

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

**\* 6:30 p.m. June 18, 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
  - a. Annual objectives
  - b. Educational program
  - c. Instructional progress
  - d. Fee schedules

***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. Superintendent Evaluation – Possible Executive Session
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. SRO (School Resource Office) update
4. SMA Update
5. Eligibility Policy (Handbook Change)
6. Possible lunch program change/adjustments
7. Board Self-evaluation
8. Surplus list
9. Approval of BAT Collective Bargaining Agreement
10. Approval of BACE Collective Bargaining Agreement
11. Approval of Trips (FCCLA & Drama)
12. 1<sup>st</sup> Reading of Policies
  - a. 5010 Equal Employment Opportunity and Non-discrimination
  - b. 3225 Sexual Harassment, Sexual Intimidation, and Sexual Misconduct
  - c. 1610 Annual Goals and Objectives
  - d. 2410 Graduation Requirements

***I. Communication and Comments***

1. Letters to the Board -

***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. July – Set Budget Meeting, Substitute rate of pay, Tuition rates

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

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

### **Jefferson High School Board Members**

Vacant, (Boulder area position)

Kyrie Russ (At-Large 2 position)

Denise Brunett Chair (MT City area position)

Kevin Harris, (At-Large 1 position)

Cami Robson Vice-Chair (Clancy area position)

Larry Rasch (At-Large 3 position)

Bryher Herak (Basin area position)

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

### **Mission Statement**

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

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

#### ***Students:***

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

#### ***Teachers:***

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

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

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

#### ***Our communities:***

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

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

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

From the desk of:

*L*orie

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May 2019

## **GENERAL REPORT ITEMS**

### PAYROLL REPORT

Yearend payroll warrants were approved by the superintendent and paid in May. June payroll warrants were approved by the superintendent and paid in June.

### MASBO REGION 4

The MASBO summer conference is June 12-14. June 10 I will be presenting year-end school finance information at the New Clerks' workshop and the 11<sup>th</sup>, I will attend the Black Mountain Software user meeting.

### CURRENT OFFICE ITEMS

Mr. Norbeck and I are currently in the throes of yearend activities. Clearing the old purchase orders from my books is a high priority for me this year. In addition, I will be changing some recording to comply with the auditor's request from the previous audit. Yearend purchasing has begun for some of the small items that are normally purchased at this time.

Miss Boline will be training in July with Mr. Moodry for website management.



June 18, 2019

Principals Report--Mr. Mike Moodry

### **Academics**

We had 161 (59%) students make the honor roll (3.0 GPA) for the 4th quarter. Our ACT score and MAP scores are back. Our MAP scores have shown growth in all areas (math, science, reading and language arts). The ACT scores have been released and we have seen a drop in this year's scores. To address our ACT concerns we will be instituting an ACT prep course through the Panther Study Table during the day and Friday's next year. Our math and English departments have begun the process of ACT curriculum alignment.

### **Attendance and Discipline**

Our new attendance procedure has resulted in over 300 hours of missed time being recovered by 40 students. We had 12 discipline referrals in May. We had a total of 84 events, involving 18 staff members and 67 students during the school year.

### **Policy Revisions**

I have submitted revisions for the 2019-2020 student handbook. Many changes are just clarifications. The major changes are to the attendance, dress code, graduation requirements, and eligibility.

### **Athletic Fees Increases**

Our activity account has been operating with a deficit for the past 3 years, using previous reserves to survive. The projected 2019-2020 deficit will be \$9566.00. We have not had an increase in student activity fee since their inception in 1998. We are proposing the following activity fee schedule for the 2019-2020 school year:

Students \$30 (\$10), Elementary \$20 (\$5), Adults \$50 (\$15), Family \$125 (\$25).

### **Activities**

We had a great finish to the year in activities.

Track qualified 18 athletes for the state meet and took home 6 all state awards including State Champion Avery Stiles in the long jump.

Golf qualified Preston Fields for the state meet. Preston finished with All State honors (Top 15 finishers).

Girls tennis qualified the doubles team of Laurynn Armstrong and Kylie Marks for State.

Music department has been submitting applications for All State Music Festival. Eight JHS students have applied.

The thespians present "The Neighbors" and "Shape of Grave" at Motherlode Theatre in Butte on June 8. They will depart for the International Thespian Festival in Lincoln, NE on June 21.

## Income

	FB	VB	BBB	BB	GBB	WR	TR	TN	CC	CH	REFS	GEN	TOTAL GEN.
2016-2017	\$6,189.00	\$5,043.00	\$851.00	\$3,512.00	\$3,537.00	\$726.00	\$1,457.00	\$1,457.00	\$435.00	\$210.00	\$9.87	\$12,984.00	\$4,344.00
2017-2018	\$4,755.00	\$3,950.00	\$1,696.00	\$3,181.00	\$3,181.00	\$574.00	\$2,068.00	\$728.87	\$155.96	\$638.12	\$27.90	\$13,665.00	\$4,380.00
2018-2019	\$7,144.00	\$5,514.00	\$798.90	\$3,883.00	\$3,883.00	\$1,719.00	\$3,962.00	\$646.00	\$701.00	\$180.00	\$300.00	\$15,190.00	\$6,821.00
2019-2020	\$6,029.33	\$4,835.67	\$900.00	\$3,525.33	\$3,533.67	\$1,006.33	\$3,800.00	\$600.00	\$600.00	\$300.00	\$300.00	\$16,600.00	\$7,200.00

## Expenses

	FB	VB	BBB	BB	GBB	WR	TR	TN	CC	CH	REFS	GEN
2016-2017	\$3,558.00	\$851.00	\$851.00	\$794.00	\$567.00	\$1,850.00	\$1,457.00	\$1,457.00	\$435.00	\$210.00	\$9.87	\$12,984.00
2017-2018	\$4,439.00	\$1,696.00	\$1,696.00	\$193.60	\$485.36	\$2,068.00	\$728.87	\$728.87	\$155.96	\$638.12	\$27.90	\$13,665.00
2018-2019	\$3,579.00	\$798.90	\$798.90	\$458.00	\$606.00	\$3,962.00	\$646.00	\$646.00	\$701.00	\$180.00	\$300.00	\$15,190.00
2019-2020	\$3,600.00	\$900.00	\$900.00	\$900.00	\$900.00	\$3,800.00	\$600.00	\$600.00	\$600.00	\$300.00	\$300.00	\$16,600.00

## Activity Fees

Student	\$20.00	172	\$3,440.00
Elementary	\$15.00	49	\$735.00
Adults	\$35.00	62	\$2,170.00
TOTAL			\$6,345.00

## Proposed Increase

Student	\$30.00	172	\$5,160.00
Elementary	\$20.00	49	\$980.00
Adults	\$50.00	88	\$4,400.00
TOTAL			\$10,540.00

Change \$4,195.00

## 2019-20 PROPOSED FEE CHANGES

Student	\$30.00
Elementary	\$20.00
Adults	\$50.00
Family	\$125.00
Senior	\$30.00
After 50 Free	

COMPARISON						
2019 Composite		Math	Science	English	Reading	Writing
Average	20.0625	19.95833333	20.5	18.33333333	21.14583333	6.083333333
Percentile	55%	55%	56%	42%	54%	45%
College Ready	22	22	23	18	22	7.00
Number Ready	12	15	12	22	19	18
Percent Ready	24.49%	30.61%	24.49%	44.90%	38.78%	36.73%
2020						
Average	18.58461538	18.69230769	20.09230769	16.41538462	18.52307692	5.9375
Percentile	40%	49%	50%	37%	40%	54%
College Ready	22	22	22	18	22	7.00
Number Ready	13	17	22	20	13	19
Percent Ready	20.00%	26.15%	33.85%	30.77%	20.00%	29.69%
CHANGE						
Average	-1.477884615	-1.266025641	-0.4076923077	-1.917948718	-2.62275641	-0.1458333333
Percentile	-15%	-6%	-6%	-5%	-14%	9%
College Ready	0	0	-1	0	0	0.00
Number Ready	1	2	10	-2	-6	1
Percent Ready	-4.49%	-4.46%	9.36%	-14.13%	-18.78%	-7.05%



# Student Growth Summary Report

## Aggregate by District

Term: Spring 2018-2019  
District: Jefferson High School District

Norms Reference Data:  
Growth Comparison Period:  
Start - 4 (Fall 2018) ^  
End - 32 (Spring 2019) ^

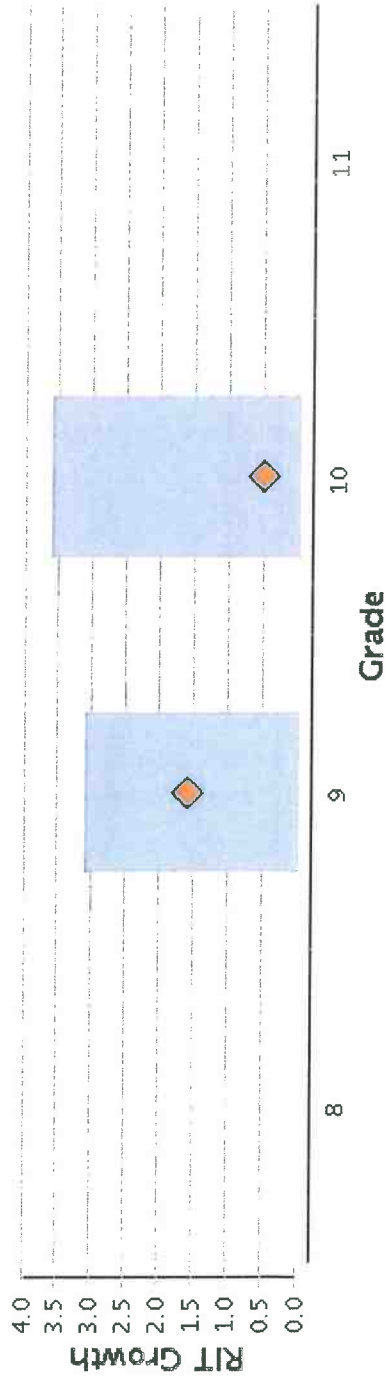
2015 Norms  
Fall 2018 - Spring 2019

Grouping: None  
Small Group Display: No

Reading

Grade (Spring 2019)	Comparison Periods					Growth Evaluated Against			
	Fall 2018		Spring 2019			School Norms		Student Norms	
	Growth Count†	Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE
8	0	**			**			**	
9	60	224.3	12.4	72	227.4	11.3	77	3.1	0.8
10	57	227.1	10.8	79	230.6	9.9	87	3.6	1.0
11	66	229.1	13.7	80	229.1	13.7	80	0.0	1.0
						Projected Growth	School Conditional Growth Index	Count with Projection	Count Met Projection
						1.6	0.65	60	36
						0.5	1.08	57	32
								0	56
									Student Median Conditional Growth Percentile
									60
									63

## Reading



### Explanatory Notes

^ These values for weeks of instruction are the median across your schools and are used in all calculations except the Student Norms section, which uses the values from each student's school of record.  
\*\* Calculations not provided because students have no MAP results in at least one of the terms. The Growth Count is zero.  
† Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.

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# Student Growth Summary Report

## Aggregate by District

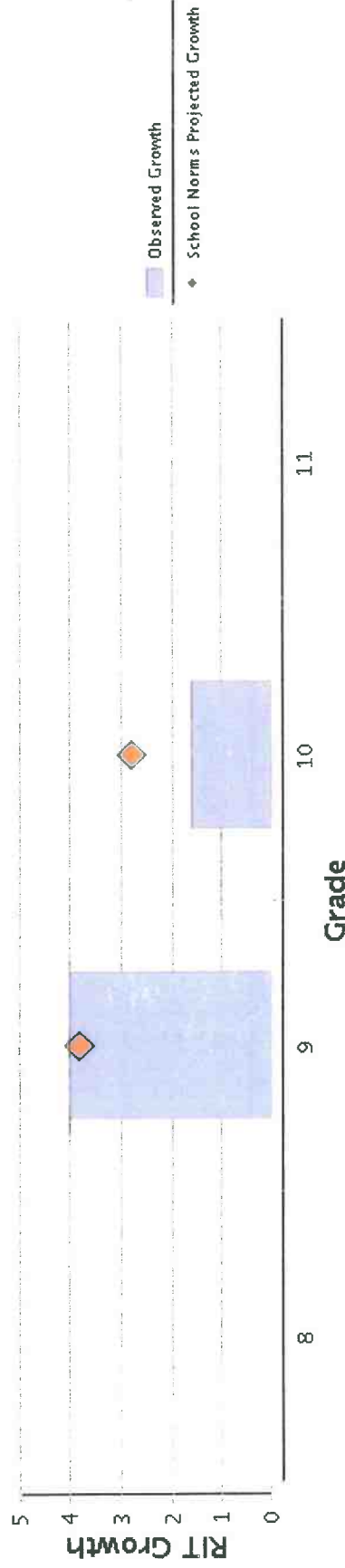
Term: Spring 2018-2019  
District: Jefferson High School District

Norms Reference Data: 2015 Norms  
Growth Comparison Period: Fall 2018 - Spring 2019  
Weeks of Instruction: Start - 4 (Fall 2018) ^  
End - 32 (Spring 2019) ^  
Grouping: None  
Small Group Display: No

### Mathematics

Grade (Spring 2019)	Comparison Periods					Growth Evaluated Against										
	Fall 2018		Spring 2019			Growth		School Norms		Student Norms						
	Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE	Projected Growth	School Conditional Growth Index	School Conditional Growth Percentile	Count with Projection	Count Met Projection	Percent Met Projection	Student Median Conditional Growth Percentile	
8	0															
9	60	239.8	19.2	85	243.9	19.2	85	4.0	0.8	3.8	0.13	55	60	35	58	57
10	56	243.1	14.4	90	244.7	16.5	87	1.6	1.0	2.8	-0.43	33	56	30	54	51
11	0															

### Mathematics



### Explanatory Notes

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GROWTH

# Student Growth Summary Report

## Aggregate by District

Term: Spring 2018-2019  
District: Jefferson High School District

Norms Reference Data:  
Growth Comparison Period:  
Weeks of Instruction:

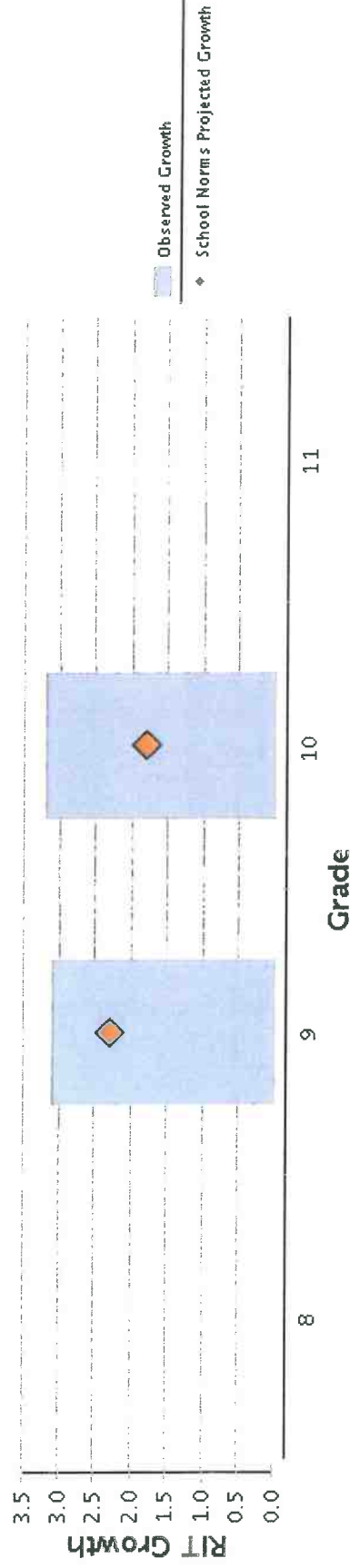
2015 Norms  
Fall 2018 - Spring 2019  
Start - 4 (Fall 2018) ^  
End - 32 (Spring 2019) ^  
None  
No

Grouping:  
Small Group Display:

Science - General  
Science

Grade (Spring 2019)	Growth Count#	Comparison Periods						Growth Evaluated Against								
		Fall 2018			Spring 2019			Growth		School Norms		Student Norms				
		Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE	Projected Growth	School Conditional Growth Index	School Conditional Growth Percentile	Count with Projection	Count Met Projection	Percent Met Projection	Student Median Conditional Growth Percentile
8	0	**			**			**					**			
9	60	221.8	12.6	94	224.8	12.1	95	3.1	0.8	2.3	0.48	68	60	36	60	62
10	57	224.9	10.8	96	228.1	12.3	97	3.2	0.8	1.8	0.76	78	57	33	58	65
11	0	**			**			**					**			

## Science - General Science



### Explanatory Notes

^ These values for weeks of instruction are the median across your schools and are used in all calculations except the Student Norms section, which uses the values from each student's school of record  
 \*\* Calculations not provided because students have no MAP results in at least one of the terms. The Growth Count is zero  
 #Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data

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# Student Growth Summary Report

## Aggregate by District

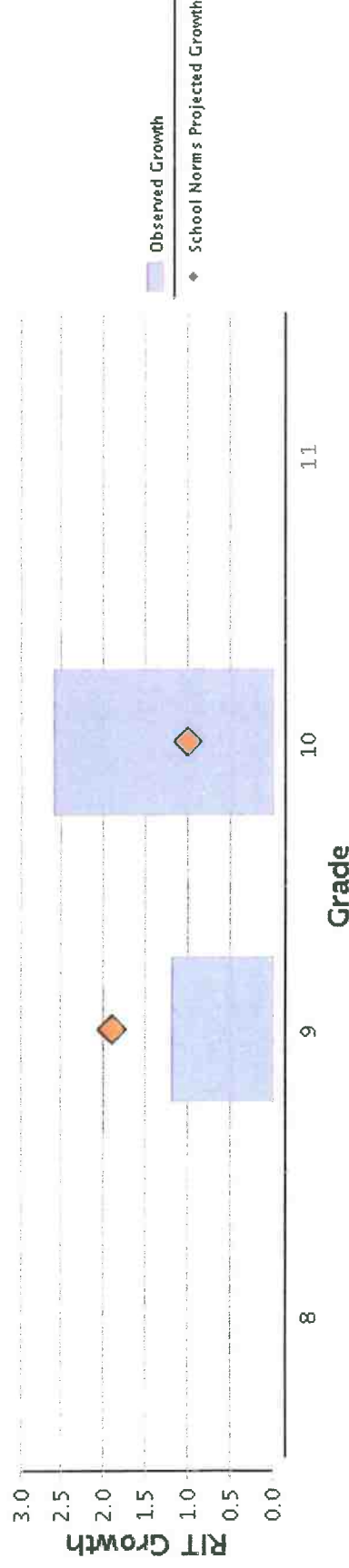
Term: Spring 2018-2019  
District: Jefferson High School District

Norms Reference Data:  
Growth Comparison Period:  
Start - 4 (Fall 2018) ^  
End - 32 (Spring 2019) ^  
Grouping: None  
Small Group Display: No

## Language Usage

	Comparison Periods					Growth		Growth Evaluated Against		
	Fall 2018		Spring 2019			Observed Growth	Projected Growth	School Norms	Student Norms	Student Median Conditional Growth Percentile
Grade (Spring 2019)	Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Projected Growth	School Conditional Growth Index	School Conditional Growth Percentile
8	223.0	11.5	75	224.2	12.7	71	1.2	1.9	-0.34	37
9	225.6	9.5	82	228.2	12.0	86	2.6	1.0	0.62	73
10	225.6	9.5	82	228.2	12.0	86	2.6	1.0	0.62	73
11	225.6	9.5	82	228.2	12.0	86	2.6	1.0	0.62	73

## Language Usage



## Explanatory Notes

^ These values for weeks of instruction are the median across your schools and are used in all calculations except the Student Norms section, which uses the values from each student's school of record.  
\*\* Calculations not provided because students have no MAP results in at least one of the terms. The Growth Count is zero.  
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**To Students and Parents:**

The Jefferson High School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with the Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through proper communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Policy Manual is available in the school office. In case of conflict between Board policy and any provisions of student handbooks, board policy will be followed.

The Jefferson High School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. (Refer to Policy 32.10) The Title IX Coordinator is Mr. Joe Michaud, High School Counselor.

**JEFFERSON HIGH SCHOOL 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.*

**Teacher Advisor:** Each student is assigned to a home room or teacher advisor. Students will meet with their advisor regularly throughout the school year. Be sure to ask your student who their teacher advisor is as this advisor will be assigned to your child for their four years in school. The teacher-advisor can offer suggestions on post-secondary opportunities and works with your child in small group settings on school-wide issues such as: school spirit, bullying, school pride, pre-registration, career choices, and school surveys.

**School Day**

Jefferson High School operates a four-day week and an eight-period day.

Period	Monday-Thursday
0	8:00 – 8:36
1	8:39 – 9:35
2	9:38 – 10:34
Announcement	10:37 – 10:44
3	10:44 – 11:40
4	11:43 – 12:39
Lunch	12:39 – 1:09
5	1:12 – 2:08
6	2:11 – 3:07
7	3:10 – 4:06

*Dismissal time is at 4:06 p.m. Buses will pick up students at the east end of the school building. Students are welcome to be in the building 10 minutes before school begins and 10 minutes after school concludes unless meeting with a staff member regarding student business.*



### JHS Trustees

Ms. Denise Brunett, Chair  
Mr. Cami Robson, Vice-Chair  
Mr. Kevin Harris, Trustee  
Ms. Bryer Herak, Trustee  
Ms. Denise Brunett, Trustee  
Ms. , Kyrie Marks-Russ, Trustee  
Mr. Larry Rasch, Trustee

### JHS Administration

Mr. Tim Norbeck, Superintendent/Principal  
Mr. Mike Moody, Principal/Activities Director  
Ms. Lorie Carey, Clerk/Business Manager  
Mr. Dan Sturdevant, Co-Activities Director

### Certified Faculty

Mr. Joe Michaud, Counselor, Testing,  
Mr. Dave Heimann, Industrial Technology, Skills USA Advisor  
Mr. Fritz Bieler, Government, Driver's Education, Sponsor Model U.N and Youth  
Legislature  
Ms. Cassidy Parsons, Family and Consumer Science, FCCLA Advisor  
Ms. Nicole Strozewski, Math, Student Council Advisor  
Ms. Emma Ehret, Art and Art Club Advisor  
Ms. Mary Drynan, Special Education  
Ms. Kelsey Voeller, English, Journalism  
Mrs. Anne Joliff, English  
Mr. Mathew Bowman, Music, Pep Band  
Mr. Mike Hesford, English, Film, Theater  
Mr. Cody Ottman, History,  
Ms. Dawn Smartnick Business Education, BPA Advisor, Student Portfolios,  
Mr. Steve McCauley, Science, Co-Sponsor National Honor Society, Science  
Olympiad Advisor  
Ms. Mary Williams, Physics, Chemistry, Physical Science  
Mrs. Wendy Schultz, Spanish  
Ms. Cathy Carey, Math  
Mr. Dave Terres, Anatomy, Physical Education  
Mr. Mike Robbins, Woods, Construction, Small Engines  
Ms. Britani Carey, English  
Ms. Sarah Layng, Library, Co-sponsor Yearbook  
Mr. Clint Layng, Physical Education, Driver's Education

Ms. Nancy Bailey, Math

### Support Personnel

Ms. Linda Allen, HS Secretary  
Mr. Alan Smith, Technology  
TBD, Elster Kirsch, Paraprofessional  
Ms. Lisa Fieldseth, Paraprofessional  
Ms. Lynsey Williams, Paraprofessional  
Ms. Kay Watts, Paraprofessional  
Mr. Jeff Guay, Paraprofessional  
Mr. Dan Sturdevant, Building and Grounds Director  
Mr. Kyle Lyon, Custodian  
Mr. Keven Burton, Custodian  
Mr. David Miller, Custodian

Contacting Faculty and Staff can be done by calling the main high school office. You will be connected to the teacher's voice mail during the school day. You can also access the faculty list on the JHS webpage where you are able to send email directly to your teachers. The JHS website is [www.jhs.k12.mt.us](http://www.jhs.k12.mt.us)

### **ATTENDANCE**

Attendance requirements: Students will be allowed eight absences in any one class in any one semester. The parent or guardian will be notified when the student has reached the fourth absence and the sixth absence limitation per semester. A letter or phone call to the parent or guardian will notify the parent or guardian that the student is approaching the maximum limit. Following the sixth absence the student will report to the Principal and account for the history of the six absences. The eighth absence will result in a conference with the Principal, the student and the parent or guardian or an adult representative. *The 9<sup>th</sup> Absence will result in an attendance hearing by the attendance committee. ~~Parent are encourage to attend letter with choices to recover credit:~~*

- 1. Recover the credit fully if the student makes up the hours missed during the sessions before, after school, Friday Opportunity, or on administratively-approved community service.***
- 2. The grade will be changed to either pass or fail on the official transcript according to the grade earned in the course. A course grade of A, B, C will be give an Pass ("P"). A course grade of D or F will result in a Fail ("F"). If you choose this option, Pass on the GPA calculation will use .67 for the GPA***



calculation. You may have your letter grade restored if you meet the attendance requirement (less than 8) in the following semester.

**3. Student credit will be denied and may be appealed to the school board. Please inform the Superintendent of any appeal.**

Absences: Absences will be recorded as period absences from school. Missing class for more than 15 minutes constitutes an absence in that class for that period unless the student has a pass from the office or a teacher.

Being gone from a class for a school-sponsored activity is counted as a school-activity absence. Two days of college organized college visitations likewise will not count as absences. Being gone for attendance at a funeral for immediate family members or grandparents and the associated activities when properly excused will not place a student in jeopardy of losing credit due to absences. Student's absences due to school bus problems will not count towards loss of credit absences.

The parent or guardian shall provide a home, work, cell or message phone number to the school where they can be notified of their student's absence.

If a student is absent from school for illness, bereavement, family obligations, or because of serious storm conditions, the school staff will make every effort to accommodate the student and the parents in helping minimize the negative impact of the student's absenteeism on school performance.

Adult Student Status: Adult student status may be granted to students who are not living at home. When a student is not living at home under the general supervision of his or her parent or guardian, special arrangements must be made with the Principal for the student to excuse himself/herself.

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Policies Relating to Excused Absences:

- A. An excused absence is any absence from class or school that is authorized by a parent or guardian or school official provided:
- 1) The student's parent or guardian notifies the school of the reason for their absence either by note or phone call prior to or at the time the student returns to school.
  - 2) Students who know they will be absent from school get advance consent forms completed and turned in to the office.
- B. For students who bring a note signed by a parent, guardian or school official to explain their absence the note should include:

- 1) The name of the student,
- 2) The date(s) of the absence,
- 3) The specific reason for the absence, AND
- 4) The parent, guardian or school official's signature.

C. Graded students' assignments that can be made-up have the following timeline for completion unless other arrangements are made with the teacher.

- 1 day absent- make up work due in 2 days.
- 2 days absent- make up work due in 3 days.
- 3 days absent- make up work due in 4 days.
- 4 days absent- make up work due in 5 days.
- 5+ days absent- arrangements will be made with the teachers.

D. Office Checkout: In the event a student leaves school during the school day, the student's absence will be regarded as Unexcused unless the student formally checks out at the office. Check out will be permitted if a phone call is received or a note is presented from a parent or guardian prior to or at the time of check out. The reason for the absence must be stated. Only in an emergency or an unusual situation will checking out be permitted without either a phone call or a note.

E. Advanced Consent Forms: For students who know in advance that they will be absent, forms are available to get prior approval of the absence.

Approximately three days before being gone, the student is to pick up a form from the office and have it completed by their teachers, signed by their parents, and then approved by the principal.

Excessive absences: ~~After a student has exceeded the eight day limit the Principal will meet with the teachers of that student then make a decision regarding a loss of credit or waiver.~~ Students and their parents/guardians

may appeal the principal's decision according to the school district policy to the superintendent and then JHS District # 1 Board of Trustees. Appeals are held for students who are passing their classes despite excessive absenteeism.

Possible Waivers: Bereavement of immediate family, medical exemptions with physician or physician asst. verifications, college, post-secondary visitation during junior or senior year, extenuating circumstances with administrative verification.

Policy Relating to Unexcused Absences (Truancy): An Unexcused absence is any absence from a class without the teacher's permission or from school without the

knowledge and authorization of a parent, guardian or school official results in the following consequences:

Consequences for Unexcused Absences: Unexcused absences will be accumulated separately for each semester. For each occurrence the student must report to the office and obtain an admit slip indicating the absence is unexcused and have the slip signed by each teacher. The student's parent or guardian will be notified of the absence. Any assignment, class work or test missed as a result of an unexcused absence will be given a score of zero given an incomplete. In addition:

1. On the first unexcused absence the student will be required to make up the amount of class time missed in Friday detention with the principal or designee.
2. On the second unexcused absence the student must make up the time missed. A parent-student-teacher conference will be held before the student can return to the class
3. On the third unexcused absence the student must make up double the time missed. In addition, the parent and student together must meet with the principal or superintendent within five days after the offense occurred to determine next steps for the student.
4. ~~On the fourth unexcused absence the Principal may recommend to the Superintendent that the student be expelled from school for the remainder of the current semester.~~

Tardy Slips If you arrive late to school or class, a tardy slip must be obtained from the office.

### **Tardiness**

1. Students are to be in each class prior to the tardy bell.
2. No student should be in hallways after the tardy bell rings.
3. Three Unexcused tardies per semester will result in two hours of after school detention. Six unexcused tardies will result in four hours of Friday detention spread over two days and a parent conference with the teacher, adviser and counselor. Nine or more unexcused tardies equals will result in suspension from school and a parent conference with the principal. an unexcused absence to total attendance.

Failure to attend detention on scheduled day will result in double the time assigned and an Office Referral.

### **AWARDS AND HONORS**

To be recognized during graduation ceremonies for any honors and awards, the

graduating senior must have attended Jefferson High School for at least one semester and an accredited high school which issues letter grades for at least seven semesters. (See Policy 2410P)

### **Honor Roll**

A student must have a minimum grade-point average of 3.00 to be placed on the honor roll.

### **Honor Society**

National Honor Society is one scholastic organization that recognizes academic excellence. Membership in the National Honor Society is determined by a constitution and overseen by a faculty committee at the local level.

### **CAFETERIA SERVICES**

The District participates in the National School ~~Lunch~~ Food Program and offers students nutritionally balanced breakfasts/lunches daily. Free and reduced-price breakfast/lunches are available based on need. See the principal's office for more information.

### **CHEMICAL ABUSE**

A student who uses, or possesses narcotics, hallucinogens, drugs, stimulants, or alcohol at school or school functions, showing evidence of having used narcotics, hallucinogens, drugs, stimulants or alcohol, will on the first offense be suspended for ten school days, with the opportunity to earn seven days back by successfully completing a Chemical Awareness class at the Parent's expense or participate in the chemical dependency weekly group at JHS, and complete a Chemical Dependence Survey with the County Health Nurse. Students will for the second offense or first offense of distribution will be recommended for expulsion from school or upon successful completion of Youth Challenge be allowed to return to JHS. All students who violate this policy will be referred to the proper authorities.

Smoking, E-Cigarettes, and Chewing Tobacco: JHS students may not possess nor use tobacco products within visual range of the school. This includes the time the school is open for activities. Violation of this policy will result in an automatic one-day suspension from school as well as referral to law enforcement authorities. Students who desire assistance in overcoming the habit-forming aspects of nicotine should contact the County Health nurse. (See Policy 8225)

### **CLASS ADVISORS**

2020: Mr. McCauley, Mr. Bieler, Mrs. Williams, Ms. C Carey, Mr. Bowman  
 2021: Ms. Joliff, Ms. Smartnick, Mr. Ottman, Mr. Layng, Ms. Bailey  
 2022: Mr. Robbins, Ms. Voeller, Ms. Parsons, Mr. Ternes, Ms. Drynan, Mr. Michaud.  
 2023: Mr. Heilmann, Ms. Ehret, Ms. Strozewski, Mr. Hesford, Ms. Layng

## CLASS RANKING

### Valedictorian/Salutatorian

The students who hold class rankings of # 1 and # 2 when final GPA's are calculated will be the valedictorian and salutatorian of their graduating class.

### 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. (See Policy 2410P)

## COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school principal so that other students who **may** have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Amebiasis	Hepatitis	Rubella (German Measles)
Campylobacteriosis	Influenza (including congenital)	
Chickenpox	Lyme disease	Salmonellosis
Chlamydia	Malaria	Syphilis
Colorado Tick Fever	Measles (Rubeola)	Scabies
Diphtheria	Meningitis	Shigellosis
Gastroenteritis	Mumps	Tuberculosis
Streptococcal, invasive	Giardiasis	Pinkeye
Hansen's disease	Ringworm of the scalp	
Whooping Cough (Pertussis)		

[Further information may be found at policy 3417 in the District's Policy Manual]

## COMPLAINTS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy 1700 in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. The District office or the Superintendent's office can provide information regarding specific processes for filing complaints. Call 225-3740. Additional information can also be found in the designated Board policy, 1700, available in the Superintendent's office.

## COMPUTER RESOURCES

The District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign the acceptable use agreement regarding use of these resources; violations of the acceptable use agreement may result in withdrawal of privileges and other disciplinary action. Electronic communications — e-mail — using District computers are public and may be monitored by District staff. [For additional information, see policy 3612 and 3612F] Parents who would like their child to be able to use computer technology and have internet access need to complete the acceptable use policy found at the end of the student handbook and return it to the high school office.

## CORRESPONDENCE/ONLINE COURSES

The District will permit a student to enroll in an approved correspondence/[online](#) course from a school approved by the National University Extension Association, in order that such student may include a greater variety of learning experiences within the student's educational program.

A Jefferson High School student may receive approval for correspondence/[online](#) course enrollment under the following conditions:

- Prior permission has been granted by the principal.
- The program fits the educational plan submitted by the regularly enrolled student.



- The District will accept (1 ½ credits) of correspondence work that enhances JHS learning or allows a student to complete a course in which a student received a failing grade.
- No correspondence courses are allowed that serve to supplant course work at Jefferson High School.
- Correspondence course work cannot be used to allow a student to graduate early from high school.
- The use of Accellus or any other credit recovery or advancement program must be pre-approved by a team consisting of general education teacher, Accellus director, and counselor. **Final discretion will be given to building principal.**

Correspondence course costs are the responsibility of the student and parent. The District does not pay for correspondence courses.  
(See Policy 2167)

## COUNSELING

### Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures.

Every student today should be committed to some type of post-secondary learning whether it be university, technical college, military, Peace Corp, etc., and should work closely with the counselor in high school class selection and post-high school requirements for the chosen pathway.

### Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

**Please note:** The school will not conduct a psychological examination, test, or treatment without the parent's written consent

## CURRICULUM

### Regular Jefferson High School Requirements for Graduation:

1. Four Credits of English
2. Three Credits of Science
3. Three Credits of Mathematics

4. ~~Two~~ **Three** Credits of Social Studies
5. ~~One~~ **Two** Credits of Health and Physical Education (1.5 PE, ½ health)
6. One Credit of fine arts
7. One Credit of Career & Vocational/Technical Education
8. One Half Credit of Personal Finance
9. One Half Credit of Introduction to Computers
10. **Four Credits of Electives**

A total of ~~21~~ **22 credits**

Freshmen and sophomores are required by state law to take physical education. Exemptions may be made upon presentation of a doctor's certificate, explaining the type of ailment, which necessitates being excused. If a student who is unable to take PE during their freshman or sophomore years and later becomes able to participate they will be required to take it at that time.

### Montana University System Requirements

In addition to the requirements for graduation, students should plan on completing the requirements for entrance into one of the units of the Montana University System to ensure their eligibility for admission at any future point.

1. Four years of English
2. Three years of mathematics including Algebra I, Geometry, and Advanced Algebra.
3. Three years of Social Studies including World History, American History, and Government.
4. Two years of Laboratory Science: one year should be earth science, biology, chemistry, or physics, and the other year can be one of the above sciences or another approved college preparatory science.
5. Two years of elective courses: foreign language (preferably two years), computer science, visual and performing arts, or approved vocational education units.

## DISCIPLINE

### Guidelines for Student Conduct:

A student shall not:

1. Run, push, or "rough house" in the hallways, classrooms, lunchroom or school bus lines.

2. Display inappropriate table manners in the lunchroom.
3. Use profanity, force, noise, coercion, intimidation, or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction, supervision or control of the school.
4. Prepare and/or present documents with forged signatures or initials of parents, teachers, other students or anyone else.
5. Cheat by copying assignments, using unauthorized crib sheets for tests, looking at someone else's test, plagiarizing, knowingly permitting someone else to copy, permitting another person to look at your test or any other dishonest means of avoiding or helping someone else avoid their responsibility.
  - a. 1<sup>st</sup> Offense: Office Referral and Zero on the ~~Test~~ assignment.
  - b. 2<sup>nd</sup> Offense: Office Referral and Failure of the quarter.
  - c. 3<sup>rd</sup> Offense: Office Referral and Failure of the Semester.
6. Haze other students or assisting others in hazing.
7. Exhibit hostile physical or verbal action against another, including fighting, use of obscene, indecent, immoral or offensive language and/or gestures. All spectators of any physical confrontation will earn an Office Referral. Any student engaging in verbal encouragement of any physical violence will earn a suspension.
8. Defy the reasonable request or direction of school authority including failing to properly identify yourself.
9. Vandalize, damage, destroy or steal school property or the property of other individuals including school buses.
10. Possess or use weapons or dangerous instruments including but not limited to firearms, knives, clubs and explosives including fireworks.
  - a. Consequence: Police Referral, Recommendation for Expulsion
11. Falsely activate a fire alarm.
12. Violate school bus rules and regulations as posted on the bus. Damage to bus seats or other parts of the bus will result in suspension from school, suspension of bus privileges for two weeks and payment of necessary costs for fixing the damage.
13. Consumption of food and beverages will be allowed before school, at lunch and after school in the cafeteria and non-carpeted lobby areas only.

**Note: Depending on the severity of the offense, the right to suspend a student exists at all times.**

Discipline Policy: Consequences for the above behaviors may include one or more of the following:

- 1) A warning.
- 2) Suspension from class for the remainder of the class period. Student will report to the main High School Office. The Student will be assigned to a Study Room for the remainder of the class period. Two consecutive days of assignment to the Study Room will result in an Office Referral.
- 3) Assignment to In-School-Suspension or After School Detention. All work will be counted towards grade. All assigned work must be completed before any work will be graded and must be completed during the in-school suspension time.
- 4) Expulsion from school is a consequence of severe and/or repeated violations. Expulsion requires a hearing before the Board of Trustees. Other appropriate corrective disciplinary action such as fines for damage to books, notification of police for stealing or vandalism, payment of restitution for careless or deliberate damage, cleaning cafeteria for inappropriate behavior during lunchtime and other similar actions may be required.

The choice of a consequence for a specific action will take into account the seriousness of the offense, the attitude and age of the student, the pattern of conduct, the degree of cooperation of the student and any other relevant information.

#### Classroom Behavior:

Student behavior within the classroom must not interfere with the rights of other students to learn the lessons being taught, nor the teacher's right to teach. Violations will result in the student's removal from class for one class period.

**Subsequent offense will deal with according to the Discipline /Office Referral Policy.** ~~first incident all work will be counted towards grade, second incident 1/2 the work will be counted towards grade, all subsequent incidents will not be counted towards any grade. All work assigned must be completed before a student can earn entry back into class. If a violation is severe enough in nature or is repeated, the student may be removed from the class permanently with a failing grade assigned. Such removal will be at the discretion of the Principal.~~

#### Office Referral Policy:

Teachers, coaches, advisors, bus drivers and other adults acting in the capacity of supervision of students are responsible for handling routine disciplinary violations. If student's violations are severe or are repeated after parents have been notified, students may be referred to the principal. When students are sent to the office on referral they are to talk to an administrator before returning to any class. Failure to

report to the administrator will result in additional discipline. The following steps will be applied to students referred to the principal's office.

First Offense - Assignment to one full day of In-School-Suspension or the equivalence in after-school detention. Assignment is at the discretion of the administration. In School Suspension is an assignment to the In-School-Suspension Room for the entire school day. The student will not receive any unsupervised breaks, will eat lunch in the In-School-Suspension Room under supervision, and will be dismissed at 4:06 p.m. Students assigned to In-School-Suspension will have the work from all their teachers and must complete all work assigned. All work will be counted towards grade. The discipline referral will be sent home and a copy of the referral will be filed.

Second Offense - One day of Friday. A parent conference is required with the school counselor. Both conferences will take place within a week. A copy of the referral will be filed.

Third Offense - Student will be assigned to Friday or out of school suspension for one to three days. A conference with student, teacher, parent, counselor and administrator present will be required prior to re-admittance.

Fourth Offense - Student will be suspended from school for one to five days. A conference with the same people will take place to consider a behavior plan. All work missed will result in a grade of zero.

Fifth Offense - The principal will initiate expulsion proceedings. The student may be suspended until a meeting of the Board of Trustees can be called.

Offenses against the policy are cumulative for one school year. At the start of the next year the level will be reduced two levels.

Students are entitled to due process. Due process requires the following steps:

- 1) the student is informed of charges
- 2) the student has a chance to be heard.
- 3) the student is informed of the consequences
- 4) the student has the right to appeal the decision of the person deciding the consequences depending on the nature of the consequence: appeal goes from teacher to principal to superintendent.
- 5) a record will be kept of the incident

Suspension: Means the exclusion of a student from attending individual classes or school and participating in school activities for a limited period of time. Students who participate in activities are suspended from all school activity participation during an out-of-school suspension.

Expulsion: a decision by the Board of Trustees that permanently excludes a student from school. Note: State Statute requires a recommendation for expulsion for any

student who brings a gun or gun-like object to school. This includes in vehicles parked on school property.

SEVERE CLAUSE - There are actions that are serious enough in nature to warrant immediate suspension/expulsion proceedings. Examples of these types of violations would include actions that may harm others, vandalism, theft, violence, possession/use of weapons, chemical abuse, defiance or disrespect toward teachers, etc. An administrator always has the right to suspend.

## DISTRIBUTION OF MATERIAL

(See Policy 3222)

All school publications are under the supervision of a teacher, sponsor, and the principal. District policy allows distribution of materials of parent and student organizations sponsored by the District or other governmental agencies. Any student who posts material without prior approval may be subject to disciplinary action. Materials displayed without this approval will be removed.

## DRESS AND GROOMING

(See Policy 3224)

The District's dress code is established to teach grooming and hygiene, to prevent disruption, and minimize safety hazards.

The primary responsibility for a student's attire resides with the student and parents or guardians. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students should be given the most choice possible in how they dress for school. Any restrictions must be necessary to support the overall educational goals of the school and must be explained within the dress code. Any dress deemed to disrupt the educational process is inappropriate.

1. Basic Principle: Certain body parts must be covered for all students
  - a. Clothes must be worn in such a way that genitals, buttocks, and nipples are covered with opaque material. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.
2. Students MUST wear:



- a. Clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
  - b. Shirts and dresses must have fabric in the front and on the sides (under the arms).
  - c. Clothing that covers undergarments.
  - d. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
  - e. Specialize courses may require specialized attire
3. Students MAY not wear:
- a. Headwear
  - b. Clothing having pictures or words, which contain profanity, hate speech, suggestive phrases or references to alcohol, tobacco products, drugs, violence, or obscenity.
  - c. Images or language that creates a hostile or intimidating environment
  - d. Midriff Baring shirts
  - e. Visible underwear
  - f. Bathing suits
4. Students will keep jackets in lockers. Backpacks and bags determined to be reasonable size by school administration may be used in class and between classes to transport materials. Bags must be able to be stored under desks and not in a place that can create a trip hazard for others. Students choosing to use backpacks must also understand policy 3231 allows school administration, teachers, and support staff the right to search bags if there is reasonable suspicion that illegal items may be hidden or contained within the backpack. If use of backpacks create a hazard or restrictions are being ignored, backpacks can be revoked from the student by school administration.

A student with a shirt deemed inappropriate will be asked to remove that shirt and another more acceptable shirt will be provided.

3. Special requirements for attire may be given for extracurricular activities and special areas such as the shop, science lab or home economics classroom.

4. All students are to wear proper footwear at all times.

5. All apparel must be modest and decent. No bare midriff is to show when standing relaxed. Tank top straps must meet or exceed 3 finger widths. No undergarments will be shown at any time.

6. Excessively sloppy dress will not be allowed. Clothes shall be clean and in good repair. Clothing with excessive holes or those above mid thigh length will not be tolerated.

7. Suggestive patches or emblems will not be worn.

8. Any Head Gear is not to be worn in the building during the school day.

9. Shorts and skirts will be allowed under the following guidelines:

a. The hem shall reach no higher than mid thigh.

b. No spandex, unless worn under shorts.

c. No sweats or cutoffs, unless properly hemmed.

10. Sunglasses are for outside rather than in classrooms.

Girls

1. Skirts are allowed under the same length restrictions as shorts.

2. Pants (jeans) must fit to the degree that underwear is not exposed.

Boys

1. Pants (jeans) must fit to the degree that underwear is not exposed.

2. No athletic undershirts or underwear will be worn as outer garments.

Violation of any of the provisions of the dress code will result in the student's being required to change clothes ~~and time lost in doing so must be made up after school~~. Repeat offenders will be assessed Disciplinary action.

#### DROP-ADD

Students may add or drop courses during the first three days of the fall semester if approved by their teacher-advisor, counselor and parent. Drop/Add forms must have the signature of parents, all affected teachers, the guidance counselor and the principal. Only Staff-initiated changes will be considered after the first three days.

#### EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

##### STATEMENT OF PHILOSOPHY

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, drama, journalism, music, student clubs, student government, and academic-related areas. Participation in these activities provides students with a lifetime basis for character development, leisure activities, and community service.

The opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. Participation is a privilege that carries with it responsible representation of the school, your family, the community, and the activity.

The interscholastic activities program shall be conducted in accordance with district policies, rules and regulations. Jefferson High School Board of Trustees believes winning is important, however, winning with good sportsmanship, dignity, and fairly is most important. At all times, the activity program must be conducted in such a way so as to justify it as an educational activity. Coaches should teach participants to respect other students, their teammates and their opponents, and teach them to genuinely thank their opponents for competing with class. The victory of self-discipline is seen as the greatest of all victories.

Interscholastic activities competition adds to our school success and helps all students develop pride in their school and peer achievements. The ultimate goals of the activities should be: 1) to realize the value of team work; and 2) to develop and improve positive Citizenship and character qualities among the participants.

#### EXTRA-CURRICULAR ACTIVITIES

Jefferson High School offers a variety of extra-curricular activities. These programs are offered for the student's development, enjoyment, and fulfillment. Involvement in extra-curricular activities and activity related organizations include the following:

##### JHS ACTIVITIES

Activities Director – Mike Moody  
Co-Activities Director – Dan Sturdevant  
Honor Society – Mr. McCauley  
Student Council – Ms. Strozewski  
Art Club – Ms. Ehret  
Rodeo Club – Mr. Sturdevant  
Concert Band/Marching Band – Mr. Bowman  
Yearbook – Mrs. Layng  
BPA – Mrs. Smartnick  
Youth Legislature – Mr. Bieler  
Drama/Theatre – Mr. Hesford  
Speech/Drama-TBD  
FCCLA – Ms. Parsons  
Skills USA – Mr. Robbins  
Model U.N. – Mr. Bieler  
Football – Mr. Layng  
Wrestling – Mr. Humphrey  
Tennis – Ms. Morris  
Track – Ms. Layng  
Cheerleading – Ms. Supalla  
Cross Country – Mr. K. Klass  
Volleyball – Mr. Majors  
Girls' Basketball – Ms. Layng  
Boys' Basketball – Mr. Connole  
Golf- Mr. Ternes

##### NON-ATHLETIC Activity Descriptions

STUDENT COUNCIL: consists of four elected officers, two elected representatives from each class and an elected representative from each organization, which chooses to participate. Student Council oversees Homecoming, all fund raising activities and various other activities throughout the year.

NATIONAL HONOR SOCIETY: is an organization composed of members who excel in the qualities of scholarship, leadership, service, and character. Sophomores, juniors and seniors eligible for election to the Jefferson High School Chapter are required to

have a cumulative GPA of 3.50 or above. Students who possess the qualifying GPA will be notified via a letter that they are scholastically eligible to become a member of the organization. Upon receipt of a completed Student Activities Form, selections are dependent upon the majority vote of the five-member Faculty Council. As these students have already met the scholastic criteria, these Council members will base their selection upon the remaining qualities of leadership, service, and character.

Active members must maintain the standards by which they were selected and meet the obligations determined by the chapter. The chapter advisor(s) will monitor members for compliance with obligations. Those who fail to meet the obligations of membership will be warned and /or dismissed by the Faculty Council in accordance with the procedure described in the chapter constitution.

THESPIANS: Membership in Thespians is determined by participation in drama activities. The local thespian troop sponsors several activities that promote the drama program.

ECCLA: is a state and national organization open to all students who take home economics. The club motto, "Toward New Horizons," expresses the purposes of the group which are to promote a growing appreciation of the joys and satisfactions of homemaking, to emphasize the role of the family in American life, to encourage democracy in home and community living, to promote international good will, and to foster development of creativeness in the home and in the community.

BPA: The Business Professionals of America club is open to those students who have interest in improving their skills in areas such as accounting, business operation and secretarial areas. Statewide competition is held for those who are members for the organization and have qualified for advancement to further competitions

SKILLS USA: is for those who have an interest in increasing their skills in shop and industrial arts areas such as woodworking, welding, drafting, mechanics, etc. Statewide competition is held in Havre in the spring.

GIRLS STATE: is to educate the girls of Montana in the duties of privileges, rights, and responsibilities of American citizenship. It is a plan for training in the practical mechanics of government.

BOYS STATE: is sponsored by the American Legion. The purpose of Boys State is to offer a better understanding of city, county, and state governments, teach public speaking, and the fundamentals and basic principles of parliamentary and court procedures.

MODEL UNITED NATIONS: To stimulate a deeper knowledge of the United Nations Organization. To develop and establish a working understanding of the humanitarian, social, economic, cultural, legal and political problems of the world. To provide a free and open forum for the study and discussion of world-wide problems.

YOUTH LEGISLATURE: To help young people have a better understanding and working knowledge of our state legislature.

ART CLUB: For all students who have an interest in creative art and would like to help with projects such as painting murals, field trips to art exhibits and putting on the Spring Art Show and Auction.

RODEO CLUB: provides school recognition for students who have an interest in competing in High School Rodeo.

## **STUDENT OBJECTIVES OF PARTICIPATION**

- I. To provide a positive image of school activities at Jefferson High School.
- II. To strive always for participation excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student.
- III. To provide experiences that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
  - A. Physical, mental and emotional growth and development.
  - B. Acquisition and development of special skills in activities of each student's choice.
  - C. Teamwork with the development of character traits such as: commitment, loyalty, cooperation, and fair play.
  - D. Directed leadership and supervision that stresses self- discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning or losing graciously.
  - E. A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.
  - F. Achievement of initial goals as set by the school in general and the student as an individual.
  - G. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
  - H. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.



- IV. To have sufficient involvement so as to have activities for a wide variety of student interests and abilities.
- V. To provide those student activities which offer the greatest benefits for the greatest number of students.
- VI. To create a drive to succeed and excel.
- VII. To develop high ideals of fairness in all human relationships.
- VIII. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- IX. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
- X. To develop an understanding of the value of activities in a balanced educational process.

FUND RAISING: The Board acknowledges that the solicitations of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent providing that the instructional program is not adversely affected. Before classes and organizations may have fund raising activities, they must get approval by the following people in the order given:

- 1. Organization sponsor
- 2. Student Council
- 3. Principal

Forms for getting this approval are available in the office.

#### CHAPERONES

- 1. All functions must have a teacher and/or parent sponsor present at all times.
    - a. This includes preparation for any activity such as dances, pasty sales, and parades.
    - b. This also applies for school-approved functions not held on school property.
  - 2. Chaperone/Sponsor is to make arrangements for Facility Use.
- Limitations
- 1. All bands/DJs/performers must be approved by faculty sponsors and principal for school dances.
  - 2. School dress code prevails for all dances, except for special dances.
  - 3. All float entries must be approved by office.
  - 4. Student Council must set limits on amount of money to be spent on floats.

#### Use of School Building

- 1. After hours - must secure permission from principal for use.
- 2. Must have at the minimum of 1 chaperone per every 15 students up to 5 adult chaperones. A staff member must be a part of any chaperone team.
- 3. Must clean up area used. Unclean area will result in a \$30.00/hr. cleaning fee to the group.

Activities: The above applies to all school approved activities such as bake sale, pasty sales, car washes, parades, etc.

#### Dances

- 1. A class or organization sponsor and two additional adults (preferably parents) must be present during entire event.
- 2. A "closed door" policy shall prevail at all dances. This means that anyone leaving the dance cannot return.
- 3. Guest passes may be picked up at the office for bringing a guest to a closed dance. Guest passes must have the name of the student's guest on it and signed by the principal. Guest passes must be presented to chaperone before entering the dance. Only- High School age students are allowed to attend dances, formal or informal.
- 4. All dances end at midnight.
- 5. No liquor or drugs nor anyone who has been drinking or using drugs shall be allowed in the building.
- 6. No smoking by students allowed at any school function.
- 7. Organizations or classes must hire a policeman to be in attendance at all dances.
- 8. The class or organization sponsoring the dance or party is responsible for cleaning up and locking all doors.

#### Activity Attendance

In order for Jefferson High School students to participate in any extra-curricular activity, he or she must be in attendance at least a half of the school day to be eligible to participate in practice or competition (this constitutes at least 3 periods on the day in question.) For a Saturday contest they must be in attendance a half day during the previous school day. The sponsor and principal must approve any exception to this rule. All work that will be missed because of travel must be made up prior to leaving or arrangements must be made with each individual teacher. Activity cards are ~~\$20.00~~ **\$30.00** and all student participants must purchase one by the 2<sup>nd</sup> contest.



### Academic Eligibility

The Board of Trustees of Jefferson High School has resolved that to be eligible to participate in extra-curricular and co-curricular activities, a student must:

- A. Have no missing assignments in the previous week.
- B. Have no more than one "F" at anytime.
- C. Have no unexcused absences in the previous week.
- D. Have no more than 8 absences in a semester.
- E. Maintain all other MHS standards

Academic eligibility will be determined weekly. If a student has been determined to be ineligible for a two-week period (every Thursday), the student may earn the privilege of participating on a weekly basis by:

4. Clearing all missing assignment and/or "F" by Tuesday at 4:06 of the following week.
  5. Resolving any unexcused absences by Tuesday at 4:06 with the attendance clerk.
  6. "Earning back" the time missed above 8 absences to bring the total absences below acceptable levels. "Earning back" must be done before school, after school or on Friday's under the supervision of a staff member. The Principal has the right to approve other community service activities as replacement.
- If the student has improve their performance to meet the above stated academic/attendance requirements, the student may participate for that week only.
- The student must repeat the process every two-weeks.
- The first eligibility list will be complete the second week of the school year and every two weeks thereafter.

### EXTRA- AND CO-CURRICULAR ALCOHOL, DRUG, AND TOBACCO USE

Students participating in extra- and co-curricular activities, whether or not sponsored by the MHS, will not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs or abuse prescription or nonprescription drugs during their extra- and co-curricular activities. These rules are in effect twenty-four (24) hours a day.

If a student is seen using tobacco, alcohol, or illicit drugs, the student will be disciplined in accordance with the activities and student handbooks. (See Policy 3340)

### **FEES**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to

provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits. (See Policy 35.20)

### **GRADE CLASSIFICATION**

- To register as a sophomore, you must have minimum of six credits.
- To register as a junior, you must have a minimum of twelve credits.
- To register as a senior, you must have minimum of seventeen credits. You will not be allowed to participate in senior activities if you do not start the year with at least seventeen credits.

### **GRADING GUIDELINES**

The following averages must be achieved in order to earn the grade indicated. All classes will be graded using the scales below.

A	.....	94-100
A-	.....	90-93
B+	.....	87-89
B	.....	84-86
B-	.....	80-83
C+	.....	77-79
C	.....	74-76
C-	.....	70-73
D+	.....	67-69
D	.....	64-66
D-	.....	60-63
F	- less than 60	
I	-incomplete	

### Mark Description

1. An "A" student is careful, thorough, and prompt in preparation of all required work. He/She is quick and resourceful in using suggestions for extra study. He/She has enough interest to undertake original projects beyond assigned work. He/She uses time well. He/She does not guess. He/She shows leadership in class activities.
2. A "B" student prepares assignments carefully. He/She is conscientious and dependable. He/She requires no urging to have work done on time. He/She shows interest. He/She responds readily when called upon. He/She

- has good study habits. He/She sometimes does more than routine assignments.
3. A "C" student does good work but requires some direction from the teacher. He/She is usually dependable, has good intentions, though interest does not always seem keen. He/She is satisfied to do only minimum requirements though he sometimes responds to suggestions. He/She needs prompting by frequent suggestions.
4. A "D" students does work of barely passing quality. He/She lacks effective study habits. He/She is easily diverted from any task. He/She lacks some sense of responsibility. He/She requires constant help and suggestions. He/She shows sufficient mastery to warrant the opinion that he will grow more through advancement than through repetition of the course.
5. An "F" student fails to accomplish minimum essentials of the course. He/She needs to spend more time on the subject. He/She may lack the ability to succeed in certain subjects. His/Her study habits are usually poor and ineffective. Irregular attendance and defective physical conditions may be the cause of failure. He/She is frequently not interested enough in the subject to make up work missed. He/She sometimes loaf's along the first part of the courses, then decides too late to get down to business.
6. An "I" or incomplete means the student has not met all the requirements for a credit. The "I" may be removed or replaced by a regular grade, upon completion of the work, ~~during the following quarter~~ **no more than 2 weeks following the quarter**. Any incomplete not removed ~~during the following quarter~~ **no more than 2 weeks following the quarter** will automatically become an "F".

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### Graduation

To graduate from Jefferson High School, a student must have satisfactorily completed the last quarter prior to graduation as a Jefferson High School student. Highly unusual exceptions may be considered by the principal, such as a student exchange program in a recognized school. (See graduation requirements, page 6)

A student may be denied participation in graduation ceremonies. Such exclusion will be regarded as a school suspension. In such instances the diploma will be awarded after the official ceremony has been held. (See Policy 2410 and 2410P)

Students who want to complete their high school career prior to the end of their fourth year 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 required 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 they notify the school in writing not less than two weeks prior to the date of graduation and that they attend scheduled rehearsals.

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### Homework

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. Homework should be meaningful and doable without encroaching on family time.

Teachers may give homework to students to aid in the students' educational development. Homework should be an application or adaption of a classroom experience, and should not be assigned for disciplinary purposes.

Homework may be assigned for one or more of the following purposes:

1. Practice: To help students to master specific skills which have been presented in class;
2. Preparation: To help students gain the maximum benefits from future lessons;
3. Extension: To provide students with opportunities to transfer specific skills or concepts to new situations; and
4. Creativity: to require students to integrate many skills and concepts in order to produce original responses.

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### Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be

immunized. The immunizations required are: diphtheria, pertussis, rubella (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

[For further information, see policy 3413]

### Library

Since most of the work done in the library requires much careful concentration, respect the rights of your fellow students. Please cooperate by following the library rules, designed to protect your rights and those of your fellow students.

- A. The library is used for Accelerated Reading Classes. Conversations must be conducted quietly.
- B. Library computers are exclusively for school use.
- C. Check out all materials you wish to take out of the library
- D. Leave your place free of clutter, scraps of paper, and certainly of pen and pencil marks.
- E. Students coming to the library from any class must present a written pass to the library.
- F. Food and drinks are not allowed anywhere in the library.
- G. Fines may be levied for overdue books.

Any one not respecting library rules and privileges will not be permitted to use the library facilities. Students are welcome to use the library and check out books during their study hall period before school or after school.

### Medicine at School

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the building office. The assigned employee will give the student permission to take the medication as directed. For self-administration of medicine, refer to Policy 3416 and 3416F. A self-administration of medication form must be filled out prior to having permission to self-administer medication. The form may be obtained from the school office.

### OPEN GYM

Use of all District facilities, including the school building, gyms, weight room, and playing fields is coordinated through the office of the Activities Director. District policy requires that all use of District facilities be pre-approved by the Activities Director. Facility use for events not sponsored by the District may require rental fees, cleaning deposits, and separate insurance. Contact the Activities Director to find out when any Open Gyms are scheduled or to arrange for use of any district facility by calling the main school number 406-225-3317.

### OVER-FAMILIARIZATION

The hallways of JHS are not the place for over familiarization (holding hands, hugging, kissing, etc.) other students. Over familiarization is prohibited on school grounds and at school activities. Repeat offenders will receive an Office Referral.

### CELL PHONES

Student cell phone use is permitted in the hallways during passing times and lunch, or times when class is not in session. Cell phone use is prohibited during scheduled class time unless directed by a teacher and is not permitted in bathrooms and locker rooms. Violation of this rule will result in confiscation of the phone, which will then be held in the front office. The student may retrieve the phone at the end of the class day of the first violation. However, the phone will only be released to a parent upon subsequent violations.

### PRAYER

Each student has the right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. (See Policy 2332)

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## **PROTECTION OF STUDENT RIGHTS**

### **Surveys**

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation

### **Instructional Materials**

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

### **Collection of Personal Information from Students for Marketing**

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.

- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

(See Policies 2130, 2132, 3410)

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## **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The administrator or designee will decide whether or not the student should be sent home and will notify the student's parent.

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## **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Report cards will be issued every semester and mailed to parents. All grades are updated daily during the school year. Parents can receive a PIN number so they can view their child's grades on a weekly basis through the Web site at [www.jhs.k12.mt.us](http://www.jhs.k12.mt.us). For more information, contact the high school office at 225-3317.

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## **SAFETY**

### **Accident Insurance**

The District cannot pay for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost accident insurance program for students, to assist parents in meeting medical expenses. A parent who



desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the claims office.

**Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information. (See Policy 3431)

**Emergency Disaster Drills**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. (See Policy 8301)

**Emergency School-Closing Information**

In the case of inclement weather, emergency school closures or bus route changes, announcements will be made on the following radio stations:

KBL	1240	99.5
	406-442-4490	
KZMT		101.1
	406-442-4490	
KMTX	950	105.3
	406-442-0400	
KCAP	1340	104.0
	406-442-4490	

**SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without warrant and as permitted by law.

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with the law and District policy. See Policy 3431.

**Vehicles on Campus**

Students are not permitted to be in, ride in, provide rides, or drive any motor driven vehicle during the school day without special permission from the building principal. Such permission will be given for students arriving late or leaving school early or when a parent, guardian or school official drives their vehicle. Other than in an emergency, permission will require a written note signed by a parent containing the destination, the nature of business and the driver. Consequences for violation of this policy will be an Office Referral and the suspension of any further driving privileges for the remainder of the semester.

**Drug Detection Dogs**

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

**SEXUAL HARASSMENT / SEXUAL DISCRIMINATION**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal, or the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Superintendent or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The principal or Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent.

Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the

Superintendent's office. (See Policy 3225) For more information about the District's complaint procedure, see Policy 1700.

#### **BULLYING/HARASSMENT/INTIMIDATION/HAZING** (See Policy 3226)

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. All complaints about behavior that may violate this policy shall be promptly investigated.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

Consequences: Students who are found to have engaged in these activities will be subject to discipline up to and including expulsion. [From Board Policy]

#### **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The Superintendent is custodian of all records. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the

District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records do not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.  
(See Policies 3600, 3600P, 3600F1, 3600F2)

#### STUDENT LOAD

All students must register for seven periods. (Exceptions may be granted for those with or verified need for study hall assistance provided they have permission from the guidance counselor and principal.) Students may not be a Teacher's aide for more than one period per day.  
Students may not take more than one Independent Study Half/Credit or Independent Study No Credit.  
A student enrolled in a fifth year of high school may, with the approval of the Board of Trustees, receive exemption from this requirement.

#### TRANSPORTATION

Bus students are expected to abide by the school bus rules, which are established by the state and local board. An office referral, suspension of bus privileges or suspension from school may be assigned for failure to follow appropriate bus rules.

#### School Sponsored

A. Jefferson High School provides transportation for school activities and generally students are expected to ride to and from all extracurricular activities in

the bus provided for participants. If students need to deviate from the scheduled transportation their parents are required to sign a Travel Release Form the day before the event. Participating students will not be allowed to drive to or from an activity or to ride with other students. Parents may pick up their own child at an activity if they provide the coach with a signed note. Students requesting a travel release form will be given permission to ride home with someone other than their parents only by permission of the sponsor and the Principal or AD. When a student has a Travel Release Form completed the parents must check with the sponsor prior to taking over responsibility for the student. Students must ride to the activity site with the team unless a Travel Release Form has been approved by the sponsor as well as the Principal or AD.

B. Students will be expected to dress appropriately. Standards for dress other than normal school dress code requirements will be given by the sponsor.

Consideration is to be given to the fact that students will be representing Jefferson High School and should reflect appropriate pride in self and school. Proper clothing is required for current and predicted weather conditions.

C. Behavior standards on buses will be consistent with those required in regular school transportation. If a student does not behave in an appropriate manner student's parents may be notified and students may be left with the police department on an out of town trip.

D. Selected students may be required to clean out the mess from a bus when it returns from a trip. Selection will be done by the sponsor.

A late route bus will be provided following practices for participants who are eligible for normal student bus transportation. Students riding the activity bus are to report either to the cafeteria or the bus following completion of their practice and remain there until time for the bus to leave.

#### VIDEOTAPING OF STUDENTS

The District uses video cameras, with audio, on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. (See Policy 3235)



## VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with advanced approval of the Superintendent/Principal and teacher and are limited as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

## WITHDRAWAL FROM SCHOOL

Students must pick up a withdrawal slip from the office and have it signed by each teacher at the time of withdrawal. Absence for 10 consecutive days without adequate justification and notification of the school of the reason will result in students being dropped from school and subject to the conditions below.

### **Leaving School before End of Term**

Students wishing to leave school before the end of the regular school term (except those transferring to another school) are governed by the following:

- A. The length of the regular school term is not less than 1080 hours and 1050 hours for graduating seniors.
- B. Students who leave before the end of the regular term will receive a grade of "incomplete" for the nine-week period they miss.
- C. All grades of "incomplete" must be made up at the discretion of the instructor or the grade will revert to a "failure" and will be so entered on the records.
- D. Teachers are not required to make any special lesson plans or provision for students not planning to attend school for the regular school term.

## JEFFERSON HIGH SCHOOL ACCEPTABLE USE POLICY FOR COMPUTER AND INTERNET USE

Jefferson High School District #1 offers students and staff access to the Internet. This Internet access is in accordance with the Jefferson High School Mission Statement. Those parts pertaining to acceptable Internet usage include: "It is the mission and purpose of all persons associated with Jefferson High School to promote the highest quality educational experience for the students of the district, . . . promote respect for authority, peers, other persons, and property, . . . promote high

moral standards, good decision making, a strong work ethic, and promote communication. . . ."

The Internet provides a wealth of information for the research and inquiry. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the fact that users may come across material, which is inappropriate in the educational setting. Jefferson High School has limited control over the information accessed through the Internet. Therefore, Jefferson High School cannot be held solely responsible for the Internet's content.

Internet access presents an excellent opportunity for parents to have a discussion with their child about family values and what their expectations are for their child's activities while on the Internet. Parents have the opportunity and bear the responsibility of conveying their values to their children.

No user shall have access to the network without having a signed individual user release form on file with the District. Students under 18 years of age must also have the signed approval of a parent/guardian.

Network storage areas, computer hard drives, and data disks may be treated like school lockers. Network managers may review files and communications to maintain system integrity and insure that users are using the system properly.

Users should not expect that files stored on District servers will ever be private.

### **Terms and Conditions of Internet Access and Use**

#### **1. PRIVILEGES**

Since Internet access is a privilege, not a right, users have the responsibility to utilize the Internet in an appropriate manner.

Students are responsible for the good behavior on school computer networks just as they are in a classroom or during school activities.

Communications on the network are often public in nature. General school rules for behavior and communications apply.

#### **2. APPROPRIATE USE**

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of Jefferson High School District #1. To ensure that Internet use is appropriate to the educational setting, guidelines have been established for network users.

Individuals using the Internet have the responsibility to make themselves aware of these guidelines and to follow them at all times.

- Internet use at Jefferson High School is in support of legitimate educational and curricular pursuits
- Disks used outside of school must be checked for viruses by

- teacher/librarian before being allowed to use the disk on school computers.
- Users are prohibited from accessing, transmitting, or downloading pornographic, obscene, or threatening materials; materials, the primary purpose of which, is to incite violence or advocate harm to people; as well as inflammatory or "hate mail."
- Users are not allowed to violate copyright, transmit material protected by trade secrets, or engage in any commercial, for profit activities.
- Illegal activities of any kind are strictly forbidden.
- When material inappropriate to the school environment is accessed in the context of legitimate academic research, students and adult users have the responsibility to inform a librarian and/or the supervising teacher.

### 3. NETWORK ETIQUETTE

Each Internet researcher is expected to abide by the generally accepted rules of user etiquette, commonly termed "netiquette." These rules include but are not limited to the following:

- Users are not allowed to send, or encourage others to send, abusive, vulgar or harassing messages.
- Individuals using the school sponsored Internet access are representatives of Jefferson High School District #1. As members of the school community, users are expected to be polite and to adhere to all school policies and procedures.
- Individuals will not give out personal names, addresses, and phone numbers or credit card information pertaining to themselves or any other person. If a site is particularly valuable and a patron would like it bookmarked for future reference, a teacher/librarian should be consulted.

### 4. COMMUNICATIONS ISSUES

- E-mail will be taught and used in the context of collaborative class projects only. Students with personal accounts are to access those accounts from other sites. Students involved with independent research who need e-mail access may contact the network manager for special arrangements. District employees with e-mail accounts may use the school facilities to access those accounts provided that such use does not interfere with research priorities.
- Under the present Internet services, students will not be allowed to subscribe to listservs and news groups. Students with personal accounts are not to access listservs and news groups or post messages to those groups while on the school's computers. Students involved with independent research needs may contact the network manager for special arrangements. District employees who wish to subscribe to listservs or news groups should discuss it with the network manager, in order that such use does not conflict with the needs of other patrons.

### 5. MISUSE OF INTERNET RESOURCES

- Any use of the Districts Acceptable Use Policy constitutes misuse and will be subject to penalization. Examples of misuse include but are not limited to:
- Disrupting the operation of the system for other patrons.
- Destroying, modifying, or abusing in any way the system components, including hardware, software, and property of the facility.
- The tampering with or altering of security codes or passwords.
- Hacking, altering, dismantling, or disfiguring any field data; includes without limitation, students' data, district, school, or staff files.
- Downloading information or messages without authority.
- Introducing viruses to the network.
- Introducing foreign software to the network.
- Support or oppose political candidates, groups, or ballot measures.
- Use of the system for charitable purposes, which have not been, approved in advance by the superintendent or designee.
- Use of the system for non-district commercial purposes or solicitations.
- The unauthorized installation, use, storage, or distribution of copyrighted software and/or materials on District computers.

#### Penalties for Misuse

1. Misuse may result in a loss of access.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. Any misuse of the system, which results in employing technical support and/or replacing software or hardware, may require compensation for damages.
4. When applicable, law enforcement agencies may be involved.
5. Misuse or abuse may result in suspension and/or expulsion from school.
6. If a parent or student feels they have been discriminated against or mistreated in educational opportunities or in any other types of situations they are encouraged to appeal the decision by filing a grievance. This is to be done first by discussing the situation with the person who made the decision then if not resolved to proceed to higher levels in the following order:

- A. Teacher/Staff member
- B. Building Principal
- C. Superintendent
- D. Board of Trustees
- E. Superintendent of Jefferson County Schools

At level D the issue should be brought to the attention of the Chairman for the Board of Trustees. The Board Chairman will put the issue on the agenda for the next regularly scheduled meeting.

**Reliability**

Jefferson High School makes no warranties of any kind, whether expressed or implied, for the services it is providing. Jefferson High School specifically denies any responsibility for the accuracy or the quality of information obtained through its on-line services.

This policy and its provisions are subject to revision as deemed necessary by the Jefferson High School staff, administration, and board of trustees.

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• **Receipt of Handbook**

"I have received a copy of the Jefferson High School Student Handbook for 2016-2017. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook."

**Release of Directory Information**

• **Release of "Directory Information"** "Regarding student records, federal law requires that 'directory information' on my child be released by the District to anyone who requests it unless I object in writing to the release of this information." This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Printed Name Of Parent \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Printed Name Of Student \_\_\_\_\_



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

**Superintendent's Report**

Date: June 18, 2019

Agenda Item: F-3

**3a-Review Annual Objectives**

Included in this package are 5 goals updated as annual objectives for Jefferson High School. The 5 areas place emphasis on student learning, communication, professional development, academic environment, and management of district resources. Each goal has provided areas to explore to attain the goals.

**Recommendation**

Review goals and provide feedback to prioritize areas for each goal

**3b-Report/Plan on educational programs**

The following information describes the progress through the 2018-19 school year at Jefferson High School and accomplishments and direction pertaining to the goals and objectives of the district. The following areas of concentration are discussed.

- Improving student achievement
- Align curriculum with state standards and ESSA
- Increase technology efficiency and map upgrades and changes required
- Increasing curriculum opportunities and class offerings

**Student Achievement**

JHS increased the usage of MAP testing to assess student ability and use the data to address areas within the curriculum for improvement. Students were tested 3 times during the year. Although there is not a big differentiation in the results, a good percentage of students showed increases in scores between the two testing cycles.

Efforts were made to close the achievement gap in regards to the guidelines mandated by Every Student Succeeds Act (ESSA). The Literacy Grant completed the first of three years and used data to address student reading deficiencies. Intensive Reading classes were added to address these needs and an Instructional Coach was added to assist in increasing reading across all curriculum areas. The credit recovery program through the Montana Digital Academy (MTDA) was implemented and has produced positive results in helping students recover lost credit.

The areas above were also a part of the Continuous School Improvement Plan (CSIP) mandated by the Montana Office of Public Instruction. Within the guidelines suggested by the plan, JHS continues to be a school wide Title I program to provide academic assistance for all students at JHS. The information



and planning throughout the school year will be sent to OPI for approval before adoption at the school level.

Assessment throughout the year included MAPS (9-11) and ACT for juniors, and CRT for science. Data gleaned from these assessments will be formulated to address instructional program modifications. These test scores may not accurately reflect the overall school performance but the results are good indicators of areas of strength or areas of concern. JHS continues to emphasize the education of the whole student.

### **Curriculum**

The area of emphasis with curriculum was reviewing the current program in place and developing models to increase the achievement level of all students to reach the level of proficient or above in all curriculum areas. Two areas of emphasis were placed on increasing dual credit opportunities across multiple disciplines and providing an advanced academic track.. Tentatively, JHS students will have 12 dual credit class opportunities for the 2019-20 school year. Block schedule classes have been added in the areas of English and Math allowing students to complete two years of academic requirements in one year. Efforts continue to be made to increase collaboration, differentiate instruction, increase use of technology and ensure all students were achieving at grade or ability level.

Increased professional development opportunities include strategic planning, mental health training, OPI workshops, and literacy instruction. The past year has provided for growth and improvement at JHS. The District continues to find ways to improve the level and quality of services for all students. The entire JHS community, school board, and staff have provided the commitment required to ensure a quality education program.

### **Technology**

An updated mapping of all infrastructure occurred and a long range technology continues to identify areas of concern, immediate needs, and expectations of technology usage in the future.

The CAD and Business Lab upgrade were completed increasing efficiency of usage and allowing for expansion of curriculum. These capital improvements have improved the aesthetic appearance and expanded student usage.

The major emphasis with technology has been evaluating the current system, identifying changes needed and creating a sequential plan to increase usage and efficiency. Enhanced performance will be an area of emphasis as well as extending the life cycle of existing systems with appropriate upgrades.

### **3c – Instructional progress**

Expanded offering will occur in mathematics with a Dual Credit Calculus option. The addition of a part-time Spanish teacher has lead to three full classes in the subject for next year. The district will continue to use the Montana Digital Academy for expanded curriculum offerings. A 9 week coding class will be a part of the freshman CTE rotation. These classes are a reflection of the commitment to expand multiple curriculum areas, and provide the opportunity for expanded student learning in other areas.

### **3d – Fee schedules**

Attached is the student fee schedule for 2019-20 class offerings.

#### Recommendation

Adopt current fee schedule.

# **Jefferson High School**

## **2019-20 Annual Objectives**

The implementation of annual objectives will utilize development of Jefferson High School growth plans for the upcoming academic year. The objectives will be used to assess student performance, district decision making, and appropriate resource usage.

### **Goal 1 – Use current assessment models to guide increased student learning**

#### **Objectives**

- Update district curriculum to meet state and national standards
- Evaluate student performance with guidance from current assessment models
- Use assessment models to monitor student growth and performance
- Develop assessment rubrics to increase problem solving skills and higher order thinking
- Develop teaching models to include collaboration, self-assessment, and goal setting to provide feedback for increasing learning and teaching objectives
- Develop advanced courses to allow increased opportunities for student participation
- Evaluate student progress annually using measures and standards from current assessment models and curriculum benchmarks
- JHS students will meet graduation standards and use developed skills for success

### **Goal 2 – Increase communication and relations to improve student achievement**

#### **Objectives**

- Develop and implement a communication plan to increase community relations
- Provide professional development opportunities for implementing current communication trends
- Develop website to provide efficient and applicable data with ease of access
- Analyze benefits and challenges of digital media and social networking usage
- Increase reporting of student performance and parental involvement by providing training opportunities on curriculum and assessment



### **Goal 3 – Promote enhanced teaching and learning opportunities by implementing appropriate professional teaching practices**

#### **Objectives**

- Increase efficiency of EPAS teacher evaluation model developed for Montana
- Increase professional development opportunities for all staff
- Collaboration between administration and faculty on the impact of EPAS and its effectiveness in providing feedback for teacher growth plans
- Increase awareness and publicize educational practices demonstrated by administration, faculty, and students
- Use collected data to provide feedback for continuous planning and setting of annual goals

### **Goal 4 – Foster an academic environment to encourage respect, citizenship, responsibility, and success**

#### **Objectives**

- Develop a school plan to create an atmosphere of respect and responsibility within all school settings
- Survey parents, patrons, students and staff to provide feedback for establishing a school climate action plan
- Provide community wide learning sessions to communicate expected school climate and educational goals for each academic level
- Survey alumni to determine what areas need further development and what skills are needed for post-secondary success
- Implement an undergraduate program to promote academic completion and provide tools to reach this goal

**Goal 5 – Provide continued guidance for appropriate management of district resources to create a positive learning environment that maximizes student learning opportunities**

**Objectives**

- Review policies and procedures for budget preparation and use feedback from audits and reviews to update financial operations
- Develop short and long term plans addressing capital improvement projects throughout the entire district facilities
- Address current technology plans for immediate and long term goals to meet the needs for instruction and assessment
- Increase cost savings with efficient and cooperative shared purchasing services
- Update the safety plan in accordance with state law, district policies, and recommendations from safety and security reviews

# MINUTES Jefferson High School Dist. 1

2019

Regular Board Meeting

**Board members present:** Travis Pierce (until replaced) Cami Robson  
Kevin Harris Denise Brunett (via phone)  
Sabrina Steketee Larry Rasch (via phone)

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

**Visitors:** Kyrie Russ until seated as a member, Bryher Herak until seated as a member, Kasey Faur – Boulder Monitor, Anika McCauley – Jefferson County Supt. of Schools

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## CALL TO ORDER

Ms. Steketee called the meeting to order at 6:30 p.m.

**PUBLIC COMMENT** None.

## BOARD REORGANIZATION

**Canvass of Vote:** Each 18/19 board member physically present reviewed four tally sheets and verified the number of votes on each.

**Seating of 19/20 members:** Ms. McCauley administered the oath to Ms. Kyrie Russ and Ms. Bryher Herak. Mr. Pierce vacated his position at the table but remained for most of the meeting.

**Chair:** Mr. Rasch nominated Ms. Brunett. Ms. Herak seconded the motion. There were no other nominations and Ms. Brunett was approved unanimously.

**Vice-Chair:** Mr. Harris nominated Ms. Robson. Mr. Rasch nominated Ms. Herak who respectively declined. The nomination for Ms. Robson was unanimously accepted. Ms. Brunett asked Ms. Robson to assume leadership of this meeting since Ms. Brunett was on the phone and had to return to a previous commitment.

**Meeting format:** Ms. Herak moved to retain the same meeting format – 3<sup>rd</sup> Thursday of each month at 6:30 p.m. in the JHS Library. Mr. Harris seconded the motion, which passed unanimously.

**MtSBA Board Liaison** – Ms. Robson was appointed.

**STUDENT REPORT** None.

**STAFF REPORT** MT Hospital association presented t-shirts and certificates to nearly 180 of the students who completed the teen mental health training.

## COMMITTEE REPORTS

**Negotiations.** Mr. Norbeck gave a brief report on negotiations

**Facilities** – Ms. Robson asked if the staff survey was completed and if that data could be shared.

## ADMINISTRATIVE REPORTS

*Clerk/business manager.* In written form. Ms. Carey added that she intends to hold a few short sessions for people to learn about school budgeting.

*Principal.* In written form.

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

**UNFINISHED BUSINESS** None.

## NEW BUSINESS

### 1. Personnel.

a. **Substitute applications.** None

- b. **Certified Staff.** Mr. Norbeck recommended Ms. Ann Jolliff for the English position and Ms. Wendy Schultz for the part-time Spanish position. Mr. Harris moved to accept the recommendations. Ms. Russ seconded the motion, which passed unanimously.

- c. **Coaching recommendations.** Mr. Moodry presented a list of winter sports coaches as his recommendations for those coaching positions. **Renewals:**

Karson Klass – Head Cross Country

Mike Majors – Head Volleyball

Lynnsey Williams – Asst. Volleyball

Clint Layng – Head Football

Kurt McEachern – Asst. Football

Josh Morris – Asst. Football

Josh Armstrong – Asst. Football

Troy Humphrey – Head Wrestling

Justin Clement – Asst. Wrestling

Robert Binkowski – Asst. BBall

**New Hires:**

Sarah Layng – Head GBBall

Cassidy Parsons – Asst. GBBall

Amy Michaud – Asst. GBBall

Anthony Connoles – Head BBall

Mr. Harris moved to accept the recommendations. Mr. Rasch seconded the motion, which passed unanimously.

- d. **Superintendent evaluation** – at 7:36 p.m. the board went into executive session. At 7:54 p.m. the regular session resumed.
7. **1<sup>st</sup> Reading of Policies.** a-c Policies 5010, 3225, and 1610 were referred to committee. d. Mr. Moodry asked for clarification of 2410 Graduation requirements. He presented three or four options for consideration that would better meet the needs of a variety of students. This policy was referred to committee as well.
2. **Attendance Agreements** None.
3. **SRO** update. New legislation will allow safety money to be spent for this purpose.
4. **County-run elections.** Ms. Russ moved to have the county run the 2020 elections. Mr. Harris seconded the motion, which passed unanimously.
5. **Eligibility policy. Handbook change.** Mr. Moodry wished to move from the 2.0 GPA and no more than 1 “F” to 0 missing assignments in the previous week, nor more than 1 “F” at any time, have no unexcused absences in the previous week, have no more than 8 absences in a semester, and maintain all other MHSA standards. Ms. Robson questioned the 8 absences and suggested that language be added to allow for special circumstances.
6. **Graduations Requirements.** Addressed above in 7.d.

## LETTERS

Letters of resignation received. None.

## COMMENDATIONS

Wizard of Oz, Booster Club provided transportation for the elementary schools, Art Show and Dinner with a view, State Music participants, 1 golfer to state, 2 tennis players to state, Drama presentation at the Mother Lode in Butte, 14 track athletes to divisional track, NHS inductions, thank community for meeting participation, thank past board members and welcome new

## CONSENT AGENDA

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

## FOLLOWUP/ADJOURNMENT

The meeting adjourned at 8:41 p.m.



MINUTES

Jefferson High School Dist. 1  
Special Meeting

May 15, 2019  
JHS Board Meeting

Board members present: **Cami Robson** **Bryher Herak** **Kyrie Russ**

Board members present on phone: **Denise Brunett** **Kevin Harris** **Larry Rasch**

Administrators/support present: Tim Norbeck, Superintendent Mike Moodry, Principal  
Lorie Carey, Business Manager

Visitors:

CALL TO ORDER

Ms. Robson called the meeting to order at 7:00 p.m. The pledge was said.

PUBLIC COMMENT

**None.**

NEW BUSINESS

**Student discipline.**

Deeming that the individual's right to privacy exceeded the public's right to know, Ms. Robson moved the meeting to a closed session at 7:03. At 7:18, the regular session resumed. Ms. Brunett moved to accept the administration's recommendation concerning discipline. Ms. Russ seconded the motion, which passed unanimously.

ADJOURNMENT

**Adjournment.** 7:20 p.m.

Chair, Jefferson High School Board

Clerk, Jefferson High School Board

06/07/19  
15:34:03

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 5/19

Page: 1 of 5  
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 |
| 19988  | 45335S  | 4967 CENTURY LINK                       | 665.39      |      |          |                           |     |      |
| 1      |         | 1467618340 05/03/19 internet charges    | 665.39*     |      | 228      | 100-1000                  | 530 |      |
| 19989  | 45359S  | 1645 VERIZON WIRELESS                   | 30.02       |      |          |                           |     |      |
| 1      |         | 9829524253 05/05/19 monthly charges     | 30.02       |      | 201      | 100-2100                  | 531 |      |
| 19990  | 45329S  | 3766 ACADIA MONTANA                     | 1,374.15    |      |          |                           |     |      |
| 1      |         | 2928324 05/13/19 alta care              | 1,374.15*   |      | 215      | 280-1000                  | 330 | 524  |
| 19991  | 45352S  | 2129 PICCOLO'S MUSIC                    | 71.94       |      |          |                           |     |      |
| 1      |         | 86612 02/14/19 trumpet repair           | 26.94       |      | 201      | 100-1470                  | 440 |      |
| 2      |         | 90983 04/29/19 sax repair               | 45.00       |      | 201      | 100-1470                  | 440 |      |
| 19992  | 45356S  | 612 SUPPLYWORKS                         | 636.48      |      |          |                           |     |      |
| 1      |         | 490262185 05/02/19 cleaner              | 124.80*     |      | 201      | 100-2600                  | 610 |      |
| 2      |         | 490533809 05/03/19 floor finish         | 511.68*     |      | 201      | 100-2600                  | 610 |      |
| 19993  | 45349S  | 1823 MT BROOM & BRUSH COMPANY           | 1,922.00    |      |          |                           |     |      |
| 1      |         | 1331642 01/02/19 t. tissue              | 1,922.00*   |      | 201      | 100-2600                  | 610 |      |
| 19994  | 45343S  | 1377 JOHNSON CONTROLS                   | 4,228.00    |      |          |                           |     |      |
| 1      |         | 1-86168086 05/01/19 boiler maintenance  | 4,228.00    |      | 201      | 100-2600                  | 440 |      |
| 19995  | 45346S  | 1579 MARC                               | 66.45       |      |          |                           |     |      |
| 1      |         | 0664342 05/03/19 in. disinfectant       | 66.45*      |      | 201      | 100-2600                  | 610 |      |
| 19996  | 45342S  | 1250 INDEPENDENT RECORD                 | 964.00      |      |          |                           |     |      |
| 1      |         | 20449917 04/23/19 assistant coaching ad | 920.00      |      | 201      | 100-2300                  | 540 |      |
| 2      |         | profile 05/02/19 search boost           | 44.00       |      | 201      | 100-2300                  | 540 |      |
| 19997  | 45353S  | 5198 SCHOOL FIX                         | 449.18      |      |          |                           |     |      |
| 1      |         | 294931A 05/03/19 mats, glides, straps   | 174.29      |      | 201      | 100-2600                  | 615 |      |
| 2      |         | 294931B 05/06/19 matting                | 274.89      |      | 201      | 100-2600                  | 615 |      |
| 19998  | 45333S  | 4080 BROADWATER HIGH SCHOOL             | 24.00       |      |          |                           |     |      |
| 1      |         | 05/15/19 State Tennis fees              | 24.00*      |      | 201      | 720-3500                  | 582 |      |
| 19999  | 45332S  | 290 BOULDER ELEMENTARY SCHOOL           | 10,000.00   |      |          |                           |     |      |
| 1      |         | 05/14/19 Installment for food           | 10,000.00*  |      | 201      | 910-3100                  | 630 |      |
| 20001  | 45350S  | 4754 NORRIS, MELISSA                    | 963.00      |      |          |                           |     |      |
| 1      |         | 05/15/19 Accomp 15.5hrsX\$18            | 279.00      |      | 201      | 710-3400                  | 330 |      |
| 2      |         | 05/15/19 Drama Accomp 38 hrsX\$18       | 684.00*     |      | 215      | 710-3400                  | 330 | 22   |

06/07/19  
15:34:03

JEFFERSON HIGH SCHOOL  
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For the Accounting Period: 5/19

Page: 2 of 5  
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 |  |
| 20002  | 45348S  | 1650 MEADOW GOLD GREAT FALLS                          | 348.34      |      |          |                           |     |      |  |
| 1      |         | 507681 05/16/19 milk                                  | 163.51*     |      | 201      | 910-3100                  | 630 |      |  |
| 2      |         | 506828 05/09/19 milk                                  | 184.83*     |      | 201      | 910-3100                  | 630 |      |  |
| 20003  | 45349S  | 1823 MT BROOM & BRUSH COMPANY                         | 302.00      |      |          |                           |     |      |  |
| 1      |         | 1356405 05/13/19 wax paper liners                     | 194.00*     |      | 201      | 100-2600                  | 610 |      |  |
| 2      |         | 1356403 05/13/19 garbage bags                         | 108.00*     |      | 201      | 100-2600                  | 610 |      |  |
| 20004  | 45340S  | 1147 HELENA STAMP WORKS                               | 34.75       |      |          |                           |     |      |  |
| 1      |         | 19-1264 05/17/19 signature stamp                      | 34.75       |      | 201      | 100-2500                  | 610 |      |  |
| 20005  | 45336S  | 4827 CITI BUSINESS VISA-Costco                        | 2,119.88    |      |          |                           |     |      |  |
| 1      |         | 157 04/22/19 FCS Groceries Costco                     | 87.79       | 9473 | 201      | 999                       |     |      |  |
|        |         | CITI VISA- BUSINESS-Costco                            |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |  |
| 2      |         | 60406g 04/23/19 FCS Groceries Super 1                 | 34.33       | 9473 | 201      | 999                       |     |      |  |
|        |         | CITI VISA- BUSINESS-Costco                            |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |  |
| 3      |         | 02-497941 05/20/19 FCS Groceries L&P                  | 31.87       | 9473 | 201      | 999                       |     |      |  |
|        |         | CITI VISA- BUSINESS-Costco                            |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |  |
| 4      |         | 02-496392 05/16/19 FCS Groceries L&P                  | 13.87       | 9473 | 201      | 999                       |     |      |  |
|        |         | CITI VISA- BUSINESS-Costco                            |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |  |
| 5      |         | 02-487719 04/24/19 FCS Groceries L&P                  | 10.95       | 9473 | 201      | 999                       |     |      |  |
|        |         | CITI VISA- BUSINESS-Costco                            |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |  |
| 6      |         | 02-490434 05/01/19 FCS Groceries L&P                  | 10.24       | 9473 | 201      | 999                       |     |      |  |
|        |         | CITI VISA- BUSINESS-Costco                            |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |  |
| 7      |         | 01-781382 05/08/19 FCS Groceries L&P                  | 14.17       | 9473 | 201      | 999                       |     |      |  |
|        |         | CITI VISA- BUSINESS-Costco                            |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |  |
| 8      |         | 01-781380 05/08/19 FCS Groceries L&P                  | 46.48       | 9473 | 201      | 999                       |     |      |  |
|        |         | CITI VISA- BUSINESS-Costco                            |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |  |
| 9      |         | 82513g 04/29/19 FCS Groceries Walmart                 | 50.18       | 9473 | 201      | 999                       |     |      |  |
|        |         | CITI VISA- BUSINESS-Costco                            |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |  |
| 10     |         | QMA8FB 04/23/19 Expedia Clerk travel                  | 38.00*      |      | 215      | 100-2500                  | 582 | 777  |  |
| 11     |         | QMA8FB 04/23/19 Expedia Clerk travel                  | 528.00*     |      | 215      | 100-2500                  | 582 | 777  |  |
| 12     |         | R148266622 05/01/19 Clerk travel Natl conf            | 304.00*     |      | 215      | 100-2500                  | 582 | 777  |  |
| 13     |         | 44585 05/01/19 Clerk registration Natl conf           | 725.00      |      | 215      | 180                       |     | 777  |  |
| 14     |         | 6808 04/18/19 MASBO membership                        | 225.00      |      | 201      | 100-2500                  | 810 |      |  |

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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 5/19

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\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                            | Amount      |      |          |           | Acct/Source/ |      |  |
|--------|---------|----------------------------------------------------------|-------------|------|----------|-----------|--------------|------|--|
| Line # |         | Invoice #/Inv Date/Description                           | Line Amount | PO # | Fund Org | Prog-Func | Obj          | Proj |  |
| 20006  | 45345S  | 1451 L & P GROCERY                                       | 57.21       |      |          |           |              |      |  |
| 1      |         | 01-786341 05/15/19 FCS Groceries                         | 29.60       |      | 201      | 390-1710  | 610          |      |  |
| 2      |         | 01-792111 05/23/19 FCS Groceries                         | 27.61       |      | 201      | 390-1710  | 610          |      |  |
| 20007  | 45356S  | 612 SUPPLYWORKS                                          | 40.20       |      |          |           |              |      |  |
| 1      |         | 491378030 05/08/19 mop head                              | 40.20       |      | 201      | 100-2600  | 615          |      |  |
| 20008  | 45357S  | 764 TERNES, DAVE                                         | 180.76      |      |          |           |              |      |  |
| 1      |         | 05/12/19 mileage for golf                                | 180.76*     |      | 201      | 720-3500  | 582          |      |  |
| 20009  | 45355S  | 4370 STURDEVANT, DANIEL                                  | 198.90      |      |          |           |              |      |  |
| 1      |         | 05/13/19 mileage reimb. tennis                           | 198.90*     |      | 201      | 720-3500  | 582          |      |  |
| 20010  | 45350S  | 4754 NORRIS, MELISSA                                     | 90.00       |      |          |           |              |      |  |
| 1      |         | 06/10/19 Accomp. hrs 5@18                                | 90.00       |      | 201      | 710-3400  | 330          |      |  |
| 20011  | 45338S  | 1002 GENERAL DISTRIBUTING                                | 100.71      |      |          |           |              |      |  |
| 1      |         | 00755320 05/10/19 tin snips                              | 100.71      | 9525 | 215      | 999       |              | 252  |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -451-1640-660-252 |             |      |          |           |              |      |  |
| 20012  | 45330S  | 215 BELGRADE HIGH SCHOOL                                 | 336.00      |      |          |           |              |      |  |
| 1      |         | 05/09/19 Track Dist meals                                | 336.00*     |      | 201      | 720-3500  | 582          |      |  |
| 20013  | 45344S  | 1346 JOSTENS INC                                         | 219.90      |      |          |           |              |      |  |
| 1      |         | 867-514191 05/14/19 Diplomas,covers,trophies             | 219.90      | 9502 | 201      | 999       |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-    |             |      |          |           |              |      |  |
| 20014  | 45347S  | 4637 Mastercard                                          | 4,997.15    |      |          |           |              |      |  |
| 1      |         | 7828209 04/30/19 surge protectors                        | 105.93      |      | 228      | 100-1000  | 610          |      |  |
| 2      |         | 3266091 05/05/19 BPA Natl lodging advisor                | 1,351.95*   |      | 215      | 451-1170  | 582          | 261  |  |
| 3      |         | 3266091 05/05/19 BPA Natl lodging                        | 1,351.95*   |      | 215      | 395-1170  | 582          | 226  |  |
| 4      |         | 192547 04/05/19 Music fest meal                          | 607.50      |      | 201      | 710-3400  | 582          |      |  |
| 5      |         | 191417 04/06/19 Music fest meal                          | 68.82       |      | 201      | 710-3400  | 582          |      |  |
| 6      |         | 145809 04/05/19 Music fest meal                          | 395.90      |      | 201      | 710-3400  | 582          |      |  |
| 7      |         | 04/06/19 Music fest meal                                 | 121.55      |      | 201      | 710-3400  | 582          |      |  |
| 8      |         | 170210 04/10/19 Skills fuel                              | 59.97       |      | 201      | 710-3400  | 582          |      |  |
| 9      |         | 70763 04/10/19 Skills lodging                            | 863.92      |      | 201      | 710-3400  | 582          |      |  |
| 10     |         | 2bw23jas12 04/30/19 Facebook fee                         | 20.00       |      | 201      | 100-2100  | 610          |      |  |
| 11     |         | 084450 04/08/19 Skills fuel                              | 49.66       |      | 201      | 710-3400  | 582          |      |  |
| 20015  | 45337S  | 5242 ENSLOW PUBLISHING                                   | 72.50       |      |          |           |              |      |  |
| 1      |         | en14024091 05/07/19 3-6th reading level books            | 72.50*      | 9598 | 215      | 474-1000  | 640          | 275  |  |



### Claim Details

For the Accounting Period: 5/19

\* ... 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 |  |
| 20016  | 45351S  | 5021 PACIFIC SOURCE HEALTH PLANS                         | 525.82           |      |          |                           |     |      |  |
| 1      |         | 1913400015 06/01/19 Ret Premium Hohenthal                | 525.82           |      | 201      | 100-1000                  | 260 |      |  |
| 20017  | 45339S  | 5201 GUARDIAN LIFE INSURANCE COMPANY OF                  | 182.19           |      |          |                           |     |      |  |
| 1      |         | June 19 06/01/19 Ret Prem Hohenthal                      | 121.23           |      | 201      | 100-1000                  | 260 |      |  |
| 2      |         | June 19 06/01/19 Ret Prem Foster                         | 60.96            |      | 289      | 675                       |     |      |  |
| 20018  | 45341S  | 1161 HOBART SALES AND SERVICE                            | 198.33           |      |          |                           |     |      |  |
| 1      |         | zc147839 12/27/18 labor for kitchen range                | 198.33           |      | 201      | 100-2600                  | 440 |      |  |
| 20019  | 45354S  | 5270 SMA ARCHITECTS                                      | 7,269.60         |      |          |                           |     |      |  |
| 1      |         | 1917-1 05/20/19 Community survey & report                | 7,269.60*        |      | 201      | 100-2600                  | 330 |      |  |
| 20021  | 45329S  | 3766 ACADIA MONTANA                                      | 3,096.19         |      |          |                           |     |      |  |
| 1      |         | 2969922 05/27/19 Altacare                                | 3,096.19*        |      | 215      | 280-1000                  | 330 | 524  |  |
| 20022  | 45331S  | 259 BILLINGS HOTEL AND CONVENTION                        | 1,108.03         |      |          |                           |     |      |  |
| 1      |         | JHT519 05/16/19 Track, Div Rooms                         | 1,108.03*        |      | 201      | 720-3500                  | 582 |      |  |
| 20023  | 45344S  | 1346 JOSTENS INC                                         | 23.31            |      |          |                           |     |      |  |
| 1      |         | 23308216 05/21/19 Diplomas, covers, trophies             | 23.31            | 9502 | 201      | 999                       |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-    |                  |      |          |                           |     |      |  |
| 20024  | 45358S  | 2749 UNIVERSAL ATHLETICS BOZEMAN                         | 720.81           |      |          |                           |     |      |  |
| 1      |         | 802-003585 04/29/19 Golf jackets                         | 720.81           |      | 201      | 720-3500                  | 660 |      |  |
| 20025  | 45338S  | 1002 GENERAL DISTRIBUTING                                | 173.74           |      |          |                           |     |      |  |
| 1      |         | 00756209 05/18/19 helmets, batteries, tools              | 173.74           | 9525 | 215      | 999                       |     | 252  |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -451-1640-660-252 |                  |      |          |                           |     |      |  |
| 20026  | 45343S  | 1377 JOHNSON CONTROLS                                    | 812.00           |      |          |                           |     |      |  |
| 1      |         | 20956021 05/20/19 Fire alarm and sprinkler ser           | 762.00           |      | 201      | 100-2600                  | 440 |      |  |
| 2      |         | 85857493 05/16/19 Fire alarm batteries                   | 50.00            |      | 201      | 100-2600                  | 615 |      |  |
| 20027  | 45334S  | 2152 CENTURY LINK                                        | 3,969.56         |      |          |                           |     |      |  |
| 1      |         | 051319 05/20/19 Phone service                            | 3,969.56         |      | 201      | 100-2400                  | 531 |      |  |
|        |         | # of Claims 38                                           | Total: 48,572.49 |      |          |                           |     |      |  |

48,572.49

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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 5/19

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| Fund/Account                       | Amount      |
|------------------------------------|-------------|
| 201 HIGH SCHOOL GENERAL FUND       |             |
| 101                                | \$37,940.02 |
| 215 HIGH SCHOOL MISC PROGRAMS FUND |             |
| 101                                | \$9,800.19  |
| 228 TECHNOLOGY FUND                |             |
| 101                                | \$771.32    |
| 289 RETIREE/COBRA INSURANCE FUND   |             |
| 101                                | \$60.96     |
| Total:                             | \$48,572.49 |

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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 6/19

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\* ... Over spent expenditure

| Claim                                                                       | Warrant | Vendor #/Name                             | Amount      |      |          |                           |     |      |  |
|-----------------------------------------------------------------------------|---------|-------------------------------------------|-------------|------|----------|---------------------------|-----|------|--|
| Line #                                                                      |         | Invoice #/Inv Date/Description            | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 20029                                                                       | 45360S  | 3766 ACADIA MONTANA                       | 3,704.99    |      |          |                           |     |      |  |
| 1                                                                           |         | 2981984 06/03/19 Altacare                 | 3,704.99*   |      | 215      | 280-1000                  | 330 | 524  |  |
| 20030                                                                       | 45365S  | 4633 COMMERCIAL ENERGY OF MT INC.         | 736.31      |      |          |                           |     |      |  |
| 1                                                                           |         | nwe053699 06/03/19 Gas                    | 55.10       |      | 201      | 100-2600                  | 411 |      |  |
| 2                                                                           |         | nwe053698 06/03/19 Gas                    | 681.21      |      | 201      | 100-2600                  | 411 |      |  |
| 20031                                                                       | 45382S  | 4639 WEX BANK                             | 5,920.14    |      |          |                           |     |      |  |
| 1                                                                           |         | 59513234 05/31/19 Due from BES            | 2,219.47    |      | 201      | 180                       |     |      |  |
| 2                                                                           |         | 59513234 05/31/19 Route                   | 2,268.35    |      | 210      | 100-2700                  | 624 |      |  |
| 3                                                                           |         | 59513234 05/31/19 So/Jr testing HCOT      | 26.56*      |      | 201      | 100-2100                  | 582 |      |  |
| 4                                                                           |         | 59513234 05/31/19 Track                   | 545.44*     |      | 201      | 720-3500                  | 582 |      |  |
| 5                                                                           |         | 59513234 05/31/19 Tennis                  | 161.39*     |      | 201      | 720-3500                  | 582 |      |  |
| 6                                                                           |         | 59513234 05/31/19 Youth Leg               | 141.37      |      | 201      | 710-3400                  | 582 |      |  |
| 7                                                                           |         | 59513234 05/31/19 Seniors to Clancy       | 15.93*      |      | 201      | 100-2400                  | 582 |      |  |
| 8                                                                           |         | 59513234 05/31/19 Principal               | 34.02*      |      | 201      | 100-2400                  | 582 |      |  |
| 9                                                                           |         | 59513234 05/31/19 Track AD                | 94.21*      |      | 201      | 720-3500                  | 582 |      |  |
| 10                                                                          |         | 59513234 05/31/19 Golf AD                 | 57.51*      |      | 201      | 720-3500                  | 582 |      |  |
| 11                                                                          |         | 59513234 05/31/19 Tennis AD               | 45.38*      |      | 201      | 720-3500                  | 582 |      |  |
| 12                                                                          |         | 59513234 05/31/19 Superintendent          | 25.25*      |      | 201      | 100-2300                  | 582 |      |  |
| 13                                                                          |         | 59513234 05/31/19 Drivers Ed              | 285.26*     |      | 218      | 100-1000                  | 624 |      |  |
| 20032                                                                       | 45371S  | 1183 HARLOW'S SCHOOL BUS SERVICE, INC.    | 22,093.96   |      |          |                           |     |      |  |
| Activities owed \$364.28                                                    |         |                                           |             |      |          |                           |     |      |  |
| 1                                                                           |         | 9729 05/31/19 Route contract              | 17,244.36   |      | 210      | 100-2700                  | 513 |      |  |
| 2                                                                           |         | 9729 05/31/19 So/Jr testing HCOT          | 111.80      |      | 201      | 100-1000                  | 582 |      |  |
| 3                                                                           |         | 9729 05/31/19 So/Jr testing HCOT downtime | 65.00*      |      | 201      | 100-2100                  | 582 |      |  |
| 4                                                                           |         | 9729 05/31/19 Track                       | 2,296.20*   |      | 215      | 720-3500                  | 582 | 139  |  |
| 5                                                                           |         | 9729 05/31/19 Track downtime              | 515.00*     |      | 215      | 720-3500                  | 582 | 139  |  |
| 6                                                                           |         | 9729 05/31/19 Tennis                      | 679.40*     |      | 215      | 720-3500                  | 582 | 139  |  |
| 7                                                                           |         | 9729 05/31/19 Tennis downtime             | 195.00*     |      | 215      | 720-3500                  | 582 | 139  |  |
| 8                                                                           |         | 9729 05/31/19 Youth Leg                   | 595.12      |      | 201      | 710-3400                  | 582 |      |  |
| 9                                                                           |         | 9729 05/31/19 Youth Leg downtime          | 260.00      |      | 201      | 710-3400                  | 582 |      |  |
| 10                                                                          |         | 9729 05/31/19 Sr. to Clancy               | 67.08*      |      | 201      | 100-2400                  | 582 |      |  |
| 11                                                                          |         | 9729 05/31/19 Sr. to Clancy downtime      | 65.00*      |      | 201      | 100-2400                  | 582 |      |  |
| 20033                                                                       | 45374S  | 3219 LIFE TRACK SERVICES, INC.            | 900.00      |      |          |                           |     |      |  |
| This claim is for previous years' expenditures committed by Mr. Liedle. ljc |         |                                           |             |      |          |                           |     |      |  |
| 1                                                                           |         | 27810 05/22/19 surveys athletic           | 300.00*     |      | 201      | 720-3500                  | 330 |      |  |
| 2                                                                           |         | 27380 05/22/19 surveys athletic           | 600.00*     |      | 201      | 720-3500                  | 330 |      |  |
| 20034                                                                       | 45379S  | 4458 RYKAL, HEATHER                       | 780.00      |      |          |                           |     |      |  |
| 1                                                                           |         | NA 05/31/19 Bootcamp leader 39 hrs@\$20   | 780.00      |      | 217      | 610-1000                  | 112 |      |  |

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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 6/19

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\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                         | Amount      |      |          |                           |     |      |
|--------|---------|-------------------------------------------------------|-------------|------|----------|---------------------------|-----|------|
| Line # |         | Invoice #/Inv Date/Description                        | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 20035  | 45376S  | 1650 MEADOW GOLD GREAT FALLS                          | 185.28      |      |          |                           |     |      |
| 1      |         | 508490 05/23/19 Milk                                  | 185.28*     |      | 201      | 910-3100                  | 630 |      |
| 20036  | 45363S  | 3402 CAREY, LORIE                                     | 57.80       |      |          |                           |     |      |
| 1      |         | 005 05/31/19 Postage                                  | 57.80       |      | 201      | 100-2400                  | 532 |      |
| 20037  | 45375S  | 4587 MAILING SYSTEMS PLUS MORE                        | 177.41      |      |          |                           |     |      |
| 1      |         | 5478 05/31/19 postage meter ink                       | 177.41      |      | 201      | 100-2400                  | 532 |      |
| 20038  | 45372S  | 1451 L & P GROCERY                                    | 40.67       |      |          |                           |     |      |
| 1      |         | 01-799310 06/03/19 Biology supplies                   | 39.49       | 9466 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610- |             |      |          |                           |     |      |
| 2      |         | 01-799310 06/03/19 Biology supplies                   | 1.18        |      | 201      | 100-1511                  | 610 |      |
| 20039  | 45380S  | 4736 STATE CLASS B CONFERENCE                         | 140.00      |      |          |                           |     |      |
| 1      |         | 0000002 05/09/19 Class B meeting registration         | 140.00*     |      | 201      | 720-3500                  | 582 |      |
| 20040  | 45378S  | 3481 MT DOJ CRIMINAL RECORDS                          | 60.00       |      |          |                           |     |      |
| 1      |         | 123942 05/01/19 background C Palmer                   | 4.00        | 9539 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-800- |             |      |          |                           |     |      |
| 2      |         | 125325 05/30/19 background S. Burton                  | 30.00*      | 9616 | 201      | 100-2300                  | 800 |      |
| 3      |         | 123942 05/01/19 Background C Palmer                   | 26.00*      |      | 201      | 100-2300                  | 800 |      |
| 20041  | 45373S  | 4498 LERUM AUTO                                       | 156.00      |      |          |                           |     |      |
| 1      |         | 05/30/19 Grill tires                                  | 156.00      |      | 201      | 100-2600                  | 615 |      |
| 20042  | 45367S  | 3698 EVERGREEN IRRIGATION                             | 757.00      |      |          |                           |     |      |
| 1      |         | 101 05/29/19 sprinkler startup                        | 492.00      |      | 201      | 100-2600                  | 440 |      |
| 2      |         | 110 06/05/19 Sprinkler line repair                    | 265.00      |      | 201      | 100-2600                  | 440 |      |
| 20043  | 45377S  | 1823 MT BROOM & BRUSH COMPANY                         | 158.80      |      |          |                           |     |      |
| 1      |         | 1360386 06/03/19 dispenser, liners, chem              | 158.80*     | 9595 | 201      | 100-2600                  | 610 |      |
| 20044  | 45366S  | 4881 CONNOLE, ANTHONY                                 | 65.00       |      |          |                           |     |      |
| 1      |         | 2480511369 05/29/19 Coach clinic                      | 65.00*      |      | 201      | 720-3500                  | 582 |      |
| 20046  | 45370S  | 157 HARDWARE HANK                                     | 281.09      |      |          |                           |     |      |
| 1      |         | 107876 06/03/19 Biology supplies                      | 49.98       | 9468 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610- |             |      |          |                           |     |      |
| 2      |         | 107876 06/03/19 Biology supplies                      | 1.50        |      | 201      | 100-1511                  | 610 |      |
| 3      |         | 107710 05/23/19 batteries                             | 44.85       |      | 201      | 100-2600                  | 615 |      |
| 4      |         | 107895 06/03/19 week killer, hex key                  | 61.97       |      | 201      | 100-2600                  | 615 |      |
| 5      |         | 107730 05/24/19 duct tape                             | 19.98*      |      | 201      | 100-2600                  | 610 |      |
| 6      |         | 107803 05/30/19 tie down                              | 23.88       |      | 201      | 100-2600                  | 615 |      |
| 7      |         | 107815 05/30/19 masking tape                          | 26.95*      |      | 201      | 100-2600                  | 610 |      |
| 8      |         | 100705 05/23/19 key cut                               | 2.00        |      | 201      | 100-2600                  | 615 |      |
| 9      |         | 107679 05/21/19 12v utility battery                   | 42.99       |      | 201      | 100-2600                  | 615 |      |



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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 6/19

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\* ... Over spent expenditure

| Claim       | Warrant | Vendor #/Name                                            | Amount      |           |          |                           |     |      |  |
|-------------|---------|----------------------------------------------------------|-------------|-----------|----------|---------------------------|-----|------|--|
| Line #      |         | Invoice #/Inv Date/Description                           | Line Amount | PO #      | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 10          |         | 107539 05/10/19 leaf rake                                | 6.99        |           | 201      | 100-2500                  | 615 |      |  |
| 20047       | 45369S  | 1086 GIULIO DISPOSAL SERVICES, INC.                      | 155.00      |           |          |                           |     |      |  |
| 1           |         | 974 05/31/19 Disposal fees                               | 155.00*     |           | 201      | 100-2600                  | 431 |      |  |
| 20048       | 45361S  | 173 ARCHIE BRAY FOUNDATION                               | 164.38      |           |          |                           |     |      |  |
| 1           |         | 20556 05/24/19 clay,tools,glazes,supplie                 | 164.38      | 9478      | 201      | 999                       |     |      |  |
|             |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-    |             |           |          |                           |     |      |  |
| 20049       | 45381S  | 612 SUPPLYWORKS                                          | 78.88       |           |          |                           |     |      |  |
| 1           |         | 494522154 05/29/19 floor tool                            | 78.88       |           | 201      | 100-2600                  | 615 |      |  |
| 20050       | 45368S  | 1002 GENERAL DISTRIBUTING                                | 110.00      |           |          |                           |     |      |  |
| 1           |         | 00757216 05/20/19 helmets,batteries,tools                | 110.00      | 9525      | 215      | 999                       |     | 252  |  |
|             |         | PO Accounting (Org/Prog/Func/Obj/Proj: -451-1640-660-252 |             |           |          |                           |     |      |  |
| 20051       | 45372S  | 1451 L & P GROCERY                                       | 22.96       |           |          |                           |     |      |  |
| 1           |         | 01-751179 03/24/19 crackers, marshmallows                | 4.48        |           | 201      | 390-1710                  | 610 |      |  |
| 2           |         | 01-763847 04/12/19 chips, etc.                           | 18.48       |           | 201      | 390-1710                  | 610 |      |  |
| 20052       | 45364S  | 3907 CARROLL COLLEGE                                     | 1,500.00    |           |          |                           |     |      |  |
| 1           |         | 05/15/19 Scholarship - C Warfle                          | 750.00*     |           | 215      | 100-3300                  | 870 | 859  |  |
| 2           |         | 05/15/19 Scholarship - M Brustkern                       | 750.00*     |           | 215      | 100-3300                  | 870 | 859  |  |
| 20053       | 45362S  | 385 BOULDER MONITOR & JEFFERSON CO.                      | 239.25      |           |          |                           |     |      |  |
| 1           |         | 1342 06/05/19 custodial ad                               | 52.50       |           | 201      | 100-2300                  | 540 |      |  |
| 2           |         | 1342 06/05/19 Community meeting ad                       | 18.75       |           | 201      | 100-2300                  | 540 |      |  |
| 3           |         | 1342 06/05/19 agenda, audit,trustee vac                  | 112.00*     |           | 201      | 100-2500                  | 540 |      |  |
| 4           |         | 1342 06/05/19 Coaching ad                                | 56.00*      |           | 201      | 720-3500                  | 540 |      |  |
| # of Claims |         | 24                                                       | Total:      | 38,484.92 |          |                           |     |      |  |

38,484.92

06/07/19  
15:36:27

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 6/19

Page: 4 of 4  
Report ID: AP110

| Fund/Account                       | Amount      |
|------------------------------------|-------------|
| 201 HIGH SCHOOL GENERAL FUND       |             |
| 101                                | \$8,906.36  |
| 210 HIGH SCHOOL TRANSPORTATION FUN |             |
| 101                                | \$19,512.71 |
| 215 HIGH SCHOOL MISC PROGRAMS FUND |             |
| 101                                | \$9,000.59  |
| 217 ADULT EDUCATION                |             |
| 101                                | \$780.00    |
| 218 HIGH SCHOOL TRAFFIC EDUCATION  |             |
| 101                                | \$285.26    |
| Total:                             | \$38,484.92 |

**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, political ideas, national origin, genetic information, sex, sexual orientation, gender identity or expression, 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.*

## STUDENTS

3225  
Page 1 of 2Sexual Harassment ~~/Intimidation of Students~~ and Sexual Misconduct

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

1. Denies, deprives, 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. Denying, depriving or limiting the provision 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.

Sexual harassment, sexual intimidation and sexual misconduct prohibited by this policy includes verbal, electronic, or physical contact or conduct. The terms "intimidating," "hostile," "misconduct," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment, sexual intimidation and sexual misconduct include, but are not limited to, unwelcome or forceful 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.

Students who believe that they may have been sexually harassed or intimidated, or been subjected to sexual misconduct 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, misconduct, or intimidation may themselves be subject to discipline. The District will report any suspected child abuse or neglect to proper authorities in accordance with District Policy 5232. 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 District employee who is determined, after an investigation, to have engaged in sexual harassment, intimidation or misconduct 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, intimidation or misconduct will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the District's discipline policy.



## STUDENTS

3225

Page 2 of 2

Any person who knowingly makes a false accusation regarding sexual harassment, intimidation or misconduct 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 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  
5232 Abused and Neglected Child Reporting

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: July 2018

Revision note: Expanded Sexual Harassment to include Intimidation and Misconduct

## PERSONNEL

5232

Abused and Neglected Child Reporting

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

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

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

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

Policy History:

Adopted on: February 2007

Revised on: July 2013

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

## 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 or designee 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

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~~two (2422) 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.