
  - c. Approval of Certified Staff
  - d. Approval of Classified Staff
    - a) Stacey Burton – Janitorial
    - b) Chantel Lyon - Janitorial
  - e. Approval of Admin and Support Staff
  - f. Superintendent Evaluation – Possible Executive Session
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. SRO (School Resource Office) update
4. Approval of Prickly Pear Coop Representative
5. Certified employee retirement intention
6. Risk Management Program Policy 8300
7. Special Education Application Policy 2161P
8. 1<sup>st</sup> Reading of Policies
  - a. 7320 Purchasing
  - b. 5010 Equal Employment Opportunity and Non-discrimination
  - c. 5460 Electronic Resources and Social Networking
  - d. 3225 Sexual Harassment, Sexual Intimidation, and Sexual Misconduct
  - e. 1610 Annual Goals and Objectives
9. 2<sup>nd</sup> Reading of Policies
  - a. 3300 Suspension & Expulsion – Corrective Action & Punishment
  - b. 5330 Maternity Leave
  - c. 5329 and 5329(P) Long-term Illness/Temporary Disability/Maternity Leave
  - d. 5500 Payment of Wages Upon Termination
  - e. 7530 Procurement of Supplies or Services
  - f. 1112 Resignation
  - g. 1113 Vacancies
  - h. 1425 Abstentions from Voting

- i. 1512 Conflict of Interest
- j. 1700 Uniform Complaint Procedure
- k. 2100 School Year Calendar and Day
- l. 2160 Title 1 Parent and Family Parent Engagement
- m. 2167 Correspondence Courses
- n. 2168 Distance, Online, and Technology-Delivered Learning
- o. 3110 Entrance, Placement, and Transfer
- p. 3125 Education of Homeless Children
- q. 4301 Visitors to Schools
- r. 4315 Visitor and Spectator Conduct
- s. 4340 Public Access to District Records
- t. 4410 Relations with Law Enforcement and Child Protective Agencies
- u. 5012 Sexual Harassment, Sexual Intimidation, and Sexual Misconduct in the Workplace
- v. 5223 Personal Conduct
- w. 5256 Reduction in Force
- x. 8225 Tobacco Free Policy
- y. 8425, 8425P, and 8425F Service Animals
- z. 2410P High School Graduation Requirements
- aa. 5120P Fingerprint Background Handling Procedure (Option 2)

### ***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 months***

- 1. Chair/Superintendent article for paper
- 2. May – Election canvass, Board reorganization, MTSBA liaison appointment,

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING May 14, 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)  
 Travis Pierce vice-chair (At-Large 2 position)  
 Larry Rasch (At-Large 3 position)

Kevin Harris, (At-Large 1 position)      Vacancy (Basin area position)  
 Cami Robson (Clancy area position)      Denise Brunett (MT City area position)

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

### **Mission Statement**

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

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

***Students:***

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

**Teachers:**

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

**Our Administration and Board**

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

**Our communities:**

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

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

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



April 16, 2019

Principals Report--Mr. Mike Moodry

### **Academics**

Juniors completed the ACT on April 2nd. We expect results by the end of school year. We completed the 3rd quarter and will have 4th quarter midterm at the end of the month. Work with teachers on the instructional framework continues with Mrs. Erickson providing professional development during our late in on April 17th. The focus will formative assessment. We are have conducted interviews for our open English position and will start on Spanish next week.

### **Attendance and Discipline**

We continue to send out attendance letters. The count as of Thursday, April 11 is 42 students over 9 days. We had 6 discipline referrals last month (please see attached).

### **Career Fair**

Our career fair is April 17. We will have over 25 tech schools, trades organizations, and potential employers, and military attending. We are very excited about the opportunity.

### **iGraduate Grant**

We are proud to announce that JHS was awarded at \$7,000 for the iGraduate grant through the Office of Higher Education. We will use the funds to focus on career and technical education opportunities.

### **Activities**

Spring sports are in full swing. The second week in April we were actually able to get in meets for all spring sports.

We will be seeking the following position for the 2019-2020 school year: Head boy's and girl's basketball, assistant wrestling, assistant volleyball. We have run ads on OPI, Helena, and Butte newspapers.

Our music department attended the District Music Festival in Butte on April 5th. They qualified 33 members for State Music Festival on May 3rd and 4th in Helena.

Skills USA competed in Havre on April 9-10 and won a Quality Chapter Award. Individual results were as follows: Alexis Winstead (Statesman Award), Mathias Patterson (1st Place Intermediate Drafting), Richie Elshire (3rd Combo Welding)

JHS National Honor Society inducted 13 new members April 15th 7:00.



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

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

Staff: All; Date Range: 03/18/2019~04/11/2019

Events: All Events All Roles

Group by Submitted By

Staff: 4 Events types: 3 Events: 8 Students: 12

Event Type	Event	Students
Insubordination (Disobedience)	1	1
Tobacco Related	1	1
Harassment, Nonsexual	2	6
Insubordination (Disobedience)	2	2
Insubordination (Disobedience)	2	2

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

**Superintendent's Report**

Date: April 16, 2019

Agenda Item: E-3

**3a- Cards to invite JHS supporters to graduation**

I am again in the process of gathering photos and information to create a card to distribute to supporters of JHS and invite them to the Class of 2019 graduation. The cards created the last four years were well received and I believe it is important to personally invite supporters of JHS. It is a sign of appreciation and an opportunity to showcase JHS. Last year, an online company was used and I will follow the same format. The information below is what appeared last year for production of the cards.

1. Company
2. Costs - \$1 an invitation (approximate)
3. Numbers – 100-150
4. Determine distribution schedule

**Recommendation**

Provide support for production and distribution of graduation announcements

**3b-Facility updates**

Currently, we are developing a plan for facility improvements. The list includes carpeting in the library, security updates, FCS room remodel and updates, possible storage facility, and paving in front of the school. Year end funds and Building Reserve will be used to address these areas.

**3c-2017-18 Student Enrollment Projections**

Mr. Michaud has given the preliminary enrollment numbers for next year. The following are the numbers for each class: Seniors-80, Juniors-65, Sophomores-65, Freshman-60, AYA-15-20. The total projected student population is between 275-280. The recent student increase over the last four years has led to expanding a couple of FTE's. JHS is currently advertising for a part-time Spanish Instructor, and fulltime English Instructor.

### **3d-School Resource Officer**

Continuing the process of implementation for the 2019-2020 school year.

#### Recommendation

Provide additional financial support for this position

### **3e- Mental Health First Aid Training**

Three student classes have been completed and two adult trainings. The sessions have gone well and there has been positive feedback from students and trainers.

### **3f –Publication regarding school district levies**

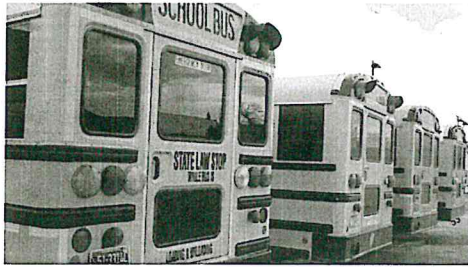
I have included a document of the publication of levies in the immediate area. Keith Hammonds of the Boulder Monitor put it together.



# 2019-2020 school district levies, explained

Each spring, Montana school districts are required to post legal notices of their intent to increase non-voted levies. The data they provide are preliminary and may well change before budgets are set in August — but they indicate what to expect. School budgeting is complex, so we've

annotated the notices that appeared in the Monitor with intelligence from interviews with Lorie Carey, business manager at Jefferson High School; Maria Pace, principal, and Britton Mann, clerk, of Boulder Elementary; and Kendra Fanning, principal at Clancy School. —Keith Hammonds



The District's contract with Harlow's Transportation for bus service includes a 9.8% increase for next year.

## Clancy School District

Fund supported	Estimated change in revenues*	Estimated change in mills*	Estimated impact, home of \$100,000	Estimated impact, home of \$200,000
Transportation	\$14,000 increase	2.13 increase	\$2.88 increase	\$5.76 increase
Tuition	\$30,000 increase	4.55 increase	\$6.14 increase	\$12.28 increase

Clancy expects three new special education students next year who will need additional support.

## Basin Elementary School District

The original notice mistakenly reported the estimated budget as \$20,000, which actually is the increase. It anticipates the hiring of a second para-professional for special needs students.

Fund supported	Estimated budget needed	Estimated change in mills	Estimated impact, \$100,000 home	Estimated impact, \$200,000 home
Tuition	\$42,895.00	2.77	\$3.74	\$7.48
Building Reserve	\$26,800.00		\$20.05	\$40.11

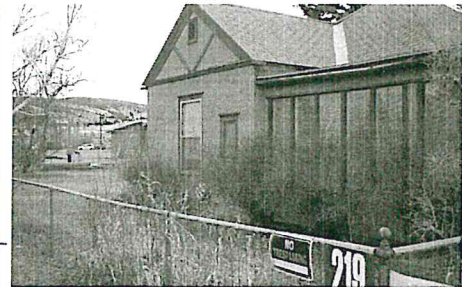
This is the first year Basin has had a building reserve. It may be applied to improvements to the 100+-year-old building, including those to bring it into compliance with the Americans with Disabilities Act.

## Boulder Elementary School District

Fund supported	Estimated budget needed	Estimated change in mills	Estimated impact, \$100,000 home	Estimated impact, \$200,000 home
Adult Education	\$15,000.00	1.77	\$2.39	\$4.79
Bus Depreciation	\$0	0	\$0	\$0
Transportation	\$180,000.00	8.73	\$11.79	\$23.58
Tuition	\$75,000.00	5.08	\$6.86	\$13.72
Building Reserve	\$36,000.00	6.99	\$9.43	\$18.87

Up from \$8,500. The school wants to offer classes in parenting, breadmaking, and more

Expenses for special education shouldn't change. But the 2018-19 budget included \$24,000 from the general fund; that expense will be shifted into the tuition fund for 2019-20.



The school bought an adjacent home hoping to using it for a garden, adult education and vocational training. The building requires asbestos remediation before it can be demolished. And the school yard needs new fencing.

## Jefferson High School District

Fund	2018-19 Actual Levies		2019-20 Projections					
	\$	Mills	\$	Mills	Change \$	Change Mills	Est Annual Tax Impact \$100K home	Est Annual Tax Impact \$200K home
General - BASE	\$ 480,710	23.10	\$ 441,481	21.23	\$ (39,230)	(1.87)	\$ (2.52)	\$ (5.04)
General - OverBASE	\$ 364,600	17.52	\$ 364,600	17.53	\$ 0.01	0.01	\$ 0.01	\$ 0.02
Transportation	\$ 119,982	5.77	\$ 146,183	7.03	\$ 26,202	1.26	\$ 1.70	\$ 3.40
Bus Depreciation	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Tuition	\$ 53,975	2.59	\$ 58,522	2.81	\$ 4,547	0.22	\$ 0.30	\$ 0.60
Adult Ed	\$ 4,127	0.20	\$ 6,100	0.29	\$ 1,973	0.09	\$ 0.12	\$ 0.24
Technology	\$ 35,000	1.68	\$ 35,000	1.68	\$ -	-	\$ -	\$ -
Flexibility	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Debt Service	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Building Reserve Permissive	\$ 39,400	1.89	\$ 42,100	2.02	\$ 2,700	0.13	\$ 0.18	\$ 0.36
Building Reserve Voted	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Grand Total	\$ 1,097,794	52.75	\$ 1,093,886	52.59	\$ (3,808)	(0.16)	\$ (0.21)	\$ (0.42)

Since student transportation is contracted out, the District has no buses to depreciate.

The high school doesn't do much adult education. But it has started a wellness program for staff and the community. You're welcome at boot camp in the gym, 5:30 a.m.

The school may increase the number of para-professionals to accommodate special-needs kids who require 1:1 instruction.

JHS has a long list of improvements that could be paid for from this fund: a new storage structure; carpeting in the library; grounds improvements; and a new security system.

The high school's student population has increased 37% over the last five years. Since it gets state funding per student, that means BASE taxes levied on residents are declining.

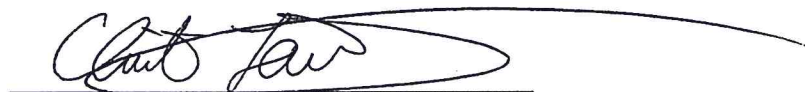
This is complex. But basically, there's a 4% jump in expected bus contract costs and a small increase in payments to families whose kids travel to schools in other districts. And state and county reimbursements should be about \$10,000 lower than this year.

TO: Jefferson High School

FROM: Clint Layng

DATE: 4-4-19

Please accept this my resignation from Jefferson High School employment as head boys' basketball coach effective 4-4-19.

A handwritten signature in dark ink, appearing to read "Clint Layng", is written over a horizontal line. The signature is stylized with a large, sweeping flourish that extends to the right.

Signature





# JEFFERSON HIGH SCHOOL

## Classified Staff Employment Application

**Paraprofessional ♦ Secretary ♦ Custodian ♦ Cook**

PO Box 838 Boulder MT 59632 Phone:(406)225-3740 Fax:(406)225-3289

Date of Application: Janitor Sub Position you are applying for: April 3, 2018

### PERSONAL DATA:

Name: Chantel Lyon  
 Address: 109 S Monroe  
 Phone: (406) 574-779 Message Phone: ( ) same Email: chantellyon.17@gmail.com

### LICENSURE/CERTIFICATION:

Do you hold a:  
 Boiler's License? no Driver's License? yes Type: D Paraprofessional Certificate: \_\_\_\_\_

Related Certification/Training: Please list all technical certification or training you have had. Do Not Include College Classes:

1. Proputy <sup>Mgmt</sup> Manager Cleaning Supervisor
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**EDUCATION:** List most recent first. Be sure to include information about classes that specifically relate to this job.

Attendance Dates	School/Location	Certificate/Degree	G.P.A.
<u>JHS</u>	<u>2012 Boulder</u>	<u>General</u>	<u>3.0</u>
<u>Utah St.</u>	<u>Logan, UT</u>	<u>—</u>	<u>—</u>

**RELATED WORK EXPERIENCE:** List most recent first.

Employment Dates	Employer Name Address & Phone	Duties
<u>2016-2017</u>	<u>Reeder Properties <sup>Logan</sup> UT</u>	<u>Cleaning supervisor/janitor</u>
<u>2014-2015</u>	<u>Real Estate of Montana <sup>Helena</sup> MT</u>	<u>Cleaning crew</u>
<u>2018-2019</u>	<u>Private Cleaning <sup>Helena</sup> MT</u>	<u>residence cleaning</u>
<u>2018-2019</u>	<u>Linda's Bridal Images <sup>Helena</sup> MT</u>	<u>Bridal consultant /</u>

May we contact your present employer? \_\_\_\_\_ If not, please explain:

assistant/janitor



**REFERENCES:** Please list three.

Name	Phone	Address	Occupation
Kevin Burton	406 461 7738	Boulder MT	JHS staff
Kyle Lyon	406 459 4234	Boulder MT	JHS staff
Linda Allen	406 225 3317	Boulder MT	the boss lady

**EQUIPMENT OPERATED:** Please list equipment, computers and software that you have used or have had training on:

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_
5. \_\_\_\_\_ 6. \_\_\_\_\_
7. \_\_\_\_\_ 8. \_\_\_\_\_
9. \_\_\_\_\_ 10. \_\_\_\_\_

**PREFERENCES:** Attach a copy of your DD 214.

Are you claiming Veteran's Preference? \_\_\_\_\_ Are you a disabled Veteran? \_\_\_\_\_

**CHILD SAFETY:**

Have you, within the past seven years, been released from prison or been convicted of any form of violence, such as assault, rape, child abuse, child molestation, extortion, blackmail, or any offense that involves drugs, embezzlement, fraud, stealing, or robbery? \_\_\_\_ If yes, please attach a separate sheet explaining the nature, place and date of the crime.

Do you consent to a fingerprint/background check as required by state and federal laws for employment in a school district? CA Initial here to indicate you understand, that if there is a cost involved in obtaining your fingerprint/background check, it will be deducted from your first paycheck: CA.

**RELEASE OF LIABILITY**

I hereby authorize Boulder Public Schools to inquire as to my record with any or all of my former and/or current employers or references with no liability arising there from. I thereby guarantee the above information is true. I understand misrepresentation or omission of facts called for is cause for dismissal.

Signature

Chantel Lyon  
or  
Chantel Palmer Lyon

Date

April 3, 2019

**Supplemental Items Attached:**

- ☐ Letter of Interest
- ☐ DD 214
- ☐ Copy of Certificates and License
- ☐ Explanation Letter(if necessary)
- ☐ Other:



# JEFFERSON HIGH SCHOOL

## Substitute Classified Staff Application

**Paraprofessional ♦ Secretary ♦ Custodian ♦ Cook**

PO Box 838 Boulder MT 59632 Phone:(406)225-3740 Fax:(406)225-3289

Position(s) you are interested in: ☒ Secretary ☐ Cook ☐ Paraprofessional/Aide ☒ Custodian Date of Application: 4/9/19

### PERSONAL DATA:

Name: Stacey Burton

Address: PO Box 1286 Boulder MT 59632

Phone: (406) 422-6031 Message Phone: (406) 853-3113 Email: Staceyburton202@gmail.com

### LICENSURE/CERTIFICATION:

Do you hold a:

Boiler's License? No Driver's License? yes Type: Class D Paraprofessional Certificate: No

Related Certification/Training: *Please list all technical certification or training you have had.*

1. Entry Level Accounting
2. \_\_\_\_\_
3. Business Procedures
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**EDUCATION:** *List most recent first. Be sure to include information about classes that specifically relate to this job.*

Attendance Dates	School/Location	Certificate/Degree	G.P.A.
93-96	Helena High School Helena, MT	Diploma	

**WORK EXPERIENCE:** *List related experiences first.*

Employment Dates	Employer Name Address & Phone	Duties
9-16 — 5-18	Youth Dynamics 406-225-4600 105 Venture Way Boulder, MT	youth councilor, maintain youth safety and teach life skills in group home setting
01-2006 04-2008	State of Montana Dept of Revenue 406-444-6900 125 N Roberts Helena, MT	provide data review, research and report services to support tax collection and enforcement activities
02-2003 01-2006	State of Montana Dept of Revenue 406-444-6900 125 N Roberts Helena, MT	monitor and maintain document tracking systems, input customer documents for development of customer profiles and accounts
04-2001 01-2006	B & B Game Birds 6260 Canyon Ferry Rd Helena, MT Phone # No longer connected	Maintained ledgers for tax preparation. Created year end profit/loss summary, balanced and reconciled bank accounts. Renewed licenses and certifications with FW&P.

May we contact your present employer? yes If not, please explain:



**REFERENCES:** *Please list two.*

Name	Phone	Address	Occupation
William Curtis	406-475-0889	400 S. Adams #23 Boulder MT 591632	manager Boulder River Pizza
Heaven Burton	406-461-7738	400 S Adams #6 Boulder MT 591632	Custodian Jefferson High School

**EQUIPMENT OPERATED:** *Please list equipment, computers and software that you have used or have had training on:*

- |                       |                        |
|-----------------------|------------------------|
| 1. personal computers | 2. Scanner             |
| 3. Copiers            | 4. fax machines        |
| 5. multi line phones  | 6. 10-key calculators  |
| 7. Hand tools         | 8. carpet scrubber     |
| 9. power tools        | 10. Excell wordperfect |

**PREFERENCES:** *Attach a copy of your DD 214.*

Are you claiming Veteran's Preference? No Are you a disabled Veteran? No

**CHILD SAFETY:**

Have you, within the past seven years, been released from prison or been convicted of any form of violence, such as assault, rape, child abuse, child molestation, extortion, blackmail, or any offense that involves drugs, embezzlement, fraud, stealing, or robbery? No If yes, please attach a separate sheet explaining the nature, place and date of the crime.

Do you consent to a fingerprint/background check as required by state and federal laws for employment in a school district? Yes Initial here to indicate you understand, that if there is a cost involved in obtaining your fingerprint/background check, it will be deducted from your first paycheck: 88.

**RELEASE OF LIABILITY**

I hereby authorize Boulder Public Schools to inquire as to my record with any or all of my former and/or current employers or references with no liability arising there from. I thereby guarantee the above information is true. I understand misrepresentation or omission of facts called for is cause for dismissal.

Stacey Burton  
Signature

4-9-19  
Date

**Supplemental Items Attached:**

- ☐ DD 214  
☐ Copy of Certificates and License  
☐ Explanation Letter(if necessary)

WORK  
 4-9-19  
 01-P  
 81-0  
 006-10  
 006-40  
 10-00  
 10

**JEFFERSON HIGH SCHOOL District #1  
PERSONNEL REPORT – Certified Teachers**

Employee	Current Position Status	Hire Date	Action	Recommendation	Effective Date	Comment
<b>I. CERTIFIED – FULL- TIME TENURED</b>					July 1, 2019	LEGEND *Resignations ~New Hires
Bieler, Fritz	History, Govt.	08/19/1993	Renew	Offer contract for 2019-20		
Carey, Cathy	Math		Renew	Offer contract for 2019-20		
Drynan, Mary	Sped (1/7 History 17/18)	07/10/2012	Renew	Offer contract for 2019-20		
Heimann, David	Voc. Welding, CAD	05/14/2013	Renew	Offer contract for 2019-20		
Hesford, Mike	English, Drama, Film	08/30/1999	Renew	Offer contract for 2019-20		
McCauley, Steve	Biology, Ecology,	08/26/1996	Renew	Offer contract for 2019-20		
Strozewski, Nicole	Math	06/18/2012	Renew	Offer contract for 2019-20		
Ternes, Dave	PE, Anatomy	08/15/1989	Renew	Offer contract for 2019-20		
Layng, Clint	2/7 Dr. Ed/PE	06/21/2011	Renew	Offer contract for 2019-20		
Ehret, Emma	Art	08/19/2014	Renew	Offer contract for 2019-20		
Bowman, Matt	Music .67	06/23/2015	Renew	Offer contract for 2019-20		
Michaud, Joe	Counselor	08/18/2015	Renew	Offer contract for 2019-20		
Smartnick, Dawn	Business (1/7 PE 17/18)	08/18/2015	Renew	Offer contract for 2019-20		
<b>II. CERTIFIED- TENURE YR</b>						
Layng, Clint	1/7 PE (1617)	08/15/2016	Renew	Offer contract for 2019-20		
Robbins, Michael	Vocational .48 (1617)	07/19/2016	Renew	Offer contract for 2019-20		
	1/14 Vocational (1617)		Renew	Offer contract for 2019-20		
<b>III. CERTIFIED NON- TENURE</b>						
Carey, Brittani	English (17/18)	6/20/2017	Renew	Offer contract for 2019-20		
Parsons, Cassidy	Family Consumer Science (17/18)	07/18/2017	Renew	Offer contract for 2019-20		
Layng, Clint	3/7 PE, 1/7 prep (17/18)	08/15/2017	Renew	Offer contract for 2019-20		
Layng, Sarah	Library (17/18)	05/15/17	Renew	Offer contract for 2019-20		
Robbins, Michael	5/14 Vocational (17/18)	07/19/2016	Renew	Offer contract for 2019-20		
Bailey, Nancy	1/7 Vocational (18/19)					
	Math (3/7 17/18)	08/15/2017	Renew	Offer contract for 2019-20		
	4/7 Math (18/19)					
Ottman, Cody	History (17/18)	01/01/2018	Renew	Offer contract for 2019-20		
Voeller, Kelsey	English (18/19)	06/15/2018	Renew	Offer contract for 2019-20		
Erickson, Jane	Literacy Coach (18/19)	06/15/2018	Renew	Offer contract for 2019-20		

JEFFERSON HIGH SCHOOL District #1  
PERSONNEL REPORT – Administration and Classified

Employee	Current Position Status	Hire Date	Action	Recommendation	Effective Date	Comment
<b>IV ADMINISTRATION YEAR-TO-YEAR</b> Moody, Mike Carey, Lorie Sturdevant, Dan	Principal Business Manager Asst. AD/Custodial Sup.	07/01/2018 10/29/2003 08/11/2009	Renew Renew Renew	Offer contract for 2019-20 Offer contract for 2019-20 Offer contract for 2019-20		LEGEND *Resignations ~New Hires
<b>V. SUPPORT YEAR-TO-YEAR</b> Allen, Linda Smith, Alan	School Secretary Technology Dir.	08/19/1992 06/18/2013	Renew Renew	Offer Contract for 2019-20 Offer contract for 2019-20		
<b>VI PARAS</b> Guay, Jeffery Fjeldseth, Lisa Williams, Lynsey Kirsch, Ester Watts, Katy	Paraprofessional Paraprofessional Paraprofessional Paraprofessional Paraprofessional	08/14/2018 10/08/2012 08/15/2015 09/11/2017 08/14/2018	Renew Renew Renew Renew Renew	Offer Contract for 2019-20 Offer Contract for 2019-20 Offer Contract for 2019-20 Offer Contract for 2019-20 Offer Contract for 2019-20		
<b>VII CUSTODIAL</b> Burton, Keven Lyon, Kyle Miller, David	Custodian Custodian Custodian	05/15/2018 12/18/2017 04/03/2018	Renew Renew Renew	Offer Contract for 2019-20 Offer Contract for 2019-20 Offer Contract for 2019-20		
<b>VII SUMMER</b> Michaud, Joe A YA teacher AYA teacher AYA teacher	Counselor	08/18/2015	Offer  Offer Offer Offer	Offer Contract for Summer19  Offer Contract for Summer19 Offer Contract for Summer19 Offer Contract for Summer19	June 5, 2019	







# MINUTES Jefferson High School Dist. 1

March 19, 2019

Regular Board Meeting

**Board members present:** Travis Pierce Cami Robson  
Kevin Harris Larry Rasch  
**Board members absent:** Sabrina Steketee Denise Brunett

**Administrators present:** Tim Norbeck, Superintendent Lorie Carey, Business Manager  
Mike Moodry, Principal Aubrey Boline, Policy Maintenance

**Visitors:** Scott Mendenhall, Audrey Mendenhall, Simonie Mendenhall, Sarah Layng, John Blodgett, Beth Emter, Andrea Dolezal, Jason Davis (SMA),

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## CALL TO ORDER

Mr. Pierce called the meeting to order at 6:30 and the members recited the pledge.

**PUBLIC COMMENT** Scott Mendenhall addressed the board for 2 issues. 1) Daughter missing several days over the maximum, requiring her to spend some time on Fridays to “make up” for those days missed. Requesting exception to the rule. 2) Volleyball records of Simonie’s statistics. Contesting the records posted that are in contrast to the statistics posted in the papers. Mr. Moodry explained what the definition of stats is in the district. The administration will review the procedures for stats.

**STUDENT REPORT** None.

**STAFF REPORT** Sarah Layng presented information about the teen mental health program. She attended a 3-day training in Las Vegas. Staff will be trained in youth mental health first aide.

## COMMITTEE REPORTS

**Technology** – met to discuss contract providers. Stayed with Century Link.

## NEW BUSINESS

- # 3. SMA (architect company) update – Jason
1. Staff questionnaire – building and high school needs in general
  2. Demographic study – projected population, current population, etc.
  3. Public outreach and engagement – town hall meetings in each community

## ADMINISTRATIVE REPORTS

*Clerk/business manager.* In written form.  
*Principal.* In written form. He reviewed a few details of the career fair planned at JHS.  
*Superintendent.* In written form. Mr. Norbeck reviewed several of the items in his report.

**UNFINISHED BUSINESS** None.

## NEW BUSINESS

6. **1<sup>st</sup> Reading of policies.** Ms. Robson moved to accept 1<sup>st</sup> reading of all policies on agenda (use option 2 on 5120P) with exception of 5010, 5460, 3225, 1610, 1512F, 2600, 2600P, and to

remove 8425F. Mr. Harris seconded the motion, which passed unanimously. Ms. Robson moved to return to committee 2600 and 2600P. Mr. Rasch seconded the motion, which passed unanimously.

**1. Personnel.**

- a. **Substitute applications.** Mr. Norbeck recommended Josh Mostad, Lisa Corrales, Lindsey Bischoff for substitute teachers. Mr. Harris moved to accept the recommendation pending background check. Ms. Robson seconded the motion, which passed unanimously.
- b. **Resignations** – N. Strozewski – Volleyball, J. Michaud – Wrestling, R. Tomich – Custodial Sub
- c. **Principal Evaluation** – Deeming that the individual's right to privacy exceeds the public's right to know – closed session. 7:51..

**2. Attendance Agreements** 8:04 resumed regular session. Received agreements from Helena. Ms. Robson moved to acknowledge the agreements. Mr. Harris seconded the motion, which passed unanimously.

**3. SMA update.** Addressed above

**4. SRO** shared info with sheriff and mayor. No response yet.

**5. Basin trustee position.** No candidate

**6. 1<sup>st</sup> Reading of Policies.** Addressed above.

**7. Levy Election discussion.** At the recommendation of Mr. Norbeck, Ms. Robson moved to authorize the business manager to cancel the levy election. Mr. Harris seconded the motion, which passed unanimously.

**8. Trustee Election discussion.** A trustee election will be held and run by the county.

**9. SB 307 Permissive Levy Approval.** Ms. L. Carey presented budget information required for posting of SB 307 requirements. Ms. Robson moved to approve the SB 307 information. Mr. Rasch seconded the motion, which passed unanimously.

**10. 2019/20 School Calendar.** Mr. Harris moved to approve the calendar. Mr. Rasch seconded the motion, which passed unanimously.

**1. Personnel Cont.**

d. Business Manager Evaluation- 8:35 closed session, back in at 8:54

e. Winter Coaches Evaluations – Mr. Moodry presented the completion of the evaluations.

**LETTERS**

Letters of resignation received from N. Strozewski, J. Michaud, R. Tomich

Letter received from Scott and Audrey Mendenhall

**COMMENDATIONS** BPA to Nationals, Rumors play, CheerFest placed 2<sup>nd</sup>, Quinn Mann 1<sup>st</sup> in jumps, spring sports numbers, All-conference All-state, Academic Allstate,

**CONSENT AGENDA**

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

**FOLLOWUP/ADJOURNMENT**

The meeting adjourned at 9:35 p.m.

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Chair, Jefferson High School Board

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Clerk, Jefferson High School Board

04/11/19  
17:13:35

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

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     |  |
| 19850  | 45236S  | 1645 VERIZON WIRELESS                                 | 30.02       |      |          |           |              |  |
| 1      |         | 9825545004 03/05/19 monthly charges                   | 30.02*      |      | 201      | 100-2100  | 531          |  |
| 19851  | 45212S  | 5201 GUARDIAN LIFE INSURANCE COMPANY OF               | 172.09      |      |          |           |              |  |
| 1      |         | 03/14/19 April Premium Hoh                            | 114.51      |      | 289      | 675       |              |  |
| 2      |         | 03/14/19 April Prem Foster                            | 57.58       |      | 289      | 675       |              |  |
| 19852  | 45230S  | 5021 PACIFIC SOURCE HEALTH PLANS                      | 1,177.30    |      |          |           |              |  |
| 1      |         | 03/14/19 Ret premiums Hoh                             | 694.44*     |      | 201      | 100-1000  | 260          |  |
| 2      |         | 03/14/19 Ret premiums Hoh                             | 482.86      |      | 289      | 675       |              |  |
| 19853  | 45204S  | 3463 BUTTE HIGH SCHOOL                                | 1,011.00    |      |          |           |              |  |
| 1      |         | 1011 03/14/19 district music festival                 | 1,011.00*   |      | 201      | 710-3400  | 582          |  |
| 19854  | 45196S  | 899 360* OFFICE SOLUTIONS                             | 150.00      |      |          |           |              |  |
| 1      |         | 315616-0 03/18/19 office supplies                     | 150.00      | 9504 | 201      | 999       |              |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- |             |      |          |           |              |  |
| 19855  | 45220S  | 4637 Mastercard                                       | 3,830.80    |      |          |           |              |  |
| 1      |         | 02/28/19 Prime fee                                    | 119.00*     |      | 201      | 100-2500  | 610          |  |
| 2      |         | 400044511 02/27/19 Tech meal                          | 22.00*      |      | 228      | 100-1000  | 321          |  |
| 3      |         | 906828-358 03/01/19 sound transit                     | 3.00*       |      | 228      | 100-1000  | 321          |  |
| 4      |         | 561251-474 02/26/19 sound transit                     | 3.00*       |      | 228      | 100-1000  | 321          |  |
| 5      |         | 06871 03/01/19 tech meal                              | 8.35*       |      | 228      | 100-1000  | 321          |  |
| 6      |         | 122960 02/27/19 tech meal                             | 7.98*       |      | 228      | 100-1000  | 321          |  |
| 7      |         | 460076 02/28/19 tech meal                             | 11.00*      |      | 228      | 100-1000  | 321          |  |
| 8      |         | 6267730 02/15/19 tech supplies                        | 27.69       |      | 228      | 100-1000  | 610          |  |
| 9      |         | 709-431236 02/16/19 BBB lodging                       | 76.89*      |      | 201      | 720-3500  | 582          |  |
| 10     |         | 893-535427 02/16/19 BBB lodging                       | 76.89*      |      | 201      | 720-3500  | 582          |  |
| 11     |         | 526-368362 02/16/19 BBB lodging                       | 76.89*      |      | 201      | 720-3500  | 582          |  |
| 12     |         | 026-850148 02/16/19 BBB lodging                       | 76.89*      |      | 201      | 720-3500  | 582          |  |
| 13     |         | 000002 03/01/19 tire chain                            | 86.75*      |      | 201      | 100-2600  | 615          |  |
| 14     |         | X15307 02/12/19 paint                                 | 23.99*      |      | 201      | 100-2600  | 615          |  |
| 15     |         | F79741 02/12/19 door sweep                            | 8.99*       |      | 201      | 100-2600  | 615          |  |
| 16     |         | 130956 03/02/19 chr. band BBB div.                    | 279.01*     |      | 201      | 720-3500  | 582          |  |
| 17     |         | 233353 02/28/19 chr. band BBB div.                    | 468.39*     |      | 201      | 720-3500  | 582          |  |
| 18     |         | 233423 02/28/19 chr. band BBB div.                    | 22.48*      |      | 201      | 720-3500  | 582          |  |
| 19     |         | 93 02/28/19 chr. band BBB div.                        | 13.99*      |      | 201      | 720-3500  | 582          |  |
| 20     |         | T93 03/01/19 chr. band BBB div.                       | 390.61*     |      | 201      | 720-3500  | 582          |  |
| 21     |         | 223413 02/15/19 chr. band BBB dist.                   | 207.12*     |      | 201      | 720-3500  | 582          |  |
| 22     |         | 0059 02/16/19 chr. band BBB dist.                     | 183.62*     |      | 201      | 720-3500  | 582          |  |
| 23     |         | 0104 02/16/19 chr. band BBB dist.                     | 5.99*       |      | 201      | 720-3500  | 582          |  |
| 24     |         | 0066 02/16/19 chr. band BBB dist.                     | 10.49*      |      | 201      | 720-3500  | 582          |  |
| 25     |         | 0158 02/14/19 chr. band BBB dist.                     | 26.97*      |      | 201      | 720-3500  | 582          |  |
| 26     |         | 0135 02/14/19 chr. band BBB dist.                     | 164.00*     |      | 201      | 720-3500  | 582          |  |
| 27     |         | 10045 02/14/19 chr. band BBB dist.                    | 23.80*      |      | 201      | 720-3500  | 582          |  |
| 28     |         | 150523 02/16/19 chr. band BBB dist.                   | 17.82*      |      | 201      | 720-3500  | 582          |  |



04/11/19  
17:13:35

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 |  |
| 29     |         | 150640 02/16/19 chr. band BBB dist.                      | 101.25*     |      | 201      | 720-3500  | 582          |      |  |
| 30     |         | 190535 02/14/19 chr. band BBB dist.                      | 69.15*      |      | 201      | 720-3500  | 582          |      |  |
| 31     |         | 190651 02/14/19 chr. band BBB dist.                      | 15.90*      |      | 201      | 720-3500  | 582          |      |  |
| 32     |         | 162509 02/16/19 chr. band BBB dist.                      | 7.90*       |      | 201      | 720-3500  | 582          |      |  |
| 33     |         | 666550318 02/16/19 chr. band BBB dist.                   | 314.00*     |      | 201      | 720-3500  | 582          |      |  |
| 34     |         | 150537 02/14/19 chr. band BBB dist.                      | 378.00*     |      | 201      | 720-3500  | 582          |      |  |
| 35     |         | 215006 02/16/19 chr. band BBB dist.                      | 501.00*     |      | 201      | 720-3500  | 582          |      |  |
| 19856  | 45206S  | 4827 CITI BUSINESS VISA-Costco                           | 1,214.35    |      |          |           |              |      |  |
| 1      |         | 18945g 02/07/19 FCS Groceries                            | 19.26       | 9473 | 201      | 999       |              |      |  |
|        |         | CITI VISA- BUSINESS-Costco                               |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-    |             |      |          |           |              |      |  |
| 2      |         | 59092g 02/07/19 FCS Groceries                            | 24.45       | 9473 | 201      | 999       |              |      |  |
|        |         | CITI VISA- BUSINESS-Costco                               |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-    |             |      |          |           |              |      |  |
| 3      |         | 59092g 02/07/19 Rewards Thank/Thurs                      | 43.36       | 9242 | 215      | 999       |              | 244  |  |
|        |         | VOYAGER SOPRIS LEARNING                                  |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-610-244 |             |      |          |           |              |      |  |
| 4      |         | 59092g 02/07/19 Rewards Thank/Thurs                      | 13.59*      |      | 201      | 100-2300  | 800          |      |  |
| 5      |         | 02/15/19 Cheer meal district                             | 112.58*     |      | 201      | 720-3500  | 582          |      |  |
| 6      |         | 11915 01/28/19 Drunk busters                             | 341.00*     |      | 215      | 100-1000  | 610          | 277  |  |
| 7      |         | 6251447 01/28/19 Drunk driving prevention                | 116.88*     |      | 215      | 100-1000  | 610          | 277  |  |
| 8      |         | 1113068 01/28/19 Drunk driving prevention                | 8.99*       |      | 215      | 100-1000  | 610          | 277  |  |
| 9      |         | 215905 01/25/19 ASBO membership                          | 230.00*     |      | 201      | 100-2500  | 810          |      |  |
| 10     |         | 73586g 02/18/19 JHS Days                                 | 250.62*     |      | 201      | 100-2100  | 610          |      |  |
| 11     |         | 33786g 02/18/19 JHS Days                                 | 50.31*      |      | 201      | 100-2100  | 610          |      |  |
| 12     |         | 73586g 02/18/19 FCS Groceries                            | 3.31        | 9473 | 201      | 999       |              |      |  |
|        |         | CITI VISA- BUSINESS-Costco                               |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-    |             |      |          |           |              |      |  |
| 19857  | 45221S  | 4786 MC Mastercard                                       | 236.82      |      |          |           |              |      |  |
| 1      |         | 2302662 02/12/19 classroom supplies                      | 29.98       | 9462 | 201      | 999       |              |      |  |
|        |         | AMAZON.COM                                               |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-660-    |             |      |          |           |              |      |  |
| 2      |         | 1439410 02/11/19 SRA decoding strategies                 | 74.95       | 9462 | 201      | 999       |              |      |  |
|        |         | AMAZON.COM                                               |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-660-    |             |      |          |           |              |      |  |
| 3      |         | 4166858817 02/11/19 mathworks                            | 111.37      | 9462 | 201      | 999       |              |      |  |
|        |         | AMAZON.COM                                               |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-660-    |             |      |          |           |              |      |  |
| 4      |         | 1439410 02/11/19 mathworks                               | 20.52       | 9462 | 201      | 999       |              |      |  |
|        |         | AMAZON.COM                                               |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-    |             |      |          |           |              |      |  |

04/11/19  
17:13:35

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

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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 |  |
| 19858  | 45221S  | 4786 MC Mastercard                       | 1,223.27    |      |          |           |              |      |  |
| 1      |         | 113848 02/22/19 21st Cent outdoor reg    | 30.00       |      | 215      | 180       |              | 712  |  |
| 2      |         | 4724782 02/09/19 small tools for welding | 187.29*     | 9606 | 215      | 397-1640  | 660          | 242  |  |
|        |         | HARBOR FREIGHT                           |             |      |          |           |              |      |  |
| 3      |         | 4724782 02/09/19 small tools for welding | 1,005.98*   | 9606 | 215      | 397-1640  | 660          | 268  |  |
|        |         | HARBOR FREIGHT                           |             |      |          |           |              |      |  |
| 19859  | 45220S  | 4637 Mastercard                          | 177.07      |      |          |           |              |      |  |
| 1      |         | 122528 02/08/19 Skil pass                | 126.00      |      | 215      | 180       |              | 712  |  |
| 2      |         | 892806 02/22/19 Skil pass                | 51.07       |      | 215      | 180       |              | 712  |  |
| 19860  | 45220S  | 4637 Mastercard                          | 25.57       |      |          |           |              |      |  |
| 1      |         | 214243 02/08/19 AD meals State Wrestling | 25.57*      |      | 201      | 720-3500  |              | 582  |  |
| 19861  | 45220S  | 4637 Mastercard                          | 389.71      |      |          |           |              |      |  |
| 1      |         | 185828 02/14/19 GBB meals dist           | 144.66*     |      | 201      | 720-3500  |              | 582  |  |
| 2      |         | 235642 02/14/19 GBB meals dist           | 57.38*      |      | 201      | 720-3500  |              | 582  |  |
| 3      |         | 184051 02/14/19 GBB meals dist           | 7.67*       |      | 201      | 720-3500  |              | 582  |  |
| 4      |         | 160237 02/16/19 GBB meals dist           | 180.00*     |      | 201      | 720-3500  |              | 582  |  |
| 19862  | 45220S  | 4637 Mastercard                          | 1,265.37    |      |          |           |              |      |  |
| 1      |         | 201358 02/14/18 BBB Dist meals           | 172.00*     |      | 201      | 720-3500  |              | 582  |  |
| 2      |         | 02/15/19 BBB Dist meals                  | 141.80*     |      | 201      | 720-3500  |              | 582  |  |
| 3      |         | 37 02/16/19 BBB Dist meals               | 244.90*     |      | 201      | 720-3500  |              | 582  |  |
| 4      |         | 001107 02/16/19 BBB Dist meals           | 127.06*     |      | 201      | 720-3500  |              | 582  |  |
| 5      |         | 144712 02/28/19 BBB Div meals            | 27.00*      |      | 201      | 720-3500  |              | 582  |  |
| 6      |         | 144729 02/28/19 BBB Div meals            | 99.25*      |      | 201      | 720-3500  |              | 582  |  |
| 7      |         | 144740 02/28/19 BBB Div meals            | 97.25*      |      | 201      | 720-3500  |              | 582  |  |
| 8      |         | 180240 03/01/19 BBB Div meals            | 228.00*     |      | 201      | 720-3500  |              | 582  |  |
| 9      |         | 153950 03/02/19 BBB Div meals            | 128.11*     |      | 201      | 720-3500  |              | 582  |  |
| 19863  | 45220S  | 4637 Mastercard                          | 1,457.24    |      |          |           |              |      |  |
| 1      |         | 213341 02/07/19 Wrest. st. meals         | 123.00*     |      | 201      | 720-3500  |              | 582  |  |
| 2      |         | 210805 02/08/19 Wrest. st. meals         | 85.00*      |      | 201      | 720-3500  |              | 582  |  |
| 3      |         | 192427 02/09/19 Wrest. st. meals         | 67.78*      |      | 201      | 720-3500  |              | 582  |  |
| 4      |         | 4097 02/09/19 Wrest. st. lodging         | 1,181.46*   |      | 201      | 720-3500  |              | 582  |  |
| 19864  | 45197S  | 3766 ACADIA MONTANA                      | 4,244.21    |      |          |           |              |      |  |
| 1      |         | 2685020 03/18/19 Altacare                | 4,244.21*   |      | 215      | 280-1000  | 330          | 524  |  |
| 19865  | 45218S  | 4733 LAYNG, SARAH                        | 35.00       |      |          |           |              |      |  |
| 1      |         | r468611753 01/17/19 Coaching class       | 35.00*      |      | 201      | 720-3500  |              | 582  |  |

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

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Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                            | Amount           |      |          |                           |     |      |     |
|--------|---------|----------------------------------------------------------|------------------|------|----------|---------------------------|-----|------|-----|
| Line # |         | Invoice #/Inv Date/Description                           | Line Amount      | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |     |
| 19866  | 45234S  | 764 TERNES, DAVE                                         | 35.00            |      |          |                           |     |      |     |
| 1      |         | r538536696 03/19/19 Coaching class                       | 35.00*           |      | 201      | 720-3500                  | 582 |      |     |
| 19867  | 45215S  | 5160 INFINITE CAMPUS                                     | 54.40            |      |          |                           |     |      |     |
| 1      |         | 021011 03/14/19 travel expenses                          | 54.40            | 9443 | 201      | 999                       |     |      | 910 |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-680-910 |                  |      |          |                           |     |      |     |
| 19868  | 45226S  | 4375 NEOPOST USA INC                                     | 230.43           |      |          |                           |     |      |     |
| 1      |         | 56548323 03/13/19 Postage meter                          | 230.43*          |      | 201      | 100-2400                  | 532 |      |     |
| 19869  | 45213S  | 157 HARDWARE HANK                                        | 58.37            |      |          |                           |     |      |     |
| 1      |         | 106257 02/15/19 paint supplies                           | 24.97*           |      | 201      | 100-2600                  | 610 |      |     |
| 2      |         | 106012 02/01/19 valve, cap                               | 13.48*           |      | 201      | 100-2600                  | 615 |      |     |
| 3      |         | 106415 02/27/19 bungie cords                             | 19.92*           |      | 201      | 100-2600                  | 615 |      |     |
| 19870  | 45235S  | 4563 TRIPP & ASSOCIATES                                  | 3,310.00         |      |          |                           |     |      |     |
| 1      |         | 2017-18A 03/08/19 20%of audit + non-aud fees             | 3,310.00*        |      | 201      | 100-2500                  | 330 |      |     |
| 19871  | 45225S  | 1830 MT SCHOOL BOARDS ASSOCIATION                        | 560.96           |      |          |                           |     |      |     |
| 1      |         | 0001100 02/28/19 legal services/meeting                  | 560.96*          |      | 201      | 100-2300                  | 800 |      |     |
| 19872  | 45203S  | 394 BURDICKS LOCKSMITH                                   | 270.00           |      |          |                           |     |      |     |
| 1      |         | WO-0921 02/05/19 Mod lock repair                         | 270.00*          |      | 201      | 100-2600                  | 440 |      |     |
| 19873  | 45199S  | 259 BILLINGS HOTEL AND CONVENTION                        | 100.73           |      |          |                           |     |      |     |
| 1      |         | 338074 02/08/19 AD lodging wrestling                     | 100.73*          |      | 201      | 720-3500                  | 582 |      |     |
| 19874  | 45222S  | 1650 MEADOW GOLD GREAT FALLS                             | 207.47           |      |          |                           |     |      |     |
| 1      |         | 499799 03/14/19 Milk                                     | 207.47*          |      | 201      | 910-3100                  | 630 |      |     |
|        |         | # of Claims 25                                           | Total: 21,467.18 |      |          |                           |     |      |     |

21,467.18



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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 3/19

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| Fund/Account                       | Amount      |
|------------------------------------|-------------|
| 201 HIGH SCHOOL GENERAL FUND       |             |
| 101                                | \$14,574.43 |
| 215 HIGH SCHOOL MISC PROGRAMS FUND |             |
| 101                                | \$6,154.78  |
| 228 TECHNOLOGY FUND                |             |
| 101                                | \$83.02     |
| 289 RETIREE/COBRA INSURANCE FUND   |             |
| 101                                | \$654.95    |
| Total:                             | \$21,467.18 |

04/11/19

17:10:01

## JEFFERSON HIGH SCHOOL

## Claim Details

For the Accounting Period: 4/19

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     |  |  |
| 19875  | 45238S  | 899 360* OFFICE SOLUTIONS                             | 445.50      |      |          |           |              |  |  |
| 1      |         | 92568 03/15/19 maintance contract                     | 445.50*     |      | 201      | 100-2400  | 440          |  |  |
| 19876  | 45245S  | 4827 CITI BUSINESS VISA-Costco                        | 435.24      |      |          |           |              |  |  |
| 1      |         | 0035623g 03/03/19 FCS Groceries                       | 47.77       | 9473 | 201      | 999       |              |  |  |
|        |         | CITI VISA- BUSINESS-Costco                            |             |      |          |           |              |  |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |           |              |  |  |
| 2      |         | 02-463836 02/21/19 Ford grant purchases               | 197.82*     |      | 215      | 100-1710  | 610 277      |  |  |
| 3      |         | 02-463836 02/21/19 Ford grant purchases               | 2.18*       |      | 215      | 394-1710  | 610 254      |  |  |
| 4      |         | 2896201 03/13/19 Easels for presentations             | 67.47*      |      | 215      | 394-1710  | 660 254      |  |  |
| 6      |         | statement 03/02/19 membership renewal                 | 120.00*     |      | 201      | 100-2500  | 810          |  |  |
| 19877  | 45244S  | 3211 BUSINESS PRO OF AMERICA                          | 90.00       |      |          |           |              |  |  |
| 1      |         | C195483 03/22/19 BPA Natl shuttle                     | 90.00*      |      | 215      | 451-1170  | 582 261      |  |  |
| 19878  | 45244S  | 3211 BUSINESS PRO OF AMERICA                          | 125.00      |      |          |           |              |  |  |
| 1      |         | C194772 03/19/19 BPA Natl membership                  | 125.00*     |      | 215      | 451-1170  | 810 261      |  |  |
| 19880  | 45239S  | 3766 ACADIA MONTANA                                   | 4,696.46    |      |          |           |              |  |  |
| 1      |         | 2713807 03/25/19 alta care                            | 4,696.46*   |      | 215      | 280-1000  | 330 524      |  |  |
| 19881  | 45243S  | 336 BULLOCK CONTRACTING                               | 2,162.50    |      |          |           |              |  |  |
| 1      |         | 1440 03/19/19 snow removal                            | 2,162.50*   |      | 201      | 100-2600  | 440          |  |  |
| 19882  | 45254S  | 1650 MEADOW GOLD GREAT FALLS                          | 344.45      |      |          |           |              |  |  |
| 1      |         | 496377 02/14/19 milk                                  | 206.14*     |      | 201      | 910-3100  | 630          |  |  |
| 2      |         | 500562 03/21/19 milk                                  | 138.31*     |      | 201      | 910-3100  | 630          |  |  |
| 19883  | 45252S  | 1377 JOHNSON CONTROLS                                 | 730.32      |      |          |           |              |  |  |
| 1      |         | 1-84764710 03/20/19 flow switch boiler #3             | 730.32*     |      | 201      | 100-2600  | 440          |  |  |
| 19884  | 45239S  | 3766 ACADIA MONTANA                                   | 3,235.35    |      |          |           |              |  |  |
| 1      |         | 2759908 04/01/19 alta care                            | 3,235.35*   |      | 215      | 280-1000  | 330 524      |  |  |
| 19885  | 45241S  | 385 BOULDER MONITOR & JEFFERSON CO.                   | 5.00        |      |          |           |              |  |  |
| 1      |         | 1232 03/13/19 agenda ad                               | 5.00*       |      | 201      | 100-2500  | 540          |  |  |
| 19886  | 45260S  | 4776 SOUTHWEST MT SCHOOL SERVICES                     | 2,399.20    |      |          |           |              |  |  |
| 1      |         | 4197 03/28/19 paper 80 cases                          | 2,399.20*   |      | 201      | 100-1000  | 600          |  |  |
| 19887  | 45238S  | 899 360* OFFICE SOLUTIONS                             | 27.78       |      |          |           |              |  |  |
| 1      |         | 316461-0 03/22/19 office supplies                     | 9.26        | 9504 | 201      | 999       |              |  |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- |             |      |          |           |              |  |  |
| 2      |         | 316807-0 03/25/19 office supplies                     | 18.52       | 9504 | 201      | 999       |              |  |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- |             |      |          |           |              |  |  |

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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 4/19

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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 |     |
| 19888  | 45249S        | 157 HARDWARE HANK                         | 1,201.96    |      |          |           |              |      |     |
| 1      |               | 106792 03/22/19 Biology supplies          | 22.99       | 9468 | 201      | 999       |              |      |     |
|        | PO Accounting | (Org/Prog/Func/Obj/Proj: -100-1511-610-   |             |      |          |           |              |      |     |
| 2      |               | 106760 03/20/19 gas can                   | 21.55*      |      | 201      | 100-2600  |              | 615  |     |
| 3      |               | 106821 03/25/19 antifreeze                | 9.96*       |      | 201      | 100-2600  |              | 610  |     |
| 4      |               | 106820 03/25/19 antifreeze                | 2.49*       |      | 201      | 100-2600  |              | 610  |     |
| 5      |               | 106762 03/20/19 tire chains/ snow thrower | 1,139.98*   |      | 201      | 100-2600  |              | 615  |     |
| 6      |               | 106769 03/21/19 oil valvoline             | 4.99*       |      | 201      | 100-2600  |              | 610  |     |
| 19890  | 45259S        | 4853 QRS SIGNS LLC                        | 320.00      |      |          |           |              |      |     |
| 1      |               | 19-206 03/15/19 FCCLA Sign                | 320.00*     |      | 215      | 100-1000  |              | 610  | 276 |
| 19891  | 45262S        | 4639 WEX BANK                             | 4,956.22    |      |          |           |              |      |     |
| 1      |               | 58500194 03/31/19 BES fuel                | 1,261.14    |      | 201      | 180       |              |      |     |
| 2      |               | 58500194 03/31/19 AD BBBall               | 69.44*      |      | 201      | 720-3500  |              | 582  |     |
| 3      |               | 58500194 03/31/19 Custocial               | 59.52*      |      | 201      | 100-2600  |              | 624  |     |
| 4      |               | 58500194 03/31/19 Superintendent meeting  | 49.35*      |      | 201      | 100-2300  |              | 582  |     |
| 5      |               | 58500194 03/31/19 Drivers ed              | 59.71*      |      | 218      | 100-1000  |              | 624  |     |
| 6      |               | 58500194 03/31/19 School Foods            | 32.08*      |      | 201      | 910-3100  |              | 624  |     |
| 7      |               | 58500194 03/31/19 BBB                     | 229.11*     |      | 201      | 720-3500  |              | 582  |     |
| 8      |               | 58500194 03/31/19 Band/cheer BBB          | 236.75*     |      | 201      | 720-3500  |              | 582  |     |
| 9      |               | 58500194 03/31/19 BPA                     | 211.29*     |      | 201      | 710-3400  |              | 582  |     |
| 10     |               | 58500194 03/31/19 Band trip ACTIVITIES    | 134.07      |      | 201      | 180       |              |      |     |
| 11     |               | 58500194 03/31/19 Math                    | 29.28*      |      | 201      | 100-1000  |              | 582  |     |
| 12     |               | 58500194 03/31/19 Route fuel              | 2,584.48    |      | 210      | 100-2700  |              | 624  |     |
| 19892  | 45250S        | 1183 HARLOW'S SCHOOL BUS SERVICE, INC.    | 21,551.68   |      |          |           |              |      |     |
| 1      |               | 9451 03/29/19 Route contract              | 17,244.36   |      | 210      | 100-2700  |              | 513  |     |
| 2      |               | 9451 03/29/19 BBB                         | 928.80*     |      | 201      | 720-3500  |              | 582  |     |
| 3      |               | 9451 03/29/19 BBB downtime                | 235.00*     |      | 201      | 720-3500  |              | 582  |     |
| 4      |               | 9451 03/29/19 BBB band cheer              | 959.76*     |      | 201      | 720-3500  |              | 582  |     |
| 5      |               | 9451 03/29/19 BBB band cheer downtime     | 235.00*     |      | 201      | 720-3500  |              | 582  |     |
| 6      |               | 9451 03/29/19 BPA                         | 856.56*     |      | 201      | 710-3400  |              | 582  |     |
| 7      |               | 9451 03/29/19 BPA downtime                | 235.00*     |      | 201      | 710-3400  |              | 582  |     |
| 8      |               | 9451 03/29/19 band trip dwntm ACTIVITIES  | 130.00      |      | 201      | 180       |              |      |     |
| 9      |               | 9451 03/29/19 band trip ACTIVITIES        | 543.52      |      | 201      | 180       |              |      |     |
| 10     |               | 9451 03/29/19 Math                        | 118.68*     |      | 201      | 100-1000  |              | 582  |     |
| 11     |               | 9451 03/29/19 Math downtime               | 65.00*      |      | 201      | 100-1000  |              | 582  |     |
| 19893  | 45254S        | 1650 MEADOW GOLD GREAT FALLS              | 312.23      |      |          |           |              |      |     |
| 1      |               | 502331 04/04/19 milk                      | 104.76*     |      | 201      | 910-3100  |              | 630  |     |
| 2      |               | 501457 03/28/19 milk                      | 207.47*     |      | 201      | 910-3100  |              | 630  |     |

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17:10:02

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 4/19

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Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant       | Vendor #/Name                               | Amount      |      |          |                           |     |         |  |
|--------|---------------|---------------------------------------------|-------------|------|----------|---------------------------|-----|---------|--|
| Line # |               | Invoice #/Inv Date/Description              | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj    |  |
| 19894  | 45253S        | 1451 L & P GROCERY                          | 176.78      |      |          |                           |     |         |  |
| 1      |               | 02-477135 03/28/19 FCS groceries            | 33.43       | 9474 | 201      | 999                       |     |         |  |
|        | PO Accounting | (Org/Prog/Func/Obj/Proj: -390-1710-610-     |             |      |          |                           |     |         |  |
| 2      |               | 02-476714 03/27/19 FCS groceries            | 48.13       | 9474 | 201      | 999                       |     |         |  |
|        | PO Accounting | (Org/Prog/Func/Obj/Proj: -390-1710-610-     |             |      |          |                           |     |         |  |
| 4      |               | 02-477803 03/22/19 mental health training   | 15.37*      |      | 201      | 100-2300                  |     | 800     |  |
| 5      |               | 02-479549 04/03/19 FCS groceries            | 10.70       | 9474 | 201      | 999                       |     |         |  |
|        | PO Accounting | (Org/Prog/Func/Obj/Proj: -390-1710-610-     |             |      |          |                           |     |         |  |
| 6      |               | 02-479549 04/03/19 FCS groceries            | 69.15*      |      | 201      | 390-1710                  |     | 610     |  |
| 19895  | 45240S        | 173 ARCHIE BRAY FOUNDATION                  | 226.00      |      |          |                           |     |         |  |
| 1      |               | 20332 03/22/19 clay,tools,glazes,supplie    | 226.00      | 9478 | 201      | 999                       |     |         |  |
|        | PO Accounting | (Org/Prog/Func/Obj/Proj: -100-1140-610-     |             |      |          |                           |     |         |  |
| 19896  | 45261S        | 3989 WESTERN STATE MUSIC FESTIVAL           | 495.00      |      |          |                           |     |         |  |
| 1      |               | 100 04/08/19 State music fees               | 495.00*     |      | 201      | 710-3400                  |     | 582     |  |
| 19897  | 45251S        | 1191 HERMITAGE ART COMPANY, INC.            | 59.70       |      |          |                           |     |         |  |
| 1      |               | 10168667 03/19/19 graduation program covers | 48.00       | 9503 | 201      | 999                       |     |         |  |
|        | PO Accounting | (Org/Prog/Func/Obj/Proj: -100-1000-610-     |             |      |          |                           |     |         |  |
| 2      |               | 10168667 03/19/19 graduation program covers | 11.70*      |      | 201      | 100-2400                  |     | 610     |  |
| 19898  | 45246S        | 4633 COMMERCIAL ENERGY OF MT INC.           | 127.31      |      |          |                           |     |         |  |
| 1      |               | NWE052695 04/02/19 Gas on the NWE system    | 51.91*      |      | 201      | 100-2600                  |     | 411     |  |
| 2      |               | NWE052696 04/02/19 Gas on the NWE system    | 75.40*      |      | 201      | 100-2600                  |     | 411     |  |
| 19899  | 45255S        | 1823 MT BROOM & BRUSH COMPANY               | 690.00      |      |          |                           |     |         |  |
| 1      |               | 1348440 04/01/19 cleaner                    | 128.00*     |      | 201      | 100-2600                  |     | 610     |  |
| 2      |               | 1344609 03/12/19 garbage bags               | 562.00*     |      | 201      | 100-2600                  |     | 610     |  |
| 19900  | 45239S        | 3766 ACADIA MONTANA                         | 1,734.20    |      |          |                           |     |         |  |
| 1      |               | 2791649 04/08/19 Altacare                   | 1,734.20*   |      | 215      | 280-1000                  |     | 330 524 |  |
| 19901  | 45256S        | 1737 NORTHWESTERN ENERGY                    | 6,454.50    |      |          |                           |     |         |  |
| 1      |               | 04/01/19 Elec charges                       | 3,510.76*   |      | 201      | 100-2600                  |     | 412     |  |
| 2      |               | \ 04/01/19 Elec taxes                       | 643.77*     |      | 201      | 100-2600                  |     | 412     |  |
| 3      |               | \ 04/01/19 Gas charges                      | 1,715.97*   |      | 201      | 100-2600                  |     | 411     |  |
| 4      |               | \ 04/01/19 Gas taxes                        | 584.00*     |      | 201      | 100-2600                  |     | 411     |  |
| 19902  | 45247S        | 4716 DAKOTA SUPPLY GROUP INC                | 155.64      |      |          |                           |     |         |  |
| 1      |               | B623536 04/01/19 Plumbing parts             | 155.64*     |      | 201      | 100-2600                  |     | 615     |  |

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## JEFFERSON HIGH SCHOOL

## Claim Details

For the Accounting Period: 4/19

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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 |     |
| 19903       | 45248S  | 1002 GENERAL DISTRIBUTING                                | 818.87      |           |          |           |              |      |     |
| 1           |         | 00736789 03/20/19 helmets,batteries,tools                | 328.62      | 9525      | 201      | 999       |              | 910  |     |
|             |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-660-910 |             |           |          |           |              |      |     |
| 2           |         | 00736789 03/20/19 helmets,batteries,tools                | 320.25      | 9525      | 215      | 999       |              | 252  |     |
|             |         | PO Accounting (Org/Prog/Func/Obj/Proj: -451-1640-660-252 |             |           |          |           |              |      |     |
| 3           |         | 00736802 03/20/19 repairs                                | 170.00*     |           | 201      | 390-1640  |              | 440  |     |
| 19904       | 45242S  | 4738 BOULDER RIVER PIZZA                                 | 272.65      |           |          |           |              |      |     |
| 1           |         | 04/02/19 ACT Juniors                                     | 111.11*     |           | 215      | 100-1000  |              | 610  | 274 |
| 2           |         | 04/02/19 ACT Juniors                                     | 113.89*     |           | 201      | 100-2100  |              | 610  |     |
| 3           |         | 03/22/19 Mental Health training                          | 47.65*      |           | 215      | 100-1000  |              | 610  | 69  |
| 19905       | 45257S  | 5105 PARSONS, CASSIDY                                    | 48.30       |           |          |           |              |      |     |
| 1           |         | 240976 04/07/19 fcs groceries                            | 48.30*      |           | 215      | 394-1710  |              | 610  | 240 |
| 19906       | 45258S  | 2090 PRESTWICK HOUSE                                     | 24.99       |           |          |           |              |      |     |
| 1           |         | 367625 03/28/19 Unit Plan                                | 24.99*      | 9614      | 201      | 100-1241  |              | 680  |     |
| # of Claims |         | 30                                                       | Total:      | 54,322.83 |          |           |              |      |     |

54,322.83

04/11/19  
17:10:02

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 4/19

Page: 5 of 5  
Report ID: AP110

| Fund/Account                       | Amount      |
|------------------------------------|-------------|
| 201 HIGH SCHOOL GENERAL FUND       |             |
| 101                                | \$23,438.49 |
| 210 HIGH SCHOOL TRANSPORTATION FUN |             |
| 101                                | \$19,828.84 |
| 215 HIGH SCHOOL MISC PROGRAMS FUND |             |
| 101                                | \$10,995.79 |
| 218 HIGH SCHOOL TRAFFIC EDUCATION  |             |
| 101                                | \$59.71     |
| Total:                             | \$54,322.83 |



Purchasing

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within limits of the detailed annual budget for the school year. The Board must approve purchase of capital outlay items, when the aggregate total of a requisition exceeds \$~~850,000~~<sup>00</sup> ~~(cannot exceed \$50,000)~~, except the Superintendent shall have the authority to make capital outlay purchases without advance approval when necessary to protect the interests of the District or the health and safety of staff or students. The Superintendent will establish requisition and purchase order procedures to control and maintain proper accounting of expenditure of funds. Staff who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

Bids and Contracts

Whenever the cost of any supplies, equipment, or work shall exceed ~~Twenty-Five~~<sup>Eighty-Fifty</sup> Thousand Dollars (\$~~850,000~~), the District will call for formal bids by issuing public notice as specified in statute. Specifications will be prepared and made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any or all bids. The Board, in making a determination as to which vendor is the lowest responsible bidder, ~~the Board~~ will take into consideration not only the amount of each bid, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract according to its letter and spirit. Bidding requirements do not apply to a registered professional engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

Advertisement for bid must be made once each week for two (2) consecutive weeks, and a second (2<sup>nd</sup>) publication must be made not less than five (5) nor more than twelve (12) days before consideration of bids.

The Superintendent will establish bidding and contract-awarding procedures. Bid procedures will be waived only as specified in statute. Any contract required to be let for bid shall contain language to the following effect:

*In making a determination as to which vendor is the lowest responsible bidder, if any, the District will take into consideration not only the pecuniary ability of a vendor to perform the contract, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. References must be provided and will be contacted. The District further reserves the right to contact others with whom*

*a vendor has conducted business, in addition to those listed as references, in determining whether a vendor is the lowest responsible bidder. Additional information and/or inquiries into a vendor's skill, ability, and integrity are set forth in the bid specifications.*

Cooperative Purchasing

The District may enter into cooperative purchasing contracts with one or more districts for procurement of supplies or services. A district participating in a cooperative purchasing group may purchase supplies and services through the group without complying with the provisions of 20-9-204(3), MCA if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard, for inclusion of the vendor's supplies and services on the cooperative purchasing group's master list.

Purchasing will be done locally when it is in the best interest of the school district.

|                  |                                                         |                                                                |
|------------------|---------------------------------------------------------|----------------------------------------------------------------|
| Legal Reference: | §§ 18-1-101, et seq., MCA                               | Public Contracts                                               |
|                  | §§ 18-1-201, et seq., MCA                               | Bid Security                                                   |
|                  | § 20-9-204, MCA                                         | Conflicts of interest, letting contracts, and calling for bids |
|                  | <i>Debcon v. City of Glasgow</i> , 305 Mont. 391 (2001) |                                                                |

Policy History:

Adopted on: May 6, 2002

Revised on: February 2007, November 15, 2011, XX/XX2018

*Note: Lines 9-14, Page 2, were added based on the 2011 Legislative session.  
2018 revision to clean up contradictory statements and other language.*

**PERSONNEL**

5010

Equal Employment Opportunity and Non-Discrimination

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

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

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

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

Cross Reference: 1700 Uniform Complaint Procedure

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

Policy History:

Adopted on: February 2007

Revised on: March 2018

*Revision Note: 2018- Lines 17, 18, 35, and 36 added.*

1 \_\_\_\_\_ School District

2  
3 **PERSONNEL**

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4  
5  
6 Electronic Resources and Social Networking

7  
8 The \_\_\_\_\_ School District recognizes that an effective public education system develops  
9 students who are globally aware, civically engaged, and capable of managing their lives and  
10 careers. The District also believes that students need to be proficient users of information,  
11 media, and technology to succeed in a digital world.

12  
13 Public school employees are held to a high standard of behavior. The Montana Department of  
14 Education *Professional Educators of Montana Code of Ethics* requires District staff to maintain a  
15 professional relationship with each student, both in and outside the classroom. The District  
16 encourages all staff to read and become familiar with the Code of Ethics.

17  
18 The school district staff shall not socialize with students on social networking websites (during  
19 school or out-of-school) in a manner contrary to this policy. Staff are reminded that the same  
20 relationship, exchange, interaction, information, or behavior that would be unacceptable in a  
21 non-technological medium, is unacceptable when done through the use of technology. In fact,  
22 due to the vastly increased potential audience digital dissemination presents, extra caution must  
23 be exercised by staff to ensure they don't cross the line of acceptability.

24  
25 Specifically, the following forms of technology-based interactivity or connectivity are expressly  
26 forbidden when used in a manner not related to the delivery of educational services or district  
27 operations. **(DISTRICT MUST CHOOSE WHICH BULLETS ARE FORBIDDEN)**

- 28
- 29 • Sharing personal landline or cell phone numbers with students for non-educational
  - 30 purposes;
  - 31 • Text messaging students for non-educational purposes;
  - 32 • Emailing students other than through and to school controlled and monitored accounts;
  - 33 • Soliciting students as friends or contacts on social networking sites for non-educational
  - 34 purposes;
  - 35 • Accepting the solicitation of students as friends or contacts on social networking sites for
  - 36 non-educational purposes;
  - 37 • Creation of administratively approved and sanctioned "groups" on social networking sites
  - 38 that permit the broadcast of information without granting students access to staff
  - 39 member's personal information;
  - 40 • Sharing with student's access information to personal websites or other media through
  - 41 which the staff member would share personal information and occurrences.
- 42

43 Accessing social networking websites for individual use during school hours is prohibited, unless  
44 asked to do so by administration. Except in an emergency, staff shall not access social  
45 networking sites using district equipment or personal equipment, including during breaks or  
46



preparation periods. All school district employees who participate in social networking websites, shall not post any school district data, documents, photographs, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

The Board directs the Superintendent or his/her designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Staff should contact the administration if they would like to establish an educational related social media presence.

|                  |      |                                                         |
|------------------|------|---------------------------------------------------------|
| Cross Reference: | 5015 | Bullying/Harassment/Intimidation                        |
|                  | 5223 | Personal Conduct                                        |
|                  | 5255 | Disciplinary Action                                     |
|                  |      | <i>Professional Educators of Montana Code of Ethics</i> |

Policy History:

Adopted on:

Reviewed on:

Revised on:

## STUDENTS

3225

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Sexual Harassment/Intimidation of Students

Sexual harassment is a form of sex discrimination and is prohibited. An employee, District agent, or student engages in sexual harassment whenever that individual makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, opportunities, or treatment; or
  - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults, or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should consult a counselor, teacher, Title IX coordinator, or administrator, who will assist them in a complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the District's discipline policy. Any person who knowingly makes a false accusation regarding sexual harassment likewise will be subject to disciplinary action up to and including discharge with regard to employees or suspension and expulsion with regard to students.

The District will make every effort to ensure that employees or students accused of sexual

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harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, the District will treat complaints in a confidential manner. The District realizes that limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against an offender.

Any individual seeking further information should consult the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent will ensure that student and employee handbooks include the name, address, and telephone number of an individual responsible for coordinating District compliance efforts.

An individual with a complaint alleging a violation of this policy should follow the Uniform Complaint Procedure.

Cross Reference: 1700 Uniform Complaint Procedure

Legal References: Art. X, Sec. 1, Montana Constitution  
§§ 49-3-101, et seq., MCA Montana Human Rights Act  
Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.  
34 CFR Part 106 Nondiscrimination on the Basis of Sex in  
Education Programs or Activities Receiving  
Federal Financial Assistance

Policy History:

Adopted on: February 2007

Revised on:

## THE BOARD OF TRUSTEES

1610

Annual Goals and Objectives

Each year, at the regular October Board meeting, the Board will formulate annual objectives for the District and will have available a written comprehensive philosophy of education with goals that reflect the District's philosophy of education. The philosophy of education and goals shall be in writing and shall be available to all.

At the conclusion of the year at the regular June Board meeting, the Superintendent shall submit a report to the Board which reflects the degree to which annual objectives have been accomplished.

Legal Reference: 10.55.701, ARM Board of Trustees

Policy History:

Adopted on: February 2007

Revised on: February 15, 2011



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3300

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Suspension and Expulsion – Corrective Actions and Punishment

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

Suspension

- “Suspension” means the exclusion of a student from attending individual classes or school and participating in school activities for an initial period not to exceed ten (10) school days. An administrator may order suspension of a student.

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

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

When a student’s presence poses a continuing danger to persons or property or poses an ongoing threat of disruption to the educational process, a pre-suspension conference will not be required, and an administrator may suspend a student immediately. In such cases, a building administrator will schedule a conference as soon as practicable following the suspension and notify the student and parent or guardian of the conference.

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

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

Upon a finding by a school administrator that the immediate return to school by a student would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a student may be suspended for one (1) additional period not to exceed ten (10) school days, if the student is granted an informal hearing with the school administrator prior to the additional suspension, and if the decision to impose the additional suspension does not violate the Individuals with Disabilities Education Act (IDEA) or Rehabilitation Act.

Students who are suspended from any class or from school entirely have the right to make up any work missed according to the student handbook.

- “Expulsion” is any removal of a student for more than twenty (20) school days without

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the provision of educational services. Expulsion is a disciplinary action available only to the Board.

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

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

Within the limitation that a hearing must be conducted during a period of student suspension, a hearing to consider expulsion may be rescheduled when a parent or legal guardian submits a request showing good cause to the Superintendent at least two (2) school days before a hearing date as originally scheduled. The Superintendent will determine if a request shows good cause to reschedule a hearing.

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

Each school shall maintain a record of any disciplinary action that is educationally related, with explanation, taken against the student. When the Board of Trustees takes disciplinary action against a student, the Board must keep a written record of the action taken, with detailed explanation, even if the disciplinary action is decided during a closed session. A disciplinary action that is educationally related is an action that results in the expulsion or out-of-school suspension of the student. This record must be maintained/destroyed consistent with Montana Local Government Records Schedule 7, and is subject to transfer to a local education agency, accredited school, or nonpublic school pursuant to 20-1-213, MCA.

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

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

A building administrator may suspend a child with a disability from the child's current placement for not more than ten (10) consecutive school days for any violations of school rules, and additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change

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of placement under 34 CFR 300.519(b), whether or not a student's gross disobedience or misconduct is a manifestation of a student's disabling condition. Any special education student who has exceeded or who will exceed the (10) days of suspension may temporarily be excluded from school by court order or by order of a hearing officer, if the District demonstrates that maintaining the student in the student's current placement is substantially likely to result in injury to the student or to others. After a child with a disability has been removed from his or her placement for more than ten (10) school days in the same school year, during any subsequent days of removal the public agency must provide services to the extent required under 34 CFR300.121(d).

An administrator may remove from current placement any special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function. The District will place such student in an appropriate interim alternative education setting for no more than forty-five (45) school days in accordance with the IDEA or Rehabilitation Act.

The trustees shall annually, at the regularly scheduled June meeting, review this policy and update this policy as determined necessary by the trustees based on changing circumstances pertaining to school safety

**Legal Reference:**

20 U.S.C. 1400, et seq. Individuals with Disabilities Education Act  
34 CFR 300.519-521 Procedural Safeguards  
§ 20-1-213, MCA Transfer of School Records  
§ 20-4-302, MCA Discipline and punishment of pupils –  
definition of corporal punishment – penalty –  
defense  
§ 20-4-402, MCA Duties of district superintendent or county  
high school principal  
§ 20-5-105, MCA Attendance officer – powers and duties  
§ 20-5-106, MCA Truancy  
§ 20-5-201, MCA Duties and sanctions  
§ 20-5-202, MCA Suspension and expulsion  
ARM 10.16.3346 Aversive Treatment Procedures  
ARM 10.55.910 Student Discipline Records  
*Goss v. Lopez*, 419 US 565 (1975)  
*Section 504 IDEA*

**Policy History:**

Adoption on: February 2007

Revised on: July 2013, January 2016

*Note: Revisions included lines 9-14, 19-24 and 29-31.*

*January 2016 revisions were a substantial rewrite of this policy in conformance with language from statute. Of particular note is the insertion of a paragraph regarding maintenance of records even if done in closed session.*

Maternity Leave

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

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

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

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

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

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

Legal Reference:

Policy History:

Adopted on:

Revised on:

*Revision Note:*



PERSONNEL

5329

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

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

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

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

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

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

Policy History:

Adopted on: February 2007

Revised on:

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

PERSONNEL

5329P

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

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

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

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

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

Procedure History:

Promulgated on: February 2007

Revised on:

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

PERSONNEL

5500

Payment of Wages Upon Termination

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

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

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

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

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

Policy History:

Adopted on: February 2007

Revised on:

*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

1112

Resignation

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

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

|                  |                 |                             |
|------------------|-----------------|-----------------------------|
| Legal Reference: | § 2-16-502, MCA | Resignations                |
|                  | § 20-3-308, MCA | Vacancy of trustee position |

Policy History:

Adopted on: February 2007

Revised on: January 2016

January 2016 Revision Note: Remove board ratification

Vacancies

A trustee position becomes vacant before the expiration of a term, when any of the following occurs:

1. Death of the trustee;
2. ~~Resignation, in writing.~~ The effective date stipulated in the written resignation of the trustee filed with the Clerk;
3. Trustee moves out of the nominating district, establishing residence elsewhere;
4. Trustee is no longer a registered elector of the District under the provisions of § 20-20-301, MCA;
5. Trustee is absent from the District for sixty (60) consecutive days;
6. Trustee fails to attend three (3) consecutive meetings of the trustees without good reason;
7. Trustee has been removed under the provisions of § 20-3-310, MCA; or
8. Trustee ceases to have the capacity to hold office under any other provision of law.

A trustee position also shall be vacant when an elected candidate fails to qualify.

When a trustee vacancy occurs, the remaining trustees shall declare such position vacant and fill such vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The Board will appoint one (1) candidate to fill the position.

Should the Board fail to fill a vacancy within sixty (60) days from the creation of a vacancy, the county superintendent shall appoint, in writing, a competent person to fill such vacancy. An appointee shall qualify by completing and filing an oath of office with the county superintendent within fifteen (15) days after receiving notice of the appointment and shall serve until the next regularly scheduled school election and a successor has qualified.

Cross Reference:   1240   Duties of Individual Trustees  
                          1112   Resignations

Legal References:   § 2-16-501(3), MCA   Vacancies created  
                          § 20-3-308, MCA   Vacancy of trustee position  
                          § 20-3-309, MCA   Filling vacated trustee position – appointee qualification and term of office

Policy History:

Adopted on:   February 2007

Revised on:   January 2016

January 2016 revision notes: replaced word “incumbent” with “Trustee”

**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:

THE BOARD OF TRUSTEES

Conflict of Interest

A trustee may not:

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

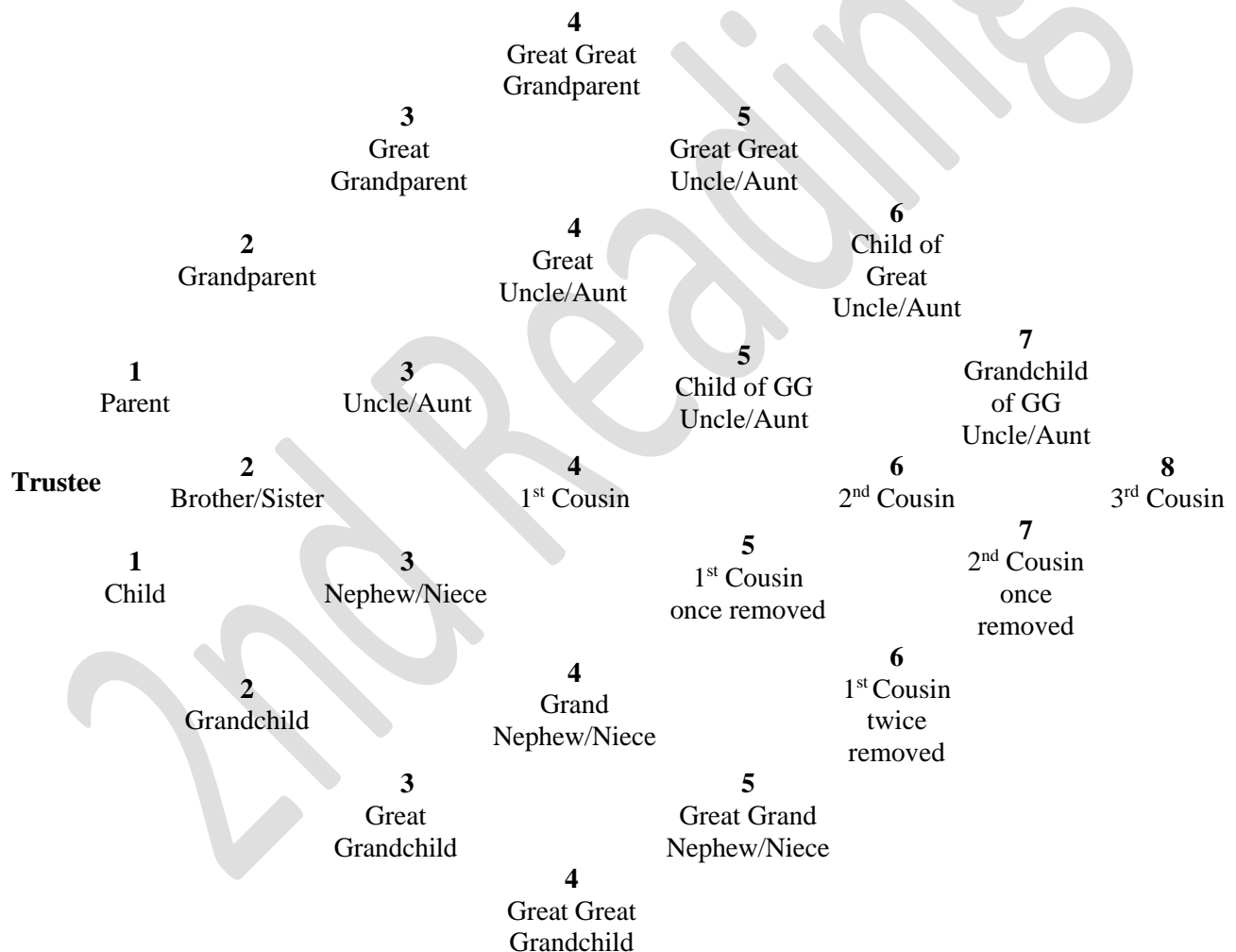
THE BOARD OF TRUSTEES

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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





## THE BOARD OF TRUSTEES

1512  
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## 1 Degree of Affinity

2

3

Great Grandparent-in-law

2

Grandparent-in-law

**1**

Parent - in - Law

3

Uncle/Aunt-in-law

## Trustee

**1**

Spouse

2

Brother/Sister-in-law

**1**

## Step Child

3

Nephew/Niece-in-law

2

### Step Grandchild

3

## Step Great Grandchild

3

## 4 Policy History:

5 Adopted on: February 2007

6 Revised on September 2010

## THE BOARD OF TRUSTEES

1700  
Page 1 of 3Uniform 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

1700

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

Level 4: The Board

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

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

Level 5: County Superintendent

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

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

Policy History:

Adoption on: February 2007

Revised on: April 21, 2009

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

## INSTRUCTION

2100

Page 1 of 2

School Year Calendar and DaySchool Calendar

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

Commemorative Holidays

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

Saturday School

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

Friday School

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

School Fiscal Year

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

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

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



## INSTRUCTION

2100

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In addition, seven (7) pupil instruction-related days may be scheduled for the following purposes:

1. Pre-school staff orientation for the purpose of organization of the school year;
2. Staff professional development programs (minimum of three (3) days);
3. Parent/teacher conferences; and
4. Post-school record and report (not to exceed one (1) day, or one-half (½) day at the end of each semester or quarter).

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

|                   |                 |                                                                 |
|-------------------|-----------------|-----------------------------------------------------------------|
| 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                          |

(ANB)

|                   |                                |
|-------------------|--------------------------------|
| 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             |

Policy History:

Adopted on: February 2007

Reviewed on:

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

*Note: Revisions included lines 12-16, lines 27-30(change from days to aggregate hours), and a better*

*clarification of lines 34-37.*

*Note: Revisions included the addition of "Saturday School" and the legal reference of 20—303, MCA.*

*January 2016 revision note: Added paragraph with option to establish an advisory committee 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

2160

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

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

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

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

Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and 212  
Improving America's Schools Act, P.L. 103-382, § 1112 Local Education Agency Plans  
P.L. 107-110, "No Child Left Behind Act of 2001," Title I – Improving the Academic Achievement of the Disadvantaged, § 1118

Policy History:

Adopted on: February 2007

Revised on:

INSTRUCTION

2167

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 Supervised correspondence study  
ARM 10.55.906 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

Distance, Online, and Technology Delivered Learning

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

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

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

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

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

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

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

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

Cross Reference: 2410 and 2410P High School Graduation Requirements  
2100 School Calendar and Year



INSTRUCTION

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

STUDENTS

Entrance, Placement, and Transfer

Entrance, Date, and Age

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

School Entrance

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

Placement

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

Transfer

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

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

STUDENTS

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

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

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

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

Policy History:

Adopted on: February 2007

Revised on: April 15, 2008

Revised on: January 2016, March 2018

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

3125

1 Revised on: March 2018

2nd Reading



## COMMUNITY RELATIONS

4301

Visitors to Schools

The District encourages visits by Board members, parents, and citizens to all District buildings. All visitors shall report to the principal's office on entering any District building and comply with any other applicable school safety and security policy, procedure, or protocol. School visitors shall not interfere with school operations or delivery of educational services for students. Conferences with teachers should be held outside school hours or during the teacher's conference or preparation time.

Cross Reference: 4313 Disruption of School Operations

Policy History:

Adopted on: February 2007

Revised on:

## COMMUNITY RELATIONS

4315

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

Public Access to District Records

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

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

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

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

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

COMMUNITY RELATIONS

4340

Page 2 of 2

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

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

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

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

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

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

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

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

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

Policy History:

Adopted on: February 2007

Revised on:

COMMUNITY RELATIONS

4410

Relations with Law Enforcement and Child Protective Agencies

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

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

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

County Interdisciplinary Child Information and School Safety Team

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

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

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

Cross Reference: 4313 Disruption of School Operations

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

Policy History:

Adopted on: February 2007

Revised on:

## PERSONNEL

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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



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

Cross Reference: 1700 Uniform Complaint Procedure

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

Policy History:

Adopted on: February 2007

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:

**PERSONNEL**

5256

Reduction in Force

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

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

Cross Reference: 5250 Nonrenewal of Employment/Dismissal from Employment

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

Policy History:

Adopted on: February 2007

Revised on:

NON-INSTRUCTIONAL OPERATIONS

8225

Tobacco Free Policy

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

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

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

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

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

|                  |                            |                                    |
|------------------|----------------------------|------------------------------------|
| Legal Reference: | § 20-1-220, MCA            | Use of tobacco product in public   |
| school           |                            | building or property prohibited    |
|                  | §§ 50-40-101, et seq., MCA | Montana Clean Indoor Air Act of    |
| 1979             |                            |                                    |
|                  | ARM 37.111.825             | Health Supervision and Maintenance |

Policy History:

Adopted on: February 2007  
Revised on: May 2012

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

## NONINSTRUCTIONAL OPERATIONS

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Service Animals

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

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

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

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

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

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

- The animal is out of control and the animal's handler does not take effective action to control it;
- or
- The animal is not housebroken

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

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

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

Legal Reference: 28 CFR 35.136 Service Animals  
28 CFR 35.104 Definitions  
49-4-203(2), MCA Definitions

Policy History:

Adopted on: October 2011

Revised on:

*Revision Note:*



## NONINSTRUCTIONAL OPERATIONS

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**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: \_\_\_\_\_

## NONINSTRUCTIONAL OPERATIONS

8425P

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Service Animal Allowance Procedure

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

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

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

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

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

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

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

Legal Reference:

Policy History:

Adopted on: October, 2011

Revised on:

NONINSTRUCTIONAL OPERATIONS

8425P

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1 *Revision Note:*

2nd Reading

## INSTRUCTION

### High School Graduation Requirements

#### Publication of Graduation Requirements

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

#### Credits

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

#### Waiver of Requirement

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

#### Alternative Programs

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

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

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

#### Dual Credit

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

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

#### Honor Roll

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

INSTRUCTION

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.

SECTION PERSONNEL

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.

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



**SECTION PERSONNEL**

- ~~—The log will be maintained for three (3) years from date of entry.~~
- ~~—The information on the dissemination log will include:~~
  - ~~—Date record was shared~~
  - ~~—Who sent the request (personnel name and district; only CRISS trained personnel can disseminate information)~~
  - ~~—How the request was fulfilled.~~
- ~~—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:*