Big Sky School District #72 School Board Meeting
March 21, 2016, 3:30 pm
Elementary School Cafeteria

Call to Order

Pledge of Allegiance

Revision(s) to Agenda

Public Comment – Non-Agenda Items

Approval of Minutes

Recognitions and Commendations

Standing Reports

- **Business Manager's report**

- **Superintendent's report**
  - RTI update
  - Recruiting update
  - Teacher Negotiations Update
  - Enrollment

  - **Principal's report**
  - **Athletic/Student Activities Report**

Special Reports:

Strategic Implementation Committee Report
Thrive- Girls on the Run/Parent Liaison/CAP Mentor Program Report

Discussion and Possible Action:

- Off campus procedures
- 2nd reading of 1000 Policies
- 2nd reading of 2000 Policies
- 2nd reading of 3000 Policies
  - Policy 3141 Review
- 2nd reading of 4000 Policies
- 2nd reading of 5000 Policies
- 2nd reading of 6000 Policies
- 2nd reading of 7000 Policies
- 2nd reading of 8000 Policies

- Kate Eisele - middle school / high school science
- 2016-2017 School Calendar
- Adoption of Lucy Calkins Writing Curriculum

Action Items

- Approval – Alex Ide Contract amendment
- Approval - Alex Ide contract for 16-17
- Approval - Van Wrap Art
- Approval - Election Ballot and Resolution
- Approval - Removing Bus from Obsolete List
- Approval - Resolution Authorizing Sale of Property – Bus

Consent Agenda

- Approval of Accounts Payable and Payroll
- Approval Out of District Bozeman Student

Approval of Personnel –

- Dave Neal - Resignation
- Jolene Swanke/Hegness - Resignation
- Hilary Robbins - Guest Teacher
- Stephanie Quinn - Guest Teacher
- Andi Giddings - Guest Teacher
- Cailin Ross - Guest Teacher
- Approval Volunteer Coaches:
    - Sarah Phelps, Track
    - Rich Jorgenson, Track
    - Lucas Westblade, Track
    - Mike Lovely, Track

Topics for future meetings

Adjourn

Drafted: Thursday, March 17, 2016

Big Sky School District #72
School Board Meeting
MS/HS Conference Room (5:30 pm)
February 16, 2016
MINUTES

In attendance: Maggie Luchini, Laura Michel, Loren Bough, Kim Gunderson, Matt Jennings, Dustin Shipman, Alex Ide, Sue Becker, Marie Goode, Jason Martel, Charlie Franklin, Bryan Tate, Kathy House, Susannah Robertson, Andrew Blessing, Whitney Littman, Lori Swenson

Meeting called to Order at 5:31 pm by Board Chair Bough

Pledge of Allegiance

Revision(s) to Agenda - None

Public Comment – Non-Agenda Items

Approval of Minutes – Trustee Luchini made motion to approve the January 21 minutes, trustee Jennings 2nd Discussion – Vice Chair Michel asked for clarification on the van partnership – minutes will be corrected to reflect that John Zirkle entered into an agreement with MSU. Van funded partially with district funds and the balance on FOBSE. MSU funds related to Big Sky Institute. Maximum district portion of $10,000. **Passed unanimously as amended.**

Recognitions and Commendations Superintendent Shipman would like the Board to recognize teachers, Jeremy Harder, Renee Anderson, Brittany Shirley, Patty Hamblin and Principal Ide for attending IB workshop. The IB trainings are over weekends and on their own time.

Standing Reports

- Business Manager Report – Sue Becker has nothing to add
- Superintendent's Report
    - **Accreditation** team from OPI called Superintendent Shipman with questions regarding Principal Ide's credentials. We will get an accreditation ding for a misassigned principal. Superintendent Shipman assumed that Principal Ide would be able to get his Montana certification but he won't be able to until next year due to Montana rules.
    - **Diane Dowd**, currently on our sub list, will cover for Ms. Shirley's maternity leave.
    - **Teacher Negotiations** – met once and discussed priorities for the district and the teachers and will be meeting again soon. Insurance committee will meet in March.
    - **Enrollment**
- Principal's report – Principal Ide reported he is scheduled to take the PRAXIS test in April
    - **FOBSE scholarship** paperwork to be submitted by students tomorrow.
    - **College acceptances** at several colleges and universities around the country, all current seniors have an option
    - **FAFSA** Financial Aid workshop was held last week.
    - Counselor, Katy Thomas, is meeting with students to make them aware of scholarship opportunities
    - Staffing and Course offerings will be brought to the board at the March meeting.
    - Grade 11 meetings will begin shortly
    - Grade 9 student meetings will begin March 7th

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- **Parent Coffee** was held on February 4th presentation on data driven decision making in the district.
- PSAT Breakout for Areas of Concern graph presented.
- Working to determine how well our students are prepared to go out into the secondary education world.

- **Athletic/Student Activities Report** – Principal Ide presented (info in board packet)

Technology Briefing – Andrew Blessing updated the board on technology committee work. Learning Management system and technology integration will be covered with all staff in April. Working on the October Tech Summit, goal is to have a full agenda, speakers booked and registration up and running by April 15th. Committee will be attending ISTE (International Society for Technology in Education) Conference in June. Jeremy Harder raised funding for an elementary tech club. Board Chair Bough asked for device update – Mr. Blessing is working on sustainability

Special Reports:

Strategic Implementation Committee Report – Trustee Luchini reported that we are moving along and propelling us to be the best school in the region. Hope is to have IB approval in Spring of 2017 for upper school and Fall 2017 for the rest of the school. Balance of notes included with Board packet.

Personnel Committee Report - Vice Chair Michel – working on an evaluation of the superintendent and a community survey. Final data and questions ready for the board to complete the evaluation at the April board meeting.

Discussion and Possible Action:

- **Online Program Provider** – Trustee Luchini made motion to approve the online program provider, Trustee Gunderson 2nd – **Discussion**: Approval of online academic providers – requesting approval of John Hopkins CTYonline classes, Trustee Luchini amended motion to approve John Hopkins CTYonline classes, Trustee Gunderson 2nd – **passed unanimously.**
- **Learning Management System** Vice Chair Michel made motion to accept the Learning Management System as recommended by Superintendent Shipman, Trustee Luchini 2nd – **Discussion**: Superintendent Shipman said this covers a large part of communication bucket from strategic plan. A committee was formed with Andrew Blessing to explore what is available. Staff was surveyed. Committee unanimously recommended ManageBac system for the district. **Passed unanimously**.
- **3000 Series Policies** – Trustee Michel made motion to accept 3000 policies as recommended by committee, Trustee Jennings 2nd. **Discussion**: policies as recommended – discretionary attendance to treat all the same**. Passed unanimously**
- **SMA Architects Presentation** – Trustee Luchini made motion, Trustee Jennings 2nd – **Discussion**: Bryan Tate, Charlie Franklin and Jason Martel presented to the board for the Learning Commons space (Library) in the new elementary school. Board Chair Bough thanked Mr. Franklin for the presentation and appreciates all the natural aspects he has presented for the space. Vice Chair Michel thinks it looks great. Librarian, Kathy House, worked with Mr. Franklin and is mostly concerned about storage but she has been promised that the room next to the library can be used for storage. This fits within the budget as previously described**. Passed unanimously.**
- **Change in 2015-2016 official school calendar** – Trustee Jennings made motion to change school calendar as recommended by Superintendent Shipman, Vice Chair Michel 2nd **Discussion**: Superintendent Shipman explained that to align with the Strategic Plan he proposes that we trade April 1 PIR day to be a school day and April 15 the day before spring break becomes a PIR day for ManageBac training. This change will be well communicated to families. **Passed unanimously.**

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- **Curriculum / IB coordinator Job Description and Recommendation for hire** Trustee Luchini made motion to approve **Marlo Mitchem** as IB Coordinator, Trustee Jennings 2nd, **Discussion**: The position was advertised on OPI, school website and Carney Sandoe. Superintendent Shipman and Principal Ide pre-screened the candidates and two were interviewed by Superintendent Shipman, Principal Ide, Trustee Luchini and Whitney Littman. The committee recommends Marlo Mitchem to the board for hire. **Passed unanimously**.
- **Campus leaving procedures for students** – Trustee Jennings made motion to approve campus leaving procedures for student, Trustee Luchini 2nd – **Discussion**: Superintendent Shipman would like to change the current policy to address building community within our student body. Leaving campus can be exclusionary, we don't know where students are going, times they return are inconsistent. Current procedure is pretty loose. He would like permission for he and Principal Ide to explore this policy and how it is handled in other schools and make it something engaging for students and come back to the board with a recommendation. Board Chair Bough addressed that the high school is growing quickly and this is an opportunity to set parameters for "our school" and the direction we want to go as a district. Vice Chair Michel added it is a "growing pain" thing and it is better to address this early. **Passed unanimously**.

Action Items

- Approval – **Election Resolution** - Jason Martel presented a spreadsheet report with items necessary to finish the elementary school space. Board Chair Bough said $830,000 is the target amount. Board wants to present a positive picture of the Commons area to the public. Trustee Jennings made a motion to approve the **Election Resolution for a mail ballot election with a building reserve levy in the amount of $830,000**. Trustee Gunderson 2nd. **Passed unanimously**.
- Approval **– Disposal of District Property** (bus, computers, phones) Trustee Gunderson made motion, Trustee Jennings 2nd **Discussion**: Superintendent Shipman explained procedure for disposing – **passed unanimously**.
- Approval – **Van Wrap** – Trustee Jennings made motion, Trustee Gunderson 2nd – **Discussion**: Board discussed two options proposed – they would like to remove stripes and just have wording/logos – **tabled for a new proposal**
- Approval - **Budget Amendment Resolution –** Trustee Luchini made motion to approve the Budget Amendment Resolution, Trustee Jennings 2nd – **Passed unanimously**.

Consent Agenda – Trustee Luchini made motion to approve Consent Agenda items, Trustee Jennings 2nd **passed unanimously.**

- Approval of Accounts Payable and Payroll
- MTSBA Membership
- Approval of Personnel –
  - Sue Barton - Retirement
  - John Zirkle, Contract revision
  - Jermy Zier-Contract amendment
  - Rod LeGrande Resignation
  - Devon Goodwin - Contract revision
  - Meghan Altman - Guest Teacher
  - Amy Scherm - Guest Teacher
  - Rikka Womack – Guest Teacher
  - Spring Sports Coaches
    - Bill Primrose, Volunteer Tennis Coach
    - Janet Larsh, Volunteer Tennis Coach
    - Dave Brekke, Head Track Coach
    - Elizabeth Spartas, Asst. Track Coach, Volunteer

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- Lander Bachert, Volunteer Track Coach
- Tracy Brekke, Volunteer Track Coach
- Jacki Clack, Volunteer Track Coach
- Jenny Wilcynski, Head Golf Coach
- Greg Wagner, Asst. Golf Coach
- Tim Phelps, Volunteer Golf Coach
- Mike Wilcynski, Volunteer Golf Coach
- Nick Bersai, Volunteer Golf Coach
- David Wanninger, Volunteer Golf Coach

Topics for future meetings Campus leaving procedures

Adjourned at 7:15 by board chair bough

Next meeting March 22nd at 3:30 pm in the new school building cafeteria

Respectfully submitted,

_____, Loren Bough, Board Chair

_____, Marie Goode, District Clerk

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---------- Forwarded message ----------
From: Linda Nell <lnell@bssd72.org>
Date: Tuesday, March 8, 2016
Subject: Billy Collins Reading
To: John Zirkle <jzirkle@bssd72.org>

John,

Saturday, March 5th, was my first interaction with the WMPAC. The staff opportunity for tickets made the evening possible, and for that benefit I am truly grateful.

In your introduction you mentioned a goal of lifting those in the audience. The experience was exactly that for me - during the reading and beyond. Particularly working in elementary school, I tend to think of "poetry" as Shel Silverstein or Dr. Seuss. I think of my High School poetry class and the weighty prose of Robert Frost, e. e. cummings, or Edgar Allen Poe analyzing deep meaning and innuendo. As an adult it was Maya Angelo reading at Bill Clinton's inauguration with her plea - ...And say simply, very simply, with hope - Good Morning. I can't say a poetry book would be my first choice at the library.

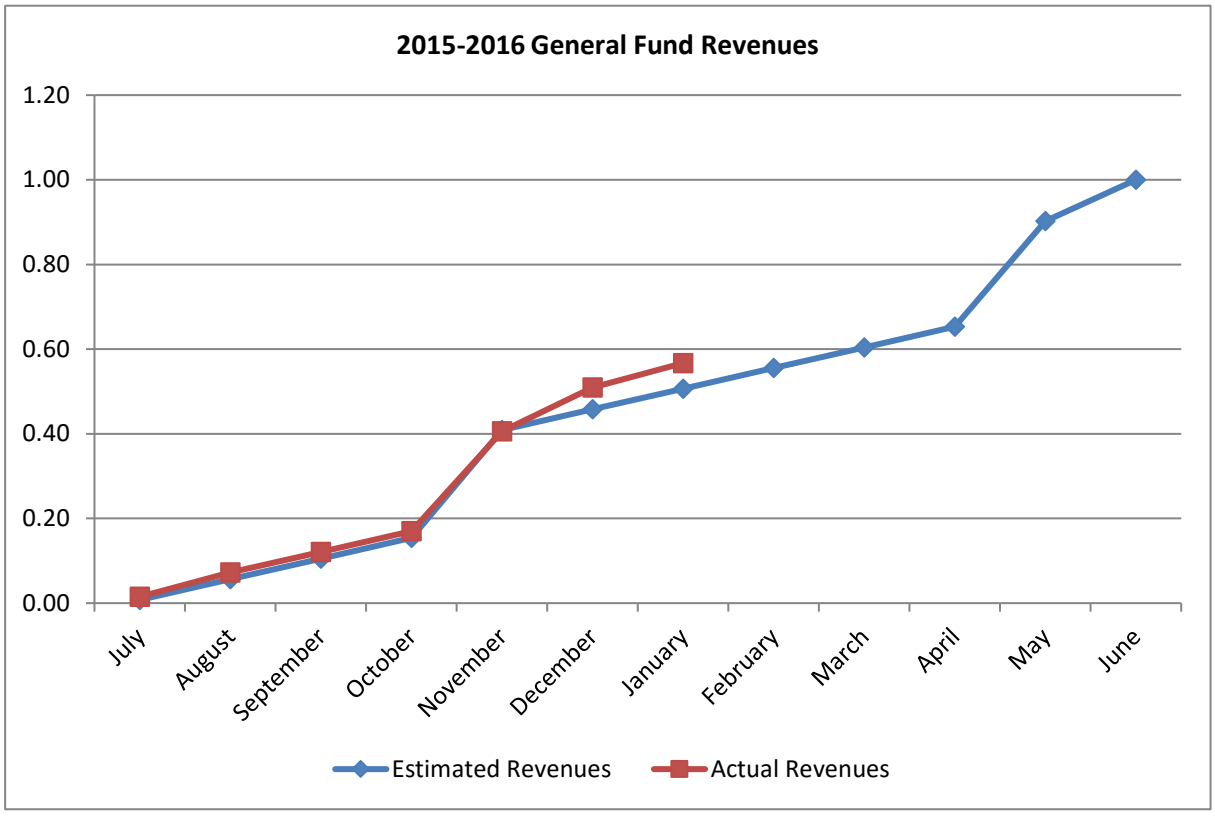
Bill Collins introduced me to snark in poetry. Like the audience member in the front, I caught myself laughing out loud, or making "that" noise. I could see myself sitting down with a book written in this style and reading it like a novel, or picking it up and enjoying selections over time. I enjoyed seeing him page through and bending the spine, like the book was an old, easy friend to be visited and revisited.

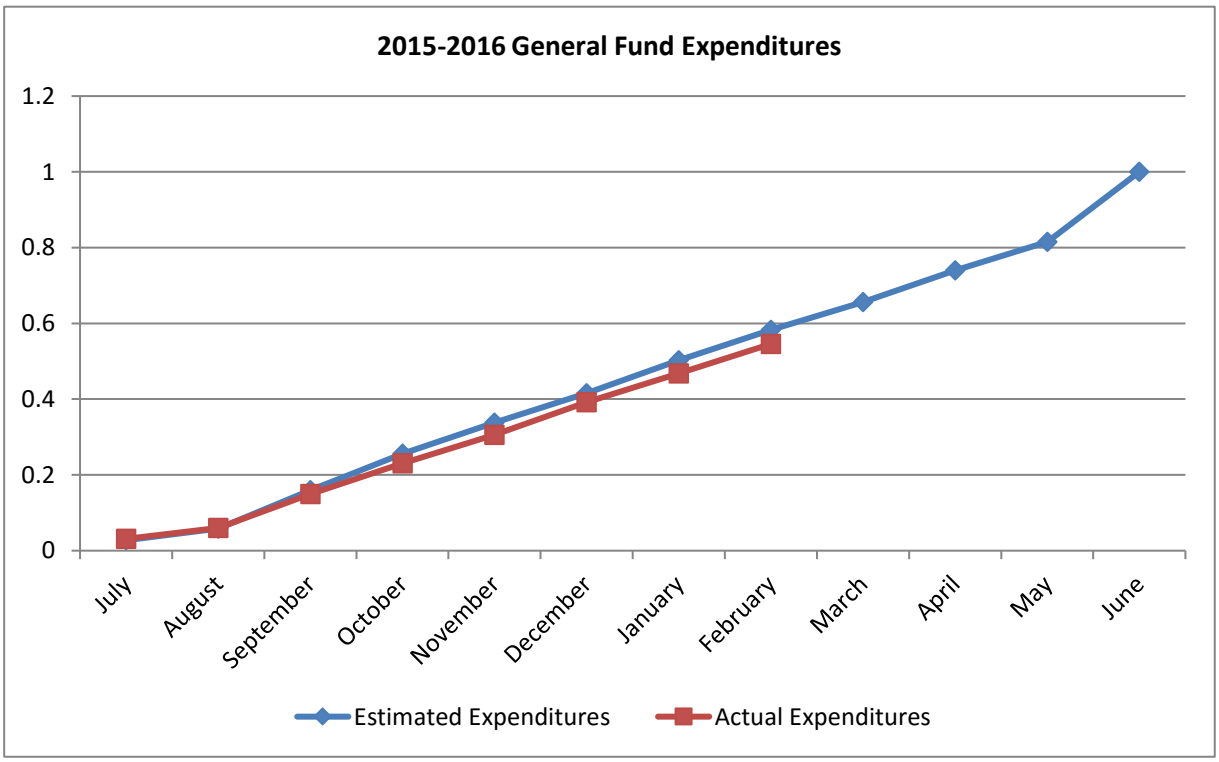
Thank you for encouraging going outside the comfort zone, opening eyes and seeing a new perspective. Great experience that still is, and will likely continue to be, on my mind for some time.

Linda

Linda Nell, Secretary
Ophir Elementary School
Big Sky School District #72
P.O. Box 161280
Big Sky, MT 59716
lnell@bssd72.org
406-995-4281 (Elementary)

The final forming of a person's character lies in their own hands. – Anne Frank


2015-2016 General Fund Revenues
1.20
1.00
0.80
0.60
0.40
0.20
0.00
July
August
September
October
November
December
January
February
March
April
May
June
Estimated Revenues
Actual Revenues


2015-2016 General Fund Expenditures
1.2
1
0.8
0.6
0.4
0.2
0
July
August
September
October
November
December
January
February
March
April
May
June
Estimated Expenditures
Actual Expenditures

201 K-12 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
1 ELEMENTARY OPERATIONS							
100 REGULAR EDUCATION							
100 REGULAR EDUCATION							
1000 INSTRUCTION							
440	REPAIR AND MAINTENANCE	$75.32	$538.61	$0.00	$538.61	$1,485.00	$946.39
610	SUPPLIES	$8.97	$6,384.41	$0.00	$6,384.41	$7,603.00	$1,218.59
640	TEXTBOOKS	$0.00	$11,772.25	$0.00	$11,772.25	$11,583.00	($189.25)
660	MINOR EQUIPMENT - NEW	$0.00	$2,837.51	$0.00	$2,837.51	$1,155.00	($1,682.51)
681	COMPUTER SOFTWARE	$0.99	$46.69	$0.00	$46.69	$0.00	($46.69)
810	DUES AND FEES	$0.00	$118.00	$0.00	$118.00	$115.00	($3.00)
Function Total:		**$85.28**	**$21,697.47**	**$0.00**	**$21,697.47**	**$21,941.00**	**$243.53**
2225 EDUCATIONAL MEDIA SERVICES							
640	TEXTBOOKS	$0.00	$2,479.59	$0.00	$2,479.59	$2,500.00	$20.41
681	COMPUTER SOFTWARE	$0.00	$52.00	$0.00	$52.00	$0.00	($52.00)
Function Total:		**$0.00**	**$2,531.59**	**$0.00**	**$2,531.59**	**$2,500.00**	**($31.59)**
2410 OFFICE OF THE PRINCIPAL SERVIC							
440	REPAIR AND MAINTENANCE	$167.08	$971.41	$0.00	$971.41	$1,200.00	$228.59
531	TELEPHONE	$0.00	$243.50	$0.00	$243.50	$5,600.00	$5,356.50
532	POSTAGE	$0.00	$19.60	$0.00	$19.60	$0.00	($19.60)
610	SUPPLIES	$0.00	$585.47	$0.00	$585.47	$700.00	$114.53
Function Total:		**$167.08**	**$1,819.98**	**$0.00**	**$1,819.98**	**$7,500.00**	**$5,680.02**
2600 OPERATION AND MAINTENANCE OF P							
411	GAS	$6,089.20	$19,379.08	$4,620.92	$24,000.00	$24,000.00	$0.00
412	ELECTRICITY	$3,139.80	$16,002.02	$13,000.00	$29,002.02	$39,000.00	$9,997.98
431	DISPOSAL SERVICES	$621.00	$5,464.13	$1,863.00	$7,327.13	$7,200.00	($127.13)
440	REPAIR AND MAINTENANCE	$23.00	$115.00	$0.00	$115.00	$1,100.00	$985.00
452	EQUIPMENT RENTAL	$0.00	$240.65	$0.00	$240.65	$0.00	($240.65)
520	INSURANCE	$0.00	$13,509.00	$0.00	$13,509.00	$16,725.00	$3,216.00
531	TELEPHONE	$0.00	$0.00	$0.00	$0.00	$1,100.00	$1,100.00
532	POSTAGE	$0.00	$20.16	$0.00	$20.16	$80.00	$59.84
582	TRAVEL OUT-OF-DISTRICT	$0.00	$0.00	$0.00	$0.00	$125.00	$125.00
610	SUPPLIES	$102.49	$8,244.56	$0.00	$8,244.56	$10,500.00	$2,255.44
624	VEHICLE/EQUIPMENT FUEL	$0.00	$4.81	$0.00	$4.81	$100.00	$95.19
660	MINOR EQUIPMENT - NEW	$0.00	$95.22	$0.00	$95.22	$500.00	$404.78

201 K-12 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
681	COMPUTER SOFTWARE	$0.00	$0.00	$0.00	$0.00	$50.00	$50.00
810	DUES AND FEES	$0.00	$0.00	$0.00	$0.00	$1,500.00	$1,500.00
Function Total:		**$9,975.49**	**$63,074.63**	**$19,483.92**	**$82,558.55**	**$101,980.00**	**$19,421.45**
Program Total:		**$10,227.85**	**$89,123.67**	**$19,483.92**	**$108,607.59**	**$133,921.00**	**$25,313.41**
Program Group Total:		**$10,227.85**	**$89,123.67**	**$19,483.92**	**$108,607.59**	**$133,921.00**	**$25,313.41**

300

365 INDIAN EDUCATION FOR ALL

1000 INSTRUCTION

532	POSTAGE	$0.00	$20.58	$0.00	$20.58	$0.00	($20.58)
610	SUPPLIES	$0.00	$191.44	$0.00	$191.44	$0.00	($191.44)
Function Total:		**$0.00**	**$212.02**	**$0.00**	**$212.02**	**$0.00**	**($212.02)**
Program Total:		**$0.00**	**$212.02**	**$0.00**	**$212.02**	**$0.00**	**($212.02)**
Program Group Total:		**$0.00**	**$212.02**	**$0.00**	**$212.02**	**$0.00**	**($212.02)**
Org Total:		**$10,227.85**	**$89,335.69**	**$19,483.92**	**$108,819.61**	**$133,921.00**	**$25,101.39**

2 MIDDLE SCHOOL/HIGH SCHOOL OPERATIONS

100 REGULAR EDUCATION

100 REGULAR EDUCATION

1000 INSTRUCTION

320	PROFESSIONAL/EDUCATIONAL SERVI	$0.00	$800.00	$0.00	$800.00	$5,850.00	$5,050.00
440	REPAIR AND MAINTENANCE	$99.65	$829.61	$0.00	$829.61	$3,015.00	$2,185.39
451	BUILDING RENTAL	$0.00	$266.00	$0.00	$266.00	$0.00	($266.00)
452	EQUIPMENT RENTAL	$0.00	$162.30	$0.00	$162.30	$0.00	($162.30)
516	FIELD TRIPS	$0.00	$0.00	$0.00	$0.00	$5,000.00	$5,000.00
532	POSTAGE	$61.39	$61.39	$0.00	$61.39	$0.00	($61.39)
582	TRAVEL OUT-OF-DISTRICT	$0.00	$182.85	$0.00	$182.85	$0.00	($182.85)
610	SUPPLIES	$460.23	$9,256.42	$0.00	$9,256.42	$15,437.00	$6,180.58
640	TEXTBOOKS	$167.52	$3,753.60	$0.00	$3,753.60	$23,517.00	$19,763.40
650	PERIODICALS	$0.00	$49.00	$0.00	$49.00	$0.00	($49.00)
660	MINOR EQUIPMENT - NEW	$0.00	$11,664.71	$0.00	$11,664.71	$2,345.00	($9,319.71)
681	COMPUTER SOFTWARE	$0.00	$3,803.02	$0.00	$3,803.02	$0.00	($3,803.02)

201 K-12 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
810	DUES AND FEES	$0.00	$0.00	$0.00	$0.00	$115.00	$115.00
Function Total:		**$788.79**	**$30,828.90**	**$0.00**	**$30,828.90**	**$55,279.00**	**$24,450.10**
2225 EDUCATIONAL MEDIA SERVICES							
582	TRAVEL OUT-OF-DISTRICT	$0.00	$87.00	$0.00	$87.00	$0.00	($87.00)
640	TEXTBOOKS	$0.00	$240.92	$0.00	$240.92	$2,500.00	$2,259.08
650	PERIODICALS	$0.00	$139.87	$0.00	$139.87	$0.00	($139.87)
681	COMPUTER SOFTWARE	$0.00	$1,988.65	$0.00	$1,988.65	$0.00	($1,988.65)
Function Total:		**$0.00**	**$2,456.44**	**$0.00**	**$2,456.44**	**$2,500.00**	**$43.56**
2410 OFFICE OF THE PRINCIPAL SERVIC							
582	TRAVEL OUT-OF-DISTRICT	$0.00	$842.30	$0.00	$842.30	$3,000.00	$2,157.70
610	SUPPLIES	$0.00	$25.82	$0.00	$25.82	$300.00	$274.18
640	TEXTBOOKS	$17.46	$59.60	$0.00	$59.60	$0.00	($59.60)
660	MINOR EQUIPMENT - NEW	$0.00	$2,419.97	$0.00	$2,419.97	$0.00	($2,419.97)
810	DUES AND FEES	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00
Function Total:		**$17.46**	**$3,347.69**	**$0.00**	**$3,347.69**	**$3,800.00**	**$452.31**
2490 OTHER SUPPORT SERVICES-SCHOOL ADMINISTRATION							
610	SUPPLIES	$0.00	$144.26	$0.00	$144.26	$0.00	($144.26)
Function Total:		**$0.00**	**$144.26**	**$0.00**	**$144.26**	**$0.00**	**($144.26)**
2600 OPERATION AND MAINTENANCE OF P							
411	GAS	$5,448.35	$17,705.95	$14,294.05	$32,000.00	$32,000.00	$0.00
412	ELECTRICITY	$5,146.27	$38,180.02	$20,000.00	$58,180.02	$52,000.00	($6,180.02)
431	DISPOSAL SERVICES	$806.75	$6,866.76	$2,420.25	$9,287.01	$9,600.00	$312.99
440	REPAIR AND MAINTENANCE	$23.00	$767.73	$0.00	$767.73	$2,280.00	$1,512.27
520	INSURANCE	$0.00	$24,481.00	$0.00	$24,481.00	$22,300.00	($2,181.00)
531	TELEPHONE	$0.00	$0.00	$0.00	$0.00	$1,475.00	$1,475.00
532	POSTAGE	$0.00	$70.32	$0.00	$70.32	$160.00	$89.68
581	TRAVEL IN-DISTRICT	$0.00	$5.75	$0.00	$5.75	$0.00	($5.75)
582	TRAVEL OUT-OF-DISTRICT	$30.35	$71.75	$0.00	$71.75	$350.00	$278.25
610	SUPPLIES	$57.75	$6,244.46	$0.00	$6,244.46	$14,000.00	$7,755.54
624	VEHICLE/EQUIPMENT FUEL	$13.01	$253.88	$0.00	$253.88	$300.00	$46.12
660	MINOR EQUIPMENT - NEW	$0.00	$751.18	$0.00	$751.18	$1,000.00	$248.82
681	COMPUTER SOFTWARE	$0.00	$39.99	$0.00	$39.99	$100.00	$60.01
810	DUES AND FEES	$0.00	$331.60	$0.00	$331.60	$300.00	($31.60)

201 K-12 GENERAL FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
Function Total:	**$11,525.48**	**$95,770.39**	**$36,714.30**	**$132,484.69**	**$135,865.00**	**$3,380.31**
2700 STUDENT TRANSPORTATION						
624 VEHICLE/EQUIPMENT FUEL	$0.00	$73.18	$0.00	$73.18	$0.00	($73.18)
Function Total:	**$0.00**	**$73.18**	**$0.00**	**$73.18**	**$0.00**	**($73.18)**
Program Total:	**$12,331.73**	**$132,620.86**	**$36,714.30**	**$169,335.16**	**$197,444.00**	**$28,108.84**
Program Group Total:	**$12,331.73**	**$132,620.86**	**$36,714.30**	**$169,335.16**	**$197,444.00**	**$28,108.84**
300						
365 INDIAN EDUCATION FOR ALL						
1000 INSTRUCTION						
532 POSTAGE	$0.00	$20.58	$0.00	$20.58	$0.00	($20.58)
610 SUPPLIES	$0.00	$191.43	$0.00	$191.43	$0.00	($191.43)
Function Total:	**$0.00**	**$212.01**	**$0.00**	**$212.01**	**$0.00**	**($212.01)**
Program Total:	**$0.00**	**$212.01**	**$0.00**	**$212.01**	**$0.00**	**($212.01)**
Program Group Total:	**$0.00**	**$212.01**	**$0.00**	**$212.01**	**$0.00**	**($212.01)**
Org Total:	**$12,331.73**	**$132,832.87**	**$36,714.30**	**$169,547.17**	**$197,444.00**	**$27,896.83**
50 DISTRICT WIDE OPERATIONS						
100 REGULAR EDUCATION						
100 REGULAR EDUCATION						
1000 INSTRUCTION						
681-910 COMPUTER SOFTWARE	$0.00	$2,327.00	$0.00	$2,327.00	$2,300.00	($27.00)
BUDGET AMENDMENT						
Function Total:	**$0.00**	**$2,327.00**	**$0.00**	**$2,327.00**	**$2,300.00**	**($27.00)**
2100 SUPPORT SERVICES-STUDENTS						
320 PROFESSIONAL/EDUCATIONAL SERVI	$0.00	$0.00	$0.00	$0.00	$1,000.00	$1,000.00
Function Total:	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1,000.00**	**$1,000.00**
2120 GUIDANCE SERVICES						
582 TRAVEL OUT-OF-DISTRICT	$0.00	$0.00	$0.00	$0.00	$800.00	$800.00

201 K-12 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
610	SUPPLIES	$0.00	$914.99	$0.00	$914.99	$800.00	($114.99)
810	DUES AND FEES	$0.00	$100.00	$0.00	$100.00	$0.00	($100.00)
Function Total:		**$0.00**	**$1,014.99**	**$0.00**	**$1,014.99**	**$1,600.00**	**$585.01**
2130 HEALTH SERVICES							
330	OTHER PROFESSIONAL SERVICES	$0.00	$1,476.32	$0.00	$1,476.32	$1,477.00	$0.68
Function Total:		**$0.00**	**$1,476.32**	**$0.00**	**$1,476.32**	**$1,477.00**	**$0.68**
2213 INSTRUCTIONAL STAFF DEVELOPMEN							
582	TRAVEL OUT-OF-DISTRICT	$0.00	$1,556.30	$0.00	$1,556.30	$5,000.00	$3,443.70
Function Total:		**$0.00**	**$1,556.30**	**$0.00**	**$1,556.30**	**$5,000.00**	**$3,443.70**
2300 SUPPORT SERVICES-GENERAL ADMIN							
330	OTHER PROFESSIONAL SERVICES	$308.95	$17,631.98	$0.00	$17,631.98	$14,250.00	($3,381.98)
440	REPAIR AND MAINTENANCE	$93.90	$3,012.12	$0.00	$3,012.12	$2,400.00	($612.12)
531	TELEPHONE	$246.63	$8,034.65	$0.00	$8,034.65	$7,600.00	($434.65)
532	POSTAGE	$10.76	$277.84	$0.00	$277.84	$700.00	$422.16
540	ADVERTISING	$200.00	$1,689.37	$0.00	$1,689.37	$2,200.00	$510.63
582	TRAVEL OUT-OF-DISTRICT	$75.66	$1,497.24	$0.00	$1,497.24	$3,500.00	$2,002.76
610	SUPPLIES	$151.03	$2,139.16	$0.00	$2,139.16	$5,000.00	$2,860.84
660	MINOR EQUIPMENT - NEW	$119.99	$1,359.74	$0.00	$1,359.74	$500.00	($859.74)
810	DUES AND FEES	$0.00	$766.00	$0.00	$766.00	$4,500.00	$3,734.00
Function Total:		**$1,206.92**	**$36,408.10**	**$0.00**	**$36,408.10**	**$40,650.00**	**$4,241.90**
2314 ELECTION SERVICES							
330	OTHER PROFESSIONAL SERVICES	$0.00	$0.00	$2,000.00	$2,000.00	$2,000.00	$0.00
540	ADVERTISING	$0.00	$0.00	$0.00	$0.00	$50.00	$50.00
Function Total:		**$0.00**	**$0.00**	**$2,000.00**	**$2,000.00**	**$2,050.00**	**$50.00**
2500 SUPPORT SERVICES-BUSINESS							
532	POSTAGE	$8.16	$409.25	$0.00	$409.25	$750.00	$340.75
540	ADVERTISING	$0.00	$0.00	$0.00	$0.00	$75.00	$75.00
582	TRAVEL OUT-OF-DISTRICT	$0.00	$215.00	$0.00	$215.00	$1,000.00	$785.00
610	SUPPLIES	$0.00	$374.05	$0.00	$374.05	$800.00	$425.95
660	MINOR EQUIPMENT - NEW	$0.00	$179.90	$0.00	$179.90	$0.00	($179.90)
681	COMPUTER SOFTWARE	$0.00	$1,800.00	$0.00	$1,800.00	$0.00	($1,800.00)
800	MISC	$0.00	$0.00	$0.00	$0.00	$61,100.80	$61,100.80

201 K-12 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
810	DUES AND FEES	$225.18	$1,410.73	$0.00	$1,410.73	$1,600.00	$189.27
Function Total:		**$233.34**	**$4,388.93**	**$0.00**	**$4,388.93**	**$65,325.80**	**$60,936.87**
2580 ADMINISTRATIVE TECHNOLOGY SERV							
681	COMPUTER SOFTWARE	$0.00	$3,000.00	$0.00	$3,000.00	$0.00	($3,000.00)
Function Total:		**$0.00**	**$3,000.00**	**$0.00**	**$3,000.00**	**$0.00**	**($3,000.00)**
2600 OPERATION AND MAINTENANCE OF P							
810	DUES AND FEES	$0.00	$1,520.00	$0.00	$1,520.00	$0.00	($1,520.00)
Function Total:		**$0.00**	**$1,520.00**	**$0.00**	**$1,520.00**	**$0.00**	**($1,520.00)**
6100 OPERATING TRANSFERS TO OTHER FUNDS							
910	OPERATING TRANSFERS	$0.00	$0.00	$10,000.00	$10,000.00	$10,000.00	$0.00
Function Total:		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$10,000.00**	**$10,000.00**
Program Total:		**$1,440.26**	**$51,691.64**	**$2,000.00**	**$53,691.64**	**$129,402.80**	**$75,711.16**
Program Group Total:		**$1,440.26**	**$51,691.64**	**$2,000.00**	**$53,691.64**	**$129,402.80**	**$75,711.16**
200							
280 SPECIAL EDUCATION-LOCAL AND ST							
1000 INSTRUCTION							
610	SUPPLIES	$0.00	$494.86	$0.00	$494.86	$10,000.00	$9,505.14
640	TEXTBOOKS	$0.00	$432.58	$0.00	$432.58	$0.00	($432.58)
660	MINOR EQUIPMENT - NEW	$0.00	$927.79	$0.00	$927.79	$0.00	($927.79)
681	COMPUTER SOFTWARE	$0.00	$248.91	$0.00	$248.91	$0.00	($248.91)
Function Total:		**$0.00**	**$2,104.14**	**$0.00**	**$2,104.14**	**$10,000.00**	**$7,895.86**
2100 SUPPORT SERVICES-STUDENTS							
582	TRAVEL OUT-OF-DISTRICT	$0.00	$1,284.24	$0.00	$1,284.24	$10,000.00	$8,715.76
Function Total:		**$0.00**	**$1,284.24**	**$0.00**	**$1,284.24**	**$10,000.00**	**$8,715.76**
2213 INSTRUCTIONAL STAFF DEVELOPMEN							
582	TRAVEL OUT-OF-DISTRICT	$0.00	$1,303.42	$0.00	$1,303.42	$1,000.00	($303.42)
Function Total:		**$0.00**	**$1,303.42**	**$0.00**	**$1,303.42**	**$1,000.00**	**($303.42)**
2300 SUPPORT SERVICES-GENERAL ADMIN							

201 K-12 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
330	OTHER PROFESSIONAL SERVICES	$0.00	$75.00	$0.00	$75.00	$5,000.00	$4,925.00
582	TRAVEL OUT-OF-DISTRICT	$121.32	$177.97	$0.00	$177.97	$300.00	$122.03
Function Total:		**$121.32**	**$252.97**	**$0.00**	**$252.97**	**$5,300.00**	**$5,047.03**
6200 RESOURCES TRANS TO OTH DIST/SP							
920	RESOURCE TRANS TO OTH DIST/SP	$0.00	$5,272.00	$0.00	$5,272.00	$5,222.00	($50.00)
Function Total:		**$0.00**	**$5,272.00**	**$0.00**	**$5,272.00**	**$5,222.00**	**($50.00)**
Program Total:		**$121.32**	**$10,216.77**	**$0.00**	**$10,216.77**	**$31,522.00**	**$21,305.23**
Program Group Total:		**$121.32**	**$10,216.77**	**$0.00**	**$10,216.77**	**$31,522.00**	**$21,305.23**
	300						
316 DATA FOR ACHIEVEMENT PAYMENT							
2100 SUPPORT SERVICES-STUDENTS							
582	TRAVEL OUT-OF-DISTRICT	$0.00	$0.00	$0.00	$0.00	$250.00	$250.00
Function Total:		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$250.00**	**$250.00**
Program Total:		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$250.00**	**$250.00**
365 INDIAN EDUCATION FOR ALL							
1000 INSTRUCTION							
610	SUPPLIES	$0.00	$0.00	$0.00	$0.00	$6,406.00	$6,406.00
Function Total:		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$6,406.00**	**$6,406.00**
2225 EDUCATIONAL MEDIA SERVICES							
640	TEXTBOOKS	$508.01	$711.32	$0.00	$711.32	$0.00	($711.32)
Function Total:		**$508.01**	**$711.32**	**$0.00**	**$711.32**	**$0.00**	**($711.32)**
Program Total:		**$508.01**	**$711.32**	**$0.00**	**$711.32**	**$6,406.00**	**$5,694.68**
Program Group Total:		**$508.01**	**$711.32**	**$0.00**	**$711.32**	**$6,656.00**	**$5,944.68**
	700						
720 SCHOOL SPONSORED ATHLETICS							
3500 EXTRACURRICULAR ATHLETICS							
582	TRAVEL OUT-OF-DISTRICT	$0.00	$233.45	$0.00	$233.45	$0.00	($233.45)

201 K-12 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
800	MISC	$0.00	$0.00	$65,000.00	$65,000.00	$65,000.00	$0.00
Function Total:		**$0.00**	**$233.45**	**$65,000.00**	**$65,233.45**	**$65,000.00**	**($233.45)**
Program Total:		**$0.00**	**$233.45**	**$65,000.00**	**$65,233.45**	**$65,000.00**	**($233.45)**
Program Group Total:		**$0.00**	**$233.45**	**$65,000.00**	**$65,233.45**	**$65,000.00**	**($233.45)**
	900						
910 FOOD SERVICES							
3100 FOOD SERVICES							
800	MISC	$0.00	$0.00	$15,000.00	$15,000.00	$15,000.00	$0.00
Function Total:		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$15,000.00**	**$15,000.00**
Program Total:		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$15,000.00**	**$15,000.00**
Program Group Total:		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$15,000.00**	**$15,000.00**
Org Total:		**$2,069.59**	**$62,853.18**	**$67,000.00**	**$129,853.18**	**$247,580.80**	**$117,727.62**
91 ELEMENTARY SALARY/BENEFITS							
100 REGULAR EDUCATION							
100 REGULAR EDUCATION							
1000 INSTRUCTION							
112	PROFESSION - CERTIFIED	$18,257.45	$250,068.94	$75,744.65	$325,813.59	$325,813.59	$0.00
112-910	PROFESSION - CERTIFIED BUDGET AMENDMENT	$0.00	$0.00	$59,715.98	$59,715.98	$59,715.98	$0.00
117	TEACHER'S AIDES	$666.05	$8,409.61	$4,112.39	$12,522.00	$12,522.00	$0.00
122	SUBSTITUTE TEACHER	$1,218.74	$4,953.38	$8,990.62	$13,944.00	$13,944.00	$0.00
137	INSTRUCTIONAL AIDES OVERTIME	$0.00	$21.61	$0.00	$21.61	$0.00	($21.61)
250	WORKER'S COMPENSATION	$108.18	$1,501.00	$592.00	$2,093.00	$2,093.00	$0.00
260	HEALTH INSURANCE	$2,065.80	$25,270.80	$27,202.04	$52,472.84	$63,000.00	$10,527.16
282	OTH EMPL BENES-HSA	$675.38	$10,527.16	$0.00	$10,527.16	$0.00	($10,527.16)
Function Total:		**$22,991.60**	**$300,752.50**	**$176,357.68**	**$477,110.18**	**$477,088.57**	**($21.61)**
2225 EDUCATIONAL MEDIA SERVICES							
113	PROFESSIONAL - OTHER CERTIFIED	$0.00	$30,214.02	$20,142.73	$50,356.75	$50,356.75	$0.00
122	SUBSTITUTE TEACHER	$0.00	$218.74	$1,141.26	$1,360.00	$1,360.00	$0.00

201 K-12 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
250	WORKER'S COMPENSATION	$0.00	$163.48	$98.52	$262.00	$262.00	$0.00
260	HEALTH INSURANCE	$0.00	$3,168.52	$2,111.48	$5,280.00	$5,280.00	$0.00
Function Total:		**$0.00**	**$33,764.76**	**$23,493.99**	**$57,258.75**	**$57,258.75**	**$0.00**
2410 OFFICE OF THE PRINCIPAL SERVIC							
115	OFFICE/CLERICAL	$1,784.10	$21,464.27	$6,459.73	$27,924.00	$27,924.00	$0.00
250	WORKER'S COMPENSATION	$9.58	$115.27	$27.73	$143.00	$143.00	$0.00
260	HEALTH INSURANCE	$7.41	$59.28	$6,000.00	$6,059.28	$7,200.00	$1,140.72
Function Total:		**$1,801.09**	**$21,638.82**	**$12,487.46**	**$34,126.28**	**$35,267.00**	**$1,140.72**
Program Total:		**$24,792.69**	**$356,156.08**	**$212,339.13**	**$568,495.21**	**$569,614.32**	**$1,119.11**
Program Group Total:		**$24,792.69**	**$356,156.08**	**$212,339.13**	**$568,495.21**	**$569,614.32**	**$1,119.11**
	300						
365 INDIAN EDUCATION FOR ALL							
1000 INSTRUCTION							
610	SUPPLIES	$0.00	$122.72	$0.00	$122.72	$0.00	($122.72)
Function Total:		**$0.00**	**$122.72**	**$0.00**	**$122.72**	**$0.00**	**($122.72)**
Program Total:		**$0.00**	**$122.72**	**$0.00**	**$122.72**	**$0.00**	**($122.72)**
Program Group Total:		**$0.00**	**$122.72**	**$0.00**	**$122.72**	**$0.00**	**($122.72)**
	900						
910 FOOD SERVICES							
3100 FOOD SERVICES							
115	OFFICE/CLERICAL	$0.00	$0.00	$13,593.00	$13,593.00	$13,593.00	$0.00
250	WORKER'S COMPENSATION	$0.00	$0.00	$865.00	$865.00	$865.00	$0.00
260	HEALTH INSURANCE	$0.00	$0.00	$0.00	$0.00	$3,000.00	$3,000.00
Function Total:		**$0.00**	**$0.00**	**$14,458.00**	**$14,458.00**	**$17,458.00**	**$3,000.00**
Program Total:		**$0.00**	**$0.00**	**$14,458.00**	**$14,458.00**	**$17,458.00**	**$3,000.00**
Program Group Total:		**$0.00**	**$0.00**	**$14,458.00**	**$14,458.00**	**$17,458.00**	**$3,000.00**
Org Total:		**$24,792.69**	**$356,278.80**	**$226,797.13**	**$583,075.93**	**$587,072.32**	**$3,996.39**

201 K-12 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
92 MIDDLE SCHOOL/HIGH SCHOOL SALARY/BENEF	ITS						
100 REGULAR EDUCATION							
100 REGULAR EDUCATION							
1000 INSTRUCTION							
112	PROFESSION - CERTIFIED	$18,976.32	$269,587.97	$225,117.71	$494,705.68	$494,705.68	$0.00
122	SUBSTITUTE TEACHER	$486.45	$15,101.21	$5,274.79	$20,376.00	$20,376.00	$0.00
150	STIPENDS	$0.00	$4,200.00	$0.00	$4,200.00	$0.00	($4,200.00)
250	WORKER'S COMPENSATION	$104.54	$1,637.78	$970.22	$2,608.00	$2,608.00	$0.00
260	HEALTH INSURANCE	$1,268.76	$16,481.11	$51,500.35	$67,981.46	$72,600.00	$4,618.54
281	OTH EMPL BENES-HLTH SPENDING MEDICAL	$104.17	$1,409.20	$0.00	$1,409.20	$0.00	($1,409.20)
282	OTH EMPL BENES-HSA	$246.11	$3,209.34	$0.00	$3,209.34	$0.00	($3,209.34)
Function Total:		**$21,186.35**	**$311,626.61**	**$282,863.07**	**$594,489.68**	**$590,289.68**	**($4,200.00)**
2225 EDUCATIONAL MEDIA SERVICES							
113	PROFESSIONAL - OTHER CERTIFIED	$700.26	$9,103.38	$5,062.96	$14,166.34	$14,166.34	$0.00
122	SUBSTITUTE TEACHER	$0.00	$64.02	$319.98	$384.00	$384.00	$0.00
250	WORKER'S COMPENSATION	$3.76	$49.23	$24.77	$74.00	$74.00	$0.00
260	HEALTH INSURANCE	$0.00	$0.00	$2,640.00	$2,640.00	$2,640.00	$0.00
Function Total:		**$704.02**	**$9,216.63**	**$8,047.71**	**$17,264.34**	**$17,264.34**	**$0.00**
2410 OFFICE OF THE PRINCIPAL SERVIC							
111	ADMINISTRATIVE SALARIES	$3,333.33	$46,716.62	$23,283.38	$70,000.00	$70,000.00	$0.00
150	STIPENDS	$50.00	$600.00	$350.00	$950.00	$0.00	($950.00)
160	SICK LEAVE TERMINATION PAY	$0.00	$0.00	$0.00	$0.00	$960.00	$960.00
170	VACATION LEAVE	$0.00	$0.00	$0.00	$0.00	$1,200.00	$1,200.00
250	WORKER'S COMPENSATION	$18.17	$254.11	$116.89	$371.00	$371.00	$0.00
260	HEALTH INSURANCE	$369.24	$5,169.36	$2,620.64	$7,790.00	$7,790.00	$0.00
Function Total:		**$3,770.74**	**$52,740.09**	**$26,370.91**	**$79,111.00**	**$80,321.00**	**$1,210.00**
2700 STUDENT TRANSPORTATION							
118	BUS DRIVERS	$0.00	$317.66	$0.00	$317.66	$0.00	($317.66)
250	WORKER'S COMPENSATION	$0.00	$21.09	$0.00	$21.09	$0.00	($21.09)
260	HEALTH INSURANCE	$0.00	$54.06	$0.00	$54.06	$0.00	($54.06)
Function Total:		**$0.00**	**$392.81**	**$0.00**	**$392.81**	**$0.00**	**($392.81)**
Program Total:		**$25,661.11**	**$373,976.14**	**$317,281.69**	**$691,257.83**	**$687,875.02**	**($3,382.81)**

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
201 K-12 GENERAL FUND							
Program Group Total:		**$25,661.11**	**$373,976.14**	**$317,281.69**	**$691,257.83**	**$687,875.02**	**($3,382.81)**
	300						
365 INDIAN EDUCATION FOR ALL							
1000 INSTRUCTION							
610	SUPPLIES	$0.00	$122.71	$0.00	$122.71	$0.00	($122.71)
Function Total:		**$0.00**	**$122.71**	**$0.00**	**$122.71**	**$0.00**	**($122.71)**
Program Total:		**$0.00**	**$122.71**	**$0.00**	**$122.71**	**$0.00**	**($122.71)**
Program Group Total:		**$0.00**	**$122.71**	**$0.00**	**$122.71**	**$0.00**	**($122.71)**
	900						
910 FOOD SERVICES							
3100 FOOD SERVICES							
115	OFFICE/CLERICAL	$0.00	$0.00	$0.00	$0.00	$4,531.00	$4,531.00
250	WORKER'S COMPENSATION	$0.00	$0.00	$0.00	$0.00	$288.00	$288.00
Function Total:		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$4,819.00**	**$4,819.00**
Program Total:		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$4,819.00**	**$4,819.00**
Program Group Total:		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$4,819.00**	**$4,819.00**
Org Total:		**$25,661.11**	**$374,098.85**	**$317,281.69**	**$691,380.54**	**$692,694.02**	**$1,313.48**
95 DISTRICT WIDE SALARY/BENEFITS							
100 REGULAR EDUCATION							
100 REGULAR EDUCATION							
1000 INSTRUCTION							
112	PROFESSION - CERTIFIED	$0.00	$0.00	$61,000.00	$61,000.00	$67,366.08	$6,366.08
117	TEACHER'S AIDES	$415.02	$9,186.00	$2,490.00	$11,676.00	$0.00	($11,676.00)
122	SUBSTITUTE TEACHER	$0.00	$0.00	$0.00	$0.00	$2,896.00	$2,896.00
250	WORKER'S COMPENSATION	$2.23	$340.69	$0.00	$340.69	$278.00	($62.69)
260	HEALTH INSURANCE	$0.00	$0.00	$0.00	$0.00	$10,560.00	$10,560.00
Function Total:		**$417.25**	**$9,526.69**	**$63,490.00**	**$73,016.69**	**$81,100.08**	**$8,083.39**

201 K-12 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2120 GUIDANCE SERVICES							
113	PROFESSIONAL - OTHER CERTIFIED	$1,509.32	$19,621.16	$16,602.43	$36,223.59	$36,223.59	$0.00
122	SUBSTITUTE TEACHER	$0.00	$0.00	$0.00	$0.00	$1,760.00	$1,760.00
150	STIPENDS	$0.00	$1,912.95	$1,956.00	$3,868.95	$1,956.00	($1,912.95)
250	WORKER'S COMPENSATION	$8.11	$115.69	$86.31	$202.00	$202.00	$0.00
260	HEALTH INSURANCE	$149.84	$1,946.28	$3,024.87	$4,971.15	$6,600.00	$1,628.85
282	OTH EMPL BENES-HSA	$125.17	$1,628.85	$0.00	$1,628.85	$0.00	($1,628.85)
Function Total:		**$1,792.44**	**$25,224.93**	**$21,669.61**	**$46,894.54**	**$46,741.59**	**($152.95)**
2212 INSTRUCTION AND CURRICULUM DEVELOPMENT SERVICES							
150	STIPENDS	$0.00	$0.00	$0.00	$0.00	$5,000.00	$5,000.00
250	WORKER'S COMPENSATION	$0.00	$0.00	$0.00	$0.00	$26.00	$26.00
Function Total:		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$5,026.00**	**$5,026.00**
2300 SUPPORT SERVICES-GENERAL ADMIN							
111	ADMINISTRATIVE SALARIES	$3,416.67	$56,026.51	$31,648.49	$87,675.00	$87,675.00	$0.00
115	OFFICE/CLERICAL	$3,163.03	$57,403.95	$18,116.76	$75,520.71	$75,520.71	$0.00
135	OFFICE/CLERICAL OVERTIME	$33.09	$1,197.46	$0.00	$1,197.46	$200.00	($997.46)
150	STIPENDS	$41.00	$492.00	$0.00	$492.00	$16,400.00	$15,908.00
160	SICK LEAVE TERMINATION PAY	$0.00	$3,256.71	$0.00	$3,256.71	$0.00	($3,256.71)
170	VACATION LEAVE	$0.00	$12,545.06	$0.00	$12,545.06	$0.00	($12,545.06)
250	WORKER'S COMPENSATION	$35.68	$700.94	$189.06	$890.00	$890.00	$0.00
260	HEALTH INSURANCE	$798.95	$12,671.07	$5,600.00	$18,271.07	$46,075.00	$27,803.93
280	Other Employee Benefits	$3,333.34	$15,000.03	$5,000.00	$20,000.03	$0.00	($20,000.03)
Function Total:		**$10,821.76**	**$159,293.73**	**$60,554.31**	**$219,848.04**	**$226,760.71**	**$6,912.67**
2500 SUPPORT SERVICES-BUSINESS							
115	OFFICE/CLERICAL	$2,573.65	$44,124.60	$14,240.40	$58,365.00	$58,365.00	$0.00
250	WORKER'S COMPENSATION	$13.82	$237.00	$63.00	$300.00	$300.00	$0.00
260	HEALTH INSURANCE	$17.61	$299.07	$6,336.05	$6,635.12	$7,200.00	$564.88
282	OTH EMPL BENES-HSA	$0.00	$564.88	$0.00	$564.88	$0.00	($564.88)
Function Total:		**$2,605.08**	**$45,225.55**	**$20,639.45**	**$65,865.00**	**$65,865.00**	**$0.00**
2600 OPERATION AND MAINTENANCE OF P							
114	CUSTODIAL/MAINTENANCE	$6,412.33	$113,364.07	$44,886.31	$158,250.38	$142,267.00	($15,983.38)
119	OTHER SUPERVISORY SALARIES	$849.37	$16,638.85	$6,761.15	$23,400.00	$23,400.00	$0.00
134	CUSTODIAL OVERTIME	$29.46	$1,354.66	$0.00	$1,354.66	$0.00	($1,354.66)

201 K-12 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
139	SUPERVISOR OVERTIME	$531.56	$7,901.72	$0.00	$7,901.72	$0.00	($7,901.72)
250	WORKER'S COMPENSATION	$509.16	$9,062.20	$1,477.80	$10,540.00	$10,540.00	$0.00
260	HEALTH INSURANCE	$1,038.13	$14,510.49	$11,908.82	$26,419.31	$31,857.00	$5,437.69
282	OTH EMPL BENES-HSA	$419.87	$5,437.69	$0.00	$5,437.69	$0.00	($5,437.69)
Function Total:		**$9,789.88**	**$168,269.68**	**$65,034.08**	**$233,303.76**	**$208,064.00**	**($25,239.76)**
Program Total:		**$25,426.41**	**$407,540.58**	**$231,387.45**	**$638,928.03**	**$633,557.38**	**($5,370.65)**
Program Group Total:		**$25,426.41**	**$407,540.58**	**$231,387.45**	**$638,928.03**	**$633,557.38**	**($5,370.65)**
	200						
280 SPECIAL EDUCATION-LOCAL AND ST							
1000 INSTRUCTION							
112	PROFESSION - CERTIFIED	$2,350.43	$30,555.59	$16,453.05	$47,008.64	$47,008.64	$0.00
117	TEACHER'S AIDES	$706.71	$2,892.76	$4,200.00	$7,092.76	$0.00	($7,092.76)
122	SUBSTITUTE TEACHER	$300.57	$1,107.35	$252.65	$1,360.00	$1,360.00	$0.00
250	WORKER'S COMPENSATION	$18.04	$185.53	$298.47	$484.00	$484.00	$0.00
260	HEALTH INSURANCE	$57.48	$300.15	$2,249.04	$2,549.19	$6,618.00	$4,068.81
281	OTH EMPL BENES-HLTH SPENDING MEDICAL	$313.53	$4,020.90	$0.00	$4,020.90	$0.00	($4,020.90)
282	OTH EMPL BENES-HSA	$24.04	$47.91	$0.00	$47.91	$0.00	($47.91)
Function Total:		**$3,770.80**	**$39,110.19**	**$23,453.21**	**$62,563.40**	**$55,470.64**	**($7,092.76)**
2130 HEALTH SERVICES							
150	STIPENDS	$150.00	$3,958.00	$900.00	$4,858.00	$9,275.00	$4,417.00
250	WORKER'S COMPENSATION	$0.81	$21.28	$5.00	$26.28	$48.00	$21.72
Function Total:		**$150.81**	**$3,979.28**	**$905.00**	**$4,884.28**	**$9,323.00**	**$4,438.72**
Program Total:		**$3,921.61**	**$43,089.47**	**$24,358.21**	**$67,447.68**	**$64,793.64**	**($2,654.04)**
Program Group Total:		**$3,921.61**	**$43,089.47**	**$24,358.21**	**$67,447.68**	**$64,793.64**	**($2,654.04)**
	300						
316 DATA FOR ACHIEVEMENT PAYMENT							
2100 SUPPORT SERVICES-STUDENTS							
150	STIPENDS	$208.33	$3,541.61	$1,458.39	$5,000.00	$5,000.00	$0.00
250	WORKER'S COMPENSATION	$1.12	$19.04	$6.96	$26.00	$26.00	$0.00
Function Total:		**$209.45**	**$3,560.65**	**$1,465.35**	**$5,026.00**	**$5,026.00**	**$0.00**

201 K-12 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
Program Total:		**$209.45**	**$3,560.65**	**$1,465.35**	**$5,026.00**	**$5,026.00**	**$0.00**
Program Group Total:		**$209.45**	**$3,560.65**	**$1,465.35**	**$5,026.00**	**$5,026.00**	**$0.00**
	700						
720 SCHOOL SPONSORED ATHLETICS							
3500 EXTRACURRICULAR ATHLETICS							
150	STIPENDS	$437.50	$5,687.50	$4,812.50	$10,500.00	$10,500.00	$0.00
250	WORKER'S COMPENSATION	$2.35	$30.55	$23.45	$54.00	$54.00	$0.00
Function Total:		**$439.85**	**$5,718.05**	**$4,835.95**	**$10,554.00**	**$10,554.00**	**$0.00**
Program Total:		**$439.85**	**$5,718.05**	**$4,835.95**	**$10,554.00**	**$10,554.00**	**$0.00**
Program Group Total:		**$439.85**	**$5,718.05**	**$4,835.95**	**$10,554.00**	**$10,554.00**	**$0.00**
Org Total:		**$29,997.32**	**$459,908.75**	**$262,046.96**	**$721,955.71**	**$713,931.02**	**($8,024.69)**
Fund Total:		**$105,080.29**	**$1,475,308.14**	**$929,324.00**	**$2,404,632.14**	**$2,572,643.16**	**$168,011.02**

Twelve-month cash flow

Big Sky Kitchen Fund 212 **Fiscal Year Begins: Jul-15**

	Pre-Startup EST	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total Item EST
Cash on Hand (beginning of month)	-3,245	-3,245	-3,497	-7,095	-7,076	-11,728	-13,448	-17,865	-21,075	-18,838	-18,838	-18,838	-18,838	
CASH RECEIPTS														
Cash Sales			885	12,848	5,482	9,189	7,702	8,827	9,763					54,696
Bad Debt Rev (written off see below)														0
Fed Reim/ other cash inj.			175			3,627	1,475	1,199	1,533					8,010
TOTAL CASH RECEIPTS	0	0	1,060	12,848	5,482	12,816	9,176	10,026	11,296	0	0	0	0	62,706
Total Cash Available (before cash out)	-3,245	-3,245	-2,437	5,754	-1,593	1,089	-4,272	-7,839	-9,779	-18,838	-18,838	-18,838	-18,838	62,706
CASH PAID OUT														
Purchases (merchandise)														0
Purchases (food)			2,085	3,952	1,654	4,609	4,231	4,693	469					21,693
Purchases (laundry)			17	95	60									172
Gross wages (exact withdrawal)			1,910	6,726	6,929	7,068	7,024	6,456	7,019					43,131
Payroll expenses (taxes, etc.)			466	1,517	1,474	1,484	1,481	1,426	1,480					9,328
Outside services														0
Supplies (office & oper.)			178	469	17	629	296	157						1,746
Repairs & maintenance						689	515	443	38					1,685
Advertising				64										64
Car, delivery & travel		20				48	39							107
Accounting & legal														0
Rent														0
Telephone														0
Utilities														0
Insurance														0
Taxes (real estate, etc.)														0
Interest		1	1	6		11	8							27
Other expenses-Kitchen License														0
Other (specify)-Software Maint Fee		231												231
Other-Bad Debt Expense														0
Miscellaneous								62	52					114
SUBTOTAL	0	252	4,658	12,829	10,134	14,537	13,593	13,236	9,059	0	0	0	0	78,298
Loan principal payment														
Capital purchase (specify)														
Other startup costs														
Reserve and/or Escrow														
Owners' Withdrawal														
TOTAL CASH PAID OUT	0	252	4,658	12,829	10,134	14,537	13,593	13,236	9,059	0	0	0	0	78,298
Cash Position (end of month)	-3,245	-3,497	-7,095	-7,076	-11,728	-13,448	-17,865	-21,075	-18,838	-18,838	-18,838	-18,838	-18,838	

Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	Notes
35027	SC	2631 ANDY OLSON	138.72	2/16	02/15/16	
35028	SC	2504 BRANDON GOMEZ	83.52	2/16	02/15/16	
35029	SC	2061 ERIC JORY	83.52	2/16	02/15/16	
35030	SC	2515 JAMES BROWN	138.72	2/16	02/15/16	
35031	SC	1745 BMO MASTERCARD	28323.50	2/16	02/22/16	
35032	SC	2507 HERITAGE CHRISTIAN	50.00	2/16	02/22/16	
35033	SC	991 MONTANA TECH REGIONAL SCIENCE & E	900.00	2/16	02/22/16	
35034	SC	957 MONTANA BOILER OPERATOR PROGRAM	30.00	2/16	02/22/16	
35035	SC	1760 JOE'S DJ SERVICE	275.00	2/16	02/26/16	
35036	SC	2703 FIRST SECURITY BANK	1597.89	3/16	03/08/16	
35037	SC	41 ALSCO	127.69	3/16	03/01/16	
35038	SC	2728 ARTSPLOT	8.97	3/16	03/01/16	
35039	SC	1703 DANHOF CHEVROLET INC.	80.01	3/16	03/01/16	
35040	SC	1644 FOLLETT SCHOOL SOLUTIONS INC.	508.01	3/16	03/01/16	
35041	SC	525 FOOD SERVICES OF AMERICA - BILLIN	1329.91	3/16	03/01/16	
35042	SC	2729 FRENCH AMERICAN SCHOOL OF PUGET S	175.50	3/16	03/01/16	
35043	SC	610 HARLOW'S BUS SALES, INC.	1741.47	3/16	03/01/16	
35044	SC	612 HARRINGTON BOTTLING COMPANY	57.50	3/16	03/01/16	
35045	SC	2601 HEALTH CARE SERVICE CORPORATION	75.00	3/16	03/01/16	
35046	SC	647 HOUSE OF CLEAN	115.52	3/16	03/01/16	
35047	SC	718 JEREMY HARDER	161.00	3/16	03/01/16	
35048	SC	1603 JOSTENS	562.00	3/16	03/01/16	
35049	SC	785 KNOWBUDDY RESOURCES	177.60	3/16	03/01/16	
35050	SC	1785 LONE PEAK TAPHOUSE AND GRILL	500.00	3/16	03/01/16	
35051	SC	875 MARIE GOODE	75.66	3/16	03/01/16	
35052	SC	2081 MATT BAKKEN	150.12	3/16	03/01/16	
35053	SC	937 MIDAMERICA BOOKS	581.08	3/16	03/01/16	
35054	SC	966 MONTANA ENERGY ALLIANCE, LLC	6184.78	3/16	03/01/16	
35055	SC	981 MONTANA SCHOOL EQUIPMENT CO.	769.00	3/16	03/01/16	
35056	SC	1017 MTSBA	148.27	3/16	03/01/16	
35057	SC	2555 NORTHWEST TECHNICAL PRODUCTS INC.	980.00	3/16	03/01/16	
35058	SC	1088 NORTHWESTERN ENERGY	9.40	3/16	03/01/16	
35059	SC	1121 ORKIN, INC.	68.39	3/16	03/01/16	
35060	SC	1655 OUTLAW PARTNERS	125.00	3/16	03/01/16	
35061	SC	1890 PATTY HAMBLIN	161.00	3/16	03/01/16	
35062	SC	1143 PAUL SWENSON	283.14	3/16	03/01/16	
35063	SC	1230 RENEE ANDERSON	161.00	3/16	03/01/16	
35064	SC	1377 STORY DISTRIBUTING	533.06	3/16	03/01/16	
35065	SC	2530 SYSCO MONTANA, INC.	1001.76	3/16	03/01/16	
35066	SC	2345 TERRY WETZEL	97.20	3/16	03/01/16	
35067	SC	2322 THYSSENKRUPP ELEVATOR CORPORATION	541.46	3/16	03/01/16	
35068	SC	1511 UNIVERSITY OF MONTANA	400.00	3/16	03/01/16	
35069	SC	2730 STEER IN TRAILER SALES	3400.00	3/16	03/01/16	
35070	SC	2731 BIG SKY ROTARY CLUB	100.00	3/16	03/02/16	
35071	SC	1934 PEAK1 ADMINISTRATION	15.00	3/16	03/03/16	
35072	SC	2732 INTERNATIONAL BACCALAUREATE ORGAN	2317.00	3/16	03/03/16	
35073	SC	2605 DUSTIN SHIPMAN	3333.34	3/16	03/10/16	
35074	SC	701 JAKE'S HORSES INC.	2250.00	3/16	03/10/16	

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	Notes
35075	SC	1 3 RIVERS COMMUNICATIONS	71.64	3/16	03/15/16	
35076	SC	41 ALSCO	70.01	3/16	03/15/16	
35077	SC	121 BARBARA ROWLEY	61.39	3/16	03/15/16	
35078	SC	2492 CAPITAL ONE COMMERCIAL	471.75	3/16	03/15/16	
35079	SC	280 CDW GOVERNMENT, INC.	4815.18	3/16	03/15/16	
35080	SC	2753 DEVIN GOODWIN	157.50	3/16	03/15/16	
35081	SC	2605 DUSTIN SHIPMAN	446.21	3/16	03/15/16	
35082	SC	483 ENERGY LABORATORIES INC	46.00	3/16	03/15/16	
35083	SC	491 ERIKA FROUNFELKER	115.00	3/16	03/15/16	
35084	SC	525 FOOD SERVICES OF AMERICA - BILLIN	1154.39	3/16	03/15/16	
35085	SC	610 HARLOW'S BUS SALES, INC.	1033.16	3/16	03/15/16	
35086	SC	2601 HEALTH CARE SERVICE CORPORATION	85.00	3/16	03/15/16	
35087	SC	689 J & V RESTAURANT SUPPLY	191.00	3/16	03/15/16	
35088	SC	718 JEREMY HARDER	173.32	3/16	03/15/16	
35089	SC	2362 JERMY ZIER	270.38	3/16	03/15/16	
35090	SC	2718 JULIE LENNOX	730.00	3/16	03/15/16	
35091	SC	1873 KEITH MCHUGH	173.00	3/16	03/15/16	
35092	SC	803 LANE AND ASSOCIATES	76.23	3/16	03/15/16	
35093	SC	2081 MATT BAKKEN	89.10	3/16	03/15/16	
35094	SC	966 MONTANA ENERGY ALLIANCE, LLC	5352.77	3/16	03/15/16	
35095	SC	362 MT DPT JUSTICE CRIMINAL RECORDS &	360.75	3/16	03/15/16	
35096	SC	1088 NORTHWESTERN ENERGY	8276.67	3/16	03/15/16	
35097	SC	1655 OUTLAW PARTNERS	75.00	3/16	03/15/16	
35098	SC	2754 PATTI DURGAN	700.00	3/16	03/15/16	
35099	SC	2145 REPUBLIC SERVICES #886	1427.75	3/16	03/15/16	
35100	SC	2207 TATE MANAGEMENT, INC.	2000.00	3/16	03/15/16	
35101	SC	1422 TERRELL'S OFFICE MACHINES, INC.	435.95	3/16	03/15/16	
35102	SC	2345 TERRY WETZEL	97.20	3/16	03/15/16	
35103	SC	1481 TIRE-RAMA	2151.16	3/16	03/15/16	
35104	SC	1773 TSA CONSULTING GROUP, INC.	50.00	3/16	03/15/16	

Claims Total # of Checks: 78 Total: 92084.22

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

Payroll

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	Notes

Payroll Total # of Checks: 249 Total: 332267.27 (Payroll Check Register on file in Business Office)

Grand Total # of Checks: 327 Total: 424351.49

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

Fund 215 Miscellaneous Projects Cash Reconciliation

Project Reporter	Program	Balance at 6/30/2015	Receipts	Expenditures	Balance at 3/16/2016
002	P-Card Rebate	$3,853.38	$2,828.11		$6,681.49
003	3RV	$471.27			$471.27
004	Library	$5,020.03	$7,662.96	$6,082.15	$6,600.84
005	Field Trips	$0.00	$1,058.62	$970.09	$88.53
006	Boosters	$752.64	$5,210.00	$2,680.68	$3,281.96
007	Cabin Project	$ 982.76		$205.17	$777.59
010	Exxon Donation	$2,547.00	$500.00		$3,047.00
011	Concessions	$8,938.28	$15,354.38	$4,954.25	$19,338.41
012	Music Donation	$1,500.00			$1,500.00
013	Misc	$8,512.56	$934.47	$2,106.71	$7,340.32
014	Rotary Donation	$192.31			$192.31
015	Student Science Fair	$365.91	$1,003.00	$1,054.85	$314.06
016	Gallatin Women's Club Donation calculators	$0.00			$0.00
017	Student Year Book	$333.00	$15.00	$562.00	($214.00)
018	University of Montana Grant	$0.00			$0.00
022	Sign Reader Board Project	$54,500.00	$5,680.00	$63,250.00	($3,070.00)
023	After School Program	($1,503.92)	$15,156.00	$15,354.67	($1,702.59)
024	Ski Pass Donation	$6,026.50			$6,026.50
025	Adult Ed Community Chorus Donation	$500.00			$500.00
026	REAP	$0.00	$16,284.92	$22,172.36	($5,887.44)
030	Medicaid	$24,166.56	$15,715.58	$2,329.64	$37,552.50
031	Tub Composter	$11,000.00		$6,882.00	$4,118.00
032	Computer Donation	$2,000.00			$2,000.00
033	Misc District Property Sale	$2,043.00			$2,043.00
034	PTO	$0.00		$13,619.85	($13,619.85)
035	AP Tests	$167.00	$1,852.84	$13.29	$2,006.55
037	Art Donation for ROC	$0.00	$1,094.00	$1,725.73	($631.73)
038	Thespian Society	$0.00	$4,255.08	$1,736.69	$2,518.39
039	Elem Technology Donation	$0.00	$1,595.00	$1,449.80	$145.20
040	Data Systems (KED)	$10.02			$10.02
041	2010 Chevrolet Express Van	$0.00	$0.00	$114.42	($114.42)
044	Buddies Prog	$ 135.01			$135.01
045	Spanish	$ 229.82			$229.82
047	Community Library	$0.00	$1,624.40	$8,827.34	($7,202.94)
049	OUT	$ 355.41			$355.41
050	ART Donation	$3,944.05			$3,944.05
052	Athletic Account	$0.00	$1,835.00	$1,835.00	$0.00
055	8TH Grade Graduation	$0.00			$0.00
056	Indirect Cost Recoveries	$1,089.79			$1,089.79
057	Yellowstone Community Club Foundation Grant	$0.00	$86,481.85	$88,734.83	($2,252.98)
060	Title I	$0.00		$11,869.02	($11,869.02)
061	Lowe's Grant	$142.57			$142.57
065	LPHS/Big Sky DVD Sales	$35.00	$211.79		$246.79
070	FOBSE-3D Printer	$0.00			$0.00
071	Student Art Exhibition Contest	$750.00			$750.00
072	DPHHS Vocational Rehabiliation	$0.00	$2,500.00	$1,374.51	$1,125.49
078	Rti Training	$184.45	$263.49	$279.61	$168.33
079	Arneson Donation	$0.00			$0.00
080	FOBSE Choral Paraprofessional	$0.00			$0.00
084	FY13 Special Ed Aide Reim	$0.00			$0.00
086	Music Program Donation-Pruiett	$384.36			$384.36
087	Title I Incentive	$2,957.08			$2,957.08
088	3Rivers Banner Scholarship	$500.00			$500.00
089	5th Grade Economy Project	$2.36			$2.36
090	WMPAC Artistic Director	$0.00	$30,331.63	$34,377.19	($4,045.56)
091	Flexible Spending Account Funds	$6,894.86		$119.65	$6,775.21
092	Multidistrict Incentive Payment	$2,025.10			$2,025.10
093	Drake Donation	$497.22			$497.22
094	3Rivers Tech Grant	$3,165.27		$2,221.75	$943.52
095	Summer School Grant	$0.00			$0.00
097	Warren Miller Performing Arts Centers	$3,204.19	$4,285.00	$18,456.40	($10,967.21)
100	CSPD	$0.00	$800.00		$800.00
101	Guidance-College Prep Fund Donation	$2,293.15	$2,000.00		$4,293.15
102	Technology Protection Plan	$2,962.45	$7,100.00	$622.77	$9,439.68
103	Yellowstone National Park Field Course	$0.00	$3,426.00	$290.00	$3,136.00
104	Uplands HOA Contribution	$0.00	$1,200.00	$0.00	$1,200.00
377	Sp Ed IDEA	$0.00			$0.00
361	Sp Ed Significant Needs Students	$0.00			$0.00
365	Indian Ed for All	$638.10			$638.10
390/490	State Career and Technical Education	$195.38	$1,417.00		$1,612.38
451	Carl Perkins	$0.00		$1,170.00	($1,170.00)
677	Sp Ed IDEA	$0.00	$12,782.80	$12,782.80	$0.00
	Totals	$164,963.92	$252,458.92	$330,225.22	$87,197.62

For Vendors: CAPITAL ONE COMMERCIAL

Requested By	Inv/PO Date	CC #	PO #	Ln#	Vendor Paid	Amount	Amount Paid	Amount Open	Fund	Org	Prg-Func-Obj	Proj
ACTIVITIES	02/10/16	3928		6	COSTCO	84.71	0.00	84.71	215	50	720-3500-630	11
	02/23/16	3928		7	COSTCO	36.08	0.00	36.08	215	50	720-3500-630	11
					Total	120.79	0.00	120.79				
ASP	02/08/16	3928		4	COSTCO	133.03	0.00	133.03	215	50	840-3300-610	23
	03/06/16	3928		5	COSTCO	91.09	0.00	91.09	215	50	840-3300-610	23
					Total	224.12	0.00	224.12				
HUDSON K.	02/11/16	3928		1	COSTCO	40.25	0.00	40.25	212	50	910-3100-630	
	02/25/16	3928		2	COSTCO	56.33	0.00	56.33	212	50	910-3100-630	
	03/06/16	3928		3	COSTCO	30.26	0.00	30.26	212	50	910-3100-630	
					Total	126.84	0.00	126.84				
					Grand Total:	471.75	0.00	471.75				

Reqested By	Inv/PO Date	Check#	Claim#	CC #	PO #	Ln#	Check Per	Vendor Paid	Description	Amount	Fund	Org	Prg-Func-Obj	Proj
ACTIVITIES	01/16/16	34982	5972	3912		5	2/16	COSTCO	2ND GRD PIE AUCTIO	50.12	215	1	100-1000-610	34
	01/22/16	34982	5972	3912		6	2/16	COSTCO	2ND GRD PIE AUCTIO	11.78	215	1	100-1000-610	34
	01/27/16	34982	5972	3912		3	2/16	COSTCO	CONCESSIONS	119.24	215	50	720-3500-630	11
	01/30/16	34982	5972	3912		2	2/16	COSTCO	CONCESSIONS	31.97	215	50	720-3500-630	11
								Total		213.11				
ATHLETICS	01/28/16	35031	6067	3921		1	2/16	EXXONMOBIL	VAN FUEL	44.03	215	50	100-2700-624	42
	01/28/16	35031	6067	3921		2	2/16	EXXONMOBIL	WINDOW WASH	3.49	215	50	100-2700-440	42
	01/28/16	35031	6067	3921		3	2/16	INTERWEST TIRE FA	VAN SNOW TIRES	700.00	261	50	100-2700-660	
								Total		747.52				
BECKER S.	01/05/16	35031	6067	3914		1	2/16	AMAZON.COM	MUSIC 2 SAMSUNG 55	319.98	215	50	100-1000-660	42
	01/05/16	35031	6067	3914		2	2/16	AMAZON.COM	MUSIC 4 WD BLCK 3T	599.96	215	50	100-1000-660	42
	01/19/16	35031	6067	3914		3	2/16	PAYPAL	NATIVE INSTRUMENTS	1649.00	215	50	100-1000-681	42
	01/19/16	35031	6067	3914		4	2/16	PAYPAL	NATIVE INSTRUMENTS	1198.00	215	50	100-1000-681	42
	02/04/16	35031	6067	3914		5	2/16	ETHERSPEAK, INC.	10000 MINS US CALL	175.06	201	50	100-2300-531	
								Total		3942.00				
BLESSING A	01/06/16	35031	6067	3923		1	2/16	PROVANTAGE LLC	HP PRODESK 400 LIB	540.12	215	50	100-2225-660	4
	01/06/16	35031	6067	3923		2	2/16	PROVANTAGE LLC	CMPT701 HP 8GB DDR	70.77	215	50	100-2225-660	4
	01/06/16	35031	6067	3923		3	2/16	AMAZON.COM	RED SAFETY FLIP CO	5.06	228	50	100-2580-610	
	01/06/16	35031	6067	3923		4	2/16	AMAZON.COM	DUST COVER GRD PRO	6.81	228	50	100-2580-610	
	01/07/16	35031	6067	3923		5	2/16	AMAZON.COM	ACER WIDESCREEN DI	129.99	215	50	100-2225-660	4
	01/08/16	35031	6067	3923		6	2/16	AMAZON.COM	2 DUST COVER GRD P	13.62	228	50	100-2580-610	
	01/11/16	35031	6067	3923		7	2/16	AMAZON.COM	RAM 8GB DDR3	119.98	228	50	100-2580-660	
	01/11/16	35031	6067	3923		8	2/16	AMAZON.COM	MACKIE CR4 MLTIMED	149.99	215	50	100-1000-660	42
	01/11/16	35031	6067	3923		11	2/16	ADOBE SYSTEMS INC	CREATIVE CLOUD IND	239.88	228	50	100-2580-681	
	01/11/16	35031	6067	3923		12	2/16	ADOBE SYSTEMS INC	CREATIVE CLOUD IND	239.88	228	50	100-2580-681	
	01/12/16	35031	6067	3923		9	2/16	AMAZON.COM	COMPUTER CABLES	25.44	228	50	100-2580-610	
	01/12/16	35031	6067	3923		10	2/16	MAKE MUSIC INC.	FINALE SOFTWARE	700.00	215	50	100-1000-681	42
	01/13/16	35031	6067	3923		13	2/16	AMAZON.COM	USB 3.0 TO VGA EXT	46.50	228	50	100-2580-610	
	01/14/16	35031	6067	3923		14	2/16	LENOVO	SLIM TRVL AC ADAPT	49.99	228	50	100-2580-610	
	01/14/16	35031	6067	3923		15	2/16	AVID TECHNOLOGY	PRO TOOLS 12 FOR E	617.92	215	50	100-1000-681	42
	01/19/16	35031	6067	3923		16	2/16	VIMEO LLC	VIMEO PLUS SUBSCRI	59.95	228	50	100-2580-681	
	01/24/16	35031	6067	3923		17	2/16	ACE HARDWARE-BIG	TECH SUPPLIES	39.96	228	50	100-2580-610	
	01/28/16	35031	6067	3923		18	2/16	AMAZON.COM	TECH SUPPLIES	126.89	228	50	100-2580-610	
	01/28/16	35031	6067	3923		19	2/16	AMAZON.COM	ADAPTER	22.99	228	50	100-2580-610	
	01/29/16	35031	6067	3923		20	2/16	AMAZON.COM	DSKTOP MMRY PORTAB	60.94	228	50	100-2580-660	
	02/02/16	35031	6067	3923		21	2/16	MYPROJECTORLAMPS.	SMARTBOARD PROJECT	322.98	228	50	100-2580-610	
	02/03/16	35031	6067	3923		22	2/16	AMAZON.COM	ABC CASE FOR APPLE	29.98	228	50	100-2580-610	
	02/03/16	35031	6067	3923		23	2/16	AMAZON.COM	2.5 INCH INTERNAL	129.99	228	50	100-2580-660	
	02/05/16	35031	6067	3923		24	2/16	AMAZON.COM	TECH SUPPLIES RETU	-126.89	228	50	100-2580-610	
	02/05/16	35031	6067	3923		25	2/16	AMAZON.COM	SCREW TERMINALS	9.92	228	50	100-2580-610	
	02/05/16	35031	6067	3923		26	2/16	AMAZON.COM	SCREW TERMINALS	9.92	228	50	100-2580-610	
	02/05/16	35031	6067	3923		27	2/16	AMAZON.COM	CLEVER WRELSS PRSN	36.98	228	50	100-2580-610	
								Total		3679.56				
CUSTODIAL	01/05/16	35031	6067	3918		1	2/16	ACE HARDWARE-BIG	ACE BAG 55GAL TIDE	19.77	201	1	100-2600-610	
	01/05/16	35031	6067	3918		2	2/16	ACE HARDWARE-BIG	ACE BAG 55GAL TIDE	19.77	201	2	100-2600-610	
	01/20/16	35031	6067	3918		3	2/16	ACE HARDWARE-BIG	NUTS & BOLTS	3.50	201	2	100-2600-610	
	01/20/16	35031	6067	3918		4	2/16	ACE HARDWARE-BIG	ICE MELT SAND NUT	62.04	201	1	100-2600-610	
	01/20/16	35031	6067	3918		5	2/16	ACE HARDWARE-BIG	ICE MELT SAND NUT	62.04	201	2	100-2600-610	

Reqested By	Inv/PO Date	Check#	Claim#	CC #	PO #	Ln#	Check Per	Vendor Paid	Description	Amount	Fund	Org	Prg-Func-Obj	Proj
								Total		167.12				
GOODE M.	01/05/16	35031	6067	3913		1	2/16	USPS	STAMPS	49.00	201	50	100-2300-532	
	01/05/16	35031	6067	3913		2	2/16	USPS	STAMPS	49.00	201	50	100-2500-532	
	01/08/16	35031	6067	3913		3	2/16	PAYPAL	GRAS HR CNSLTNG EX	25.00	201	50	100-2300-582	
	01/08/16	35031	6067	3913		4	2/16	PAYPAL	GRAS HR CNSLTNG EX	25.00	201	50	100-2500-582	
	01/08/16	35031	6067	3913		5	2/16	AMAZON.COM	TWEEZERS CLSSRM 1S	4.72	201	50	100-2300-610	
	01/08/16	35031	6067	3913		6	2/16	AMAZON.COM	TAPE CLSSRM 1ST AI	19.50	201	50	100-2300-610	
	01/09/16	35031	6067	3913		7	2/16	AMAZON.COM	EXECUTIVE SKILLS P	13.46	215	2	329-1000-640	72
	01/09/16	35031	6067	3913		9	2/16	AMAZON.COM	BATTERIES ONTMNT B	69.36	201	50	100-2300-610	
	01/10/16	35031	6067	3913		8	2/16	AMAZON.COM	EXECUTIVE SKILLS P	10.31	215	2	329-1000-640	72
	01/10/16	35031	6067	3913		10	2/16	AMAZON.COM	GUAUZE CLSSRM 1ST	5.68	201	50	100-2300-610	
	01/11/16	35031	6067	3913		11	2/16	AMAZON.COM	LABELS	21.98	201	2	100-1000-610	
	01/11/16	35031	6067	3913		12	2/16	CAROLINA BIOLOGIC	VENUS FLYTRP FRT F	69.30	215	2	100-1000-610	15
	01/11/16	35031	6067	3913		14	2/16	BUCK'S T-4 LODGE	IB JOHN BLOSSOM LD	141.90	285	50	100-2300-330	
	01/11/16	35031	6067	3913		15	2/16	BUCK'S T-4 LODGE	IB JULIE LENOX LDG	163.90	285	50	100-2300-330	
	01/11/16	35031	6067	3913		16	2/16	BUCK'S T-4 LODGE	IB JEFF KESSLER LD	141.90	285	50	100-2300-330	
	01/11/16	35031	6067	3913		19	2/16	ORIENTAL TRADING	HS DANCE DECORATIO	104.45	284	50	710-3428-610	
	01/12/16	35031	6067	3913		13	2/16	OFFICEMAX	COPY PAPER	51.96	201	2	100-1000-610	
	01/12/16	35031	6067	3913		18	2/16	CAROLINA BIOLOGIC	SNAILS DUCKWEED	51.70	215	2	100-1000-610	15
	01/12/16	35031	6067	3913		20	2/16	ROGUE FITNESS	HS PE GAMES BOXES	1835.00	215	2	100-1000-660	52
	01/12/16	35031	6067	3913		21	2/16	ROGUE FITNESS	HS PE GAMES BOXES	166.96	201	2	100-1000-660	
	01/13/16	35031	6067	3913		17	2/16	BLUE CROSS BLUE S	CANVAS ETCH BRD BL	132.42	201	2	100-1000-610	
	01/14/16	35031	6067	3913		23	2/16	J.W. PEPPER & SON	HS JAZZ BAND MUSIC	92.38	201	2	100-1000-640	
	01/15/16	35031	6067	3913		22	2/16	OFFICEMAX	LABELS	27.52	201	50	100-2300-610	
	01/18/16	35031	6067	3913		26	2/16	BILLINGS HOTEL AN	MHSA ANNL MTG BAKK	90.03	284	50	720-3500-582	
	01/19/16	35031	6067	3913		24	2/16	SUPERIOR DISPLAY	DISPLAY BOARDS SCI	455.50	215	2	100-1000-610	34
	01/19/16	35031	6067	3913		25	2/16	CAROLINA BIOLOGIC	WFP SEED	33.85	215	2	100-1000-610	15
	01/19/16	35031	6067	3913		28	2/16	DISCOUNT TOMMY	POPCORN POPPER MAC	239.95	215	50	720-3500-660	11
	01/19/16	35031	6067	3913		30	2/16	BROOKSTONE	EL TECH CLUB SHPER	389.97	215	1	100-1000-610	39
	01/19/16	35031	6067	3913		31	2/16	BROOKSTONE	EL TECH CLUB SHPER	44.97	215	1	100-1000-610	39
	01/19/16	35031	6067	3913		33	2/16	BROOKSTONE	EL TECH CLUB SPHER	259.98	215	1	100-1000-610	39
	01/19/16	35031	6067	3913		34	2/16	BROOKSTONE	ROBOTIC BALL SPHER	649.95	215	1	100-1000-610	39
	01/20/16	35031	6067	3913		29	2/16	BROOKSTONE	EL TECH CLUB SPHER	104.93	215	1	100-1000-610	39
	01/20/16	35031	6067	3913		32	2/16	ORIENTAL TRADING	HS DANCE DECORATIO	34.60	284	50	710-3428-610	
	01/21/16	35031	6067	3913		27	2/16	AMAZON.COM	CONCESSIONS	32.99	215	50	720-3500-630	11
	01/25/16	35031	6067	3913		35	2/16	CAROLINA BIOLOGIC	HS SCIENCE PIGS	232.00	201	2	100-1000-610	
	01/26/16	35031	6067	3913		36	2/16	USPS	STAMPS	49.00	201	50	100-2500-532	
	01/26/16	35031	6067	3913		37	2/16	USPS	POSTAGE	4.80	201	50	100-2300-532	
	01/26/16	35031	6067	3913		38	2/16	AMAZON.COM	CONCESSIONS	38.43	215	50	720-3500-630	11
	01/27/16	35031	6067	3913		39	2/16	AMAZON.COM	CONCESSIONS	76.86	215	50	720-3500-630	11
	01/28/16	35031	6067	3913		40	2/16	STAPLES	COPY PPR ERSR	37.43	201	50	100-2300-610	
	01/28/16	35031	6067	3913		41	2/16	STAPLES	MECH PNCLS	2.26	201	50	100-2500-610	
	01/28/16	35031	6067	3913		56	2/16	VOYAGER SOPRIS LE	SOUND PARTNERS RDR	857.22	215	50	412-1000-640	26
	01/29/16	35031	6067	3913		42	2/16	STAPLES	BATTERIES	12.84	201	50	100-2300-610	
	01/29/16	35031	6067	3913		43	2/16	MT DPT JUSTICE MO	DRIVER HISTORY REC	7.25	284	50	720-2700-610	
	01/29/16	35031	6067	3913		44	2/16	MT DPT JUSTICE MO	DRIVER HISTORY REC	7.25	210	50	100-2700-610	
	01/29/16	35031	6067	3913		45	2/16	MT DPT JUSTICE MO	DRIVER HISTORY REC	7.25	215	1	100-1000-610	34
	01/29/16	35031	6067	3913		46	2/16	MT DPT JUSTICE MO	DRIVER HISTORY REC	7.25	210	50	100-2700-610	
	01/29/16	35031	6067	3913		47	2/16	MT DPT JUSTICE MO	DRIVER HISTORY REC	7.25	284	50	720-2700-610	
	01/29/16	35031	6067	3913		48	2/16	MT DPT JUSTICE MO	DRIVER HISTORY REC	7.25	215	50	100-2300-610	13
	01/29/16	35031	6067	3913		49	2/16	MT DPT JUSTICE MO	DRIVER HISTORY REC	7.25	215	50	100-2300-610	13
	01/29/16	35031	6067	3913		50	2/16	MT DPT JUSTICE MO	DRIVER HISTORY REC	7.25	210	50	100-2700-610	

Reqested By	Inv/PO Date	Check#	Claim#	CC #	PO #	Ln#	Check Per	Vendor Paid	Description	Amount	Fund	Org	Prg-Func-Obj	Proj
	01/29/16	35031	6067	3913		51	2/16	MT DPT JUSTICE MO	DRIVER HISTORY REC	7.25	210	50	100-2700-610	
	01/29/16	35031	6067	3913		52	2/16	MT DPT JUSTICE MO	DRIVER HISTORY REC	7.25	210	50	100-2700-610	
	01/29/16	35031	6067	3913		53	2/16	MT DPT JUSTICE MO	DRIVER HISTORY REC	7.25	215	50	100-2300-610	13
	01/29/16	35031	6067	3913		54	2/16	ROSETTA STONE LTD	13 LIC ROSETTA STO	2327.00	201	50	100-1000-681	910
	01/29/16	35031	6067	3913		55	2/16	TEACHERS PAY TEAC	VISUAL WRITING DIC	10.00	201	50	280-1000-610	
	01/30/16	35031	6067	3913		57	2/16	TCI	WORLD CONNECTIONS	50.00	201	2	100-1000-681	
	02/01/16	35031	6067	3913		58	2/16	INDEPENDENT LIVIN	PENFRIENDS VOICE L	149.95	201	50	280-1000-660	
	02/01/16	35031	6067	3913		59	2/16	GIA PUBLICATIONS,	ADVENTURES IN BAND	27.00	201	2	100-1000-640	
	02/01/16	35031	6067	3913		62	2/16	COAST PLAZA HOTEL	VANCOUVER IB CONF	498.08	285	50	100-2300-582	
	02/02/16	35031	6067	3913		60	2/16	INTERNATIONAL BAC	SEATTLE CONF REG H	739.00	285	50	100-2213-582	
	02/02/16	35031	6067	3913		61	2/16	INTERNATIONAL BAC	SEATTLE CONF REG H	739.00	285	50	100-2213-582	
	02/04/16	35031	6067	3913		65	2/16	INTERNATIONAL BAC	MINNEAPOLIS CONF R	739.00	285	50	100-2213-582	
	02/04/16	35031	6067	3913		66	2/16	INTERNATIONAL BAC	MINNEAPOLIS CONF R	739.00	285	50	100-2300-582	
	02/04/16	35031	6067	3913		67	2/16	INTERNATIONAL BAC	MINNEAPOLIS CONF R	739.00	285	50	100-2213-582	
	02/04/16	35031	6067	3913		68	2/16	INTERNATIONAL BAC	MINNEAPOLIS CONF R	739.00	285	50	100-2213-582	
	02/04/16	35031	6067	3913		69	2/16	AMAZON.COM	BINDER CLIPS SCIEN	10.76	215	2	100-1000-610	34
	02/05/16	35031	6067	3913		63	2/16	STAPLES	COPY PAPER	11.48	201	50	100-2300-610	
	02/05/16	35031	6067	3913		64	2/16	STAPLES	RECYCLED COPY PPR	27.50	201	50	100-2300-610	
								Total		14545.48				
GUIDANCE	02/05/16	35031	6067	3919		1	2/16	QUICK PRINT OF BI	CHEER RETURNS VSF	22.52	284	50	720-3509-610	
								Total		22.52				
HOUSE K.	01/06/16	35031	6067	3916		1	2/16	AMAZON.COM	EL LIBRARY BOOKS	14.83	215	1	100-2225-640	4
	01/06/16	35031	6067	3916		2	2/16	AMAZON.COM	EL LIBRARY BOOKS	82.24	215	1	100-2225-640	4
	01/06/16	35031	6067	3916		3	2/16	AMAZON.COM	EL LIBRARY BOOKS	6.38	215	1	100-2225-640	4
	01/07/16	35031	6067	3916		5	2/16	AMAZON.COM	EL LIBRARY BOOKS C	-0.33	215	1	100-2225-640	4
	01/08/16	35031	6067	3916		4	2/16	AMAZON.COM	EL LIBRARY BOOKS	13.61	215	1	100-2225-640	4
	01/08/16	35031	6067	3916		6	2/16	AMAZON.COM	EL LIBRARY BOOKS	16.28	215	1	100-2225-640	4
	01/09/16	35031	6067	3916		7	2/16	AMAZON.COM	EL LIBRARY BOOKS	4.96	215	1	100-2225-640	4
	01/09/16	35031	6067	3916		8	2/16	AMAZON.COM	EL LIBRARY BOOKS	60.59	215	1	100-2225-640	4
	01/09/16	35031	6067	3916		9	2/16	AMAZON.COM	EL LIBRARY BOOKS	27.93	215	1	100-2225-640	4
	01/10/16	35031	6067	3916		10	2/16	AMAZON.COM	EL LIBRARY BOOKS	4.12	215	1	100-2225-640	4
	01/11/16	35031	6067	3916		11	2/16	AMAZON.COM	EL LIBRARY BOOKS	10.32	215	1	100-2225-640	4
	01/11/16	35031	6067	3916		12	2/16	AMAZON.COM	EL LIBRARY BOOKS	8.28	215	1	100-2225-640	4
	01/12/16	35031	6067	3916		15	2/16	AMAZON.COM	EL LIBRARY BOOKS	6.99	215	1	100-2225-640	4
	01/13/16	35031	6067	3916		13	2/16	ANIMOTO INC.	EL 1 YR SUBSCRIPTI	30.00	215	1	100-2225-681	4
	01/14/16	35031	6067	3916		14	2/16	AMAZON.COM	HS LIBRARY BOOKS I	44.50	201	50	365-2225-640	
	01/14/16	35031	6067	3916		16	2/16	ANIMOTO INC.	HS 1 YR SUBSCRIPTI	30.00	215	2	100-2225-681	4
	01/15/16	35031	6067	3916		17	2/16	AMAZON.COM	EL LIBARY BOOKS	39.71	215	1	100-2225-640	4
	01/15/16	35031	6067	3916		18	2/16	AMAZON.COM	HS LIBRARY BOOKS I	158.81	201	50	365-2225-640	
	01/15/16	35031	6067	3916		19	2/16	AMAZON.COM	EL LIBRARY BOOKS	4.00	215	1	100-2225-640	4
	01/16/16	35031	6067	3916		20	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	83.08	215	2	100-2225-640	4
	01/16/16	35031	6067	3916		21	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	100.06	215	2	100-2225-640	4
	01/16/16	35031	6067	3916		22	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	4.00	215	2	100-2225-640	4
	01/16/16	35031	6067	3916		23	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	62.13	215	2	100-2225-640	4
	01/16/16	35031	6067	3916		25	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	74.70	215	2	100-2225-640	4
	01/16/16	35031	6067	3916		26	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	12.76	215	2	100-2225-640	4
	01/17/16	35031	6067	3916		24	2/16	AMAZON.COM	EL LIBRARY BOOKS	9.99	215	1	100-2225-640	4
	01/18/16	35031	6067	3916		27	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	30.06	215	2	100-2225-640	4
	01/18/16	35031	6067	3916		28	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	39.94	215	2	100-2225-640	4
	01/18/16	35031	6067	3916		30	2/16	AMAZON.COM	EL LIBRARY BOOKS	8.39	215	1	100-2225-640	4
	01/18/16	35031	6067	3916		31	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	6.71	215	2	100-2225-640	

Reqested By	Inv/PO Date	Check#	Claim#	CC #	PO #	Ln#	Check Per	Vendor Paid	Description	Amount	Fund	Org	Prg-Func-Obj	Proj
	01/18/16	35031	6067	3916		32	2/16	AMAZON.COM	EL LIBRARY BOOK OR	7.97	215	1	100-2225-640	4
	01/19/16	35031	6067	3916		29	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	12.26	215	2	100-2225-640	4
	01/26/16	35031	6067	3916		33	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	13.79	215	2	100-2225-640	4
	01/27/16	35031	6067	3916		34	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	16.60	215	2	100-2225-640	4
	01/27/16	35031	6067	3916		35	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	15.95	215	2	100-2225-640	4
	01/28/16	35031	6067	3916		36	2/16	AMAZON.COM	EL LIBRARY BOOKS	4.00	215	1	100-2225-640	4
	01/28/16	35031	6067	3916		37	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	7.98	215	2	100-2225-640	4
	01/29/16	35031	6067	3916		38	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	6.99	215	2	100-2225-640	4
	01/30/16	35031	6067	3916		39	2/16	AMAZON.COM	HOUSE LIBRARY BOOK	38.88	215	2	100-2225-640	4
	02/05/16	35031	6067	3916		40	2/16	AMAZON.COM	EL LIBRARY BOOKS	6.47	215	1	100-2225-640	4
								Total		1125.93				
HUDSON K.	01/17/16	35031	6067	3915		1	2/16	TOWN & COUNTRY FO	FOOD	30.34	212	50	910-3100-630	
	01/25/16	35031	6067	3915		2	2/16	TOWN & COUNTRY FO	FOOD	6.70	212	50	910-3100-630	
	01/31/16	34982	5972	3912		4	2/16	COSTCO	TRPURPLE VITARAIN	25.87	212	50	910-3100-630	
	01/31/16	35031	6067	3915		3	2/16	TOWN & COUNTRY FO	FOOD	9.41	212	50	910-3100-630	
	02/07/16	34982	5972	3912		1	2/16	COSTCO	VITARAIN WTR FRITO	30.86	212	50	910-3100-630	
								Total		103.18				
IDE	01/24/16	35031	6067	3925		1	2/16	CORRAL STEAKHOUSE	IB DINNER PRESENTE	102.52	285	50	100-2300-330	
	01/24/16	35031	6067	3925		2	2/16	GALLATIN AIRPORT	AIRPORT PARKING	3.00	285	50	100-2300-330	
	01/27/16	35031	6067	3925		3	2/16	ROXY'S MARKET & C	COOKIES FOR STDNT	31.92	201	2	100-1000-610	
	01/29/16	35031	6067	3925		5	2/16	PACIFIC CABS CAR	TAXI IB TRAINING V	30.59	285	50	100-2410-582	
	01/31/16	35031	6067	3925		4	2/16	BANANA LEAF MALAY	IB TRAINING DINNER	41.92	285	50	100-2410-582	
	02/01/16	35031	6067	3925		6	2/16	BLACKTOP & CHECKE	TAXI IB TRAINING V	26.85	285	50	100-2410-582	
	02/01/16	35031	6067	3925		10	2/16	ALASKA AIRLINES	BAGGAGE	27.16	285	50	100-2410-582	
	02/01/16	35031	6067	3925		11	2/16	VIETSUB VIETNAMES	IB TRAINING MEAL V	23.92	285	50	100-2410-582	
	02/02/16	35031	6067	3925		8	2/16	GALLATIN AIRPORT	AIRPORT PARKING	44.00	285	50	100-2410-582	
	02/03/16	35031	6067	3925		7	2/16	COAST PLAZA HOTEL	IB TRAINING DINNER	30.11	285	50	100-2410-582	
								Total		361.99				
NELL	01/14/16	35031	6067	3927		1	2/16	STAPLES	FLDRS STPLS TAPE E	105.56	201	1	100-2410-610	
	01/14/16	35031	6067	3927		2	2/16	STAPLES	PPR TRMR	39.60	201	1	100-2410-610	
	01/14/16	35031	6067	3927		3	2/16	STAPLES	CEILING HOOKS	9.36	201	1	100-2410-610	
	01/20/16	35031	6067	3927		4	2/16	USPS	STAMPS	19.60	201	1	100-2410-532	
	01/24/16	35031	6067	3927		5	2/16	STAPLES	MRKRS	6.00	201	1	100-1000-610	
	01/24/16	35031	6067	3927		6	2/16	STAPLES	ENV LABELS	39.58	201	1	100-2410-610	
	01/24/16	35031	6067	3927		7	2/16	WAL MART	NAPKINS PLATES IB	8.82	285	50	100-2213-582	
	01/25/16	35031	6067	3927		8	2/16	ROXY'S MARKET & C	SANDWICHES IB TRAI	43.20	285	50	100-2213-582	
	01/25/16	35031	6067	3927		9	2/16	REALLY GOOD STUFF	BOOK AND BINDER HO	284.92	201	1	100-1000-610	
	02/04/16	35031	6067	3927		10	2/16	THE MARKERBOARD P	MUSIC BOARD COMBO	198.00	201	1	100-1000-610	
	02/04/16	35031	6067	3927		11	2/16	STAPLES	POST-IT EASEL PADS	67.15	201	1	100-2410-610	
	02/05/16	35031	6067	3927		12	2/16	STAPLES	PLSTC BNDNG COMBS	5.95	201	1	100-2410-610	
	02/05/16	35031	6067	3927		13	2/16	GOPHER SPORT	TETHERBALLS	46.68	201	1	100-1000-610	
								Total		874.42				
OFFICE	01/21/16	35031	6067	3920		1	2/16	DOLLAR TREE	HS DANCE DECORATIO	31.38	284	50	710-3428-610	
	01/21/16	35031	6067	3920		2	2/16	MICHAELS STORE	HS DANCE DECORATIO	34.36	284	50	710-3428-610	
	01/21/16	35031	6067	3920		3	2/16	JO-ANN FABRIC AND	HS DANCE DECORATIO	17.92	284	50	710-3428-610	
	01/21/16	35031	6067	3920		4	2/16	WAL MART	HS DANCE DECORATIO	167.21	284	50	710-3428-610	
	01/29/16	35031	6067	3920		5	2/16	WAL MART	HS DANCE DECORATIO	33.94	284	50	710-3428-610	
	02/03/16	35031	6067	3920		6	2/16	WAL MART	HS DANCE DECORATIO	21.64	284	50	710-3428-610	

Reqested By	Inv/PO Date	Check#	Claim#	CC #	PO #	Ln#	Check Per	Vendor Paid	Description	Amount	Fund	Org	Prg-Func-Obj	Proj
								Total		306.45				
SHIPMAN	01/29/16	35031	6067	3926		1	2/16	BEL AIR TAXI	IB TRAINING VANCOU	31.81	285	50	100-2300-582	
	01/30/16	35031	6067	3926		2	2/16	DAE-JI PORK CUTLE	IB TRAINING VANCOU	116.99	285	50	100-2213-582	
	02/01/16	35031	6067	3926		3	2/16	VANCOUVER TAXI	IB TRAINING VANCOU	27.21	285	50	100-2300-582	
	02/01/16	35031	6067	3926		4	2/16	COAST PLAZA HOTEL	IB TRAINING LDGING	421.42	285	50	100-2213-582	
	02/01/16	35031	6067	3926		5	2/16	TAPROOM SESA	IB TRAINING MEAL	35.36	285	50	100-2300-582	
	02/02/16	35031	6067	3926		6	2/16	GALLATIN AIRPORT	IB TRAINING PARKIN	32.00	285	50	100-2300-582	
								Total		664.79				
TEACHER	01/21/16	35031	6067	3917		1	2/16	BLUE MOON BAKERY	ROC WHEELS LUNCH	55.73	215	50	100-1000-610	37
								Total		55.73				
WETZEL	01/26/16	35031	6067	3922		1	2/16	ACE HARDWARE-BIG	WNDSHLD WSH RBBR P	6.27	210	50	100-2700-610	
	02/01/16	35031	6067	3922		2	2/16	ACE HARDWARE-BIG	TAPE CONN5 VLVBALL	15.27	210	50	100-2700-610	
	02/05/16	35031	6067	3922		3	2/16	ACE HARDWARE-BIG	NUTS & BOLTS	5.79	210	50	100-2700-610	
								Total		27.33				
ZIER	01/05/16	35031	6067	3924		1	2/16	WAL MART	TIDE 6FT CORD SPLT	14.75	201	1	100-2600-610	
	01/05/16	35031	6067	3924		2	2/16	WAL MART	TIDE 6FT CORD SPLT	14.70	201	2	100-2600-610	
	01/06/16	35031	6067	3924		3	2/16	MONTANA BROOM & B	TOWELS LINERS	208.44	201	1	100-2600-610	
	01/06/16	35031	6067	3924		4	2/16	MONTANA BROOM & B	TOWELS LINERS	208.44	201	2	100-2600-610	
	01/20/16	35031	6067	3924		5	2/16	MONTANA BROOM & B	TISSUE TOWELS LINE	171.22	201	1	100-2600-610	
	01/20/16	35031	6067	3924		6	2/16	MONTANA BROOM & B	TISSUE TOWELS LINE	171.22	201	2	100-2600-610	
	01/26/16	35031	6067	3924		7	2/16	THE BOC SHOP	BOC LEVEL CERTIFIC	32.50	261	1	100-2600-582	
	01/26/16	35031	6067	3924		8	2/16	THE BOC SHOP	BOC LEVEL CERTIFIC	32.50	261	2	100-2600-582	
	01/27/16	35031	6067	3924		9	2/16	OPTIMA INC	MAP & DISPLAY RAIL	530.79	260	1	100-4600-725	
	02/03/16	35031	6067	3924		10	2/16	OWENHOUSE	SCREWDRR ROOF RAKE	38.60	201	1	100-2600-610	
	02/03/16	35031	6067	3924		11	2/16	OWENHOUSE	SCREWDRR ROOF RAKE	38.60	201	2	100-2600-610	
	02/03/16	35031	6067	3924		12	2/16	U-HAUL MOVING & S	VAN HITCH LABOR	112.50	215	50	100-2600-730	42
	02/03/16	35031	6067	3924		13	2/16	U-HAUL MOVING & S	VAN HITCH MATERIAL	181.95	215	50	100-2600-730	42
								Total		1756.21				

Grand Total: 28593.34

	Big Sky School District Student Extracurricular Fund Activity	Balance at 6/30/2015	Receipts	Expenditures	Balance at 3/16/2016
3500	Extracurricular Athletics-General	$0.00	$838.98	$16,909.44	($16,070.46)
3501	Volleyball	$0.00	$5,704.30	$15,870.03	($10,165.73)
3503	Boys' Basketball	$0.00	$3,104.00	$9,067.37	($5,963.37)
3504	Girls' Basketball	$0.00	$3,565.25	$13,248.05	($9,682.80)
3506	Football	$0.00	$7,456.79	$17,757.20	($10,300.41)
3507	Golf	$0.00	$65.00	$0.00	$65.00
3508	Intramurals	$215.49	$1,160.00	$756.22	$619.27
3509	Cheer	($360.50)	$1,088.35	$6,526.52	($5,798.67)
3525	Tennis	$0.00	$130.00	$17.18	$112.82
3526	Wrestling	$0.00	$155.00	$25.68	$129.32
3409	8th Grade (FY15) DC Trip	$5,495.11	$0.00	$3,597.00	$1,898.11
3410	8th Grade (FY16) DC Trip	$3,556.00	$19,290.19	$24,490.94	($1,644.75)
3411	8th Grade (FY14) DC Trip	$2,751.64	$0.00	$0.00	$2,751.64
3412	Student Council-Middle School	$793.43	$1,077.00	$1,060.90	$809.53
3413	Student Council-High School	$3,500.35	$266.00	$791.68	$2,974.67
3414	FY16 Expedition Yellowstone	$0.00	$3,238.20	$190.38	$3,047.82
3415	HS Yearbook	($279.91)	$1,010.00	$2,085.72	($1,355.63)
3416	FY11 Expedition Yellowstone	$0.00	$0.00	$0.00	$0.00
3418	8th Grade (FY13) DC Trip	$1,417.67	$0.00	$0.00	$1,417.67
3419	FY12 Expedition Yellowstone	$1,243.57	$0.00	$1,243.57	$0.00
3420	Pep Band	$0.00	$0.00	$0.00	$0.00
3423	National Honor Society	$4,105.02	$0.00	$4,484.02	($379.00)
3422	FY13 Expedition Yellowstone	$486.32	$0.00	$0.00	$486.32
3424	FY14 Expedition Yellowstone	$1,139.51	$0.00	$0.00	$1,139.51
3428	Homecoming/Prom/Dance Donation	$2,805.84	$1,295.00	$1,375.29	$2,725.55
3430	HS Thespian Troupe	$0.00	$0.00	$321.52	($321.52)
3431	FY15 Expedition Yellowstone	$1,306.28	$0.00	$0.00	$1,306.28
3432	HS Interact Club	$100.00	$0.00	$100.00	$0.00
3433	Technology Club	$0.00	$0.00	$2,680.97	($2,680.97)
1510	Interest	$48.43	$40.30	$0.00	$88.73
	Totals	**$28,324.25**	$49,484.36	$122,599.68	**($44,791.07)**

	Cash Balances to Cover Negative Sport Balances:	
	Booster Club Cash	$0.00
	Concessions Cash	$14,726.21
	General Fund Budget Authority	$65,000.00
Less:	Extracurricular Athletics-General	($16,070.46)
	Volleyball	($10,165.73)
	Boys' Basketball	($5,963.37)
	Girls' Basketball	($9,682.80)
	Football	($10,300.41)
	Golf	$65.00
	Cheer	($5,798.67)
	Tennis	$112.82
	Wrestling	$129.32
		$22,051.91

Superintendent's Agenda Notes:

Big Sky School District #72
March 21, 2016

Call to Order
Pledge of Allegiance
Revision(s) to Agenda
Public Comment – Non-Agenda Items
Approval of Minutes

Recognitions and Commendations - Paul Swenson, Ashley Hudson, Erika Frounfelker, John Hannahs, Keith McHugh for IB training which is over a weekend and is very intense. Kyle Wisniewski for working out with our athletes. John Zirkle, works very hard with WMPAC coordinates things so well with ticket sales that he is able to donate. Please see message from Linda Nell in packet.

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Standing Reports

- **Business Manager report**
- **Superintendent's report (written report given at meeting)**
  - **RTI update - We continue to implement RTI programming. (more in written report)**
  - **Recruiting update - (in written report)**
  - **Teacher Negotiations Update (written report)**
  - Enrollment

- **Principal's report**
- **Athletic/Student Activities Report - oral report given at meeting.**

Special Reports:

Strategic Implementation Committee Report Maggie deliver at meeting
Thrive- Girls on the Run/Parent Liaison/CAP Mentor Program Report

Discussion and Possible Action:

- Off campus procedures - Presented at meeting.
- 2nd reading of 1000 Policies
- 2nd reading of 2000 Policies
- 2nd reading of 3000 Policies
  - Policy 3141 Review
- 2nd reading of 4000 Policies
- 2nd reading of 5000 Policies
- 2nd reading of 6000 Policies
- 2nd reading of 7000 Policies
- 2nd reading of 8000 Policies

- Kate Eisele - middle school / high school science - Kate (CV attached) Kate comes to us highly recommended from the Sage school in Reno, Nevada. She has a PhD, experience with rigorous instruction, rich experiences and knowledge of inquiry based teaching and learning.
- 2016-2017 School Calendar - attached in packet. Essentially the same calendar as this years calendar. 1 note here is that we have 3 Kinder through 3 PIR days. The 15-16 year was the first year that this happened at k-2 due to a significant overage in hours at these grade levels. I would like to keep these days for one more year and add 3rd grade. With the implementation of the IB program and the increased need for teachers to collaborate while we take the first steps towards full IB authorization.
- Adoption of Lucy Calkins Writing Curriculum - Piloted by 1st through 3rd for last year and this year, recommending approval of this writing curriculum resource for all k-5 for upcoming year.

Action Items

- Approval – Alex Ide Contract amendment - amended for certification flexibility.
- Approval - Alex Ide contract for 16-17 - contract for next year.
- Approval - Van Wrap Art - revisit from last meeting.
- Approval - Election Ballot and Resolution

Consent Agenda

· Approval of Accounts Payable and Payroll
· Approval Out of District Bozeman Student
· Approval of Personnel –
  - Dave Neal - Resignation
  - Jolene Swanke/Hegness - Resignation
  - Hilary Robbins - Guest Teacher
  - Stephanie Quinn - Guest Teacher
  - Andi Giddings - Guest Teacher
  - Cailin Ross - Guest Teacher
  - Approval Volunteer Coaches:
    - Sarah Phelps, Track
    - Rich Jorgenson, Track
    - Lucas Westblade, Track
    - Mike Lovely, Track

Topics for future meetings

Adjourn
Drafted:

BIG SKY SCHOOL DISTRICT # 72 ENROLLMENT REPORT 2015-2016

Date:	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Kindergarten		38	39	36	36	36	38	37	37			
1st Grade		30	31	31	31	31	32	32	31			
2nd Grade		27	29	29	28	28	28	28	28			
3rd Grade		31	33	34	33	33	32	31	30			
4th Grade		23	25	25	25	25	25	25	25			
Elementary:		**149**	**157**	**155**	**153**	**153**	**155**	**153**	**151**			
5th Grade		26	27	27	27	27	29	29	29			
6th Grade		23	26	26	25	25	26	26	26			
7th Grade		35	34	34	34	34	33	33	33			
8th Grade		22	22	22	22	22	22	22	22			
Middle School:		**106**	**109**	**109**	**108**	**108**	**110**	**110**	**110**			
9th Grade		20	20	20	19	19	19	19	19			
10th Grade		24	24	24	24	24	25	26	26			
11th Grade		15	17	17	17	17	17	17	17			
12th Grade		9	9	9	8	8	8	7	7			
High School:		**68**	**70**	**70**	**68**	**68**	**69**	**69**	**69**			
TOTAL:		**323**	**336**	**334**	**329**	**329**	**334**	**332**	**330**			

ended 2013 with enrollment of 249

ended 2014 with enrollment of 283

ended 2015 with enrollment of 300

Lone Peak High School
2016 Track and Field Schedule

March 8	Parent information meeting (WMPC)	5:30
March 15	First Day of Practice	3:50

April 2	Sheridan Meet ***@Dillon***	9:00
April 5	Livingston Meet	TBD
April 8	Belgrade Meet	2:00
April 16	Manhattan Meet ***@Bozeman***	9:30
April 30	Manhattan Christian Meet ***@Bozeman***	9:00
May 5	Livingston Meet	2:00

May 12-14	District Meet @Bozeman	TBD
May 19-21	Divisional Meet @Missoula	TBD
May 26-28	State Track Meet @Missoula	TBD

…as of March 2, 2016

Lone Peak High School
2016 Tennis Schedule

March 10	Parent information meeting (WMPC)	5:00
March 15	First Day of Practice	3:50
April 7	Belgrade Matches	3:00
April 28	Park High Matches	12:00
April 29-30	DAWG BITE Tournament @ Townsend-Helena	TBD
May 3	Whitehall Matches	TBD
May 12-14	Divisional Tournament @Townsend	TBD
May 19-21	State Tournament @Missoula	TBD

…as of March 7, 2016

Lone Peak High School
2016 Golf Schedule

March 9	Parent Informational Meeting (Library)	5:00
March 15	First Day of Practice	TBD
April 2	Big Timber	9:00
April 7	Jefferson Meet @Bill Roberts GC Helena	9:00
April 14	Townsend	9:30
April 26	Manhattan @Bridger Creek	9:00
April 30	Ennis	9:00
May 5	Three Forks	10:00
May 9	Park City @Columbus	9:00
May 15-20	State C Golf@Hamilton Golf Course	TBD

…as of March 2, 2016

Lone Peak High School Art Club

Facilitator
Megan Buecking
mbuecking@bssd72.org

Mission Statement

The Art Club aims to provide an opportunity for students to further develop their artistic skills and self expression while working on a variety of engaging independent and collaborative visual art projects.

Who can join Art Club?

Any LPHS student with an interest in art can join - you do not need to be currently enrolled in art class. In Art Club, there will be much more independent practice than a typical Art Class. Students must be self-starters, respectful, well-behaved, and be able to complete work without needing a teacher to push them to get things done.

Cost and Fundraising

We will strive to keep Art Club “low cost”. However, in order to offset any unavoidable expenses, such as materials or funding trips, students may participate in some fundraising activities or pay a material fee. Prior notice will be given regarding fundraising events and material fees. Students who wish to use materials not available at school may need to purchase these materials independently.

Sessions, Meeting Times, and Attendance Policy

- Art Club will be broken up into “Sessions” based on a specific art project for the remainder of the 2016 school year. Students may sign up for sessions based on their interest in that art project. Sessions will be announced throughout the year.
- Meetings will take place Monday and Wednesday during PACE. Students may also come in additional, unscheduled days to work on their art. In the event of school wide presentations or other events, Art Club may be rescheduled.
- Students should strive to attend each meeting during a session, but perfect attendance is not required. If a student misses numerous meetings during one session, they may not be eligible to attend the next session.

Session One: Pie Auction License Plate Plates, Platters, and Pitchers
Dates: February 15th - March 25th
Students will use vintage Montana license plates to create functional ceramic artwork that will be sold or auctioned at the Pie Auction. Students will learn basic slab construction and glazing techniques. In addition to creating artwork for the Pie Auction, Art Club members will be able to create a piece they will be able to keep.

BIG SKY SCHOOL DISTRICT #72

= required

1000 SERIES
THE BOARD OF TRUSTEES

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

1000 - R BOARD OF TRUSTEES Revised on: 06/04, 03/09

Legal Status, Operation and Organization

The legal name of this District is Big Sky School District No. 72, Gallatin County, State of Montana. The District is classified as a class two (2) district and is operated according to the laws and administrative rules pertaining to a class two (2) district.

The Board of Trustees of Big Sky School District No. 72 is the governmental entity established by the state of Montana and constitutionally charged of the supervision and control of all aspects of the District's operations.

In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become an effective citizen, the Board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from the Montana Constitution and state statutes and regulations. Sources such as the school laws of Montana, and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties, and responsibilities of the Board.

Policies of the District define and frame the manner via which the District conducts its official business. The policies of the District are modified/updated from time to time to reflect the operation of the District.

All handbooks approved by the Board are regarded as and given the same significance as District policy.

Legal Reference:	§ 20-3-323, MCA	District policy and record of acts
	§ 20-3-324, MCA	Powers and duties
	§ 20-6-101, MCA	Definition of elementary and high school districts
	§ 20-6-201, MCA	Elementary district classification
	§ 20-6-301, MCA	High school district classification
	§ 20-9-309, MCA	Basic system of free quality education
		Administrative Rules of Montana
	Article X, Section 8,	MT Constitution

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

1005 BOARD OF TRUSTEES Revised on: 08/08

Statement of Philosophy

Big Sky School District #72

Philosophy

The Big Sky School District community is committed to providing its students with an excellent education. In an atmosphere which instills a love of learning and an appreciation of self-worth, the students in the Big Sky District schools are encouraged to do their best at all times. Following the high standards set by the State of Montana and the academic rigor promoted by the Big Sky School District Board, the administration and faculty create demanding and challenging learning experiences that develop the social/emotional, intellectual, physical, and creative capabilities of each student. The Big Sky School District recognizes that each student is a unique individual who has special qualities that need to be developed. The District also believes that all students can and should be taught a "thinking" curriculum that supports habits of mind that help students to become smarter. At the same time, the Big Sky School District recognizes that it is necessary that our students also learn to be respectful and understanding, maintaining a positive attitude toward others in order to foster an atmosphere which allows optimum learning.

In a student-centered environment, students in the Big Sky School District are expected to be active learners. Through a strong knowledge core, high thinking demand, and active reasoning, students master skills and concepts necessary for academic success and success in life. Emphasis is placed on developing critical, creative, and divergent thinking skills, decision-making and problem-solving skills, as well as active use of knowledge, supported by technology. Students in the Big Sky School District are expected to be accountable to the learning community, the Big Sky/Canyon community as a whole, and the environment in which we live.

The Big Sky District's ultimate goal is to graduate students who are confident in their abilities, respectful, responsive, and prepared to accept the challenges that face them.

Our Vision

Each student will expand his and her learning potential.

Our Mission

To inaugurate our students into a lifetime of learning,
to encourage a commitment to learning how to learn,
and to build a culture of community service and environmental responsibility.

We believe in

- providing a nurturing and student-centered environment which encourages a commitment to life-long learning;
- promoting habits of mind to develop academic, emotional, physical wellness and a positive sense of self-confidence;
- encouraging teacher collaboration and life-long learning through a professional learning community;
- fostering respect and appreciation for self, the community, and the environment;
- promoting cooperation among students, parents, staff, and the community;
- cultivating community service, citizenship, and civic responsibility.

Our motto

Prepare me today. I'll lead you tomorrow.

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

1105 - R BOARD OF TRUSTEES Revised on: 6/04, 3/14

Membership **and Terms of Office**

The District is governed by a Board of Trustees consisting of five (5) members. The powers and duties of the Board include the broad authority to adopt and enforce all policies necessary for the management, operations and governance of the District. Except as otherwise provided by law, trustees shall hold office for terms of three (3) years, or until their successors are elected and qualified. Terms of trustees shall be staggered as provided by law.

All trustees shall participate on an equal basis with other members in all business transactions pertaining to Big Sky Schools.

Legal References:	§ 20-3-301, MCA	Election and term of office
	§ 20-3-302, MCA	Legislative intent to elect less than majority of trustees
	§ 20-3-305, MCA	Candidate qualification and nomination
	§ 20-3-306, MCA	Conduct of election
	§ 20-3-307, MCA	Qualification and oath
	§ 20-3-341, MCA	Number of trustee positions in elementary districts – transition
	§ 20-3-344, MCA	Nomination of candidates by petition in first-class elementary district
	§ 20-3-351, MCA	Number of trustee positions in high school districts
	§ 20-3-352, MCA	Request and determination of number of high school district additional trustee positions – nonvoting trustee
	§ 20-3-361, MCA	Joint board of trustees organization and voting membership

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

1110 BOARD OF TRUSTEES Revised on: 11/11, 2/14

Taking Office

A newly elected trustee shall take office as soon as election results have been certified and the newly elected trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability.

A newly appointed trustee shall take office, after the trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability.

The person shall qualify by taking an oath of office administered by the county superintendent, the superintendent's designee, or any officer provided for in 1-6-101, MCA or 2-16-116, MCA. Such oath must be filed with the county superintendent not more than fifteen (15) days after the receipt of the certificate of election or the appointment.

Cross Reference:	Policy 1113	Vacancies
Legal References:	§ 1-6-101, MCA	Officers who may administer oaths
	§ 2-16-116, MCA	Power to administer oaths
	§ 20-1-202, MCA	Oath of office
	§ 20-3-307, MCA	Qualification and oath

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Elections

Elections conducted by the District are nonpartisan and are governed by applicable election laws as found in Titles 13 & 20 of the Montana Code Annotated. The ballot at such elections may include candidates for trustee positions, various public policy propositions, and advisor questions.

Board elections shall take place on the first (1st) Tuesday after the first (1st) Monday in May of each year. Any person who is a qualified voter of the District is legally qualified to become a trustee. A declaration of intent to be a candidate must be submitted to the District Clerk at least forty (40) days before the regular school election day. If different terms are to be filled, the term for the position for which the candidate is filing must also be indicated. If the number of candidates filing for vacant positions or filing a declaration of intent to be a write-in candidate is equal to or less than the number of positions to be elected, the trustees may give notice no later than thirty (30) days before the election that a trustee election will not take place. If a trustee election is not held, the trustees shall declare the candidates elected by acclamation and shall issue a "certificate of election" to each candidate.

A candidate intending to withdraw from the election shall send a statement of withdrawal to the clerk of the district containing all information necessary to identify the candidate and the office for which the candidate filed. The statement of withdrawal must be acknowledged by the clerk of the district. A candidate may not withdraw after 5:00 p.m. the day before the ballot certification deadline in 20-20-401.

In the event of an unforeseen emergency occurring on the date scheduled for the funding election, the district will be allowed to reschedule the election for a different day of the calendar year.

In years when the Legislature meets in regular session or in a special session that affects school funding, the trustees may order the election on a date other than the regular school election day in order for the electors to consider a proposition requesting additional funding under § 20-9-353, MCA.

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Legal Reference:	§ 13-10-211, MCA	Declaration of intent for write-in candidates
	§ 20-3-304, MCA	Annual election
	§ 20-3-305, MCA	Candidate qualification, nomination and withdrawal
	§ 20-3-313, MCA	Election by acclamation – notice
	§ 20-3-322, MCA	Meetings and quorum
	§ 20-3-322(5), MCA	Meetings and quorum (unforeseen emergency definition)
	§ 20-3-324(4), MCA	Powers and duties
	§ 20-3-344, MCA	Nomination of candidates by petition in first-class elementary district
	§ 20-9-353, MCA	Additional financing for general fund – election for authorization to impose
	§ 20-20-105, MCA	Regular school election day and special school elections – limitation – exception
	§ 20-20-204, MCA	Election Notice
	§ 20-20-301, MCA	Qualifications of elector

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Adopted on: 2/00
Reviewed on:
Revised on: 6/04

1111P BOARD OF TRUSTEES

Candidate Orientation

Candidates for appointment or election to the Board shall be urged to attend public meetings of the Board. All public information about the school system shall be made available to them. Additionally, the Board directs the Superintendent to cooperate impartially with all candidates in providing them with information about school governance, Board operations, and school programs.

Notices of candidates' meetings that are sponsored by impartial, non-partisan organizations may be announced in District publications and/or be sent home with students. The following procedures shall be followed:

1. If a candidate is scheduled to appear or speak as a part of a school-sponsored program, all candidates for that position shall be invited to attend or to send representatives;

2. The school will not send home partisan materials through the students; and

3. The Superintendent shall invite all candidates to an information session. Each candidate will be given the same materials and information at these sessions.

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
Revised on: 2/14

1112 BOARD OF TRUSTEES

Resignation

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

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

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

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

1113 BOARD OF TRUSTEES Revised on: 2/14

Vacancies

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

1. Death of the trustee;
2. Resignation, in writing, filed with the Clerk;
3. The trustee moves out of the nominating district, establishing residence elsewhere;
4. The trustee is no longer a registered elector of the District under the provisions of § 20-20-301, MCA;
5. The trustee is absent from the District for sixty (60) consecutive days;
6. The trustee fails to attend three (3) consecutive meetings of the trustees without good excuse;
7. The trustee has been removed under the provisions of § 20-3-310, MCA; or
9. A trustee position also shall be vacant when an elected candidate fails to qualify.

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

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

Cross Reference:	1240 Duties of Individual Trustees	
	1112 Resignations	
Legal References:	§ 20-3-308, MCA	Vacancy of trustee position
	§ 20-3-309, MCA	Filling vacated trustee position – appointee qualification and term of office

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

1113P BOARD OF TRUSTEES Revised on: 6/04

Vacancies

When a vacancy occurs on the Board, it is in the best interest of the District to encourage as many able citizens as possible to consider becoming a trustee. To that end, the following procedures shall be used to identify and appoint citizens to fill Board vacancies:

1. Announcement of the vacancy and the procedure for filling it shall be made in the general news media as well as District publications to patrons.

2. All citizens shall be invited to nominate candidates for the position, provided that the nominees shall be residents of the District. A letter of application will be required of interested candidates.

3. The Board shall individually interview the finalists in a regular or special meeting and appoint the candidate who, in the judgment of the Board, is most likely to contribute to the growth and development of the District's education programs and operations. All trustees shall vote on the candidate of their choice.

4. If no one (1) candidate receives a majority of the votes, the Board may:

   a. Discuss all candidates and vote again;

   b. Discuss all candidates and vote only on those candidates with the most votes; or

   c. Continue voting until one (1) candidate receives a majority vote.

5. The Board Clerk shall prepare, for the signatures of all trustees, a letter thanking all candidates for the position and commending them for their interest in the District.

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

1120 BOARD OF TRUSTEES Revised on: 11/11, 2/14

Annual Organization Meeting

After issuance of election certificates to newly elected trustees, but no later than 15 days after the election, the Board shall elect from among its members a Chairperson and a Vice Chairperson to serve until the next annual organizational meeting. If a Board member is unable to continue to serve as an officer, a replacement shall be elected at the earliest opportunity to serve the remainder of the term. In the absence of both the Chairperson and the Vice Chairperson, the Board shall elect a Chairperson *pro tempore*, who shall perform the functions of the Chairperson during the latter's absence. The Clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly elected Board members by the current Chairperson

2. Swearing in of newly elected trustees

3. Call for nominations for Chairperson to serve during the ensuing year

4. Election of a Chairperson

5. Assumption of office by the new Chairperson

6. Call for nominations for Vice Chairperson to serve during the ensuing year

7. Election of a Vice-Chairperson

8. Appointment of a Clerk

Legal References:	§ 20-3-321, MCA	Organization and officers
	§ 20-3-322(a), MCA	Meetings and quorum
	§ 1-5-416(1)(b), MCA	Powers and duties of Notary Public

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
Revised on: 1/10, 2/14

1130 BOARD OF TRUSTEES

Committees

Generally, trustees will function as a whole and will not form committees of the Board. Nevertheless the Board may create Board committees as deemed necessary or useful. All committees created by the Board shall comply with the open meeting laws and all other laws applicable to school board meetings.

Committees of the Board may be created and their purposes defined by a majority of the Board. The Board Chairperson shall appoint trustees to serve on such committees. Trustees serving on committees shall be limited to fewer than a majority of the Board.

Legal Reference: § 2-3-203, MCA Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
Bryan v. Yellowstone (2002), 2002 MT 264
Crofts v. Associated Press (2004), 2004 MT 120

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ROLES AND RESPONSIBILITES OF COMMITTEES

Nature of Committee Work

Committees appointed by the Big Sky School Board assist the Board in the work that needs to be done by the Board. The committees are advisory in nature to the full School Board. The full School Board does not delegate its functions, powers, or decision-making to committees. Rather committees make recommendations to the full School Board, which then takes action on the recommendations. Business may not be transacted by the Trustees of a District unless it is transacted at a regular meeting or a properly called special meeting. (MCA 20-3-322-4) Committees are established for a specific task and for a set period of time. (Policy1130).

Standing Committees – The Board may have standing committees, which are ongoing committees assigned to do work. Examples of standing committees are: Personnel Committee, Facilities Committee, Public Relations Committee, the Wellness Committee.

Ad-Hoc Committees –Ad-hoc committees are temporary committees formed for a specific task or set of tasks. Ad-hoc committees are dissolved at the completion of the task/s. Examples of ad-hoc committees: the Landscaping Committee, the Grand Opening Celebration Committee. Ad-hoc committees are noticed per board policy, and minutes are provided to the full Board.

Committee Membership

When the Big Sky School Board determines that a task needs to be assigned to a committee, the Board Chair appoints one or two trustees to chair the committee. (OSB Policy 1130) Committees' rosters may include members who are not trustees. For example, a Big Sky Board level committee may include teachers, parents, and/or Big Sky School District community members. In general each Board committee should have an administrator who guides the chair trustee(s) and the work of the committee. When possible, there should be a general call for diverse committee membership; however, membership is at the discretion of the committee chairs, since it is important that the committee accomplish its task.

Sub-Committees or "Working Parties" – At times a committee might delegate a portion of the work to a sub-committee.

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Committee Chair's Roles and Responsibilities

- Be the key contact for the committee
- Work with the administration to establish the agenda
- Ensure that the agenda is posted on the District's website and at the Main Office
- Attend all committee meetings
- Move the committee's work and discussions forward
- Formalize and verify that the committee's note and minutes reflect the consensus of the group
- Give a succinct oral report consistent with the committee's notes/minutes to the full School Board at subsequent Board meetings.
- Answer meeting and procedural questions for the committee
- Determine with the Board Chair and the Administration the amount of time needed for the full Board to discuss the recommendations of the committee and the method of decision-making at plenary session of the Board: Consensus, Consent Item, Action Item.

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Big Sky School District #72

Adopted on: 2/14
Reviewed on:
Revised on:

1135 BOARD OF TRUSTEES

School Board Advocacy

The Board of Trustees of Big Sky School District believes it has a responsibility to the students, parents, and community to advocate for student achievement and quality education. In order to meet these responsibilities, the District will work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

Trustees must keep themselves and community members informed of pending legislation and actively communicate board positions and concerns to elected representatives at both the state and national level. The Board must work with legislative representatives (both state and federal), with the Montana School Boards Association, the National School Boards Association, and other concerned groups in developing an annual as well as long-range legislative program.

Each Trustee is encouraged to participate in the MTSBA Delegate Assembly, the MTSBA Board Legislative Contact Program and the caucuses. We also encourage each board and trustee to be aware of the importance of building a relationship with the community, to be used to increase student success.

In doing so, the Board will:

1. At its annual organizational meeting appoint a member as its Board Legislative Contact (BLC) to the Montana School Boards Association (MTSBA). This person will:
   a. Serve as the Board's liaison to MTSBA;
   b. Attend the Day of Advocacy during each legislative session;
   c. Attend other state and regional association meetings as approved by the Board; and
   d. Advise MTSBA of the Board's views regarding MTSBA's legislative positions and activities.

2. At least once each month, the Board meeting agenda will include an opportunity for the BLC to report on educational issues pending on the state and federal levels.

3. Work with the BLC, MTSBA, the National School Boards Association (NSBA), and other concerned groups and organizations on matters of mutual interest.

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Big Sky School District #72

Adopted on: 2/14
Reviewed on:
Revised on:

1135P BOARD OF TRUSTEES

School Board Advocacy

Once the Board of Trustees has determined that it is in its best interest to actively become an advocate for the education of the students in its District, the following guidelines are established to help facilitate the process.

1. An additional item on the agenda of the Annual Organizational Meeting, usually held in May of each year, will include the appointment of one (1) of its trustees as the Board Legislative Contact (BLC) to the Montana School Boards Association (MTSBA).

    a. The District Clerk will submit the name to the Administrative Service Specialist of the MTSBA no later than one (1) month after the appointment.

2. The Board will identify this appointee and/or additional trustees as registered lobbyists for the District.

    a. The District Clerk will make sure that the appointed trustee(s) are sufficiently registered as lobbyists for the District.

3. The threshold for reimbursement of expenses before the lobbying license requirement becomes effective will be determined by the Commissioner of Political Practices.

4. The BLC, or designee, will attend the Day of Advocacy during each legislative session.

5. The BLC, or designee, will attend the annual Delegate Assembly.

6. The Board may set additional parameters, including the number of trips to the Legislature, the number of regional and state meetings approved, etc.

7. The Board will include an item on its monthly agenda, giving the BLC an opportunity to discuss advocacy information.

Legal Reference:	§ 5-7-112, MCA	Payment threshold – inflation adjustment
	ARM 44.12.204	Payment threshold – inflation adjustment

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

1210 BOARD OF TRUSTEES Revised on: 11/11, 2/14

Qualifications, Terms, and Duties of Board Officers

The Board officers are the Chairperson and Vice Chairperson. These officers are elected at the annual organizational meeting.

Chairperson

The Chairperson may be any trustee of the board, including an additional trustee as provided for in 20-3-352(2). If an additional trustee is chosen to serve as the Chairperson of an elementary district described in 20-3-351(1)(a), the additional trustee may not vote on issues pertaining only to the elementary district. The duties of the Chairperson include the following:

- Preside at all meetings and conduct meetings in the manner prescribed by the Board's policies;
- Make all Board committee appointments;
- Sign all papers and documents as required by law and as authorized by action of the Board;
- Close Board meetings as authorized by Montana law; and
- Act as spokesperson for the Board.

The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board members, including the right to participate in debate and to vote. The Chairperson may not make a motion, but may second motions.

Vice Chairperson

The Vice Chairperson shall preside at all Board meetings in the absence of the Chairperson and shall perform all the duties of the Chairperson during the Chairperson's absence or unavailability. The Vice Chairperson shall work closely with the Chairperson and shall assume whatever duties the Chairperson may delegate.

Cross Reference:	Policy 1120	Annual Organizational Meeting
Legal References:	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
	§ 20-3-321(2), MCA	Organization and officers
	§ 20-3-351(1)(a), MCA	Number of trustee positions in high school districts
	§ 20-3-352(2), MCA	Request and determination of number of high school district additional trustee positions – nonvoting trustee

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
1230 BOARD OF TRUSTEES Revised on: 2/14

Clerk

The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chairperson, and shall keep an accurate and permanent record of all proceedings. The Clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the trustees will have one (1) of their members or a District employee act as clerk for the meeting, and said person will supply the Clerk with a certified copy of the proceedings.

The Clerk will keep accurate and detailed accounts of all receipts and disbursements made by the District. The Clerk shall draw and countersign all warrants for expenditures that have been approved by the Board.

The Clerk will make the preparations legally required for the notice and conduct of all District elections.

The Clerk shall prepare and submit to the Board a financial report of receipts and disbursements of all school funds on an annual basis, unless the Board requests such reports on a more frequent basis. The Clerk shall perform all functions pertaining to the preparation of school elections. The Clerk shall perform other duties as prescribed by state law or as directed by the Board and the Superintendent.

Legal references:	§ 20-3-321, MCA	Organization and officers
	§ 20-3-325, MCA	Clerk of district
	§ 20-4-201, MCA	Employment of teachers and specialists by contract
	§ 20-9-133, MCA	Adoption and expenditure limitations of final budget
	§ 20-9-165, MCA	Budget amendment limitation, preparation, and adoption procedures
	§ 20-9-221, MCA	Procedure for issuance of warrants
	§ 20-20-401(2), MCA	Trustees' election duties – ballot certification

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

1240 - R BOARD OF TRUSTEES Revised on: 6/04, 2/14

Duties of Individual Trustees

The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual trustee, except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each trustee shall review the agenda and attendant materials in advance of a meeting and shall be prepared to participate in discussion and decision making for each agenda item. Each trustee shall visit Big Sky School throughout the year to examine its management, conditions, and needs.

All trustees are obligated to attend Board meetings regularly. Whenever possible, a trustee shall give advance notice to the Chairperson or Superintendent, of the trustee's inability to attend a Board meeting. A majority of the Board may excuse a trustee's absence from a meeting if requested to do so. Board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.

Cross Reference: 1113 Vacancies

Legal References:	§ 20-3-301, MCA	Election and term of office
	§ 20-3-308, MCA	Vacancy of trustee position
	§ 20-3-324(22), MCA	Powers and duties
	§ 20-3-332, MCA	Personal immunity and liability of trustees

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Big Sky School District #72

Adopted on: 200
Reviewed on:

1310 - R BOARD OF TRUSTEES Revised on: 6/04, 12/14

District Policy and Procedures

Adoption and Amendment of Policies

Proposed new policies and proposed changes to existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Interested parties may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to the second (2nd) reading [final reading]. The final vote for adoption shall take place not earlier than at the second (2nd) reading of the particular policy. New or revised policies that are required, or have required language changes based on State or Federal law, or are required changes by administrative rule, may be adopted after the first (1st) reading if sufficient notice has been given through the board agenda.

All new or amended policies shall become effective on adoption, unless a specific effective date is stated in the motion for adoption.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and also shall be included in the District's policy manual. Policies of the District shall be reviewed on a regular basis.

Policy Manuals

The Superintendent shall develop and maintain a current policy manual which includes all policies of the District. Every administrator, as well as staff, students, and other residents, shall have ready access to District policies.

Suspension of Policies

Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of the trustees present. To suspend a policy, however, all trustees must have received written notice of the meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.

Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item.

Legal References:	§ 20-3-323, MCA	District policy and record of acts
	10.55.701, ARM	Board of Trustees

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

1332 BOARD OF TRUSTEES Revised on: 6/04, 11/09, 5/10

Authorization of Signatures

For the conduct of the business of the District, the Board may grant authority to specific staff to sign certain documents on behalf of the District. The Chairperson and Clerk/Business Manager are authorized to use a facsimile signature plate or stamp.

Warrants: The Chairperson and Clerk are authorized to sign all District warrants by facsimile signature on behalf of the Board.

Claim Forms: The Superintendent is to certify voucher or invoice claims against or for the District.

Grants: The Superintendent is the District's Authorized Representative for grants. The Superintendent is authorized to sign, on behalf of the Board, grant applications and reports.

Checks: The Superintendent is designated as the custodian of all District petty cash accounts including extracurricular and athletic accounts. The Superintendent or Clerk is authorized to sign, on behalf of the Board, checks drawn on any specific petty cash account:

Contracts for Goods and Services and Leases: The Superintendent is authorized to sign, on behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under $10,000 without prior approval of the Board.

Personnel Contracts: The Board Chair and Clerk/Business Manager are authorized to sign personnel contracts and agreements of employment on behalf of the Board, by original or facsimile signature.

Negotiated Agreements: Negotiated agreements shall be signed for the District by the Board Chair and the Clerk/Business Manager.

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Board Meetings

Meetings of the Board and/or committees of the Board must occur at a duly called and legally conducted meeting. "Meeting" is defined as the convening of a quorum of the constituent membership of the Board, whether in person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or advisory power.

Regular Meetings

Unless otherwise specified, all meetings will take place in the Big Sky Schools. Regular meetings shall take place at 3:30 p.m. on the second (2nd) Wednesday of each month, or at other times and places determined by a consensus of the board. Except for an unforeseen emergency, meetings must be held in school buildings or, upon the unanimous vote of the trustees, in a publicly accessible building located within the District. If regular meetings are scheduled at places other than as stated above or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. The trustees may meet outside the boundaries of the District for collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. Adequate notice of the meeting, as well as an agenda, must be provided to the public in advance. Decision making may only occur at a properly noticed meeting held within the District's boundaries. When a meeting date falls on a school holiday, the meeting may take place the next business day.

Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

Budget Meetings

Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date, time, and place trustees will meet for the purpose of considering and adopting a final budget for the District, stating that the meeting of the trustees may be continued from day to day until final adoption of a District budget and that any taxpayer in the District may appear at the meeting and be heard for or against any part of the budget. This notice shall be published in the newspaper of general circulation in Big Sky.

On the date and at the time and place stated in the published notice (on or before August 20), trustees shall meet to consider all budget information and any attachments required by law. The

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meeting may continue from day to day; however, the Board must adopt a final budget not later than August 25.

Special Meetings

Special meetings may be called by the Chairperson or by any two (2) trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to every trustee not less than forty-eight (48) hours before the time of the meeting, except that the forty-eight-(48)-hour notice is waived in an unforeseen emergency as stated in § 20-3-322(5), MCA. Such written notice shall be posted conspicuously within the District in a manner that will receive public attention. Written notice also shall be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio or television station that has filed a written request for such notices. **Business transacted at a special meeting will be limited to that stated in the notice of the meeting**.

Closed Sessions

Under Montana law, the Board may meet in closed sessions to consider matters of individual privacy. Before closing a meeting, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure and so state publicly before going into closed session. The Board also may go into closed session to discuss a strategy to be followed with respect to litigation, when an open meeting would have a detrimental effect on the litigating position of the District. This exception does not apply if the litigation involves only public bodies or associations as parties. Before closing a meeting for litigation purposes, the District may wish to consult legal counsel on the appropriateness of this action. No formal action shall take place during any closed session.

Legal References:	§ 2-3-103, MCA	Public participation – governor to ensure guidelines adopted
	§ 2-3-104, MCA	Requirements for compliance with notice provisions
	§ 2-3-105, MCA	Supplemental notice by radio or television
	§ 2-3-201, MCA	Legislative intent – liberal construction
	§ 2-3-202, MCA	Meeting defined
	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
	§ 20-3-322, MCA	Meeting and quorum
	§ 20-9-115, MCA	Notice of final budget meeting
	§ 20-9-131, MCA	Final budget meeting
	10.55.701, ARM	Board of Trustees

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
Revised on: 8/10

1401 BOARD OF TRUSTEES

Records Available to Public

All District records, except those restricted by state and federal law, shall be available to citizens for inspection at the Clerk's office.

An individual wishing public information that is in electronic format or other nonprint media must submit a detailed description, to the Superintendent, of the information requested. The District will provide the public information as required under § 2-6-110, MCA.

In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be open to public inspection at any meeting of the trustees. A fee may be charged for any copies requested. Copies will be available within a reasonable amount of time following a request.

A written copy of Board minutes shall be available to the general public within five (5) working days following approval of the minutes by the Board. If requested, one (1) free copy of minutes shall be provided to local media within five (5) working days following approval by the Board.

Fees will be charged as follows:

a) Copy of Board minutes - 15¢ per page

b) Copy of other materials - 25¢ per page

c) Time spent researching a copy project will be charged at the employee's hourly rate of pay.

Legal References:	§ 2-6-102, MCA	Citizens entitled to inspect and copy public writings
	§ 2-6-110, MCA	Electronic Information and nonprint records
	§ 20-3-323, MCA	District policy and record of acts
	§ 20-9-213, MCA	Duties of trustees

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Big Sky School District #72

Adopted on: 5/28/09
Reviewed on:
Revised on:

1402 BOARD OF TRUSTEES

School Board Use of Electronic Mail

Use of electronic mail (e-mail) by members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board will not use e-mail as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.

2. Board members will be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.

3. Board members will avoid reference to confidential information about employees, students, or other matters in e-mail communications, because of the risk of improper disclosure. Board members will comply with the same standards as school employees, with regard to confidential information.

Cross Reference:	1400	Board Meetings
	1401	Records Available to Public
Legal Reference:	§ 2-3-103, MCA	Public participation – governor to ensure guidelines adopted
	§ 2-3-201, MCA	Legislative intent – liberal construction
	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
	§ 20-3-322, MCA	Meeting and quorum

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School Board Meeting Procedure

Agenda

The agenda for any Board meeting shall be prepared by the Superintendent in consultation with the Board Chair. Items submitted by Board members to be placed on the agenda must have prior approval of the Board Chairperson. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least five (5) days before the Board meeting, unless of immediate importance. Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate that the Uniform Complaint Procedure has been followed. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chairperson at the appropriate time.

The agenda also must include a "public comment" portion to allow members of the general public to comment on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable time limits on any "public comment" period to maintain and ensure effective and efficient operations of the Board. The Board shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed opportunity to comment.

With consent of a majority of members present, the order of business at any meeting may be changed. Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee at least twenty-four (24) hours in advance of a Board meeting and will be available to any interested citizen at the Superintendent's office twenty-four (24) hours before a Board meeting. An agenda for other types of Board meetings will be prepared, if circumstances require an agenda.

Consent Agenda

To expedite business at its meetings, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item that appears on the consent agenda may be removed by a member of the Board. Any Board member who wishes to remove an item from the consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Minutes

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Appropriate minutes of all meetings required to be open must be kept and must be available for inspection by the public. If an audio recording of a meeting is made and designated as official, the recording constitutes the office record of the meeting. If an official recording is made, a written record of the meeting must also be made and must also include:

- Date, time, and place of the meeting;
- Presiding officer;
- Board members recorded as absent or present;
- Summary of discussion on all matters discussed (including those matters discussed during the "public comment" section), proposed, deliberated, or decided, and a record of any votes taken;
- Detailed statement of all expenditures;
- Purpose of recessing to closed session; and
- Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the discussion verbatim. Any verbatim record may be destroyed after the minutes have been approved, pursuant to § 20-1-212, MCA.

If the minutes are recorded and designated as the official record, a log or time stamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Board members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available for inspection upon request. A written copy shall be made available within five (5) working days following approval by the Board.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of its members is present. A majority of the full membership of the Board shall constitute a quorum, whether the individuals are present physically or electronically. A majority of the quorum may pass a resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

Electronic Participation

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

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If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Clerk will document it in the minutes, when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact, and the public may observe or hear the comments made. The Superintendent will take measures to verify the identity of any remotely located participants.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands.

Rescind a Motion

A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to rescind must be properly noticed on the Board's agenda for the meeting. It is in order any time prior to accomplishment of the underlying action addressed by the motion.

Cross Reference: 1441 Audience Participation

Legal References:	§ 2-3-103, MCA	Public participation - governor to ensure guidelines adopted
	§ 2-3-202, MCA	Meeting defined
	§ 2-3-212, MCA	Minutes of meetings – public inspection
	§ 20-1-212, MCA	Destruction of records by school officer
	§ 20-3-322, MCA	Meetings and quorum
	§ 20-3-323, MCA	District policy and record of acts
	Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005	

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PROCEDURE FOR PLACING ITEMS ON A SCHOOL BOARD AGENDA

A citizen may request to be placed on a school board agenda, but will be subject to:

1. Must provide a written request to the Lead Administrator at least 5 business days before the board meeting, unless of immediate importance.
2. The request must include the reason for the appearance.
3. If the reason for the appearance is a complaint against any district employee, the individual filing the complaint must demonstrate the Uniform Grievance Procedure step process has been followed.
4. If a topic has been placed on an agenda and the board votes to not take any action on it, then it may not be re-submitted as an agenda item for the remainder of that school year.

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Abstentions From Voting

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

1. When hiring a relative of a trustee;

2. When casting a vote would directly or substantially affect, to its economic benefit, a business or other undertaking in which the trustee either has a substantial financial interest or in which the trustee is engaged as counsel, consultant, representative, or agent;

3. When casting a vote would directly and substantially affect a business or other undertaking to its economic detriment, where a trustee has a substantial personal interest in a competing firm or undertaking;

4. When casting a vote would cause a trustee to have a pecuniary interest, either directly or indirectly, in a contract made by the trustee (while acting in the trustee's official capacity) or by the Board, and;

5. When casting a vote would put the trustee in the position of an agent or solicitor in the sale or supply of goods or services to the District.

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

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

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

1441 - R BOARD OF TRUSTEES Revised on: 6/04

Audience Participation

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during the "public comment" section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairperson may control such comment to ensure an orderly progression of the meeting.

Individuals wishing to be heard by the Chairperson shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairperson may interrupt or terminate an individual's statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. **It is important for all participants to remember that Board meetings are held in public but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chairperson.**

Cross Reference: 1420 School Board Meeting Procedure

Legal Reference: Article II, Section 8, Montana Constitution – Right of participation
Article II, Section 10, Montana Constitution – Right of privacy
§§ 2-3-101, et seq., MCA Notice and Opportunity to Be Heard

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
Revised on:

1511 BOARD OF TRUSTEES

Code of Ethics for School Board Members

AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at public Board meetings;

Make all decisions based on available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff, and all elements of the community;

Work with other Board members to establish effective Board policies and to delegate authority for administration to the Superintendent;

Recognize and respect the responsibilities that properly are delegated to the Superintendent;

Communicate to the Superintendent expression of public reaction to Board policies, school programs, or staff;

Inform myself about current educational issues, by individual study and through participation in programs providing needed information, such as those sponsored by the Montana and National School Boards Associations;

Support the employment of those persons best qualified to serve as school staff and insist on regular and impartial evaluation of staff;

Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain;

Avoid compromising the Board or administration by inappropriate individual action or comments and respect the confidentiality of information that is privileged under applicable law;

Remember always that my first and greatest concern must be the educational welfare of students attending public schools.

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Conflict of Interest

A trustee may not:

1. Engage in a substantial financial transaction for the trustee's private business purpose, with a person whom the trustee inspects or supervises in the course of official duties.

2. Perform an official act directly and substantially affecting, to its economic benefit, a business or other undertaking in which the trustee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

3. Act as an agent or solicitor in the sale or supply of goods or services to a district.

4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when the trustee has more than a ten percent (10%) interest in the corporation. A contract does not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments or deposits in financial institutions that are in the business of loaning or receiving money, when such investments or deposits are made on a rotating or ratable basis among financial institutions in the community or when there is only one (1) financial institution in the community; or 3) contracts for professional services other than salaried services or for maintenance or repair services or supplies when the services or supplies are not reasonably available from other sources, if the interest of any Board member and a determination of such lack of availability are entered in the minutes of the Board meeting at which the contract is considered.

5. Be employed in any capacity by the District, with the exception of officiating at athletic competitions under the auspices of the Montana Officials Association.

6. Appoint to a position of trust or emolument any person related or connected by consanguinity within the fourth (4^{th}) degree or by affinity within the second (2^{nd}) degree.

   a. This prohibition does not apply to the issuance of an employment contract to a person as a substitute teacher who is not employed as a substitute teacher for more than thirty (30) consecutive school days.
   b. This prohibition does not apply to the renewal of an employment contract of a person related to a Board member, who was initially hired before the Board member assumed the trustee position.
   c. This prohibition does not apply if trustees comply with the following requirements: 1) **All trustees**, except the trustee related to the person to be employed or appointed, vote to employ the related person; 2) the trustee related to

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the person to be employed abstains from voting; and 3) the trustees give fifteen (15) days written notice of the time and place of their intended action in a newspaper of general circulation in the county where the school is located.

Degrees of Affinity

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

Degrees of Consanguinity

4
Great Great Grandparent

3 **5**
Great Grandparent Great Great Uncle/Aunt

2 **4** **6**
Grandparent Great Uncle/Aunt Child of Great Uncle/Aunt

1 **3** **5** **7**
Parent Uncle/Aunt Child of GG Uncle/Aunt Grandchild of GG Uncle/Aunt

Trustee

2 **4** **6** **8**
Brother/Sister 1st Cousin 2nd Cousin 3rd Cousin

1 **3** **5** **7**
Child Nephew/Niece 1st Cousin once removed 2nd Cousin once removed

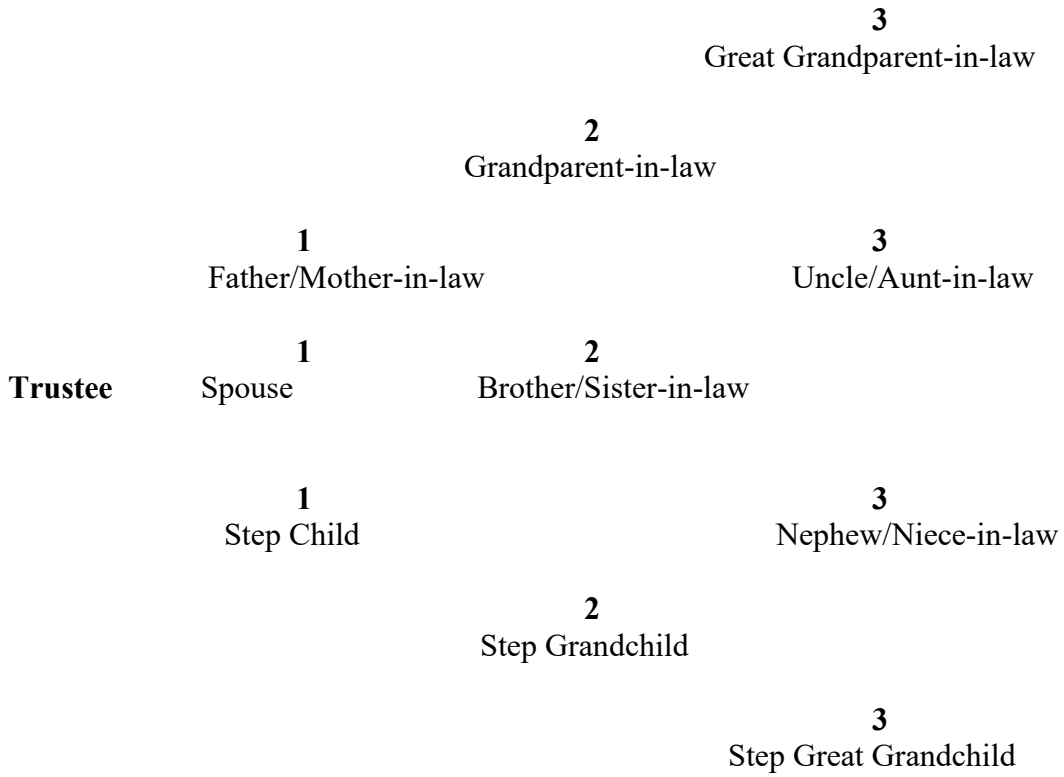
2 **4** **6**
Grandchild Grand Nephew/Niece 1st Cousin twice removed

3 **5**
Great Grandchild Great Grand Nephew/Niece

4
Great Great Grandchild

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Degrees of Affinity



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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
1513 - R BOARD OF TRUSTEES Revised on: 6/04

Management Rights

The Board retains the right to operate and manage its affairs in such areas as but not limited to:

1. Direct employees;

2. Employ, dismiss, promote, transfer, assign, and retain employees;

3. Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and nonproductive;

4. Maintain the efficiency of District operations;

5. Determine the methods, means, job classifications, and personnel by which District operations are to be conducted;

6. Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;

7. Establish the methods and processes by which work is performed.

The Board reserves all other rights, statutory and inherent, as provided by state law.

The Board also reserves the right to delegate authority to the Superintendent for the ongoing direction of all District programs.

Cross Reference: 6110 Superintendent

Legal Reference: § 20-3-324, MCA Powers and duties
§ 39-31-303, MCA Management rights of public employers
Bonner School District No. 14 v. Bonner Education Association, MEA-MFT, NEA, AFT, AFL-CIO, (2008), 2008 MT 9

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

1520 BOARD OF TRUSTEES Revised on: 6/04

Board/Staff Communications

Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications.

Staff Communications to the Board

All official communications or reports to the Board, from principals, supervisors, teachers, or other staff members, shall be submitted through the Superintendent. This procedure shall not deny any staff member the right to appeal to the Board from administrative decisions, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures for complaints and grievances.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of Board concerns and actions.

Visits to Schools

In accordance with Montana statutes, each trustee shall visit every school of the District at least once each school fiscal year to examine its condition and needs. As a courtesy, individual Board members interested in visiting schools should make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

Social Interaction

Staff and Board members share a keen interest in schools and education. When they meet at social affairs and other functions, informal discussion about such matters as educational trends, issues, and innovations and general District problems can be anticipated. Discussions of personalities or staff grievances are not appropriate.

Legal Reference: § 20-3-324(22), MCA Powers and duties

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

1521 - R BOARD OF TRUSTEES Revised on:6/04

Board- Superintendent Relationship

The Board- Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and the Superintendent.

The Board hires, evaluates, and seeks the recommendations of the Superintendent as the District chief executive officer. The Board adopts policies necessary to provide the general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's day-to-day operations.

Cross Reference: 6110 Superintendent

Legal Reference:	§ 20-4-401, MCA	Appointment and dismissal of district superintendent or county high school principal
	§ 20-4-402, MCA	Duties of district superintendent or county high school principal

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
Revised on:

1531 BOARD OF TRUSTEES

Trustee Expenses

Expenses for Board Members - In-District

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

Expenses for Board Members at Out-of-District Meetings

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

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

Cross Reference: 7336 Travel Allowances and Expenses

Legal Reference:	§2-18-503, MCA	Mileage - allowance
	§20-3-311, MCA	Trustee travel reimbursement and compensation of secretary for joint board

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
Revised on: 11/11

1532 BOARD OF TRUSTEES

Trustee Insurance

The District shall maintain sufficient insurance to protect the Board and its individual members against liability arising from actions of the Board or its individual members while each is acting on behalf of the District and within the trustee's authority.

An additional trustee, as provided for in 20-3-352(2), who is chosen as a nonvoting chairperson of the board of an elementary district is entitled to all of the immunization, defenses, and indemnifications as described in 20-3-322, MCA.

Legal References:	§ 20-3-331, MCA	Purchase of insurance – self-insurance plan
	§ 20-3-332, MCA	Personal immunity and liability of trustees
	§ 20-3-352(2), MCA	Request and determination of number of high school district additional trustee positions – nonvoting trustee

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Big Sky School District #72

Adopted on:
Reviewed on:
Revised on:

1610 - R BOARD OF TRUSTEES

Annual Goals and Objectives

Each year, during the month of August, the Board will formulate or review the 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, the Superintendent shall submit a report to the Board which reflects the degree to which annual objectives have been accomplished.

Legal Reference: 10.55.701, ARM Board of Trustees

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
Revised on:

1620 BOARD OF TRUSTEES

Evaluation of Board

At the conclusion of each year, the Board may evaluate its own performance in terms of generally accepted principles of successful Board operations.

The Board may choose to evaluate the effectiveness of the processes it employs in carrying out the responsibilities of the District. Those processes include but are not limited to: team building, decision making, functions planning, communications, motivation, influence, and policy.

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In-Service Conference for Trustees

In keeping with the need for continued boardsmanship development, the Board encourages the participation of its members at appropriate Board conferences, workshops, conventions, and District-sponsored in-service training sessions. Funds for participation at such meetings will be budgeted on an annual basis.

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Big Sky School District #72

Adopted on:
Reviewed on:
Revised on:

1630 BOARD OF TRUSTEES

Utilization of Montana School Boards Association

The Board is a dues-paying member of the Montana School Boards Association (MTSBA). Since the Association provides a variety of dues-based benefits and services in response to members' needs and develops and implements a legislative program at the direction of its members, Board members are encouraged to participate in the governance and dues-based services of the Association.

Given the complex nature of both state and federal laws applicable to school districts and the vast resources available through MTSBA to assist our school district as a member, it is essential to the governance and operations of our District that the Board of Trustees and administration take advantage of the dues-based services available through MTSBA on legal, policy, human resource, collective bargaining, training, advocacy and other issues that impact and affect our District.

Therefore the Board of Trustees directs trustees and the administration to maximize the value of our membership dues through use of the dues-based services available through MTSBA on routine legal matters, policy issues, collective bargaining matters, human resource, training and advocacy matters. Prior approval from the Board is required prior to expending District funds on services that are otherwise available through MTSBA without a charge beyond dues.

Legal Reference:	§ 20-1-211, MCA	Expenses of officers or employees attending conventions – education associations

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Big Sky School District #72

Adopted on: 2/14
Reviewed on:
Revised on:

1635 BOARD OF TRUSTEES

Internships

Internship means an agreement between a fully licensed Class 1, 2, or 3 educator, the school district, and a Montana accredited educator preparation program. Internships are permitted in endorsement areas approved by the Board of Public Education.

The Board recognizes the need to provide training opportunities for prospective teachers and administrators. Internships for those in the process of acquiring teaching endorsements and/or administrative credentials shall be considered and approved on an individual basis. The Superintendent or designee involved will review the internship proposal with the candidate and the university representative, much in the same manner as student teachers are assigned.

As part of an internship agreement, the parties must agree to the following:

(a) the intern will complete the requirements for the appropriate endorsement within three years;
(b) the school district will provide local supervision and support of the intern; and
(c) the accredited educator preparation program will approve the coursework and provide support and periodic supervision.

A superintendent intern shall be supervised throughout the year by a licensed and endorsed superintendent contracted by the district, including participation in, and review of, and written concurrence in all performance evaluations of licensed staff completed by the intern.

An emergency authorization of employment granted by the Superintendent of Public Instruction pursuant to §20-4-111, MCA is not a license; therefore is not eligible for an internship.

Legal Reference:	§ 20-4-111, MCA	Emergency authorization of employment
	ARM 10.55.602	Definitions
	ARM 10.55.607	Internships
	ARM 10.55.702	Licensure and duties of District Administrator – District Superintendent
	ARM 10.57.412	Class 1 and 2 Endorsements
	ARM 10.57.413	Class 3 Administrative License

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
Revised on:

1640 BOARD OF TRUSTEES

Board Participation in Activities

Members of the Board, collectively and individually, are encouraged to attend school activities, social functions, and instructional programs at no cost to the trustees, in order to view and observe such functions in operation. Attendance at such programs as musical presentations, speech activities, clubs, dramatic productions, and athletic events, indicates interest in school affairs and provides opportunity for more comprehensive understanding of the total school program. Administration will provide appropriate communications to trustees to keep them informed about activities they may wish to attend.

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Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a collective bargaining agreement.

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

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

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

Level 1: Informal

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

Level 2: Building Administrator

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

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

If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator's decision, either may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

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

Level 3: Superintendent

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

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

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Level 4: The Board

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will place the appeal on the agenda of a regular or special Board meeting.

The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Level 5: County Superintendent

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

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

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BIG SKY SCHOOL DISTRICT #72

R = required

2000 SERIES
INSTRUCTION

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2000 - R INSTRUCTION Revised on: 1/04

Goals

The District's educational program will seek to provide an opportunity for each child to develop to his or her maximum potential. The objectives for the educational program are:

- To foster self-discovery, self-awareness, and self-discipline.
- To develop an awareness of and appreciation for cultural diversity.
- To stimulate intellectual curiosity and growth.
- To provide fundamental career concepts and skills.
- To help the student develop sensitivity to the needs and values of others and respect for individual and group differences.
- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To develop the fundamental skills which will provide a basis for lifelong learning.
- To be free of any sexual, cultural, ethnic, or religious bias.
- To instill a sense of service-learning and contribution to the community.

The administrative staff is responsible for apprising the Board of the educational program's current and future status. The Superintendent should prepare an annual report that includes:

- A review and evaluation of the present curriculum;
- A projection of curriculum and resource needs;
- An evaluation of, and plan to eliminate, and sexual, cultural, ethnic, or religious bias that may be present in the curriculum or instructional materials and methods;
- A plan for new or revised instructional program implementations; and
- A review of present and future facility needs.

Legal Reference: 10.55.701, ARM Board of Trustees

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School Year Calendar and Day

School Calendar

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

Commemorative Holidays

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

Saturday School

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

School Fiscal Year

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

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

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

1. Pre-school staff orientation for the purpose of organization of the school year;
2. Staff professional development programs (minimum of three (3) days);

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3. Parent/teacher conferences; and
4. Post-school record and report (not to exceed one (1) day, or one-half (½) day at the end of each semester or quarter).

The Board of Trustees has established an advisory committee to develop, recommend, and evaluate the school district's yearly professional development plan. Each year the Board of Trustees shall adopt a professional development plan for the subsequent school year based on the recommendation of the advisory committee.

Legal References:	§ 20-1-301, MCA	School fiscal year
	§ 20-1-302, MCA	School day and week
	§ 20-1-303, MCA	Conduct of School on Saturday or Sunday prohibited - exceptions
	§ 20-1-304, MCA	Pupil-instruction-related day
	§ 20-1-306, MCA	Commemorative exercises on certain days
	ARM 10.55.701	Board of Trustees
	ARM 10.65.101-103	Pupil-Instruction-Related Days
	ARM 10.55.714	Professional Development
	ARM 10.55.906	High School Credit

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2105 - R INSTRUCTION Revised on: 1/04, 8/08

Grade Organization

The District maintains instructional levels for grades kindergarten (K) through twelve (12). The grouping and housing of instructional levels in school facilities will be according to plans developed by the Superintendent and approved by the Board.

Instructional programs will be coordinated between each grade and between levels of schools.

A student will be assigned to an instructional group or to a classroom which will best serve the needs of that individual while still considering the rights and needs of other students. Factors to be considered in classroom assignments are class size, peer relations, student/teacher relations, instructional style of individual teachers, and any other variables that will affect the performance of the student.

Criteria for grouping will be based on learning goals and objectives addressed and the student's ability to achieve those purposes.

Legal Reference: § 20-6-501, MCA Definition of various schools

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2110 INSTRUCTION Revised on: 1/04, 3/14

Objectives

Continuous Progress Education

The Board acknowledges its responsibility to develop and implement a curriculum designed to provide for sequential intellectual and skill development necessary for students to progress on a continuous basis from elementary through secondary school.

The Superintendent is directed to develop instructional programs which will enable each student to learn at the student's best rate. The instructional program will strive to provide for:

1. Placement of a student at the student's functional level;

2. Learning materials and methods of instruction considered to be most appropriate to the student's learning style; and

3. Evaluation to determine if the desired student outcomes have been achieved.

Each year, the Superintendent will determine the degree to which such instructional programs are being developed and implemented. Accomplishment reports submitted annually will provide the Board with the necessary information to make future program improvement decisions.

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
2113 INSTRUCTION Revised on: 1/04

Pre-Kindergarten Programs

The District may establish a pre-kindergarten program based on the premise that the District's teachers, support staff, and physical facilities can offer a quality of experiences that cannot be provided by area nursery schools. If it is not possible for the District to provide such a program for all four-(4)-year-old children in the District, those children in greatest need will be sought and identified.

The objectives of the program are to:

1. Identify children with incipient problems of a social, emotional, and/or physical nature, regardless of whether they are related to maturational development;

2. Provide an educational experience which will ameliorate or eliminate these problems at an early age, thereby deterring adjustment and/or learning problems from developing in subsequent years;

3. Identify children who do not have facility in the English language and provide experiences that enhance and accelerate development of such a facility;

4. Identify children who would not otherwise attend a nursery school prior to entering public school and provide them with equal learning opportunities; and

5. Provide experiences for parents of these children, through a volunteer aide program whereby they can become oriented to the task of the school and how their role as parents might relate to the task as it affects their children.

Legal Reference: § 20-7-117, MCA Five-year-old schooling and preschool programs

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2120 - R INSTRUCTION Revised on: 1/04, 3/14

Curriculum and Assessment

The Board is responsible for curriculum adoption and must approve all significant changes, including the adoption of new textbooks and new courses, before such changes are made. The Superintendent is responsible for making curriculum recommendations. The District shall ensure their curriculum is aligned to all content standards and the appropriate learning progression for each grade level.

A written sequential curriculum will be developed for each subject area. The curricula will address learner goals, content and program area performance standards, and District education goals and will be constructed to include such parts of education as content, skills, and thinking. The District shall review curricula at least every five (5) years or consistent with the state's standards revision schedule, and modify, as needed, to meet educational goals of the continuous school improvement plan pursuant to ARM 10.55.601.

The staff and administration will suggest materials and resources, to include supplies, books, materials, and equipment necessary for development and implementation of the curriculum and assessment, which are consistent with goals of the education program.

The District shall maintain their programs consistent with the state's schedule for revising standards.

The District shall assess the progress of all students toward achieving content standards and content-specific grade-level learning progressions in each program area. The District shall use assessment results, including state-level achievement information obtained by administration of assessments pursuant to ARM 10.56.101 to examine the educational program and measure its effectiveness. The District shall use appropriate multiple measures and methods, including state-level achievement information obtained by administration of assessments pursuant to the requirements of ARM 10.56.101, to assess student progress in achieving content standards and content-specific grade-level learning progressions in all program areas. The examination of program effectiveness using assessment results shall be supplemented with information about graduates and other student's no longer in attendance.

Cross Reference:	2000 Goals	
	2110 Objectives	
Legal Reference:	§ 20-3-324, MCA	Powers and duties
	§ 20-4-402, MCA	Duties of district superintendent or county high school principal
	§ 20-7-602, MCA	Textbook selection and adoption
	10.55.603, ARM	Curriculum and Assessment

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2123 - R INSTRUCTION Revised on: 1/04

Lesson Plan

To insure proper planning and continuity of instruction, the Board requires that each teacher prepare lesson plans for daily instruction. The format for the lesson plan will be specified by the Superintendent and shall be reviewed on a regular basis, coinciding with teacher evaluations.

Keep a Guest Teacher Notebook in their classroom with the appropriate information:

1. current lesson plans
2. a daily schedule with all duties included
3. an up-to-date seating chart or name tags on the desks
4. classroom and school rules and procedures
5. fire, earthquake, and lockdown drill procedures
6. reading groups, if applicable
7. student with health problems
8. suggested additional activities

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
Revised on: 1/04

2130 INSTRUCTION

Program Evaluation and Diagnostic Tests

The Board strives for efficiency and effectiveness in all facets of its operations. To achieve this goal, the Board will set forth:

1. A clear statement of expectations and purposes for the District instructional program;

2. A provision for staff, resources, and support to achieve stated expectations and purposes; and

3. A plan for evaluating instructional programs and services to determine how well expectations and purposes are being met.

Parents who wish to examine any assessment materials may do so by contacting the Superintendent. Parental approval is necessary before administering an individual intelligence test or a diagnostic personality test. No tests or measurement devices which include questions about a student's or the student's family's personal beliefs and practices in family life, morality, and religion will be administered, unless the parent gives written permission for the student to take such test, questionnaire, or examination.

Legal Reference:	20 U.S.C. § 1232h	Protection of pupil rights
	10.55.603, ARM	Curriculum and Assessment
	10.56.101, ARM	Student Assessment

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Student and Family Privacy Rights

Surveys - General

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before the District administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes ANY survey containing one (1) or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Behavior or attitudes about sex;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey within a reasonable time of the request; and/or

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2. Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent(s)/guardian(s) exercise this option.

Instructional Material

A student's parent(s)/guardian(s) may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum.

The term "instructional material," for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Collection of Personal Information From Students for Marketing Prohibited

The term "personal information," for purposes of this section only, means individually identifiable information including: (1) a student's or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) telephone number, or (4) a Social Security identification number.

The District will not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The District, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other post-secondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities;
6. Student recognition programs.

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Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability from the administration office upon request;
2. How to opt their child out of participation in activities as provided in this policy;
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled;
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student, when the student turns eighteen (18) years of age or is an emancipated minor.

NOTE: This policy must be adopted in consultation with parents. 20 U.S.C. § 1232h(c)(1). Therefore, MTSBA recommends that, at a minimum, Boards specifically note this on their meeting agendas and request public comment prior to adoption.

Cross Reference:
2311 Instructional Materials
3200 Student Rights and Responsibilities
3410 Student Health/Physical Screenings/Examinations

Legal Reference:
20 U.S.C. 1232h Protection of Pupil Rights

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2140 INSTRUCTION Revised on: 1/04, 8/10

Guidance and Counseling

The District recognizes that guidance and counseling are an important part of the total program of instruction and should be provided in accordance with state laws and regulations, District policies and procedures, and available staff and program support.

The general goal of this program is to help students achieve the greatest personal value from their educational opportunities. Such a program should:

1. Provide staff with meaningful information which can be utilized to improve educational services offered to individual students.

2. Provide students with planned opportunities to develop future career and educational plans.

3. Refer students with special needs to appropriate specialists and agencies.

4. Aid students in identifying options and making choices about their educational program.

5. Assist teachers and administrators in meeting academic, social, and emotional needs of students.

6. Provide for a follow-up of students who further their education and/or move into the world of work.

7. Solicit feedback from students, staff, and parents, for purposes of program improvement.

8. Assist students in developing a sense of belonging and self-respect.

9. Have information available about nicotine addiction services and referrals to tobacco cessation programs to students and staff.

All staff will encourage students to explore and develop their individual interests in career and vocational-technical programs and employment opportunities, without regard to gender, race, marital status, national origin, or handicapping conditions, including reasonable efforts in encouraging students to consider and explore "nontraditional" occupations.

Legal Reference	§ 49-3-203, MCA	Educational, counseling, and training programs
	10.55.710, ARM	Assignment of School Counseling Staff
	10.55.802, ARM	Opportunity and Educational Equity

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2151 INSTRUCTION Revised on: 1/04, 8/08

Interscholastic Activities

The District recognizes the value of a program of interscholastic activities as an integral part of the total school experience. The program of interscholastic activities will include all activities relating to competitive sport or intellectual contests, games or events, or exhibitions involving individual students or teams of students of this District, when such events occur between schools outside this District.

All facilities and equipment utilized in the interscholastic activity program, whether or not the property of the District, will be inspected on a regular basis. Participants will be issued equipment which has been properly maintained and fitted.

An activity coach must be properly trained and qualified for an assignment as described in the coach's job description. A syllabus which outlines the skills, techniques, and safety measures associated with a coaching assignment will be distributed to each coach. All personnel coaching intramural or interscholastic activities will hold a current valid first aid certificate.

The Board recognizes that certain risks are associated with participation in interscholastic activities. While the District will strive to prevent injuries and accidents to students, each parent or guardian will be required to sign an "assumption of risk" statement indicating that the parents assume all risks for injuries resulting from such participation. Each participant will be required to furnish evidence of physical fitness (physical form) prior to becoming a member of an athletic team. A participant will be free of injury and will have fully recovered from illness before participating in any event.

Coaches and/or trainers may not issue medicine of any type to students. This provision does not preclude the coach and/or trainer from using approved first aid items.

Cross Reference: 3416 Administering Medicines to Students

Legal Reference: 10.55.707, ARM Teacher and Specialist Licensure
37.111.825, ARM Health Supervision and Maintenance

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Family Engagement Policy

The Big Sky School Board of Trustees believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Office of Public Instruction (OPI), the district, parents/families and the community.

Parent/Family Involvement Goals and Plan

The Board of Trustees recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote families to actively participate in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class;

2. Promote families and school staff to engage in regular, two-way meaningful communication about student learning;

3. Promote families and school staff to continuously collaborate to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;

4. Empower parents to be advocates for their own and other children, to ensure that students are treated equitably and have access to learning opportunities that will support their success;

5. Encourage families and school staff to be partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and

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6. Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic participation.

The district's plan for meeting these goals is to:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, , etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.

2. Implement strategies to involve parents/families in the educational process, including:

   < Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.

   < Providing access to educational resources for parents/families to use together with their children.

   < Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.

3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.

4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.

5. Perform regular evaluations of parent/family involvement at each school and at the district level.

6. Provide access, upon request, to any instructional material used as part of the educational curriculum.

7. If practical, provide information in a language understandable to parents.

Legal Reference: 10.55.701(m), ARM Board of Trustees

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Title I Parent Involvement

The District endorses the parent involvement goals of Title I and encourages the regular participation of parents (including parents of migrant students if applicable) of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy the word "parent" also includes guardians and other family members involved in supervising the child's schools.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

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

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

1. Information about programs provided under Title I;

2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;

3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the District level.

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

The parents of children (including parents of migrant children if applicable) identified to participate in Title I programs shall receive from the school principal and Title I staff an

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explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist at home in the education of their children.

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

1. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;

2. Indicate the ways in which each parent will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and

3. Address the importance of parent-teacher communication on an ongoing basis with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

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

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Title I – Equivalency/Comparability

A. To assure that state and local services are provided in Title I schools at least equivalent to such services in non-Title I schools, these policies will be observed in the School District.

1. Salary Scales

The District-wide salary scales will be applicable to all staff whether assigned to Title I or non-Title I schools.

2. Assignment of Teachers, Administrators, and Support Personnel

Assignment of teachers, administrators, and support personnel will be made in such a way to assure that the numbers of students per staff person in Title I schools shall be equivalent to the average number of students per staff person in relevant comparison schools (i.e., non-Title I or other Title I schools).

3. Curriculum Materials and Instructional Supplies

Curriculum materials and instructional supplies will be provided to schools with the same grade spans on a per-pupil cost factor to assure that all children have access to the same level of state and local resources regardless of whether they attend a Title I or non-Title I school.

Title I Parent Involvement

In order to achieve the level of Title I parent involvement desired by District policy on this topic, these procedures guide the development of each school's annual plan designed to foster a cooperative effort among parents, school, and community.

Guidelines

Parent involvement activities developed at each school will include opportunities for:

- Volunteering;
- Parent education;
- Home support for the child's education;
- Parent participation in school decision making.

The school system will provide opportunities for professional development and resources for staff and parents/community regarding effective parent involvement practices.

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Roles and Responsibilities

Parents

It is the responsibility of the parent to:

- Actively communicate with school staff;
- Be aware of rules and regulations of school;
- Take an active role in the child's education by reinforcing at home the skills and knowledge the student has learned in school;
- Utilize opportunities for participation in school activities.

Staff

It is the responsibility of staff to:

- Develop and implement a school plan for parent involvement;
- Promote and encourage parent involvement activities;
- Effectively and actively communicate with all parents about skills, knowledge, and attributes students are learning in school and suggestions for reinforcement;
- Send information to parents of Title I children (including parents of migrant children if applicable) in a format and, to the extent practicable, in a language the parents can understand.

Community

Community members who volunteer in the schools have the responsibility to:

- Be aware of rules and regulations of the school;
- Utilize opportunities for participation in school activities.

Administration

It is the responsibility of the administration to:

- Facilitate and implement the Title I Parent Involvement Policy and Plan;
- Provide training and space for parent involvement activities;
- Provide resources to support successful parent involvement practices;
- Provide in-service education to staff regarding the value and use of contributions of parents and how to communicate and work with parents as equal partners;
- Send information to parents of Title I children (including parents of migrant children if applicable) in a format and, to the extent practicable, in a language the parents can understand.

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2161 - R INSTRUCTION Revised on: 1/04, 5/28/09

Special Education

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*.

The District may maintain membership in one or more cooperative associations which may assist in fulfilling the District's obligations to its disabled students.

Legal Reference: Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.
Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq.
§ 20-7-Part Four, MCA Special Education for Exceptional Children

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Special Education

The Superintendent shall place the annual application on the agenda of a regular meeting of the Board, for action prior to submission to the state educational agency for final approval.

Child Find

The District shall be responsible for the coordination and management of locating, identifying, and evaluating all disabled children ages zero (-0-) through twenty-one (21). Appropriate staff will design the District's Child Find plan in compliance with all state and federal requirements and with assistance from special education personnel who are delegated responsibility for implementing the plan.

The District's plan will contain procedures for identifying suspected disabled students in private schools as identified in 34 C.F.R. 530.130 and 530.131(f), students who are home schooled, homeless children, as well as public facilities located within the geographic boundaries of the District. These procedures shall include screening and development criteria for further assessment. The plan must include locating, identifying, and evaluating highly mobile children with disabilities and children who are suspected of being a child with a disability and in need of special education, even though the child is and has been advancing from grade to grade.

1. The District will place advertisements in local papers to inform the community of all child find activities. A letter will be sent home with all children in kindergarten through grade twelve, describing the upcoming child find. A separate letter will be sent to pertinent businesses, health-care providers, and daycare facilities, along with a poster to display, outlining the event.
2. The special services staff will coordinate District child find procedures with the Gallatin/Madison County Special Education Cooperative.
3. Information from these screenings will be maintained in the District office in accordance with all FERPA regulations, reported to OPI as requested, and used for follow-up and referral.
4. Preschool screenings will be conducted yearly for children birth to age five. A coordinated effort will be made to coordinate preschool screening with the Gallatin/Madison County Special Education Cooperative and Family Outreach. Children birth to age three will be screened with the Denver Developmental Screening Test (Revised) in coordination with Gallatin/Madison County Special Education Cooperative Staff. Children ages three through five will be screened with a variety of standardized instruments such as the Developmental Indicators for Assessment of Learning (DIAL3) by special education teacher(s) and speech therapist(s).

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A. Infants and Toddlers (Birth through age 2)

The District, in conjunction with the Gallatin/Madison County Special Education Cooperative and Family Outreach, will organize and coordinate all child find services. When appropriate, children will be referred to appropriate agencies within the community for evaluation. The agencies will determine eligibility for early intervention services.

B. Preschool (Ages 3 through 5)

Part C Transition planning conferences: The District will participate in transition planning conferences set up by agencies providing early intervention services under Part C. Children ages 3 through 5 will be screened with a variety of standardized instruments by special education teacher(s) and speech therapist(s).

Preschool hearing screenings will be conducted by Gallatin/Madison County Special Education Cooperative Staff. Parents may voluntarily bring their children to the screening sites. Verbal and written explanations of screening results will be provided onsite following the child's participation in the screening activities. Follow-up hearing evaluations will be scheduled if warranted.

Preschool vision tests will be conducted, when appropriate, by the school nurse.

The District will conduct a re-screening, make a referral for further evaluation or medical follow-up, or conduct an evaluation for those children who fail the initial screening. Procedures for referral for an evaluation for preschool children will be the same as for all other children. If a student is referred during the school term, the child will be evaluated the same as any other referral.

C. In-School (Ages 6 through 18)

<u>Pre-Referral – Regular Education</u>

It is the responsibility of the building principal or designee to manage and organize the pre-referral Student Assistance Team (SAT) and activities, including monitoring the referral process to organize and schedule the pre-referral meeting for each student after receiving a referral. The makeup of the team is generally unique to each building but usually includes the classroom teacher with the concern regarding the student, other regular educator(s), special education teacher, school counselor, and/or building principal. The SAT will meet with the classroom teacher to identify and clarify the student's perceived problem. The SAT will review the child's education record and background and plan appropriate interventions to be implemented by school staff in the regular school setting. The classroom teacher will monitor the student's performance to

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determine if the intervention was successful.

Parents will be advised of the child's difficulties during the pre-referral intervention activities. If the student continues to demonstrate problems, the teacher will report the student's current status to the pre-referral team. The Student Assistance Team (SAT) may suggest further classroom interventions and/or make a referral for evaluation for special education and related services, if an area of disability is suspected.

Referral to Special Education

School-age children may be referred from any public or private source who suspects that the child may have a disability and be in need of special education and related services. Referrals may be initiated by professionals in the community, such as medical doctors, psychologists, or counselors. Referrals may also be made by parents, teachers, and/or principals. This does not preclude the child going through the pre-referral process.

D. Post-School (Ages 19 through 21)

The District works closely with other state and local agencies to assist in providing appropriate services for post-school-age individuals with disabilities.

The District provides educational opportunities for students ages 5 through 18. Students 19 or older on September 10 of the current school year are ineligible to attend District schools. These students will be referred to state vocational rehabilitation services.

E. Private Schools (including home schools)

Private schools will be informed of child find activities through community newspapers and flyers. Home-school families will be informed through local media, daycares, and medical facilities.

F. Homeless Children

Procedures for Evaluation and Determination of Eligibility

Procedures for evaluation and determination of eligibility for special education and related services are conducted in accordance with the procedures and requirements of 34 C.F.R. 300.301-300.311 and the following state administrative rules:

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10.16.3320 - Referral;
10.60.103 - Identification of Children with Disabilities;
10.16.3321 - Comprehensive Educational Evaluation Process;

Procedural Safeguards and Parental Notification

The District implements the procedural safeguard procedures as identified in 34 C.F.R. 300.500 - 300.530.

A copy of the procedural safeguards available to the parents of a child with a disability must be given to the parents only one (1) time a school year, except that a copy also must be given to the parents:

- Upon initial referral or parent request for evaluation;
- Upon receipt of the first state complaint under 34 CFR 300.151 through 300.153 and upon receipt of the first due process complaint under 34 CFR 300.507 in a school year;
- In accordance with the discipline procedures in 34 CFR 300.530(h) (…on the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the LEA must…provide the parents the procedural safeguards notice); and
- Upon request by a parent.

A public agency also may place a current copy of the procedural safeguard notice on its internet website, if a website exists. [34 CFR 300.504(a) and (b)] [20 U.S.C. 1415(d)(1)]

Evaluation of Eligibility

Evaluation of eligibility for special education services will be consistent with the requirements of 34 C.F.R. 300.301 through 300.311 regarding Procedures for Evaluation and Determination of Eligibility; and shall also comply with A.R.M. 10.16.3321.

Individualized Education Programs

The District develops, implements, reviews, and revises individualized education programs (IEP) in accordance with the requirements and procedures of 34 C.F.R. 300.320-300.328.

Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are nondisabled, and special classes, separate schooling, or other removal of children with disabilities from the regular class occurs only if the nature or severity of the disability is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.

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Educational placement decisions are made in accordance with A.R.M. 10.16.3340 and the requirements of 34 C.F.R. 300.114 - 300.120, and a continuum of alternate placements is available as required in 34 C.F.R. 300.551.

Children in Private Schools/Out-of District Placement

Children with a disability placed in or referred to a private school or facility by the District, or other appropriate agency, shall receive special education and related services in accordance with the requirements and procedures of 34 C.F.R. 300.145 through 300.147 and A.R.M. 10.16.3122.

As set forth under 34 C.F.R. 300.137, children with a disability placed in or referred to a private school or facility by parents do not have an individual right to special education and related services at the District's expense. When services are provided to children with disabilities placed by parents in private schools, the services will be in accordance with the requirements and procedures of 34. C.F.R. 300.130 through 300.144, and 300.148.

Impartial Due Process Hearing

The District shall conduct the impartial hearing in compliance with the Montana Administrative Rules on matters pertaining to special education controversies.

Special Education Records and Confidentiality of Personally Identifiable Information

A. Confidentiality of Information

The District follows the provisions under the Family Educational Rights and Privacy Act and implements the procedures in 34 C.F.R. 300.610-300.627, § 20-1-213, MCA, and A.R.M. 10.16.3560.

B. Access Rights

Parents of disabled students and students eighteen (18) years or older, or their representative, may review any educational records which are designated as student records collected, maintained, and used by the District. Review shall normally occur within five (5) school days and in no case longer than forty-five (45) days. Parents shall have the right to an explanation or interpretation of information contained in the record. Non-custodial parents shall have the same right of access as custodial parents, unless there is a legally binding document specifically removing that right.

C. List of Types and Locations of Information.

A list of the records maintained on disabled students shall be available in the District Administration Office. Disabled student records shall be located in the Special Education

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Office, where they are available for review by authorized District personnel, parents, and adult students. Special education teachers will maintain an IEP file in their classrooms. These records will be maintained under the direct supervision of the teacher and will be located in a locked file cabinet. A record-of-access sheet in each special education file will specify the District personnel who have a legitimate interest in viewing these records.

D. Safeguards

The District will identify in writing the employees who have access to personally identifiable information, and provide training on an annual basis to those staff members.

E. Destruction of Information

The District will inform parents five (5) years after the termination of special education services that personally identifiable information is no longer needed for program purposes. Medicad reimbursement records must be retained for a period of at least six years and three months from the date on which the service was rendered or until any dispute or litigation concerning the services is resolved, whichever is later. The parent will be advised that such information may be important to establish eligibility for certain adult benefits. At the parent's request, the record information shall either be destroyed or made available to the parent or to the student if eighteen (18) years or older. Reasonable effort shall be made to provide the parent with notification sixty (60) days prior to taking any action on destruction of records. Unless consent has been received from the parent to destroy the record, confidential information will be retained for five (5) years beyond legal school age.

F. Children's Rights

Privacy rights shall be transferred from the parent to an adult student at the time the student attains eighteen (18) years of age, unless some form of legal guardianship has been designated due to the severity of the disabling condition.

Discipline

Students with disabilities may be suspended from school the same as students without disabilities for the same infractions or violations for up to ten (10) consecutive school days. Students with disabilities may be suspended for additional periods of not longer than ten (10) consecutive school days for separate, unrelated incidents, so long as such removals do not constitute a change in the student's educational placement. However, for any additional days of removal over and above ten (10) school days in the same school year, the District will provide educational services to a disabled student, which will be determined in consultation with at least one (1) of the child's teachers, determining the location in which services will be provided. The District will implement the disciplinary procedures in accord with the requirements of CFR 300.530-300.537.

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Legal Reference:	34 CFR 300.1, et seq.	Individuals with Disabilities Act (IDEA)
	§ 20-1-213, MCA	Transfer of school records
	10.16.3122 ARM	Local Educational Agency Responsibility for Students with Disabilities
	10.16.3129 ARM	Parental Involvement
	10.16.3220 ARM	Program Narrative
	10.16.3321 ARM	Comprehensive Educational Evaluation Process
	10.16.3322 ARM	Composition of a Child Study Team
	10.16.3340 ARM	Individualized Education Program and Placement Decisions
	10.16.3342 ARM	Transfer Students: Intrastate and Interstate
	10.16.3560 ARM	Special Education Records
	10.60.103 ARM	Identification of Children with Disabilities
	37.85.414 ARM	Maintenance of Records and Auditing (Medicaid)

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
Revised on: 1/04

2162 - R INSTRUCTION

Section 504 of the Rehabilitation Act of 1973 ("Section 504")

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure.

Legal Reference:	Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794	
	ADA Amendments Act of 2008	
	34 C.F.R. §104.1 *et seq.*	Purpose
	34 C.F.R. §104.35	Evaluation and Placement
	34 C.F.R. §104.36	Procedural safeguards

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Section 504 of the Rehabilitation Act of 1973 ("Section 504")

(1) Impartial Due Process Hearing. If the parent or legal guardian of a student who qualifies under Section 504 for special instruction or related services disagrees with a decision of the District with respect to: (1) the identification of the child as qualifying for Section 504; (2) the District's evaluation of the child; and/or (3) the educational placement of the child, the parents of the student are entitled to certain procedural safeguards. The student shall remain in his/her current placement until the matter has been resolved through the process set forth herein.

A. The District shall provide written notice to the parent or legal guardian of a Section 504 student, prior to initiating an evaluation of the child and/or determining the appropriate educational placement of the child, including special instruction and/or related services;

B. Upon request, the parent or legal guardian of the student shall be allowed to examine all relevant records relating to the child's education and the District's identification, evaluation, and/or placement decision;

C. The parent or legal guardian of the student may make a request in writing for an impartial due process hearing. The written request for an impartial due process hearing shall identify with specificity the areas in which the parent or legal guardian is in disagreement with the District;

D. Upon receipt of a written request for an impartial due process hearing, a copy of the written request shall be forwarded to all interested parties within three (3) business days;

E. Within ten (10) days of receipt of a written request for an impartial due process hearing, the District shall select and appoint an impartial hearing officer who has no professional or personal interest in the matter. In that regard, the District may select a hearing officer from the list of special education hearing examiners available at the Office of Public Instruction, the county superintendent, or any other person who would conduct the hearing in an impartial and fair manner;

F. Once the District has selected an impartial hearing officer, the District shall provide the parent or legal guardian and all other interested parties with notice of the person selected;

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G. Within five (5) days of the District's selection of a hearing officer, a prehearing conference shall be scheduled to set a date and time for a hearing, identify the issues to be heard, and stipulate to undisputed facts to narrow the contested factual issues;

H. The hearing officer shall, in writing, notify all parties of the date, time, and location of the due process hearing;

I. Anytime prior to the hearing, the parties may mutually agree to submit the matter to mediation. A mediator may be selected from the Office of Public Instruction's list of trained mediators;

J. At the hearing, the District and the parent or legal guardian may be represented by counsel;

K. The hearing shall be conducted in an informal but orderly manner. Either party may request that the hearing be recorded. Should either party request that the hearing be recorded, it shall be recorded using either appropriate equipment or a court reporter. The District shall be allowed to present its case first. Thereafter the parent or legal guardian shall be allowed to present its case. Witnesses may be called to testify, and documentary evidence may be admitted; however, witnesses will not be subject to cross-examination, and the Montana Rules of Evidence will not apply. The hearing officer shall make all decisions relating to the relevancy of all evidence intended to be presented by the parties. Once all evidence has been received, the hearing officer shall close the hearing. The hearing officer may request that both parties submit proposed findings of fact, conclusions, and decision;

L. Within twenty (20) days of the hearing, the hearing examiner should issue a written report of his/her decision to the parties;

M. Appeals may be taken as provided by law. The parent or legal guardian may contact the Office of Civil Rights, 912 2nd Avenue, Seattle, WA 98714-1099; (206) 220-7900.

(2) Uniform Complaint Procedure. If a parent or legal guardian of the student alleges that the District and/or any employee of the District has engaged in discrimination or harassment of the student, the parent or legal guardian will be required to proceed through the District's Uniform Complaint Procedure.

Legal Reference: 34 C.F.R. 104.36 Procedural safeguards

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Big Sky School District #72

Adopted on:
Reviewed on:
2163 INSTRUCTION Revised on:

Traffic Education

The Big Sky School District may provide a drivers' training instruction program for students who live within the geographic boundaries of the public school district, whether or not they are enrolled in the public school district and provided that students enrolled in the course will have reached their fifteenth (15^{th}) birthday within six (6) months of course completion and have not yet reached nineteen (19) years of age on or before September 10 of the school year in which the student participates in traffic education.

All eligible students will be treated fairly and without bias in the notification, enrollment, and class administration procedures associated with the traffic education program.

The purpose of the program is to introduce students to a course of study which should lead to the eventual development of skills appropriate for a licensed driver. The traffic education program is designed to meet the criteria established by the Superintendent of Public Instruction. These criteria include requirements for instructional time, for instructor certification, recommendations for course of study, and reimbursement procedures.

Legal Reference:	§ 20-7-502, MCA	Duties of superintendent of public instruction
	§ 20-7-503, MCA	District establishment of traffic education program
	§ 20-7-507, MCA	District traffic education fund
	10.13.307, ARM	Program Requirements
	10.13.312, ARM	Student Enrollment

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
Revised on: 1/04

2166 INSTRUCTION

Gifted Program

To the extent possible with available resources, all gifted and talented students will have the opportunity to participate in appropriate educational programs. "Gifted and talented students" are students of outstanding abilities, who are capable of high performance and who require differentiated educational programs beyond those normally offered in public schools, in order to fully achieve their potentials.

The Board authorizes the Superintendent to provide a gifted and talented program which includes:

1. Expansion of academic attainments and intellectual skills;

2. Stimulation of intellectual curiosity, independence, and responsibility;

3. Development of positive attitudes toward self and others; and

4. Development of originality and creativity.

The Superintendent will establish procedures consistent with state guidelines for nominating, assessing, and selecting children of demonstrated achievement, or potential ability in terms of general intellectual ability and academic aptitude.

Legal References:	§§ 20-7-901 - 904, MCA	Gifted and Talented Children
	10.55.804, ARM	Gifted and Talented

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Distance, Online, and Technology-Delivered Learning

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

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

1. The District receiving distance, online, and technology delivered learning programs to supplement instruction may utilize distance, online, and technology delivered learning as they would other supplementary resources without restriction;

2. Distance, online, and technology delivered learning programs and/or courses shall meet the learner expectations adopted by the school district and be aligned with state content and performance standards.

3. The district shall provide a report to the Superintendent of Public Instruction documenting how it is meeting the needs of students under the accreditation standards who are taking a majority of courses during each grading period via distance, online, and/or technology-delivered programs;

4. Except as provided in (3)(a), teachers of distance, online, and technology delivered learning programs shall be licensed and endorsed in Montana or elsewhere in the area of instruction taught with such license granted as a result of the completion of an accredited professional educator preparation program as defined in ARM 10.57.102(3). School districts receiving distance, online, and technology delivered learning programs described in this rule shall have a distance learning facilitator for each course and available to the students.

    a. When a teacher of distance, online, and technology delivered learning programs and/or courses does not posses the qualifications specified in (3), the facilitator mist be licensed and endorsed in Montana or elsewhere in the area of instruction

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facilitated with such license granted as a result of the completion of an accredited professional educator preparation program as defined in ARM 10.57.102(3).

- The provisions of (3) and (3)(a) shall be effective July 1. 2009.

b. When a teacher of distance, online, and technology delivered learning programs is qualified as provided in (3), the receiving school district's facilitator shall be a licensed teacher or para-educator.

c. The District receiving distance, online, and technology delivered learning programs and/or courses must provide qualified facilitators for synchronous delivery to students in schools accredited by the Montana Board of Public Education, requiring physical presence of a facilitator, and for asynchronous delivery, requiring facilitators be available to students.

d. The District must ensure that the distance, online, and technology delivered learning facilitators receive in-service training on technology delivered instruction pertaining to;

1) The course organization;
2) Classroom management;
3) Technical aspects of the delivery method;
4) Strategies for use of distance learning;
5) Monitoring of student testing; and
6) Securing other services as needed

5. The District providing distance, online, and technology delivered learning shall comply with the teacher load requirements of ARM 10.55.713(3).

6. All providers or coordinating entities of distance online, and technology delivered learning programs shall annually, no later than October 1;

a. Register with the Office of Public Instruction;
b. Identify all Montana school districts to whom they are providing distance, online, and technology delivered programs and/or courses;
c. Document the professional qualifications, including Montana teacher licensure and endorsement, of their teachers of distance, online and technology delivered programs and/or courses;
d. Provide the course description including the content and delivery model for each distance, online, and technology delivered program and/or course proved to Montana schools; and
e. Demonstrate that the students they serve have ongoing contact with their teachers of distance, online, and technology delivered learning programs and/or courses.

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

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

1. Prior permission has been granted by the principal;

2. The program fits the education plan submitted by the regularly enrolled student;

3. The course does not replace a required course offered by the District;

4. The course is needed as credit retrieval and cannot fit into the students schedule; and

5. Credit is granted for schools and institutions approved by the District after evaluation for a particular course offering.

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

Cross Reference:	2410 and 2410P	High School Graduation Requirements
Legal Reference:	ARM 10.55.602	Definitions
	ARM 10.55.705	Administrative personnel; Assignment of School Administrators/Principals
	ARM 10.55.906	High School Credit
	ARM 10.55.907	Distance, Online, and Technology Delivered Learning
	§20-2-114, MCA	
	§20-2-121 IMP	
	§20-3-106, MCA	
	§20-7-101, MCA	
	1989 MAR	p. 342, eff. 7/01/89
	AMD 1995 MAR	p. 626, eff. 4/28/95
	AMD 1998 MAR	p. 2707, eff. 4/09/04
	AMD 2007 MAR	p. 692, eff. 5/25/07

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Digital Academy Classes

The District recognizes that the District and students may have a need for greater flexibility in the educational program due to funding, teacher availability, individual learning styles, health conditions, employment responsibilities, lack of success in traditional school environments or a desire for students to accelerate their learning and work at the college level before leaving high school. The District acknowledges that online learning solutions offered by the Montana Digital Academy (MTDA) may fulfill these needs.

The Superintendent, and/or designees, shall be responsible for developing procedures for the online learning program that meet the District standards.

Further, the online learning solutions providers ensure that:

A. Online course providers are accredited by a nationally recognized accreditation program or agency ***or are approved and endorsed by the Montana Office of Public Instruction.***
B. Qualified district staff provides information and guidance to students and parents regarding the selection of appropriate online courses to meet their needs, as well as a suitable number of online courses in which a student may enroll.
C. The curriculum requirements of the state and school district are met.
D. All online courses taken by the students will be approved by the administration in advance of enrollment.
E. All teacher-led online courses include licensed, highly qualified teachers.

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Big Sky School District #72

Adopted on: 10/10
Reviewed on:
Revised on:

2170P INSTRUCTION

Digital Academy Classes

The District will permit a student to enroll in Montana Digital Academy (MDA) classes in order that such student may include a greater variety of learning experiences within the student's educational program or enroll in a class for credit recovery.

The District will allow students in grades 8-12 to enroll in the Montana Digital Academy program under the following conditions:

1. The student must be an enrolled student in the District.

2. A part-time student must be enrolled for a minimum of two courses. This can be a combination of one in-house class and one MTDA class, or two MTDA classes.

3. For Montana High School Association eligibility, the student must be enrolled for, and pass, any combination of four courses.

4. The student will be required to take the class(es) in the school building, during school time.
OR: The student will be required to take the class(es) during the Digital Academy course within the schedule.
OR: The student will have the option of taking the MTDA class(es) in the school building, during school time, or outside of the school building.

5. Students who wish to take MTDA classes and participate in MHSA activities must follow all extra-curricular eligibility rules.

6. Students will be allowed to take Digital Academy courses for credit recovery and , on a case-by-case basis, take a Digital Academy course that is otherwise taught within the curriculum.

7. The District will allow a student to enroll in a maximum of three (3) MTDA courses per semester.

8. In order for a home school or private school student to participate in MHSA activities, the student must be enrolled in, and pass, four (4) classes per semester that are taught on campus from a highly qualified teacher.

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Big Sky School District #72

Adopted on: 2/14
Reviewed on:
Revised on:

2171 - R INSTRUCTION

Significant Writing Program

The Board of Trustees has determined that incorporating an independent significant writing program in the District is not possible given the financial status of the district, the number of staff employed, and the time available within the class schedule. Writing will be incorporated in all aspects of the curriculum.

Legal References:	10.55.701(2) (p) ARM	Board of Trustees
	10.55.713 (4) ARM	Teacher Load and Class Size

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
2221 INSTRUCTION Revised on: 1/04

School Closure

The Superintendent may order closure of schools in the event of extreme weather or other emergency, in compliance with established procedures for notifying parents, students, and staff.

The trustees may order the emergency closure of schools for one (1) school day each year, without the need to reschedule the lost pupil instruction time when the closure is the result of an emergency.

All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is official notification from the Superintendent to the contrary. Such notice will be given via phone tree and/or district website, as established by the Superintendent on an annual basis.

In the event that extremely cold temperatures, wind chill factors, snow, wind, or other circumstances require a modification of the normal routine, the Superintendent will make the modification decision prior to 6:00 a.m. and shall initiate the phone tree and place the announcement on the district website.

Employees will be paid for one emergency closure day. Employees do not have to submit a leave sheet for this day.

Cross Reference: 8110 Bus Routes and Schedules

Legal Reference:	§§ 20-9-801 - 802, MCA	Emergency school closure
	§§ 20-9-806, MCA	School closure by declaration of emergency

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Summer School

The District summer program of instructional offerings will be for the purpose of remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must meet minimum state requirements for accreditation. Remediation credit courses will be offered, grades 9-12, in accordance with District advancement requirements. Credit course offerings must be approved by the principal. The summer maintenance and enrichment program must be self-supporting.

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
Revised on: 1/04

2250 - R INSTRUCTION

Community and Adult Education

Efforts will be made to maximize the use of public school facilities and resources, realizing that education is a lifelong process involving the whole community. The District may make its resources available to adults and other non-students, within limits of budget, staff, and facilities, provided there is no interference with or impairment of the regular school program. Community and adult education and other offerings may be developed in cooperation with community representatives, subject to approval and authorization by the Board.

Legal Reference: § 20-7-703, MCA Trustees' policies for adult education

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Big Sky School District #72

Adopted on:
Reviewed on:
Revised on:

2309 - R INSTRUCTION

Library Materials

School library and classroom library books are primarily for use by District students and staff. Library books may be checked out by either students or staff. Individuals who check out books are responsible for the care and timely return of those materials. The building principal, at the recommendation of the librarian, may assess fines for damaged or unreturned books.

District residents and parents or guardians of non-resident students attending the District may be allowed use of library books, at the discretion of the building principal, at the recommendation of the librarian. However, such access shall not interfere with regular school use of those books. Use of the library books outside of the District is prohibited except for inter-library loan agreements with the Big Sky Community Library or other libraries.

Any individual may challenge the selection of materials for the library/media center. The Uniform Complaint Procedure will be utilized to determine if challenged material is properly located in the library.

Cross Reference:	1700	Uniform Complaint Procedure
	2314	Learning Materials Review
Legal Reference:	§ 20-4-402(5), MCA	Duties of district superintendent or county high school principal
	§ 20-7-203, MCA	Trustees' policies for school library
	§ 20-7-204, MCA	School library book selection

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Big Sky School District #72

Adopted on:
Reviewed on:
Revised on:

2310 - R INSTRUCTION

Selection of Library Materials

The District has libraries in every school, with the primary objective of implementing and supporting the educational program in the schools. It is the objective of these libraries to provide a wide range of materials on all appropriate levels of difficulty, with diversity of appeal and the presentation of different points of view.

The provision of a wide variety of library materials at all reading levels supports the District's basic principle that the school in a free society assists all students to develop their talents fully so that they become capable of contributing to the further good of that society.

In support of these objectives, the Board reaffirms the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and guided by the principles set forth in the American Library Association's Library Bill of Rights and its interpretation for school libraries.

Although the Superintendent is responsible for selection of library materials, ultimate responsibility rests with the Board.

The Board, acting through the Superintendent, thereby delegates authority for selection of library materials to the principal in each of the schools. The principal further delegates that authority to the librarian in the school.

Legal reference:	§ 20-4-402(5), MCA	Duties of district superintendent or county high school principal
	§ 20-7-203, MCA	Trustees' policies for school library
	§ 20-7-204, MCA	School library book selection
	Library Bill of Rights	
	American Library Association	

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Selection of Library Materials

Selection of library materials is a professional task conducted by library staff. In selecting library materials, the librarian will evaluate the existing collection; assess curricula needs; examine materials; and consult reputable, professionally prepared selection aids.

Weeding

When materials no longer meet criteria for selection, they will be weeded. Weeding is a necessary aspect of selection, since every library will contain works which may have answered a need at the time of acquisition, but which, with the passage of time, have become obsolete, dated, unappealing, or worn out.

Discarded materials will be clearly stamped:

"WITHDRAWAL FROM BIG SKY PUBLIC SCHOOL LIBRARY"

Materials will be discarded in compliance with § 20-6-604, MCA. When the decision to sell or dispose of library materials is made, the Board will adopt a resolution to sell or otherwise dispose of the material because it is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the District. The Board will publish a notice of the resolution in the newspaper of general circulation in Big Sky, Montana. The resolution may not become effective for fourteen (14) days after notice is published.

Gifts

Gift materials may be accepted with the understanding they must meet criteria set for book selection.

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Big Sky School District #72

Adopted on:
Reviewed on:
Revised on:

2311 - R INSTRUCTION

Instructional Materials

The Board is legally responsible to approve and to provide the necessary instructional materials used in the District. Textbooks and instructional materials should provide quality learning experiences for students and:

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
- Provide background information to enable students to make intelligent judgments;
- Present opposing sides of controversial issues;
- Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
- Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science, and social studies should be reviewed at intervals not exceeding five (5) years, or consistent with the state's standards revision schedule that are consistent with the goals of the continuous school improvement plan. All instructional materials must be sequential and must be compatible with previous and future offerings.

Instructional materials may be made available for loan to students when the best interest of the District and student will be served by such a decision. Students will not be charged for normal wear. They will be charged replacement cost, however, as well as for excessive wear, unreasonable damage, or lost materials. The professional staff will maintain records necessary for the proper accounting of all instructional materials.

Cross Reference: 2314 Learning Materials Review

Legal Reference:	§ 20-4-402, MCA	Duties of district superintendent or county high school principal
	§ 20-7-601, MCA	Free textbook provisions
	§ 20-7-602, MCA	Textbook selection and adoption
	10.55.603(4)(b), ARM	Curriculum and Assessment

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2311P - R INSTRUCTION Revised on: 1/04

Selection, Adoption, and Removal of Textbooks and Instructional Materials

The staff and the superintendent will present recommended curriculum adoption(s) to the board prior to their approval. Once board approved, the adoptions may then be ordered.

Selection and Adoption

Textbooks shall be selected by a curriculum committee representing the various staff who will likely be using the text. In most, but not all, cases an administrator will chair the committee. Each committee should develop, prior to selection, a set of selection criteria against which textbooks will be evaluated. The criteria should include the following, along with other appropriate criteria. Textbooks shall:

- Be congruent with identified instructional objectives;
- Present more than one viewpoint on controversial issues;
- Present minorities realistically;
- Present non-stereotypic models;
- Facilitate the sharing of cultural differences;
- Be priced appropriately.

Removal

Textbooks may be removed when they no longer meet the criteria for initial selection, when they are worn out, or when they have been judged inappropriate through the Learning Materials Review Process contained in Policy 2314.

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2312 - R INSTRUCTION Revised on: 1/04, 12/12/07, 11/12

Copyright

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or use of audio, visual, digital, or printed materials and computer software, unless the copying or use conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.

Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the District encourages its staff to enrich learning programs by making proper use of supplementary materials, it is the responsibility of staff to abide by District copying procedures and obey requirements of law. Under no circumstances will it be necessary for staff to violate copyright requirements in order to properly perform their duties. The District cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with District procedures or is permissible under the law should consult the Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or use protected materials, when such authorization is required.

Copyright Compliance

The rental or purchase of a Video does not bear the right "to perform the copyrighted work publicly." School organizations may show videos publicly only with a separate license, purchased from a licensing agency. School organizations may not realize a profit from the showing of a video either directly (e.g. by charging an admission fee) or indirectly (e.g. by raising concession prices).

Teachers may show videos within the classroom legally through the Copyright Act's "educational exemption," when all criteria are met: A teacher is present; the showing takes place in a classroom setting with only the enrolled students attending; the move is used as an essential part of the core, current curriculum taught; the movie used is a legitimate copy, not taped from a legitimate copy or taped from TV.

Legal Reference: 17 USC 101 - 1332 Federal Copyright Law of 1976

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Copyright Compliance

Authorized Reproduction and Use of Copyrighted Material in Print

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of a chapter from a book; an article from a newspaper or periodical; a short story, short essay, or short poem; or a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper. A teacher may make multiple copies, not exceeding more than one (1) per student, for classroom use if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

1. Brevity

   a. A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words.
   b. Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less, may be copied; in any event, the minimum is 500 words. (Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph.)
   c. One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose, or poetic prose.

2. Spontaneity. Should be at the "instance and inspiration" of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.

3. Cumulative Effect. Teachers are limited to using copied material for only one (1) course in the school in which copies are made. No more than one (1) short poem, article, story or two (2) excerpts from the same author may be copied, and no more than three (3) works can be copied from a collective work or periodical issue during one (1) class term.

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Teachers are limited to nine (9) instances of multiple copying for one (1) course during one (1) class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations, or collective works. "Consumable" works include: workbooks, exercises, standardized tests, test booklets, and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers' reprints or periodicals, nor can they repeatedly copy the same item from term-to-term. Copying cannot be directed by a "higher authority," and students cannot be charged more than actual cost of photocopying. Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy or three digital copies of:

- An unpublished work which is in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided the unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one (1) article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in "Authorized Reproduction and Use of Copyrighted Material in Print."

Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;

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- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

Recording of Copyrighted Programs

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the *[principal, teacher or teacher librarian – choose all that apply or add others]* or the subscription database, e.g. united streaming.

USE OF INFORMATION RESOURCES REGULATION

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

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After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement shall be retained by the*, [board secretary, technology director or teacher-librarian - choose all that apply or add others]*; and,
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

USE OF INFORMATION RESOURCES REGULATION

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

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Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more than five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

Notices – Before including this section, make sure employees are ready to comply with it and notices are posted.

The [superintendent, principal, teacher, teacher-librarian, choose all that apply or add others] is responsible for ensuring that appropriate warning devices are posted. The warnings are to educate and warn individuals using school district equipment of the copyright law. Warning notices must be posted:

- *On or near copiers;*
- *On forms used to request copying services;*
- *On video recorders;*
- *On computers; and,*
- *At the library and other places where interlibrary loan orders for copies of materials are accepted.*

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2314 - R INSTRUCTION Revised on: 1/04

Learning Materials Review

Citizens objecting to specific materials used in the District are encouraged to submit a complaint in writing using the Uniform Complaint Procedure (Policy 1700) and discuss the complaint with the building principal prior to pursuing a formal complaint.

Learning materials, for the purposes of this policy, are considered to be any material used in classroom instruction, library materials, or any materials to which a teacher might refer a student as part of the course of instruction.

Cross Reference: 1700 Uniform Complaint Procedure

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2320 INSTRUCTION Revised on: 3/03

Field Trips, Excursions, and Outdoor Education

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips, when educational objectives achieved by the trip outweigh any lost in-class learning opportunities.

Field trips which take students more than 300 miles from Big Sky must be approved in advance by the Board. The principal has the authority to approve all other field trips.

The principal shall develop procedures for the operation of a field trip. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness.

Staff members may not solicit students during instructional time for any privately arranged field trip or excursion without Board permission.

The presence of a person with a currently valid first aid card is required during school-sponsored activities, including field trips, athletic, and other off-campus events.

Legal Reference: ARM 37.111.825 Health Supervision and Maintenance

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Big Sky School District #72

Adopted on: 1/04
Reviewed on:
Revised on:

2320F INSTRUCTION

Field Trip Permission Form

Dear Big Sky School District Parent/Guardian,

Please sign the field trip permission form below and return to the school office by

_____. This permission form will allow your child to participate in the below mentioned field trip.

Students will always be advised in advance of field trips.

If a class is taking a field trip away from the area, a special request for this event will be made.

Please sign below.

↔↔↔

Contests for Students

Contests may be made available to students by outside organizations through the schools, subject to certain limitations. The administrator shall determine that the contest is not in conflict with nor will it diminish the primary educational aims of the schools and that it meets the needs and interests of students.

The schools shall confine their participation to those national contests which are currently placed on the approved list published annually by the Committee on National Contests and activities of the National Association of Secondary School Principals.

A state or local contest in which students participate shall be:

1. One that supplements and does not interfere with the regular school program.

2. One that is beneficial to youth in education, civic, social, or ethical development.

3. One that makes it possible for individual students to work out contributions by their own efforts and does not invite dishonest collaboration.

4. One whose subject is not commercial, controversial, sectarian, or concerned with propaganda. It must emphasize high moral standards, good citizenship, and intellectual competence.

5. One from which no contestant shall be excluded because of race, color, creed, sex, or payment of entry fee.

6. One which does not place an undue burden on students, teachers, or the school nor require frequent or lengthy absence of participants from the school.

7. One sponsored by an organization engaged in a creditable or acceptable enterprise, regardless of kind or amount of prizes offered. The contest or activity must not be used as a "front" for advertising a company name or product.

Contests will not be allowed unless they further the educational goals of the District.

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
Revised on: 1/04

2330 - R INSTRUCTION

Controversial Issues and Academic Freedom

The District will offer courses of study which will afford learning experiences appropriate to levels of student understanding. The instructional program respects the right of students to face issues, to have free access to information, to study under teachers in situations free from prejudice, and to form, hold, and express their own opinions without personal prejudice or discrimination.

Teachers will guide discussions and procedures with thoroughness and objectivity to acquaint students with the need to recognize various points of view, importance of fact, value of good judgment, and the virtue of respect for conflicting opinions.

The Board encourages and supports the concept of academic freedom, recognizing it as a necessary condition to aid in maintaining an environment conducive to learning and to the free exchange of ideas and information.

In a study or discussion of controversial issues or materials, however, the Board directs teaching staff to take into account the following criteria:

1. Relative maturity of students;
2. District philosophy of education;
3. Community standards, morals, and values;
4. Necessity for a balanced presentation; and
5. Necessity to seek administrative counsel and guidance in such matters.

Legal Reference: Article X, Sec. 8, Montana Constitution - School district trustees
§ 20-3-324(16) and (17), MCA Powers and duties

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Religion and Religious Activities

In keeping with the United States and Montana Constitutions and judicial decisions, the District may not support any religion or endorse religious activity. At the same time, the District may not prohibit private religious expression by students. This policy provides direction to students and staff members about the application of these principles to student religious activity at school.

Student Prayer and Discussion

Students may pray individually or in groups and may discuss their religious views with other students, as long as they are not disruptive or coercive. The right to engage in voluntary prayer does not include the right to have a captive audience listen, to harass other students, or to force them to participate. Students may pray silently in the classroom, except when they are expected to be involved in classroom instruction or activities.

Staff Members

Staff members are representatives of the District and must "navigate the narrow channel between impairing intellectual inquiry and propagating a religious creed." They may not encourage, discourage, persuade, dissuade, sponsor, participate in, or discriminate against a religious activity or an activity because of its religious content. They must remain officially neutral toward religious expression.

Graduation Ceremonies

Graduation is an important event for students and their families. In order to assure the appropriateness and dignity of the occasion, the District sponsors and pays for graduation ceremonies and retains ultimate control over their structure and content.

District officials may not invite or permit members of the clergy to give prayers at graduation. Furthermore, District officials may not organize or agree to requests for prayer by other persons at graduation, including requests by students to open or deliver a prayer at graduation. The District may not prefer the beliefs of some students over the beliefs of others, coerce dissenters or nonbelievers, or communicate any endorsement of religion.

Baccalaureate Ceremonies

Students and their families may organize baccalaureate services, at which attendance must be entirely voluntary. Organizers of baccalaureate services may rent and have access to school facilities on the same basis as other private groups and may not receive preferential treatment. The District may not be identified as sponsoring or endorsing baccalaureate services. District funds, including paid staff time, may not be used directly or indirectly to support or subsidize any religious services.

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Assemblies, Extracurricular and Athletic Events

District officials may not invite or permit members of the clergy, staff members, or outsiders to give prayers at school-sponsored assemblies and extracurricular or athletic events. District officials also may not organize or agree to student requests for prayer at assemblies and other school-sponsored events. Furthermore, prayer may not be broadcast over the school public address system, even if the prayer is nonsectarian, nonproselytizing, and initiated by students.

Student Religious Expression and Assignments

Students may express their individual religious beliefs in reports, tests, homework, and projects. Staff members should judge their work by ordinary academic standards, including substance, relevance, appearance, composition, and grammar. Student religious expression should neither be favored nor penalized.

Religion in the Curriculum

Staff members may teach students about religion in history, art, music, literature, and other subjects in which religious influence has been and continues to be felt. However, staff members may not teach religion or advocate religious doctrine or practice. The prohibition against teaching religion extends to curricular decisions which promote religion or religious beliefs.

School programs, performances, and celebrations must serve an educational purpose. The inclusion of religious music, symbols, art, or writings is permitted, if the religious content has a historical or independent educational purpose which contributes to the objectives of the approved curriculum. School programs, performances, and celebrations cannot promote, encourage, discourage, persuade, dissuade, or discriminate against a religion or religious activity and cannot be oriented to religion or a religious holiday.

Student Religious Clubs

Students may organize clubs to discuss or promote religion, subject to the same constitutionally acceptable restrictions the District imposes on other student-organized clubs.

Distribution of Religious Literature

Students may distribute religious literature to their classmates, subject to the same constitutionally acceptable restrictions the District imposes on distribution of other non-school literature. Outsiders may not distribute religious or other literature to students on school
property, consistent with and pursuant to the District policy on solicitations (Policy 4321).

Religious Holidays

Staff members may teach objectively about religious holidays and about religious symbols, music, art, literature, and drama which accompany the holidays. They may celebrate the historical aspects of the holidays but may not observe them as religious events.

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2333 - R INSTRUCTION Revised on: 1/04, 8/08, 10/12

Participation in Commencement Exercises

Statement of Policy

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

Organization and Content of Commencement Exercises

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

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

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

> *Any presentation by participants of graduation exercises is the private expression of an individual participant and does not necessarily reflect any official position of the District, its Board, administration, or employees, nor does it necessarily indicate the views of any other graduates.*
>
> *The Board recognizes that at graduation time and throughout the course of the educational process, there will be instances when religious values, religious practices, and religious persons will have some interaction with the public schools and students. The Board, while not endorsing any religion, recognizes the rights of individuals to have the freedom to express their individual political, social, or religious views.*

Legal Reference:

Art. II, Sec. 5, Montana Constitution	Freedom of religion
Art. X, Sec. 7, Montana Constitution	Nondiscrimination in education
§ 20-5-201(3), MCA	Duties and Sanctions
§ 20-1-308, MCA	Religious instruction released time program
§ 20-7-112, MCA	Sectarian publications prohibited and prayer permitted

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
Revised on: 1/04

2334 INSTRUCTION

Release Time for Religious Instruction

The District may provide for a religious instruction released time program, under which a student may be released, on written request of a parent(s) or guardian(s), except that no such program will take place in public school property. Such release will not adversely affect a student's attendance.

Legal Reference: Art. II, Sec. 5, Montana Constitution - Freedom of religion
Art. X, Sec. 7, Montana Constitution - Nondiscrimination in education
§ 20-1-308, MCA Religious instruction released time program

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2335 INSTRUCTION Revised on: 1/04, 11/12

Health Enhancement

Health, family life, and sex education, including information about parts of the body, reproduction, and related topics, will be included in the instructional program as appropriate to grade level and course of study. An instructional approach will be developed after consultation with parents and other community representatives. Parents may ask to review materials to be used and may request that their child be excluded from sex education class sessions without prejudice.

The Board believes HIV/AIDS and other STD/STI instruction is most effective when integrated into a comprehensive health education program. Instruction must be appropriate to grade level and development of students and must occur in a systematic manner. The Board particularly desires that students receive proper education about HIV and other STD/STI's, before they reach the age when they may adopt behaviors which put them at risk of contracting the disease.

In order for education about HIV and other STD/STI's to be most effective, the Superintendent will require that faculty members who present this instruction receive continuing in-service training which includes appropriate teaching strategies and techniques. Other staff members not involved in direct instruction, but who have contact with students, will receive basic information about HIV/AIDS and other STD/STI's and instruction in use of universal precautions when dealing with body fluids.

In accordance with Board policy, parents will have an opportunity to review the HIV/STD/STI education program, before it is presented to students.

Legal Reference:	§§ 50-16-1001, et seq., MCA	AIDS Education and Prevention (AIDS Prevention Act)

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Big Sky School District #72

Adopted on: 08/08
Reviewed on:

2410 INSTRUCTION Revised on: 3/15/12

High School Graduation Requirements

The Board will award a regular high school diploma to every student enrolled in the District who meets graduation requirements established by the District. The official transcript will indicate the specific courses taken and level of achievement.

The Board will establish graduation requirements which, at a minimum, satisfy those established by the Board of Public Education (A.R.M. 10.55.904 and 905). Generally, any change in graduation requirements promulgated by the Board will become effective for the next class to enter ninth (9^{th}) grade. Exceptions to this general rule may be made, when it is determined by the Board that proposed changes in graduation requirements will not have a negative effect on students already in grades nine (9) through twelve (12). The Board will approve graduation requirements as recommended by the Superintendent.

To graduate from Lone Peak High School, a student must have satisfactorily completed the last semester prior to graduation as a Lone Peak High School student. Highly unusual exceptions may be considered by the principal, such as a student exchange program in a recognized school.

A student with a disabling condition will satisfy those competency requirements incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated in the IEP will serve as the basis for determining completion of a course.

A student may be denied participation in graduation ceremonies in accordance with 20-5-201(3), MCA. Such exclusions will be regarded as a school suspension. In such instances the diploma will be awarded after the official ceremony has been held.

Legal Reference:	§ 20-5-201, MCA	Duties and sanctions
	§ 20-3-322 (3), MCA	Meetings and Quorum
	10.55.904, ARM	Basic Education Program Offerings: High School
	10.55.905, ARM	Graduation Requirements
	10.55.906, ARM	High School Credit

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High School Graduation Requirements

Each student who has successfully completed an instructional program appropriate to his/her interests and needs shall be awarded a diploma by the Big Sky School District #72. The board shall award the diplomas, as described below, to every high school student enrolled in the District who meets the requirements as established herein. The official transcript will indicate the specific courses taken and level of achievement.

The Board shall establish graduation requirements as recommended by the superintendent which, at a minimum, satisfy those established by the Board of Public Education. Generally, any change in graduation requirements promulgated by the Board will become effective for the next class to enter 9th grade. Exceptions to this general rule may be made where it is determined by the Board that the proposed changes in graduation requirements will not have negative effect on students already in grades 9-12.

The Superintendent shall develop procedures and practices for implementing this policy which include:

- Recommending course and credit requirements which satisfy the Board of Public Education requirements and recognize the desire of the citizens of the District.
- Making graduation requirements available in writing to students, parents, and members of the public.
- Providing for a waiver of graduation requirements for an individual student.
- Granting credit for learning experiences conducted away from school.
- Granting credit for correspondence and/or college courses.
- Counseling of students regarding graduation requirements.
- Preparing of list of graduating students for the information of the Board and release to the public.
- Preparing suitable diplomas for graduating seniors.
- Planning and executing graduation ceremonies.
- Assuring that the program includes the equivalent of 225 minutes or more of instruction per week for one year for each unit of credit.

All classes will be counted as part of the student's grade point average.

Graduation Requirements for Lone Peak High School

To graduate from Lone Peak High School a student must have satisfactorily completed the last semester prior to his/her graduation as a Lone Peak High School student. Exceptions may be considered by the principal/administrator such as a student exchange program in a recognized school.

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Lone Peak High School Honors Diploma 28-31 credits

• English	4 credits
• Math	4 credits
• Science	4 credits
• Social Studies	4 credits
• Language	2 credits (same Foreign Language)
• Technology	2 credits
• Fine Arts/Music	2 credits
• He	1 credit
• Capstone Project	1 credit
• Capstone Service	2 credits
• Electives	2-5 credits

Total: 26 required credits + minimum of 2 elective credits = **28 credits**

Lone Peak High School Diploma 27 credits

• English	4 credits
• Math	3 credits (must complete through Geometry)
• Science	3 credits
• Social Studies	3 credits (Geo & W. Hist taken grades 9 or 10, . 5 Am Gov't)
• Language	1 credits (highly recommend 2nd year)
• Technology	2 credits
• Fine Arts/Music	2 credits
• He	1 credit
• Capstone Project	1 credit
• Capstone Service	2 credits
• Electives	5 credits

Total: 22 required credits + 5 elective credits = **27 credits**

Students may add a seal of "Distinction" to either diploma if they earn 3.7 (or higher) GPA

Waiver of Requirements

Graduation requirements will not be waived except in hardship cases. Under these circumstances, the building administrator may recommend to the superintendent, who may approve minor deviations from the graduation requirements.

IEP Diploma Requirements

A student who possesses a handicapping condition and satisfies those competency requirements which are incorporated into the individualized education program (IEP) shall be awarded a diploma. Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.

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Full-time special education students: Mastery of objectives in the IEP will be verified on an annual basis by the student's special education teacher. All objectives must be completed in order for the student to be awarded a general diploma. Full-time special education students electing the IEP diploma must be enrolled for a minimum of four years of high school (grades 9-12) and comply with the District's policy on attendance. Exceptions to full time attendance may be granted for reasons of physical and mental incapacity when verified by a doctor's statement that the student was unable to physically attend school or participate in special education through either hospital or homebound instruction due to the nature of the disability.

Full-time special education students who transfer from another district where they have been on an IEP diploma plan will be allowed to continue on the plan so long as they have an official transcript and/or an official letter verifying the IEP plan.

Part-time students (i.e., those less than 50% in special education) will meet the District's high school graduation requirements as stipulated above except that credits may be earned in special education courses through either letter grades, pass/fail grading, or mastery of IEP objectives for those specific courses listed on the IEP as special education offerings.

Publication of Graduation Requirements

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

Distance Learning Courses

In accordance with Board Policy 2168, students may earn credit through a distance learning course when the course is not offered by the high school; the course provider is registers with the Office of Public Instruction and is facilitated by a trained instructional aide or certified teacher.

Unit Credits

With exceptions, only courses taken after the last day of grade 8 will count toward high school graduation; however, a middle school student who has been approved to take a high school course prior to grade 9 will earn high school credit but that credit will not count toward the student's graduation credits.

Credit for work experience may be offered but only when the work experience program has been approved by the Trustees and is supervised by the school staff.

Transcripts shall reflect work taken outside of the regular District course offerings. This shall include university courses, distance learning courses, and courses taken in other schools/districts.

Honor Roll

A student must earn a minimum grade point average of 3.5 **with no C's**, to be placed on the regular honor roll. A student must earn a minimum grade point average of 3.8 **with no C's**, to be placed on the high honor roll.

Credits

Students shall be expected to earn a total of 27 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.

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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.

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 Lone Peak 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 schools 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. The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high-performing high school students. The
Big Sky School District will seek dual credit partnerships with accredited University(ies). 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.

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.

LPHS Grading and GPA Scale

Letter Grade	Percent	GP
A / A+	93-100	4
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2
C-	70-72	1.7
D+	67-69	1.3
D	60-66	1
F	0-59.44	0

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AP Weighted Grades - 5 point scale (1.25 weight)

A / A+	93-100	5
A-	90-92	4.6
B+	87-89	4.1
B	83-86	3.8
B-	80-82	3.4
C+	77-79	2.9
C	73-76	2.5
C-	70-72	2.1
D+	67-69	1.6
D	60-66	1.25
F	0-59.44	0

I = Incomplete (two week window to assign a new grade or the I will turn into an F)
W= Withdraw

VALEDICTORIAN

Students must earn an Honors Diploma to be eligible for valedictorian. The Honors Diploma student(s) with the highest GPA will be designated the valedictorian of the class. Grades will be certified the month prior to graduation to ensure excellence through ALL coursework.
The Valedictorian/Salutatorian Requirements
The valedictorian and salutatorian will be selected according to the following procedure:

- The valedictorian will be the student with the highest weighted cumulative GPA rounded to the nearest hundredth as computed at the end of the first semester of the senior year.
- The salutatorian will be the student with the second highest weighted cumulative GPA rounded to the nearest hundredth as computed at the end of the first semester of the senior year.
- In case of a tie for valedictorian, co-valedictorians will be honored.
- In case of a tie for salutatorian, co-salutatorians will be honored.
-

SCHEDULE CHANGES & ADD/DROP

Students will be allowed to add or drop classes during the first 10 school days of each semester without grade and/or credit penalties. For first semester, the 10-day grace period will begin after students return from expedition. A parent or guardian signature must be obtained for dropping academic classes. A teacher's signature must be obtained to add a class after the 10-day grace period, and the student MAY receive reduced credit for the course. **Ninth, tenth and eleventh grade students are expected to carry a full schedule** and must add a course in place of each one dropped.

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EARLY GRADUATION

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 Superintendent to recommend to the Board for early graduation 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

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Credit Transfer and Assessment for Placement

Grades 9-12

Requests for transfer of credit or grade placement from any non-accredited, nonpublic school will be subject to examination and approval before being accepted by the District. This will be done by the school counselor or principal or, in the case of home schools, by a credit evaluation committee consisting of a counselor, a staff member from each subject area in which credit is being requested, and a school principal.

The credit evaluation committee will:

1. Document that a student has spent approximately the same number of classroom hours in home school as would have been spent in a regular class in the District;

2. Document that a student followed a curriculum essentially similar to that of a course for which credit is requested;

3. Document that in the event of a credit request in a lab, industrial arts, or music course, equipment and facilities were sufficient to meet required learning activities of the course;

4. Require that a student has satisfactorily passed, in all courses in which a final exam normally is given, a final exam prepared and administered by a staff member in the District.

The District will give credit only for home schools which have met all requirements as specified in Montana law. Credit from home schools will be accepted only when a like course is offered in the District.

The school transcripts will record courses taken in home schools or non-accredited schools by indicating title of the course, school where the course was taken, and grade.

For the purpose of calculation of class rank, only those courses taken in an accredited school will be used.

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Grades 1-8

Requests from parents of students in non-accredited, nonpublic schools for placement in the District school system will be evaluated by an assessment-for-placement team. That team will include:

1. A school principal/Superintendent;

2. One (1) teacher of the grade in which the student is being considered for enrollment; and

3. One (1) counselor (grades 6-8 only) (OPTIONAL).

The assessment-for-placement team will cause the District-adopted norm-referenced test and/or the end-of-the-year subject-matter test to be administered and scored. The assessment-for-placement team will take into account the following in its recommendation for grade placement:

1. Documentation that the non-accredited, nonpublic school has provided a comparable number of hours as the child would have attended in a public or private school;

2. That the child followed a similar curriculum as would have been provided in an accredited public or private school;

3. That the result of the end-of-the-year test indicates the student has mastered most prerequisite skills; and

4. That the child achieved an NCE score of forty (40) or above on the Standard Achievement Test.

Parents of students in home schools are encouraged to maintain a log documenting dates of instruction, content of instruction, amount of time spent on that instruction, scores on tests, and grades in all activities.

The District is not obligated to provide instructional materials for other public or private schools.

If a parent or guardian is not in agreement with the placement of the child, he/she may request a hearing before the Board.

Legal Reference: § 20-5-110, MCA School district assessment for placement of a child who enrolls from a nonaccredited, nonpublic school

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
Revised on: 1/04

2420 INSTRUCTION

Grading and Progress Reports

The Board believes cooperation of school and home is a vital ingredient in the growth and education of students and recognizes its responsibility to keep parents informed of student welfare and progress in school.

The issuance of grades and progress reports on a regular basis serves as a basis for continuous evaluation of student performance and for determining changes that should be made to effect improvement. These reports will be designed to provide information helpful to the students, teachers, counselors, and parents.

The Board directs the Superintendent to establish a system of reporting student progress and will require all staff to comply with such a system as part of their teaching responsibility. Staff and parents will be involved.

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
2421 INSTRUCTION Revised on: 1/04

Retention

The Board recognizes that students of the same age are at many intellectual and developmental levels and that these differences are a normal part of human development. Because of these differences, the administrators and teaching staff are directed to make every effort to develop curricula and programs that will meet the individual and unique needs of all students and allow them to remain with their age cohorts.

It is the philosophy of the District that students thrive best when placed in or promoted to grade levels with other students of compatible age, physical, social, and emotional status. It is the District's philosophy to promote students who demonstrate effort within those compatibilities. It is equally the District's philosophy and practice to retain students who do not make a reasonable effort to meet grade-level expectations, as long as those expectations are commensurate with the individual student's ability and rate of learning.

The final decision to retain a student rests with the administration.

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2430 INSTRUCTION Revised on: 1/04

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. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students, and should be evaluated and returned to students in a timely manner.

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.

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Big Sky School District #72

Adopted on: 3/03
Reviewed on:
Revised on:

2450 - R INSTRUCTION

Recognition of Native American Cultural Heritage

The District recognizes the distinct and unique cultural heritage of Native Americans and is committed in the District's educational goals to the preservation of such heritage.

In furtherance of the District's educational goals, the District is committed to:

- Working cooperatively with Montana Tribes in close proximity to the District, when providing instruction, when implementing educational goals or adopting rules relating to education of students in the District;

- Periodically reviewing its curriculum to ensure the inclusion of cultural heritage of Native Americans, which will include but not necessarily be limited to:

    - Considering methods by which to provide books and materials reflecting authentic historical and contemporary portrayals of Native Americans;

    - Taking into account individual and cultural diversity and differences among students;

- Providing necessary training for school personnel, with the objective of gaining an understanding and awareness of Native American culture, which will assist the District's staff in its relations with Native American students and parents.

The Board may require certified staff to satisfy the requirements for instruction in American Indian studies, set forth in § 20-1-503, MCA.

Legal Reference:	Art. X, Sec. 1(2),	Montana Constitution
	§§ 20-1-501, et seq., MCA	Indian Education for All
	10.55.603 ARM	Curriculum and Assessment
	10.55.701 ARM	Board of Trustees
	10.55.803 ARM	Learner Access

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Limited English Proficiency Program

In accordance with the Board's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English proficiency of eligible students, so they can attain academic success. Students who have limited English proficiency (LEP) will be identified, assessed, and provided appropriate services.

The Board shall adopt a program of educational services for each student whose dominant language is not English. The program shall include bilingual/bicultural or English as a second language instruction.

The Superintendent or his/her designee shall implement and supervise an LEP program which ensures appropriate LEP instruction and complies with applicable laws and regulations.

The Superintendent or his/her designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the LEP program, including:

1. Program goals.

2. Student enrollment procedures.

3. Assessment procedures for program entrance, measurement of progress, and program exit.

4. Classroom accommodations.

5. Grading policies.

6. List of resources, including support agencies and interpreters.

The District shall establish procedures for identifying students whose language is not English. For students whose dominant language is not English, assessment of the student's English proficiency level must be completed to determine the need for English as a Second Language instruction.

Students whose dominant language is not English should be enrolled in the District, upon proof of residency and other legal requirements. Students shall have access to and be encouraged to participate in all academic and extracurricular activities of the District.

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Students participating in LEP programs shall be required, with accommodations, to meet established academic standards and graduation requirements adopted by the Board.

The LEP program shall be designed to provide instruction which meets each student's individual needs based on the assessment of English proficiency in listening, speaking, reading, and writing. Adequate content-area support shall be provided while the student is learning English, to assure achievement of academic standards.

The LEP program shall be evaluated for effectiveness as required, based on the attainment of English proficiency, and shall be revised when necessary.

At the beginning of each school year, the District shall notify parents of students qualifying for LEP programs about the instructional program and parental options, as required by law. Parents will be regularly apprised of their student's progress. Whenever possible, communications with parents shall be in the language understood by the parents.

The District shall maintain an effective means of outreach to encourage parental involvement in the education of their children.

Legal Reference: Title VI, Civil Rights Act of 1964
Equal Education Opportunities Act as an amendment to the Education Amendments of 1974 Bilingual Education Act
20 U.S.C. §§ 7401, et seq., as amended by the English Language Acquisition, Language Enhancement, and Academic Achievement Act
Title III, §§ 3001-3304 of HRI, No Child Left Behind Act of 2001, P.L. 107-110

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School Wellness

The Big Sky School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Big Sky School District that:

- The District will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing District-wide nutrition and physical activity policies and procedures.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans* and the OPI School Nutrition Program.
- The District shall monitor all food and beverages sold or served to students during the school day. The district shall encourage outside groups after school hours (student stores, fundraising efforts, boosters) to provide healthy food choices as part of their commitment to wellness. The District shall consider nutrient density and portion size before permitting food and beverages to be sold or served to students. The Superintendent shall continually evaluate vending policies and contracts. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.
- The District will provide students with access to a variety of affordable, nutritious, and appealing foods which meet the health and nutrition needs of students; will accommodate the medical, religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in the District will participate in available federal school meal programs, including the School Breakfast Program and the National School Lunch Program (including after-school snacks).
- Health enhancement shall equip students with the knowledge, skills, and values necessary for lifelong physical activity.
- Health Enhancement education shall encompass nutrition education, physical activity, lifelong sports, healthy lifestyles, leadership, risk assessment and management as it applies to making healthy choices, and the acquisition of skills and competencies that enhance readiness and reduce risk. Education shall foster an awareness of how different choices impact the environment and how changes in our environment impact health.
- Where practical, the Health Enhancement Curriculum shall integrate experiential, place-based learning opportunities that enhance the goals of this policy.

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Maintaining Student Wellness

The Superintendent shall develop and implement administrative rules consistent with this policy. Input from teachers, parents/guardians, students, school food service program, the school Board, school administrators, health education staff, and the public shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The Superintendent shall measure how well this policy is being implemented, managed, and enforced. The Superintendent shall report to the Board, as requested, on the District's programs and efforts to meet the purpose and intent of this policy.

Legal Reference:

PL 108-265	The Child Nutrition and WIC Reauthorization Act of 2004
PL 111-296	The Healthy, Hunger-Free Kids Act of 2010

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BIG SKY SCHOOL DISTRICT #72

R = required

3000 SERIES
STUDENTS

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Big Sky School District #72

Adopted on: 11/08
Reviewed on:
Revised on:

3100 STUDENTS

Publications and Distribution or Posting of Materials

School Sponsored Publications

School-sponsored publications and productions are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material which is inconsistent with the School District's educational mission. All student media shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, invades the privacy of others, conflicts with the basic educational mission of the school, socially inappropriate or inappropriate due to the maturity level of the students, or is materially disruptive to the educational process will not be tolerated. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications

Distribution in school of written material that is obscene, libelous, invades the privacy of others, will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, or advocates conduct otherwise inconsistent with shared values of a civilized social order is prohibited. Distribution in school includes distribution on school property or at school-related activities. Students who distribute such material or who write or publish such material for distribution engage in gross disobedience and misconduct and will be disciplined in accordance with Board policy.

Distribution and Posting of Materials

To facilitate the distribution of materials with information about student activities, each school may maintain a centrally located bulletin board for the posting of materials, and/or maintain a table available to groups for placing approved materials.

The District may limit outside groups from distributing materials directly to students; outside groups may be permitted to display materials on a centrally located bulletin board and/or a table available for the displaying of materials. School-sponsored groups are permitted to distribute materials directly to students. Outside groups, including governmental agencies, parent and student organizations not sponsored by the school, and community organizations, are permitted to display their materials on a centrally located bulletin board and/or table available for the displaying of materials. The District has the discretion to allow outside groups to distribute their materials directly to students four times per year. The District may require that the group submit the materials within a reasonable time period prior to the distribution or display to ensure the material is appropriate.

The District has the discretion to require that materials from outside groups contain the following disclaimer: *"These materials are neither sponsored nor endorsed by the District, the Superintendent, or this school."*

Legal Reference: § 20-5-201, MCA Duties and Sanctions

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Entrance, Placement, and Transfer

Entrance, Date, and Age

The trustees will enroll a child in kindergarten or in first grade whose fifth (5^{th}) or sixth (6^{th}) birthday occurs on or before the tenth (10^{th}) day of September of the school year in which the child is to enroll but is not yet 19 years of age. Parents may request a waiver of the age requirement. All waivers are granted in the sole discretion of the District. A child who meets the requirement of being six (6) years old, but who has not completed a kindergarten program, will be tested and placed at the discretion of the administration. The District requires proof of identity and an immunization record for every child to be admitted to District schools. The trustees may at their discretion assign and admit a child to a school in the district who is under 6 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision.

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child[1] to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141. Homeless students shall be admitted pursuant to state and federal law, and Policy 3125.

2. To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents approved by the Department of Health and Human Services. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.

Placement

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

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

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Transfer

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

Elementary Grades (K-8): A student transferring into the District will be admitted and placed subject to observation by appropriate teachers and a building principal during a probation period of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a student, school personnel will conduct an educational assessment to determine appropriate grade and level placement.

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

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

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

Legal Reference:

§ 20-5-101, MCA	Admittance of child to school
§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
§ 20-5-404, MCA	Conditional attendance
§ 20-5-405, MCA	Medical or religious exemption
§ 20-5-406, MCA	Immunization record
§ 44-2-511, MCA	School enrollment procedure
10.16.3122, ARM	Local Educational Agency Responsibility For Students with Disabilities
10.55.601, et seq., ARM	Accreditation Standards: Procedures

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

3120 - R STUDENTS Revised on: 12/02, 02/12

Compulsory Attendance

To reach the goal of maximum educational benefits for every child requires a regular continuity of instruction, classroom participation, learning experiences, and study. Regular interaction of students with one another in classrooms and their participation in instructional activities under the tutelage of competent teachers are vital to the entire process of education. This established principle of education underlies and gives purpose to the requirement of compulsory schooling in every state in the nation. A student's regular attendance also reflects dependability and is a significant component of a student's permanent record.

Parents or legal guardians or legal custodians are responsible for seeing that their children who are age seven (7) or older before the first (1st) day of school attend school until the later of the following dates:

1. Child's sixteenth (16th) birthday; or
2. Completion date of the work of eighth (8th) grade.

The provisions above do not apply in the following cases:

(a) The child has been excused under one of the conditions specified in 20-5-102.
(b) The child is absent because of illness, bereavement, or other reason prescribed by the policies of the trustees.
(c) The child has been suspended or expelled under the provisions of 20-5-202.
(d) The child is excused pursuant to Section 2 of 20-5-103.

Compulsory attendance stated above will not apply when children:

1. Are provided with supervised correspondence or home study; or
2. Are excused because of a determination by a district judge that attendance is not in the best interests of the child; or
3. Are enrolled in a non-public or home school; or
4. Are enrolled in a school in another district or state; or
5. Are excused by the Board on a determination that attendance after age of sixteen (16) is not in the best interests of the child and the school.

Legal Reference:	§ 20-1-308, MCA	Religious instruction released time program
	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-102, MCA	Compulsory enrollment and excuses
	§ 20-5-103, MCA	Compulsory attendance and excuses
	§ 20-5-104, MCA	Attendance officer
	§ 20-5-106, MCA	Truancy
	§ 20-5-107, MCA	Incapacitated and indigent child attendance
	§ 20-5-108, MCA	Tribal agreement with district for Indian child compulsory attendance and other agreements
	§ 20-5-109, MCA	Nonpublic school requirement for compulsory enrollment exemption
	§ 20-5-202, MCA	Suspension and Expulsion

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Enrollment and Attendance Records

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

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

- A resident of the district or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district;

- Unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;

- Unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;

- Living with a caretaker relative under § 1-1-215, MCA;

- Receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the student's services are provided at the district's expense under an approved individual education plan supervised by the district;

- Participating in the Running Start Program at district expense under § 20-9-706, MCA;

- Receiving education services, provided by the district, using appropriately licensed district staff at a private residential program or private residential facility licensed by the Department of Public Health and Human Services;

- Enrolled in an educational program or course provided at district expense using electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district; or

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- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under § 20-9-707, MCA.

- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the district under § 20-9-707, MCA.

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

Legal Reference:	§ 1-1-215, MCA	Residence – rules for determining
	§ 20-9-311, MCA	Calculation of average number belonging (ANB) -- three-year averaging.
	§ 20-9-706, MCA	Running start program – authorizing class credits at postsecondary institution – eligibility – payment for credits
	§ 20-9-707, MCA	Agreement with Montana youth challenge program or accredited Montana job corps program
	29 U.S.C. 794	Nondiscrimination under Federal grants and programs
	34 CFR 300.1, et seq.	Assistance to states for the education of children with disabilities

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Enrollment and Attendance Records

Average Number Belonging

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

For a child to be counted for ANB purposes:

a) The child must meet the definition of pupil as found in § 20-1-101(11), MCA;

b) Attending 180 to 359 aggregate hours = One-quarter time enrollment

c) Attending 360 to 539 aggregate hours = One-half time enrollment

d) Attending 540 to 719 aggregate hours = Three-quarter time enrollment

e) Attending 720 aggregate hours or more = Full-time enrollment

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

Homebound Students

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

a) Is enrolled and is currently receiving organized and supervised pupil instruction;

b) Is in a home or facility which does not offer a regular educational program; and

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c) Has instructional costs during the absence, which are financed by the District's general fund.

If a homebound student does not meet the criteria set forth above, the District may request a variance through the Office of Public Instruction, for consideration of the student in the enrollment count for ANB purposes beyond the tenth (10^{th}) day of absence.

Attendance Accounting

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

On the first (1^{st}) Monday in October and the first (1^{st}) Monday in February, the number of all enrolled students (whether present or absent) by grade level and class will be recorded on the forms provided by the District. Special education children who are enrolled in special programs sixteen (16) hours or more a week will be listed separately. The Director of Special Education should be contacted to verify this count. Monthly student counts of enrolled children by grade and classroom will be provided by the office.

Legal Reference:	10.20.102, ARM	Calculation of Average Number Belonging (ANB)
	§ 20-1-101, MCA	Definitions
	§ 20-9-311, MCA	Calculation of average number belonging (ANB) – three-year averaging

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

3122 STUDENTS Revised on: 12/02, 07/06, 02/09

Attendance Policy

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of competent teacher are vital to this purpose. This is an established principle of education, which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding Excellence in Education, all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

Specific rules and regulations regarding attendance and tardies can be found in the respective student handbooks.

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Big Sky School District #72

Adopted on:
Reviewed on:

3123 -R STUDENTS Revised on:

Attendance Policy - Truancy

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

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

The Big Sky School District's definition of non-attendance without excuse is stated in the respective student handbooks.

The Big Sky School District has appointed the Superintendent as the attendance officer.

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

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

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Big Sky School District #72

Adopted on: 12/02
Reviewed on:
Revised on:

3125 - R STUDENTS

Education of Homeless Children

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

Should a child become homeless over the course of the school year, the child must be able to remain at the school of origin, or be eligible to attend another school in the district.

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

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

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

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

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

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

Cross Reference: 1700 Uniform Complaint Procedure

Legal Reference: 42 U.S.C. §§42 U.S.C. § 11301 *et seq* 11431, et seq.
McKinney Homeless Assistance Act
§ 20-5-101, MCA Admittance of child to school

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Students of Legal Age

Every student eighteen (18) years of age or older will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and state law.

Admission to School

The residence of an adult student who is not residing with a parent or guardian will be considered the residence for school purposes.

Field Trips/Athletic Programs

Approved forms for participation will be required of all students. The form should indicate that the signature is that of the parent or the adult student. Sponsors or coaches will be required to confirm the ages of those students signing their own forms.

Absence/Lateness/Truancy

Absence notes, normally signed by parents or guardians, may be signed by adult students. Excessive absences will result in consequences according to policy 3122P and will be reported on the report card.

Suspension/Expulsion

All suspension and/or expulsion proceedings will conform to the requirements of state statutes. Notification of all such proceedings will be sent to parents or guardians. Adult students, however, are permitted to represent themselves if they so choose.

Withdrawal From School

Adult students may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance. Parents will be notified of impending dropouts by the school.

Permission to Inspect Student Records

A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not

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prevent their parents from accessing and inspecting their student records if they are a dependent of their parents in accordance with Internal Revenue Service regulations.

Report Cards

Progress reports will be sent to the parent or legal guardian.

Excuses From School

The school will verify requests from students who wish to leave school early for reasons such as job interviews, college visits, driver testing, etc., with the organization being visited. Permission to leave school early may be denied for what is considered a non-valid reason.

Financial Responsibility

Adult students can be held financially responsible for damage to school property.

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Discretionary Nonresident Student Attendance Policy

The Board, recognizing that its resident students need an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria for the discretionary admission of nonresident students.

1. Except as required by § 20-5-321, MCA, subject to discretionary approval of the Board of Trustees, the District will admit nonresident students. As such, the Administration will screen all nonresident students and consider only those who meet the criteria set forth in this policy.

2. The Superintendent will recommend to the Board any nonresident student admission in accordance with this policy, with the Board making the final decision on admission.

3. The Administration will examine a student's records from previous school districts before any Board approval for admission.

4. The Board of Trustees has the option of accepting a nonresident student who does not meet the criteria set forth by the administration, if the student agrees to special conditions of admission as set forth by the Administration.

5. Every nonresident student who attends District schools must reapply for admission for the succeeding school year by June 15. Admission in one school year does not infer or guarantee admission in subsequent years.

6. The Administration will not admit nonresident students when doing so would require hiring additional staff or providing educational services not currently offered or would create crowding of existing classes.

7. All resident students who become nonresidents because their parents or guardians move out of the District may continue attendance for the semester, barring registration in another District. At the completion of the semester, a student must apply as a nonresident student.

8. The Board reserves the right to charge tuition for nonresident students. At its discretion, the Board may charge or waive tuition for all students whose tuition is required to be paid by one kind of entity, defined as either a parent or guardian or a school district. Any waiver of tuition will be applied equally to all students whose tuition is paid by the same kind of entity (i.e., if the District charges tuition in those circumstances where a resident

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district pays but waives tuition in those circumstances where a parent or guardian is responsible for tuition, the tuition waiver will be applicable to all students whose parents or guardians bear the responsibility for payment).

9. All nonresident students will be considered ineligible transportees for school transportation services (§ 20-10-101, MCA).

10. The Board may declare an emergency which, in its opinion, necessitates the removal of all nonresident students from District schools.

11. The Board may, at its' discretion, on a case by case basis, admit a student who has been expelled from another school district.

12. The Montana High School Association sets regulations pertaining to student eligibility for participation in speech and athletics. The District follows those regulations and does not assure that out-of-district students will be eligible for participation in MHSA-sanctioned activities.

Legal Reference:	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
	§ 20-5-320, MCA	Attendance with discretionary approval
	§ 20-5-321, MCA	Attendance with mandatory approval – tuition and transportation
	§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement
	§ 20-5-323, MCA	Tuition and transportation rates
	10.10.301B, ARM	Out-of-District Attendance Agreements

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Big Sky School District #72

Adopted on: 04/28/11
Reviewed on:
Revised on:

3141F STUDENTS

Big Sky School District No. 72
REQUEST FOR OUT-OF-DISTRICT ADMISSION

Parent Name _____ Date _____
Student Name _____ Grade _____
Address _____ Home Phone _____
_____ Cell Phone _____

Big Sky School District #72 Board Policy #3141 Discretionary Nonresident Attendance Policy outlines the requirements for Out-of-District attendance procedures. The process begins by completing this application. Please complete this application and submit as soon as possible. Once the application is received the Superintendent will act on this request within five days.

1. Please list the name and phone number of your student's most recent school:
_____

2. We are requesting permission to enroll the student listed above in:

- ☐ Ophir Elementary School
- ☐ Ophir Middle School
- ☐ Lone Peak High School

3. Has your child been expelled from school? _____

4. State your reason for requesting enrollment at Ophir/Lone Peak.
_____

5. State your present physical address, mailing address (if different), and phone number.
_____

6. Check which of the following you already have available for the school:

- ☐ Transcripts
- ☐ Behavior Record
- ☐ Attendance Record
- ☐ Most recent Report Card

Please note that if your student is admitted there may be a tuition charge applied and that your student is ineligible for district transportation services beyond our established bus routes. All nonresident students must re-apply for admission by June 15 of each academic year.

Parent Signature _____

Date _____ **Return this form to the School Office. The request will be reviewed, annually.**

School Use Section: (do not fill out)
Date of Receipt of this Document: _____ Date of Response to Applicant: _____
Date of Board Meeting for Consideration (if applicable): _____
Board Decision: _____ Date of Notification of Board Decision: _____
Administrator's Signature: _____ Date: _____

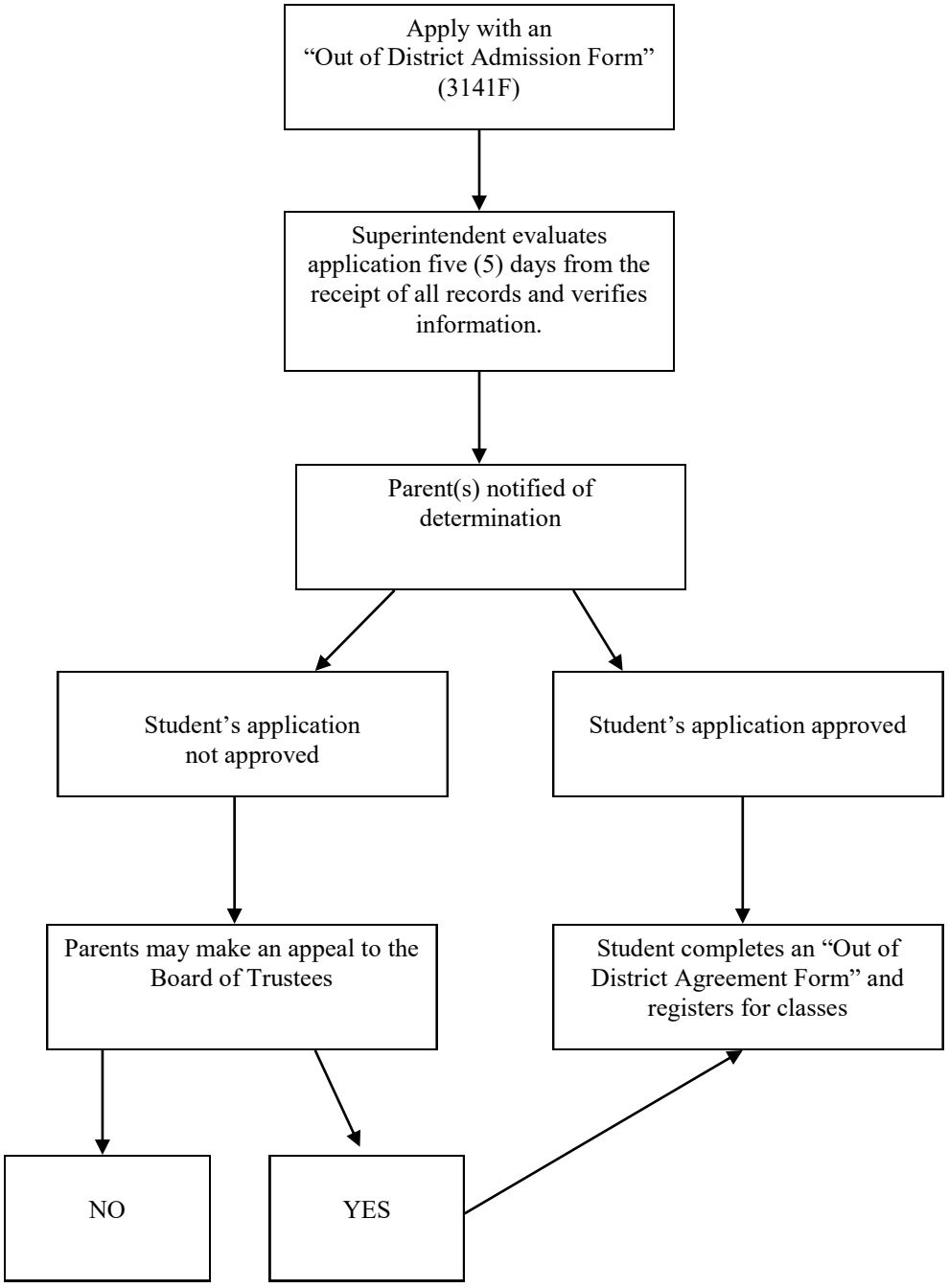
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Big Sky School District #72

Adopted on: 04/28/11
Reviewed on:
Revised on:

3141P STUDENTS

Discretionary Nonresident Student Attendance Policy Flow Chart



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Big Sky School District #72

Adopted on: 12/02
Reviewed on:
Revised on:

3145 STUDENTS

Foreign Exchange Students

It is the policy of the Board to recognize the benefits from foreign exchange students in the District. The Board does not, however, sponsor foreign exchange programs or provide financial contributions to any foreign exchange students. The Board assumes no responsibility or control over items such as travel, living accommodations, funding, insurance, etc., which remain the responsibility of the sponsor and/or student.

J-1 visa holders (students sponsored by an approved foreign exchange organization) are eligible to attend either elementary or secondary school. Any sponsoring organization must have a local representative, be a nonprofit organization, and be approved by the Council on Standards for International Education Travel. F-1 visa holders (individual foreign students sponsored by relatives or friends) may not attend the District.

The Board reserves the right to withdraw approval and regulate the number of students participating.

Legal Reference: 20 U.S.C. 221, et seq. Foreign and Exchange Students

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Foreign Exchange Students

Admission Requirements

1. Foreign exchange students must be eighteen (18) years of age or younger at the time of enrollment.

2. Foreign exchange students must reside with a legal resident of the District. Limited exceptions may be granted at the discretion of the Board.

3. Foreign exchange students must have sufficient knowledge of the English language to enable effective communication and to use instructional materials and textbooks printed in English.

    a. An English proficiency test of the District's own choosing may be administered and will supersede all other tests.

    b. If an organization places a student who, upon arrival, is deemed by the District to be deficient in English language proficiency, the organization will do one of the following:

        i. Terminate the student's placement.
        ii. Provide, and pay for, tutorial help until the student reaches proficiency, as determined by the District.

Academic Standards and Graduation

1. Foreign exchange students will be expected to meet all appropriate standards required of any student enrolled in the District.

2. Foreign exchange students will not graduate from or receive a diploma from the High School, but they may participate in the ceremonies and receive a certificate of attendance.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

3150 STUDENTS Revised on: 12/02, 12/05, 08/08, 01/10

Part-Time Attendance

Although it is the desire of the Board to accommodate the educational needs of all students residing within the District boundaries who are not otherwise enrolled in an educational program, it shall be the policy of the District to not allow such students to enroll on a part-time basis for academic classes. The District will not accept students to enroll in grades K-5 on a part-time basis, unless they are disabled. Students with disabilities residing in the District who are attending private or home schools will be accepted in accordance with state and federal statutes and regulations.

Legal Reference:	§ 20-9-311(a), MCA	Calculation of average number belonging (ANB) – 3-year averaging
	Kaptien	

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

3200 STUDENTS

Student Rights and Responsibilities

The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

Cross Reference:	3231	Searches and Seizure
	3310	Student Discipline
Legal Reference:	§ 20-4-302, MCA	Discipline and punishment of pupils – definition of corporal punishment – penalty – defense
	§ 20-5-201, MCA	Duties and sanctions
	Tinker v. Des Moines Ind. Sch. Dist., 89 S.Ct. 733 (1969)	

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

3210 - R STUDENTS Revised on: 12/02, 02/15

Equal Education, Nondiscrimination and Sex Equity

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity.

No student, on the basis of sex or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint Procedure (Policy 1700).

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

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

Cross Reference: 1700 Uniform Complaint Procedure

Legal Reference:
Art. X, Sec. 7, Montana Constitution- Nondiscrimination in education
§ 49-2-307, MCA Discrimination in education
24.9.1001, et seq., ARM Sex Discrimination in Education
Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.
34 CFR Part 106 Nondiscrimination on the basis of sex in education programs or activities receiving Federal financial assistance
OCR's Questions and Answers on Title IX and Sexual Violence:
http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 12/02, 08/10

3221 STUDENTS

Student Publications

Student publications produced as part of the school's curriculum or with the support of student body funds are intended to serve both as vehicles for instruction and student communications. They are operated and substantively financed by the student body and the District.

Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided they are treated in depth and represent a variety of viewpoints. Such materials may not be libelous, obscene, or profane nor may they cause a substantial disruption of the school, invade the privacy rights of others, demean any race, religion, gender, or ethnic group, or advocate the violation of the law. They may not advertise tobacco, nicotine, liquor, illicit drugs or drug paraphernalia.

The Superintendent shall develop guidelines to implement these standards and shall establish procedures for the prompt review of any materials which appear not to comply with the standards.

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Big Sky School District #72

Adopted on: 2/00
Reviewed on:
3222 STUDENTS Revised on: 12/02

Distribution and Posting of Materials

District policy allows distribution of materials of parent and student organizations sponsored by the District or other governmental agencies. The District also may allow distribution of materials that provide information valued or needed by the District.

The Superintendent must approve all materials before they may be distributed by any organization.

To facilitate the distribution of materials with information about student activities, each school may maintain a centrally located bulletin board for the posting of materials, and/or maintain a table available to students for placing approved materials.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

3224 STUDENTS

Student Dress

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, certain minimum standards shall be observed by all students. The District has the responsibility to ensure proper and appropriate conditions for learning, along with protecting the health and safety of its student body. Even though the schools will allow a wide variety of clothing styles, dress and grooming must not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others.

Building administrators shall establish procedures for the monitoring of student dress and grooming in school or while engaging in extracurricular activities. Specific regulations shall be published annually in student handbooks.

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Sexual Harassment/Intimidation of Students

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

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or

2. Has the purpose or effect of:

   a. Substantially interfering with a student's educational environment;

   b. Creating an intimidating, hostile, or offensive educational environment;

   c. Depriving a student of educational aid, benefits, services, opportunities, or treatment; or

   d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

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

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

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to suspension and expulsion consistent

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with the District's discipline policy. Any person who knowingly makes a false accusation regarding sexual harassment likewise will be subject to disciplinary action up to and including discharge with regard to employees or suspension and expulsion with regard to students.

The District will make every effort to ensure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

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

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

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

Cross Reference: 1700 Uniform Complaint Procedure

Legal References:

Art. X, Sec. 1, Montana Constitution	Educational goals and duties
§§ 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
10.55.701(1)(f), ARM	Board of Trustees
10.55.719, ARM	Student Protection Procedures
10.55.801(1)(a), ARM	School Climate

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Big Sky School District #72

Adopted on: 12/02
Reviewed on:

3226 - R STUDENTS Revised on: 03/14

Bullying/Harassment/Intimidation/Hazing

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

Definitions

a) "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

b) "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.

c) "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

d) "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
   a. Physically harming a student or damaging a student's property;
   b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
   c. Creating a hostile educational environment, or;
   d. Substantially and materially disrupts the orderly operation of a school.

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e) "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Exhaustion of administrative remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Responsibilities

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

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. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Cross Reference:	3225F	Harassment Reporting Form for Students
Legal Reference:	10.55.701(1)(g), ARM	Board of Trustees
	10.55.719, ARM	Student Protection Procedures
	10.55.801(1)(d), ARM	School Climate

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Searches and Seizure

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A "pat down" of the exterior of the student's clothing;
2. A search of the student's clothing, including pockets;
3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or
4. Devices or tools such as breath-test instruments, saliva test strips, etc.

The "pat down" or "search' of a student, if conducted, will be conducted by a school official or employee of the same gender as the student being searched.

School Property and Equipment and Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots).

The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

Students

School officials may search any individual student, his/her property, or District property under his/her control, when there is a reasonable suspicion that the search will uncover evidence that

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he/she is violating the law, Board policy, administrative regulation, or other rules of the District or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched, and the student expressly consents to such a search.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

Seizure of Property

When a search produces evidence that a student has violated or is violating either a law or District policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities.

Legal Reference: *Safford Unified School Dist. No. 1 v. Redding*, 557 U.S. 364, 129 S.Ct. 2633 (2009)
Terry v. Ohio, 392 U.S. 1, 20 (1968)
B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260

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Big Sky School District #72

Adopted on: 12/02
Reviewed on:

3231P STUDENTS Revised on: 02/23/11, 03/14

Searches and Seizure

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on school premises, as further provided in this procedure.

2. If the authorized administrator has reasonable suspicion to believe that any locker, car, or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car, locker, or container and to seize any such item or substance of any kind on school premises without notice or consent.

3. No student shall hinder, obstruct, or prevent any search authorized by this procedure.

4. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date, and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.

5. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.

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Big Sky School District #72

Adopted on: 12/02
Reviewed on:
Revised on:

3233 STUDENTS

Student Use of Buildings: Equal Access

Groups of students not previously recognized as a student group under Policy 3510 may conduct meetings on school premises under the following guidelines without restriction on the basis of the religious, political, philosophical, or other content of the meeting. Students wishing to form groups or organizations recognized by the school administration may do so in accordance with policy 3510.

The following guidelines must be met:

1. The meeting is voluntary and student-initiated.

2. There is no sponsorship of the meeting by the school district, or its agents or employees.

3. The meeting must occur during non-instructional time on regular school days.

4. Employees or agents of the school district are present only in a capacity outside of their official duties.

5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.

6. Non-school persons may not direct, conduct, control, or regularly attend activities.

Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the principal.

This policy pertains to student meetings. The school has the authority, through its agent or employees, to maintain order and discipline on school premises and to protect the well-being of students and faculty.

Cross Reference: Policy 3510

Legal Reference: 20 U.S.C. 4071 Equal Access Act
Board of Education v. Mergens, 110 S.Ct. 2356 (1990)

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 12/02

3235 STUDENTS

Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras.

The District shall notify staff and students, through staff and student handbooks or by other means that video surveillance may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, indicating the use of video surveillance.

Students or staff 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.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Video recordings will be totally without sound.

Cross Reference: 3600 Student Records

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Big Sky School District #72

Adopted on: 12/08
Reviewed on:
Revised on:

3255 STUDENTS

Student Conduct Outside of School Hours or Away from School

The Big Sky School District provides a comprehensive program of educational services. The educational environment must be favorable if students are to take full advantage of these opportunities. Student discipline is essential to a productive and meaningful learning environment.

Any conduct by a student outside of school hours or away from school grounds which has a direct effect on the discipline or general safety and welfare of the school and its students will subject the student to corrective action or punishment by the School District. This includes, but is not limited to, conduct which endangers the health, safety, property or welfare of other students, teachers, administrators, trustees, or employees of the school system (or their families).

Maintaining or posting materials to a Web site or blog or any other public venue that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extra-curricular activities, is a violation of the student disciplinary code and subject to appropriate penalties.

Corrective action or punishment may include but not be limited to immediate, short-term (not to exceed 20 days) suspension to a recommendation for expulsion from school.

Corrective action or punishment will include appropriate due process safeguards as provided for by law and/or School District policy.

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Suspension and Expulsion - Corrective Actions and Punishment

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

Suspension

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

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

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

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

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

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

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

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

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Expulsion

- "Expulsion" is any removal of a student for more than twenty (20) school days without the provision of educational services. Expulsion is a disciplinary action available only to the Board.

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

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

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

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

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

Procedures for Suspension and Expulsion of Students With Disabilities

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

A building administrator may suspend a child with a disability from the child's current placement for not more than ten (10) consecutive school days for any violation of school rules, and additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement under 34 CFR 300.519(b), whether or not a student's gross disobedience or misconduct is a manifestation of a student's disabling condition. Any special education student who has exceeded or who will exceed ten (10) days of suspension may temporarily be excluded from school by court order or by order of a hearing officer, if the

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District demonstrates that maintaining the student in the student's current placement is substantially likely to result in injury to the student or to others. After a child with a disability has been removed from his or her placement for more than ten (10) school days in the same school year, during any subsequent days of removal the public agency must provide services to the extent required under 34 CFR 300.121(d).

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

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

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Student Discipline

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons other than Firearms" section in policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing or bullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

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- On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

Cross Reference:	3300	Suspension and Expulsion
	3226	Bullying, Harassment
	5015	Bullying, Harassment
Legal Reference:	§ 16-11-302(1)(7), MCA	Definitions
	§ 20-4-302, MCA	Discipline and punishment of pupils – definition of corporal punishment – penalty – defense
	§ 20-5-202, MCA	Suspension and expulsion
	§ 45-8-361, MCA	Possession or allowing possession of weapon in school building – exceptions – penalties – seizure and forfeiture or return authorized – definitions
	§ 45-5-637, MCA	Possession or consumption of tobacco products, alternative nicotine products, or vapor products by persons under 18 years of age is prohibited – unlawful attempt to purchase - penalties
	29 U.S.C. § 701	Rehabilitation Act of 1973

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Discipline of Students with Disabilities

Code of Conduct Violations by Students With Disabilities, Resulting in Disciplinary Consequences of Ten (10) School Days or Less

Student commits code of conduct violation for which the disciplinary consequence would result in removal from the student's placement for ten (10) consecutive school days or less.

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School personnel may assign the consequence applicable to non-disabled students for a similar period of time, not to exceed ten (10) consecutive school days. *Reg. 300.520(a)(1)(i).*

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During the first (1st) ten (10) cumulative school days in one (1) school year, the school does not have to provide any services to the student if non-disabled students would not receive services. *Reg. 300.121(d)(1).*

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School personnel may continue to remove the student for disciplinary reasons for up to ten (10) school days at a time throughout the same school year for separate incidents of misconduct, so long as the removals do not constitute a change of placement under *Reg. 300.519(b)* and are those which would be applied to non-disabled students. *Reg. 300.520(a)(1)(i).*

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A series of disciplinary removals, each for ten (10) consecutive school days or less, may result in a change of placement if they cumulate to more than ten (10) school days in one (1) school year. School personnel should analyze the length of each removal, the proximity of the removals to each other, and the total amount of time the child is removed. *Reg. 300.519(b).* If a removal would result in a change of placement, a manifestation determination review (MDR) must first be done. *Reg. 300.523(a).*

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Beginning with the eleventh (11th) day of disciplinary removals in a school year, educational services must be provided. *Reg. 300.520(a)(1)(ii); Reg. 300.121(d)(2)(i)(A).* If the removal does not result in a change of placement, school personnel, in consultation with the student's special education teacher, determine the services to be provided. *Reg. 300.121(d)(3)(i).*

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The educational services to be provided must meet the standard of enabling the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP. *Reg. 300.121(d)(2)(i)(A).*

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Beginning with the eleventh (11th) day of disciplinary removals in a school year, the IEP Team must address behavioral issues. If the removal does not result in a change of placement, the IEP Team must meet within ten (10) business days of first removing the student for more than ten (10) school days in a school year, to develop a plan to conduct a functional behavioral assessment, if one was not conducted before the behavior that resulted in the removal. *Reg. 300.520(b)(1)(i).*

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After the functional behavioral assessment is completed, the IEP Team meets as soon as practicable to develop a behavioral intervention plan to address the behavior and implement the plan. *Reg. 300.520(b)(2).*

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If the student's IEP already includes a behavior intervention plan, within ten (10) business days of first removing the student for more than ten (10) school days in a school year, the IEP Team must meet to review the behavior intervention plan and its implementation, and modify the plan and its implementation as necessary to address the behavior. *Reg. 300.520(b)(1)(ii).*

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If the student is assigned subsequent disciplinary removals in a school year for ten (10) days or less that do not result in a change of placement, the IEP Team members (including the parent) informally review the behavior intervention plan and its implementation to determine if modifications are necessary. *Reg. 300.520(c)(2).*

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If one or more team members believe modifications are needed, the IEP Team must meet to modify the plan and its implementation to the extent the IEP Team deems necessary. *Reg. 300.520(c)(2).*

Code of Conduct Violations by Students With Disabilities for Which Recommended Disciplinary Consequences Would Result in Change of Placement for More Than Ten (10) School Days (Excluding Drug and Weapon Offenses)

Student violates code of conduct, and the recommended disciplinary consequence would result in a removal from the current educational placement for more than ten (10) consecutive school days (alternate placement, expulsion). This constitutes a change of placement. *Reg. 300.519(a).*

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The recommended disciplinary consequence may be for a removal from the current educational placement for less than ten (10) consecutive school days, but may constitute a change of placement because the student has already been removed for disciplinary reasons for ten (10) or more school days in the current school year, and the length of each removal, their proximity to each other, and the total amount of time the student has been removed result in a change of placement. *Reg. 300.519(b).*

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School personnel may remove from current educational placement for ten (10) school days or less (*Reg. 300.520(a)(1)(i)*) and recommend further discipline according to the code of conduct. (The ten-(10)-day-or-less alternative must be one equally applicable to non-disabled. See pp. 1-2 for educational services to be provided during a short removal.) If a criminal act has been committed, charges may be filed, and law enforcement authorities to whom the crime was reported must be provided special education and disciplinary records to the extent disclosure is permitted by FERPA. *Sec. 1415(k)(9). Reg. 300.529.*

At the time the decision is made to take this action, school personnel must notify parent of decision and provide procedural safeguards notice in *Reg. 300.504. Sec. 1415(k)(4)(A)(i); Reg. 300.523(a)(1).*

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Within ten (10) business days, IEP Team and other qualified personnel must meet and review relationship between disability and the behavior subject to disciplinary action (manifestation determination review – MDR). *Sec. 1415(k)(4)(A); Reg. 300.523(a)(2), (b).* If there has been no previous functional behavioral assessment and creation of a behavior intervention plan, the IEP Team must develop an assessment plan. *Reg. 300.520(b)(1)(i).* As soon as practicable after the assessment, the IEP Team must meet again to develop and implement the behavior intervention plan. *Reg. 300.520(b)(2).* If the IEP contains a behavior intervention plan, the IEP Team reviews the plan and its implementation and modifies them as necessary to address the behavior. *Reg. 300.520(b)(1)(ii).*

For the MDR, the IEP Team must look at all information relevant to the behavior subject to discipline, such as evaluation and diagnostic results, including such results and other relevant information from the parent, observation of the student, and the student's IEP and placement. The misbehavior is not a manifestation of the disability, if the IEP Team finds that in relationship to the misbehavior subject to discipline:

- The IEP and placement were appropriate;
- Consistent with the content of the student's IEP and placement, special education services, supplementary aids, and behavior intervention strategies were actually provided;
- The disability did not impair the ability of the student to understand the impact and consequences of the misbehavior; and
- The disability did not impair the ability of the student to control the misbehavior.

Sec. 1415(k)(4)(C); Reg. 300.523(c).

If the IEP Team determines any of the standards were not met, the misbehavior was a manifestation of the disability, and no punishment may be assessed. *Reg. 300.523(d).* If IEP Team identified deficiencies in IEP, placement, or implementation, it must take immediate steps to remedy. *Reg. 300.523(f).*

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Parent may appeal a finding that the misbehavior was not a manifestation of the disability. The hearing is expedited before a special education hearing officer, who applies the same standards as the IEP Team. *Sec. 1415(k)(6); Reg. 300.525(a), (b).*

Parent may appeal decision to place student in forty-five-(45)-day interim placement. The hearing is expedited before a special education hearing officer, who applies the standards regarding a dangerous student in *Reg. 300.521. Sec. 1415(k)(6)(B)(ii); Reg. 300.525(b)(2).*

When a parent requests a hearing in a drug or weapon case to challenge the interim alternative placement or the manifestation determination, student remains in interim placement until decision of hearing officer or forty-five (45) days expires, whichever comes first, unless the parent and school agree otherwise. *Reg. 300.526(a).* Then student returns to current placement (defined as placement prior to interim alternative educational setting). School can ask for expedited hearing before special education hearing officer to prevent this return, if the student is substantially likely to injure self or others. *Reg. 300.526(b), (c).* The hearing officer applies the standards in *Reg. 300.121. Reg. 300.526(c).* Hearing officer can order another placement for up to forty-five (45) days. *Reg. 300.526(c)(3).* This procedure may be repeated as necessary. *Sec. 1415(k)(7); Reg. 300.526(c)(4)*

If the IEP Team determines the misbehavior was not a manifestation of the disability, regular disciplinary consequences may be applied to the student, except that the student must continue to be provided a free appropriate public education. *Sec. 1415(k)(5)(A); Sec. 1412 (a)(1)(A); Reg. 300.121(a); Reg. 300.524(a).* The campus must ensure that special education and disciplinary records are transmitted for consideration by the school district person making the final determination regarding the disciplinary action. *Sec. 1415(k)(5)(B); Reg. 300.524(b).*

The standard the educational services must meet is to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP. *Reg. 300.121(d)(2)(i)(B); Reg. 300.524(a).* The IEP Team must determine what services are necessary to meet this standard. *Reg. 300.121(d)(3)(ii).*

Drug and Weapon Offenses by Students With Disabilities

Student carries weapon to school, or possesses, uses, sells, or solicits sale of illegal or controlled substance on school property or at a school function.

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Illegal drug – controlled substance. Excludes legally used and possessed prescription drugs. *Sec. 1415(k)(10)(B); Reg. 300.520(d)(2).*

Controlled substance – drug or substance in 21 U.S.C. § 812(c), Schedules I-V. *Sec. 1415(k)(10)(A); Reg. 300.520 (d)(1).*

Weapon – A firearm and more. Something used for or readily capable of causing death or serious bodily injury. Excludes pocket knife with blade of 2½ inches or less. *Sec. 1415(k)(10)(D); Reg. 300.520(d)(3).*

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School personnel may remove from current educational placement for ten (10) school days or less, and recommend further discipline according to the code of conduct. *Sec. 1415(k)(1)(A)(i); Reg. 300.520(a)(1)(i).* (The ten-(10)-day-or-less alternative must be one equally applicable to non-disabled students. See pp. 1-2 for education services to be provided during a short removal.) If a criminal act has been committed, charges may be filed, and special education and disciplinary records will be transmitted to law enforcement authorities to whom the crime was reported, to the extent disclosure is permitted by FERPA. *Sec. 1415(k)(9); Reg. 300.529.*

At time decision is made to take this disciplinary action, school personnel must notify parent of decision and provide procedural safeguards notice in *Reg. 300.504*. *Sec. 1415(k)(4)(A)(i); Reg. 300.523(a)(1).*

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Within ten (10) business days, IEP Team must meet and may extend the removal by placing student in appropriate interim alternative educational setting applicable to non-disabled student for same amount of time non-disabled student would be assigned, but not more than forty-five (45) calendar days. *Sec. 1415 (k)(1)(A)(ii) and (3)(A); Reg. 300.520(a)(2); Reg. 300.522(a).* IEP Team must review the behavior intervention plan, if one exists, and its implementation and modify, as necessary, to address behavior. *Reg. 300.520(b)(1)(ii).* If there has been no previous functional behavioral assessment and creation of behavior intervention plan, IEP Team must develop assessment plan. *Sec. 1415(k)(1)(B); Reg. 300.520(b)(1)(i).* As soon as practicable after the assessment, the IEP Team must meet again to develop and implement the behavior intervention plan. *Reg. 300.520(b)(2).* The IEP Team and other qualified personnel must review the relationship between disability and the behavior subject to disciplinary action (manifestation determination review-MDR). *Sec. 1415(k)(4)(A); Reg. 300.523 (a)(2)(b).*

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The forty-five-(45)-day alternative interim placement must:

- Enable student to progress in general curriculum, although in another setting;
- Enable student to continue to receive those services and modifications, including those described in the student's IEP, that will enable the student to meet the goals set out in that IEP; and
- Include services and modifications designed to address the drug or weapon offense so that it does not recur. *Sec. 1415(k)(3)(B); Reg. 300.522; Reg. 300.121 (d)(2)(ii).*

Comments to regulations: Students may be subject to multiple forty - five - (45) - day interim placements for separate drug and weapon offenses. The forty - five - (45) - day interim placement may be completed even if drug or weapon offense was manifestation of disability. If misbehavior was not a manifestation of disability, regular disciplinary consequence can be applied in addition to forty - five - (45) - day interim placement.

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For the MDR, the IEP Team must look at all information relevant to the behavior subject to discipline, such as evaluation and diagnostic results, including such results and other relevant information from the parent, observation of the student, and the student's IEP and placement. The misbehavior is not a manifestation of the disability if the IEP Team finds that, in relationship to the misbehavior subject to discipline:

- The IEP and placement were appropriate;
- Consistent with the content of the student's IEP and placement, special education services, supplementary aids and services, and behavior intervention strategies were actually provided;
- The disability did not impair the ability of student to understand the impact and consequences of the misbehavior; and
- The disability did not impair the ability of the student to control the misbehavior.

Sec. 1415(k)(4)(C); Reg. 300.523(c).

If the IEP Team determines any of the standards were not met, the misbehavior was a manifestation of the disability, and no punishment may be assessed. *Reg. 300.523(d).* If IEP Team identifies deficiencies in IEP, placement, or implementation, it must take immediate steps to remedy. *Reg. 300.523(f).*

- or -

If the IEP Team determines the misbehavior was not a manifestation of the disability, regular disciplinary consequences may be applied to the student, except that the student must continue to be provided a free appropriate public education. *Sec. 1415(k)(5)(A); Sec. 1412(a)(1)(A). Reg. 300.121(a). Reg. 300.524(a).* The campus must ensure that special education and disciplinary record are transmitted for consideration by the school district person making the final determination regarding the disciplinary action. *Sec. 1415(k)(5)(B); Reg. 300.524(b).*

Parent may appeal a finding that the misbehavior was not a manifestation of the disability. The hearing is expedited before a special education hearing officer, who applies the same standards as the IEP Team. *Sec. 1415(i)(6); Reg. 300.525 (a), (b).*

If IEP Team finds no manifestation and changes placement to comply with the disciplinary recommendation, parent may appeal the placement decision. The hearing is expedited before a special education hearing officer. *Sec. 1415(k)(6)(A); Reg. 300.525(a)(2).*

During appeals, stay put applies. *Reg. 300.524(c).* If child is substantially likely to injure self or others in the current placement, the school can request an expedited hearing and request the hearing officer to remove to an interim alternative educational placement for up to forty-five (45) days. Standards to be met are

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The standard the education services must meet is to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP. *Reg. 300.121 (d)(2)(i)(B); Reg. 300.524(a).* The IEP Team must determine what services are necessary to meet this standard. *Reg. 300.121 (d)(3)(ii).*

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Students Dangerous to Self or Others

IDEA discipline procedures are followed for a non-drug or weapon offense, the penalty for which would result in expulsion or removal from the student's placement for more than ten (10) school days.

IEP Team meets, determines no manifestation and recommends discipline proceed. Parent disagrees and requests a due-process hearing. Stay put applies, and child stays in the current placement, unless school acts to change the placement. *Reg. 300.524.*

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School requests hearing officer to change the placement during the pendency of the hearing because of the likelihood of injury to self or others. *Sec. 1415(k)(2); Reg. 300.521.*

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Hearing officer holds expedited hearing to consider request. School has burden of proof to show by more than a preponderance of the evidence that maintaining the child in the current placement is substantially likely to result in injury to self or others. *Sec. 1415(k)(2)(A), (10)(D); Reg. 300.521(a).* Hearing officer must also:

- Consider the appropriateness of the current placement.
- Consider whether the school has made reasonable effort to minimize the risk of harm in the current placement, including the use of supplemental aids and services.
- Determine that the interim alternative setting proposed by the school personnel, in consultation with special education teacher:
    - Enables the student to participate in the general curriculum, although in another setting;
    - Enables the student to continue to receive those services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in the IEP; and
    - Include services and modification designed to address the behavior so that it does not recur.

Sec. 1415(k)(2); Reg. 300.521(b), (c), (d); Reg. 300.522(b); Reg.

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If parent appeals forty-five-(45)-day interim alternative placement by IEP Team in drug or weapon case, hearing officer applies these standards in expedited hearing. *Sec. 1415(k)(6)(B)(ii); Reg. 300.525 (b)(2).*

If all requirements are met, hearing officer may order a change of placement to the interim alternative educational setting for up to forty-five (45) days. *Sec. 1415(k)(2); Reg. 300.521.*

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Student returns to his or her current placement (the placement prior to the interim alternative educational setting) at end of forty-five (45) days, if no decision has been issued by hearing officer in pending due-process hearing. If school believes it would be dangerous for student to return to current placement while hearing is still pending, school may request another expedited hearing to again place student in forty-five-(45)-day interim placement while hearing continues to be pending. *Reg. 300.526(b), (c)(4).* Hearing officer holds same type of hearing initially held when hearing officer ordered first forty-five-(45)-day interim placement. *Sec. 1415(k)(7); Reg. 300.526.* Any subsequent forty-five-(45)-day interim setting must meet the standards in *Reg. 300.522.*

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FIREARMS AND WEAPONS

Firearms

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

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

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

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

Possession of Weapons other than Firearms

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

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

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

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

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

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

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

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

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

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

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

Cross Reference:	Policy 3310	Student Discipline
	Policy 4332	Conduct of School Property
Legal Reference:	§ 20-5-202, MCA	Suspension and expulsion
	§ 45-8-361, MCA	Possession or allowing possession of a weapon in a school building
	20 U.S.C. § 7151, et seq.	Gun Free Schools Act of 1994
	18 U.S.C. § 921	Definitions
	NCLB, Section 4141	Gun Free Requirements

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 12/02

3312 STUDENTS

Detention

For minor infractions of school rules or regulations as defined in the student manual, or for minor misconduct, staff may detain students.

Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged and/or the specific conduct which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member. Parents must be notified prior to a student serving an out-of-school detention.

Students detained for corrective action or punishment shall be under the supervision of the staff member or designee.

Detention for students in grades 6-12 will follow the language as established in the student handbook.

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Big Sky School District #72

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3340 STUDENTS

Extra- and Co-Curricular Alcohol, Drug, and Tobacco Use

The District views participation in extracurricular activities as an opportunity extended to students willing to make a commitment to adhere to the rules which govern them. The District believes that participation in organized activities can contribute to all-around development of young men and women and that implementation of these rules will serve these purposes:

Emphasize concern for the health and well-being of students while participating in activities;

Provide a chemical-free environment which will encourage healthy development;

Diminish chemical use by providing an education assistance program;

Promote a sense of self-discipline among students;

Confirm and support existing state laws which prohibit use of mood-altering chemicals;

Emphasize standards of conduct for those students who, through their participation, are leaders and role models for their peers and younger students; and

Assist students who desire to resist peer pressure that often directs them toward the use of chemicals.

Violations of established rules and regulations governing chemical use by participants in extra- and co-curricular activities will result in discipline as stated in student and athletic handbooks.

Legal Reference: § 20-5-201, MCA Duties and sanctions

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Big Sky School District #72

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Reviewed on:
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3345 STUDENTS

Gambling

Students are not permitted to gamble for money while in school, on school property, in school vehicles, on the Internet, while on school-sponsored trips, or when representing the school during activity or athletic functions. Appropriate discipline will be administered in accordance with the District's student discipline policies.

Legal Reference:	§ 23-5-112, MCA	Definitions
	§ 23-5-158, MCA	Minors not to participate – penalty – exception

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 12/02, 03/14

3410 STUDENTS

Student Health/Physical Screenings/Examinations

The Board may arrange each year for health services to be provided to all students. Such services may include but not be limited to:

1. Development of procedures at each building for isolation and temporary care of students who become ill during the school day;
2. Consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening;
5. Immunization as provided by the Department of Public Health and Human Services.

Parents/guardians will receive written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.

In general the District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when screening administered by the District is conducted as well as notification of requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy, which is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described screenings.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Montana High School Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations.

Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	20 U.S.C. 1232h(b)	General Provisions Concerning Education

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

3413 STUDENTS Revised on: 12/02

Student Immunization

The Board requires all students to present evidence of their having been immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus in the manner and with immunizing agents approved by the Department of health and Human Services. Haemophilus influenza type "b" immunization is required for students under age five (5).

Upon initial enrollment, an immunization status form shall be completed by the student's parent or guardian. The certificate shall be made a part of the student's permanent record.

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 immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the student to the school district to which the student transfers. Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student's immunization record. The permanent file of students with exemptions shall be marked for easy identification, should the Department of Public Health and Human Services order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The administrator may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in § 20-5-403, MCA, if that student has received one or more doses of the vaccine for each disease listed in 20-5-403, except that Haemophilus influenza type "b" vaccine is required only for children under 5 years of age.

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student, or file an exemption for personal or medical reasons.

Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	§ 20-5-402 - 410, MCA	Health
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-405, MCA	Medical or religious exemption

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Big Sky School District #72

Adopted on: 02/23/11
Reviewed on:
Revised on:

3415 - R STUDENTS

Management of Sports Related Concussions

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

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

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

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

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

Legal Reference: Dylan Steigers Protection of Youth Athletes Act

20-7-1301, MCA	Purpose
20-7-1302, MCA	Definitions
20-7-1303, MCA	Youth athletes – concussion education requirements
20-7-1304, MCA	Youth athletes – removal from participation following concussion – medical clearance required before return to participation

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

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Big Sky School District #72

Adopted on: 02/23/11
Reviewed on:

3415P - R STUDENTS Revised on:

Management of Sports Related Concussions

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

1. *Updating:* Each spring, the athletic director, or the administrator in charge of athletics if there is no athletic director, shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the MHSA or the MHSA Web site, U.S. DPHHS, and CDCP web site. If there are any updated procedures, they will be adopted and used for the upcoming school year.

2. *Identified Sports:* Identified sports include all organized youth athletic activity sponsored by the school or school district.

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

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

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

E. *Return to Play After Concussion or Head Injury:* In accordance with MHSA Return to Play Rules and Regulations and The Dylan Steigers Protection of Youth Athletes Act a student athlete who has been removed from play, practice, tryouts, taining exercises, preparation for an athletic game, or sport camp may not return until the athlete is cleared by a licensed health care professional (registered, licensed, certified, or otherwise statutorily recorgnized health care professional). The health care provider may be a volunteer.

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Administering Medicines to Students

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

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

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

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

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

Administering Medication

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

Emergency Administration of Medication

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

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

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

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

Self-Administration of Medication

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

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

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

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

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

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

- A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication, acknowledging that the District or its employees are not liable for injury that results from the student self-administering the medication.

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- The student must have the prior written approval of his/her primary healthcare provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.

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

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

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

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

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

Administration of Glucagons

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

Handling and Storage of Medications

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

- Must examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
- Must develop a medication administration plan, if administration is necessary for a student, before any medication is given by school personnel;

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- Must record on the student's individual medication record the date a medication is delivered and the amount of medication received;
- Must store medication requiring refrigeration at 36° to 46° F;
- Must store prescribed medicinal preparations in a securely locked storage compartment; and
- Must store controlled substances in a separate compartment, secured and locked at all times.

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

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

The District may maintain a stock supply of auto-injectable epinephrine to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine in a school setting or at related activities, the district shall adhere to the requirements stated in 20-5-421, MCA.

Disposal of Medication

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

Legal Reference:	§ 20-5-412, MCA	Definition – parent-designated adult administration of glucagons – training
	§ 20-5-420, MCA	Self-administration or possession of asthma, severe allergy, or anaphylaxis medication
	§ 20-5-421, MCA	Emergency use of epinephrine in school setting
	§ 37-8-103(1)(c), MCA	Exemptions – limitations on authority conferred
	ARM 24.159.1604	Tasks Which May Be Routinely Assigned to an Unlicensed Person in Any Setting When a Nurse-Patient Relationship Exists

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

3417 STUDENTS Revised on: 12/02

Communicable Diseases

***Note**: For purposes of this policy, the term "communicable disease" refers to the diseases identified in 37.114.203, ARM, Reportable Diseases, with the exception of common colds and flu.*

In all proceedings related to this policy, the District will respect a student's right to privacy. Although the District is required to provide educational services to all school-age children who reside within its boundaries, it may deny attendance at school to any child diagnosed as having a communicable disease that could make a child's attendance harmful to the welfare of other students. The District also may deny attendance to a child with suppressed immunity in order to protect the welfare of that child when others in a school have an infectious disease, which, although not normally life threatening, could be life threatening to a child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District will rely on advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

The District will manage common communicable diseases in accordance with Montana Department of Public Health and Human Services guidelines and communicable diseases control rules. The District may temporarily exclude from school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting.

Students who complain of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to school.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer will promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on advice of public health officials, will determine which additional staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of a student or for determining appropriate educational accommodation will be informed of the specific nature of a condition, if it is determined that such individuals need to know this information.

The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.

Legal Reference: 37.114.101, et seq., ARM Communicable Disease Control

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Big Sky School District #72

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Reviewed on:

3420 STUDENTS Revised on:

Head Lice

The Board recognizes its responsibility to all students enrolled in the Big Sky Schools to provide a safe and healthy environment in which they may attend school. One inhibitor to a healthy environment is the head louse (Pediculus capitis). Head lice infestations must be addressed in public schools if a healthy environment is to be maintained. Every attempt will be made to educate students and parents on the prevention and eradication of head lice before and after infestation is detected.

The innocent desire of children to be social and the communicable nature of lice requires preventive measures by the school district and the public health agency to contain infestations. The Big Sky School will work cooperatively with the public health agency to insure that infestations of head lice are contained and eradicated in the school.

In the interest of health and welfare of students enrolled in the Big Sky School District, no student will be permitted to attend classes with the general population if they are infested with head lice.

To avoid embarrassment and to contain the infestation, whole classrooms will be checked for head lice upon the report of possible infestation by a classroom teacher. The administrator, his/her designee, school nurse or another qualified professional will examine the child in question and their classmates. Siblings of students found with lice and their classmates will also be checked if there is suspicion that infestation may exist.

The student found with head lice is to be kept out of school until he/she is treated and hair is free of lice and eggs. Although eggs (nits) cannot spread to other children, they may hatch in 2-3 days and would immediately become communicable. A child may return to school after being successfully treated so that no live lice are present.

Parents or guardians will be informed of lice infestation by a letter that explains the problem, lists the procedures for treatment and requirements for reentering school. Every attempt will be made to contact parents or guardians immediately upon discovery of head lice. Parents will be asked to come to school to pick up the student and begin treatment immediately.

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Big Sky School District #72

Adopted on: 02/00
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3431 STUDENTS Revised on: 12/02, 03/14

Emergency Treatment

The Board recognizes that schools are responsible for providing first aid or emergency treatment to a student in case of sudden illness or injury; however, further medical attention is the responsibility of a parent or guardian.

The District requires that every parent or guardian provide a telephone number where a parent or designee of a parent may be reached in case of an emergency.

When a student is injured, staff will provide immediate care and attention until relieved by a superior, a nurse, or a doctor. The District will employ its normal procedures to address medical emergencies without regard to the existence of a do not resuscitate (DNR) request. A principal or designated staff member will call a parent or parental designee so that the parent may arrange for care or treatment of an injured student.

When a student develops symptoms of illness while at school, a responsible school official will do the following:

Isolate the student from other children to a room or area segregated for that purpose;

Inform a parent or guardian as soon as possible about the illness and request the parent or guardian to pick up the child; and

Report each case of suspected communicable disease the same day by telephone to a local health authority or as soon as possible thereafter if a health authority cannot be reached the same day.

When a parent or guardian cannot be reached, and it is the judgment of a principal or other person in charge that immediate medical attention is required, an injured student may be taken directly to a hospital. Once located, a parent or a guardian is responsible for continuing treatment or for making other arrangements.

Legal Reference: ARM 37.111.825 Health Supervision and Maintenance

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Big Sky School District #72

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3440 STUDENTS

Removal of Student During School Day

The Board recognizes its responsibility for the proper care of students during a school day. In accordance with District procedures, only a duly authorized person may remove a student from school grounds, any school building, or school function during a school day. A person seeking to remove a student from school must present evidence satisfactory to the administrator of having proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone, unless a request is approved by the principal. The Superintendent will establish procedures for removal of a student during a school day.

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Big Sky School District #72

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3440P STUDENTS

Removal of Student During School Day

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

1. Law enforcement officers, upon proper identification, may remove a student from school as provided in Policies 4410 and 4411.

2. Any other agencies must have a written administrative or court order directing the District to give custody to them. However, employees of the Department of Family Services may take custody of a student under provisions of § 41-3-301, MCA, without a court order. Proper identification is required before the student shall be released, and the agency representative must sign a release form which shall be kept in the student's permanent file.

3. A student shall be released to the custodial parent. When in doubt as to custodial rights, school enrollment records must be relied upon, as the parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information.

4. Prior written authorization from the custodial parent or guardian is required before releasing a student into someone else's custody, unless an emergency situation justifies a waiver.

5. Police should be called if a visitor becomes disruptive or abusive in regard to the removal of a student.

Cross Reference: 4410 Relations with the Law Enforcement and Child Protective Agencies
4411 Investigations and Arrests by Police

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Big Sky School District #72

Adopted on: 12/02
Reviewed on:
Revised on: 08/08

3510 STUDENTS

School-Sponsored Student Activities

1. Student Organizations:

   a. All student organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
   b. Bylaws and rules of student organizations must not be contrary to Board policy or to administrative rules and regulations.
   c. Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.

2. Social Events

   a. Social events must have prior approval of the administration.
   b. Social events must be chaperoned at all times.
   c. Attendance at high school social events and dances shall be limited to high school students, unless prior permission is received from the principal.
   d. Attendance at middle school social events shall be limited to middle school students, unless prior permission is received from the principal.
   e. Students who are suspended may not participate in school-sponsored social events.

3. Extracurricular Activities

   a) Academic and behavior eligibility rules are established by MHSA rules and District policy.
   b) Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide.
   c. In establishing an interscholastic program, the Board directs the administration to:
      i. Open all sports to all students enrolled in the District, with an equal opportunity for participation.
      ii. Recommend sports activities based on interest inventories completed by the students.

Cross Reference: Policy 3122 Attendance Policy
Policy 3233 Student use of Buildings-Equal Access

Legal Reference: § 20-5-203, MCA Secret Organization Prohibited

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Big Sky School District #72

Adopted on: 05/12
Reviewed on:
Revised on:

3512 STUDENTS

Non Sanctioned Activities

The Board recognizes that student interests are varied, and wishes to have policy flexible enough to meet those changing needs and interests of students whenever possible. As the District is presented with activities outside the scope of school approved Club Activities and/or the Montana High School Association extra-curricular programs, the board is willing to consider not counting the absences for non-sanctioned activities as excused or unexcused absences in relation the district's attendance policy. The following conditions must be met:

1. Details and requirements for participation, student absenteeism related to the Non-Sanctioned Activity, and other issues concerning Non-Sanctioned Activities will be determined by the administrative staff in cooperation with the Non-Sanctioned Activity Coordinator, and will be reduced to writing at the time the application is made and before final approval is granted.
2. The activity and participants must meet the requirement for Grade Point Average of 2.0 or better for the previous quarter and must maintain a 2.0 GPA or better at all quarter grading periods during the Non-Sanctioned Activity.
3. To be released from any portion of the school day, a participant must have prior approval from the administration and the Non-Sanctioned Activity Coordinator.
4. Big Sky School District attendance will be required as all other students with agreed upon extensions (authorized absences) allowed based upon the exception that Non-Sanctioned Activity students will be under the tutoring of academic counselor(s) of that Non-Sanctioned Activity.
5. Prior to being approved as a Non-Sanctioned activity, academic tutors and their qualifications must be mutually agreed upon between the school administration and the Non-Sanctioned Activity Coordinator.
6. Prior to being a Non-Sanctioned student, the parent/guardian of that student must meet in conference, at least 15 days before the first absence extension, with all teachers of that student and the academic counselor for academic planning. It is the parent/guardian's responsibility to arrange for parent-teacher conferencing and academic plan. Failure to meet is cause for non-approval.
7. All approved Non-sanctioned students will make every attempt to be in school ten (10) days prior to, or in school on the dates of Montana State student count days. Montana laws have identified the first Monday of October and February 1 as two required school attendance count dates (29-3-11)
8. No Big Sky School District funds will be budgeted for transportation, equipment, supplies, tutors or any other fiscal expense for Non-Sanctioned Activity.
9. All application and re-application, using the form provided, for being a Non-Sanctioned Activity must be submitted to the building principal's office prior to October 1 each year or 30 days prior to actual participation.
10. All Non-Sanctioned activities must be recommended or denied by the superintendent.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

3520 - R STUDENTS Revised on: 12/02, 08/08, 03/14

Student Fees, Fines, and Charges

Within the concept of free public education, the District will provide an educational program for students as free of costs as possible.

The Board may charge a student a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the District or for any course or activity taking place outside normal school functions. The Board may waive fees in cases of financial hardship.

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing collection of fees and asks the Superintendent to make annual reports to the Board regarding fee schedules. The Board also may require fees for actual cost of breakage and for excessive supplies used in commercial, industrial arts, music, domestic science, science, or agriculture courses.

The District holds a student responsible for the cost of replacing materials or property that are lost or damaged because of negligence. A building administrator will notify a student and parent regarding the nature of violation or damage, how restitution may be made, and how an appeal may be instituted. The District may withhold a student's grades or diploma until restitution is made. The District may not refuse to transfer files to another district because a student owes fines or fees. A school district may withhold the grades, diploma, or transcripts of a current or former pupil who is responsible for the cost of school materials or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation.

A school district that decides to withhold a pupil's grades, diploma, or transcripts from the pupil and the pupil's parent or guardian shall:

(a) upon receiving notice that the pupil has transferred to another school district in the state, notify the pupil's parent or guardian in writing that the school district to which the pupil has transferred will be requested to withhold the pupil's grades, diploma, or transcripts until any obligation has been satisfied;
(b) forward appropriate grades or transcripts to the school to which the pupil has transferred;
(c) at the same time, notify the school district of any financial obligation of the pupil and request the withholding of the pupil's grades, diploma, or transcripts until any obligations are met;
(d) when the pupil or the pupil's parent or guardian satisfies the obligation, inform the school district to which the pupil has transferred;

A student or parent may appeal the imposition of a charge for damages to the Superintendent and to the Board.

Legal reference:	§ 20-1-213 (3), MCA	Transfer of school records
	§ 20-5-201(4), MCA	Duties and sanctions
	§ 20-7-601, MCA	Free textbook provisions
	§ 20-9-214, MCA	Fees

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

3530 STUDENTS

Student Fund-Raising Activities

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.

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Big Sky School District #72

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3600 STUDENTS

Student Records

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

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

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

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

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

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Student Records

Maintenance of School Student Records

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

The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-406, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction
- Record of any disciplinary action taken against the student, which is educationally related

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

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information
- Camera footage only for those students directly involved in the incident

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

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

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Access to Student Records

The District will grant access to student records as follows:

1. The District or any District employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.

2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. A parent of any student is allowed to view the footage but is not permitted to receive a copy unless the parents of the other involved students provide consent. Consent from parents of students in the background is not required. Access to the records will be granted within fifteen (15) days of the District's receipt of such request.

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

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

   A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not prevent their parents from accessing and inspecting their student records if they are a dependent of their parents in accordance with Internal Revenue Service regulations.

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

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

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order to fulfill his or her professional responsibilities for the District. Access by school officials to student education information will be restricted to that portion of a student's records necessary for the school official to perform or accomplish their official or professional duties.

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

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

6. The District will grant access to or release information from a student's records pursuant to a court order.

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

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

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

10. Prior to release of any records or information under items 5, 6, 7, 8, and 9, above, the District will provide prompt written notice to the parents or eligible student of this intended action. This notification will include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.

11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will notify the parents or eligible student, as soon as possible, of the information released, date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.

12. The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act

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or criminal laws by the student.

13. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).

14. The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship.

15. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person. The record of release will include:

    a. Information released or made accessible.
    b. Name and signature of the records custodian.
    c. Name and position of the person obtaining the release or access.
    d. Date of release or grant of access.
    e. Copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

Student's name
Address
Telephone listing
Electronic mail address
Photograph (including electronic version)
Date and place of birth
Dates of attendance
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Honors and awards received
Most previous school attended

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

Military Recruiters/Institutions of Higher Education

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

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Student Record Challenges

The District shall give a parent or eligible student, on request, an opportunity for a hearing to challenge content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.
The hearing required by 34 C.F.R. 99.21 must meet, at a minimum, the following requirements:

- The District shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.
- The District shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
- The hearing may be conducted by any individual including an official of the District who does not have direct interest in the outcome of the hearing.
- The District shall make its decision in writing within a reasonable amount of time after the hearing.
- The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

The parent or eligible student has:

- The right to present evidence and to call witnesses;
- The right to cross-examine witnesses;
- The right to counsel;
- The right to a written statement of any decision and the reasons therefor;

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

Legal Reference:	Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2011); 34 C.F.R. 99 (2011)	
	§ 20-5-201, MCA	Duties and sanctions
	§ 40-4-225, MCA	Access to records by parent
	§ 41-3-201, MCA	Reports
	§ 41-5-215, MCA	Youth court and department records – notification of school
	10.55.909, ARM	Student records
	10.55.910, ARM	Student Discipline Records

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Student Records

Notification to Parents and Students of Rights Concerning a Student's School Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record will include:

Basic identifying information
Academic work completed (transcripts)
Level of achievement (grades, standardized achievement tests)
Immunization records (per § 20-5-506, MCA)
Attendance record
Statewide student identifier assigned by the Office of Public Instruction
Record of any disciplinary action taken against the student, which is educationally related

The cumulative record may include:

Intelligence and aptitude scores
Psychological reports
Participation in extracurricular activities
Honors and awards
Teacher anecdotal records
Verified reports or information from non-educational persons
Verified information of clear relevance to the student's education
Information pertaining to release of this record
Disciplinary information

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.**

   "Eligible" students, who are eighteen (18) years of age or older, have the right to inspect and copy their permanent record. Parents/guardians or "eligible" students should submit to the school principal (or appropriate school official) a written request identifying the

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record(s) they wish to inspect. The principal will make, within forty-five (45) days, arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place the records may be inspected. The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. **The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside parties to whom an educational agency or institution has outsourced institutional services or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill his or her professional responsibility.

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Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

5. **The right to prohibit the release of directory information concerning the parent's/ guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

Student's name
Address
Telephone listing
Electronic mail address
Photograph (including electronic version)
Dates of attendance
Birth date and place
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Academic awards, degrees, and honors
Most previous school attended

Any parent(s)/guardian(s) or eligible student may prohibit the release of all of the above information by delivering written objection to the building principal within ten (10) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student transfers, leaves the District, or graduates, the school must continue to honor a decision to opt-out, unless the parent or student rescinds the decision.

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A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name [identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

6. **The right to request that information not be released to military recruiters and/or institutions of higher education.**

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. **The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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Big Sky School District #72

Adopted on: 02/00
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Revised on:

3606 - R STUDENTS

Transfer of Student Records

The District will forward by mail or by electronic means a certified copy of a permanent or cumulative file of any student and a file of special education records of any student to a local educational agency or accredited school in which a student seeks to or intends to enroll within five (5) working days after receipt of a written or electronic request. The files to be forwarded must include education records in a permanent file – that is, name and address of a student, name of parent or legal guardian, date of birth, academic work completed, level of achievement (grades, standardized tests), immunization records, special education records, and any disciplinary actions taken against a student that are educationally related.

When the District cannot transfer records within five (5) days, the District will notify a requestor, in writing or electronically, and will provide reasons why the District is unable to comply with a five-(5)-day time period. The District also will include in that notice the date by which requested records will be transferred. The District will not refuse to transfer records because a student owes fines or fees.

NOTE: The original immunization record must be forwarded to the requesting district within thirty (30) days after a transferring pupil ceases attending the District.

Based upon the position and advice of the Office of Public Instruction, Districts are to send the original special education file and not maintain a copy, in order to preserve confidentiality of the records.

Cross Reference:	3413	Student Immunization
	3600 - 3600P	Student Records
	3606F	Records Certification
Legal Reference:	§ 20-1-213, MCA	Transfer of school records

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Big Sky School District #72

Adopted on: 2/00
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3608 - R STUDENTS

Receipt of Confidential Records

Pursuant to Montana law, the District may receive case records of the Department of Public Health and Human Services and its local affiliate, the county welfare department, the county attorney, and the court concerning actions taken and all records concerning reports of child abuse and neglect. The District will keep these records confidential as required by law and will not include them in a student's permanent file.

The Board authorizes the individuals listed below to receive information with respect to a District student who is a client of the Department of Public Health and Human Services:

- Superintendent
- Principal

When the District receives information pursuant to law, the Superintendent will prevent unauthorized dissemination of that information.

Cross Reference: 3600 - 3600P Student Records

Legal Reference: § 41-3-205, MCA Confidentiality – disclosure exceptions

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Programs for At-Risk/Disadvantaged Students

The Board directs the Superintendent to act as the at-risk coordinator to collect and disseminate data regarding dropouts in the District and to coordinate the District's program for students who are at high risk of dropping out of school.

In any year that the District has any student(s) that dropout, the at-risk coordinator will prepare a dropout reduction plan that identifies:

1. The number of District students who dropped out in the preceding regular school term;

2. The number of students in grades 1-12 who are at risk of dropping out;

3. The District's dropout rate goal for the next school year;

4. The dropout reduction programs, resources, and strategies to be used during the school year.

The Board will review and approve the plan and will make it available to the public.

The District is not required to prepare a dropout reduction plan if fewer than five percent (5%) of its students are identified as "at risk" of dropping out.

At-Risk Students

In determining whether a student is at high risk of dropping out of school, the District will consider the student's academic performance as well as whether the student is adjudged delinquent; abuses drugs or alcohol; is a student of limited English proficiency; receives compensatory or remedial education; is sexually, physically, or psychologically abused; is pregnant; is a slow learner; enrolls late in the school year; stops attending school before the end of the school year; is an underachiever; is unmotivated; or exhibits other characteristics that indicate the student is at high risk of dropping out of school.

Programs and District Plan

The District will provide a remedial and support program for any student who is at risk of dropping out of school.

The District will have a plan designed to retain students in a school setting. The District plan will be the responsibility of the Superintendent and will:

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1. Emphasize a comprehensive team approach that includes the Superintendent/principal, parent/guardian, teacher, student, community service provider, or others;

2. Include objectives designed to meet the identified needs of at-risk students and to retain those students in school;

3. Be designed to use community resources that are available to serve at-risk youth;

4. Provide for parental involvement, such as participation in developing student academic plans and training programs for parents; and

5. Provide for review of individual profiles for at-risk students.

The District plan may also:

1. Include alternatives: and

2. Provide for the referral of students who drop out to programs such as adult basic education, Job Training Partnership Act programs, or other options

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Big Sky School District #72

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3611 STUDENTS

Gangs and Gang Activity

The Board is committed to ensuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, defined below, shall be restricted from school grounds or school activities.

A gang is defined as any group of two (2) or more persons, whether formal or informal, who associate together to advocate, conspire, or commit:

A. One or more criminal acts; or

B. Acts which threaten the safety or well-being of property or persons, including but not limited to harassment and intimidation.

Students on school property or at any school-sponsored activity shall not:

1. Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;
2. Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
3. Engage in any act furthering the interest of any gang or gang activity, including but not limited to:

    a. Soliciting membership in or affiliation with any gang;

    b. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;

    c. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;

    d. Engaging in violence, extortion, or any other illegal act or other violation of school property.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

Legal Reference:	§ 45-8-405, MCA	Pattern of criminal street gang activity
	§ 45-8-406, MCA	Supplying of firearms to criminal street gang

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District-Provided Access to Electronic Information, Services, and Networks

General

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Curriculum

Use of District electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students, and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum, consistent with the District's educational goals.

Acceptable Uses

1. Educational Purposes Only. All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

2. Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a violation of this policy:

   A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or us any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and

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downloading or transmitting confidential, trade secret information, or copyrighted materials.

B. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.

C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.

D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

E. E-mail access may be given to students on a case-by-case basis. Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

Violations

If any user violates this policy, the user's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator will report suspected violations to the Superintendent, and the Superintendent will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her decision being final.

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All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.

2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.

3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

   a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;

   b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;

   c. Downloading copyrighted material for other than personal use;

   d. Using the network for private financial or commercial gain;

   e. Wastefully using resources, such as file space;

   f. Hacking or gaining unauthorized access to files, resources, or entities;

   g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;

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h. Using another user's account or password;

i. Posting material authored or created by another, without his/her consent;

j. Posting anonymous messages;

k. Using the network for commercial or private advertising;

l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and

m. Using the network while access privileges are suspended or revoked.

4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

a. Be polite. Do not become abusive in messages to others.

b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.

c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the network in any way that would disrupt its use by other users.

f. Consider all communications and information accessible via the network to be private property.

5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.

9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.

10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.

    a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

    b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

    c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.

    d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

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e. Student work may only be published if there is written permission from both the parent/guardian and the student.

11. Use of Electronic Mail.

a. The District's electronic mail system and its constituent software, hardware, and data files are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.

b. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.

f. Use of the District's electronic mail system constitutes consent to these regulations.

<u>Internet Safety</u>

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.

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2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.

3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Superintendent or designee.

4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.

5. The system administrator and principal shall monitor student Internet access.

Legal Reference:
Children's Internet Protection Act, P.L. 106-554
Broadband Data Services Improvement Act/Protecting Children in the 21st Century Act of 2008 (P.L. 110-385)
20 U.S.C. § 6801, et seq. Language instruction for limited English proficient and immigrant students
47 U.S.C. § 254(h) and (l) Universal service

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Big Sky School District #72

Adopted on: 02/09
Reviewed on:
Revised on:

3630 STUDENTS

Cell Phones and Other Electronic Equipment

Student possession and use of cellular phones, pagers, and other electronic devices (including, but not limited to I-Pods, PDA's, CD Players, and MP3 Players) on school grounds, at school-sponsored activities, and while under the supervision and control of school District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video or photographic capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. Schools may regulate the use of cell phones by parents and other adults while they are on school property. In special circumstances, the building principals may authorize use of cell phones or other electronic devices by students (for example, the use of I-Pods during a bus trip, or exceptions due to a specific student situation). Specific building regulations shall be published annually in student handbooks. The District is not responsible for lost or stolen devices.

Unauthorized use of such devices disrupts the instructional program and districts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers and supervisory aides. Unauthorized use of such devices may result in disciplinary action.

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FY 2016-17 Tuition Rates

The maximum regular education tuition rates for attendance during FY 2016-17 are:

$544.40 for half-time kindergartners (KH) and Pre-K (PK) students with an IEP
$1,088.80 for full-time kindergartners (KF) and students in grades 1-8
$1,394.00 for grades 7-8 if the school runs an accredited 7-8 program or junior high
$1,394.00 for grades 9-12

The maximum per-ANB rates for FY 2015-16 are:

$2,722.00 for half-time kindergartners (KH) and Pre-K (PK) students with an IEP
$5,444.00 for full-time kindergartners (KF) and students in grades 1-8
$6,970.00 for grades 7-8 if the school runs an accredited 7-8 program or junior high
$6,970.00 for grades 9-12

The special education block grant rates for FY 2016-17 are:

Instructional Block Grant Rate per ANB: **$150.65**
Related Services Block Grant Rate per ANB: **$50.21**

The tuition rates are set in 20-5-323, MCA and 10.10.301, ARM and are based on 20% of the per-ANB rate for the year of attendance. Special education add-on rates are calculated under 10.16.3818, ARM.

For further assistance, please contact Nicole Thuotte at nthuotte@mt.gov or (406) 444-4524.

BIG SKY SCHOOL DISTRICT #72

R = required

4000 SERIES
COMMUNITY RELATIONS

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 12/04

4000 COMMUNITY RELATION

Goals

The Board, through the leadership of the ~~Lead Administrator~~ **Superintendent** and with the assistance of the total staff, will seek to enhance the District's community relations by striving to achieve the following goals:

1. To encourage and enhance communications, understanding, trust, and mutual support between the District and the people it serves;

2. To increase both the quality and quantity of public participation in school affairs, activities, and programs;

3. To strengthen and improve relations and interactions among staff, trustees, citizens, parents, and students;

4. To promote understanding and cooperation between the schools and community groups.

Legal Reference:	10.55.701, ARM	Board of Trustees
	10.55.801, ARM	School Climate

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 12/04

4120 - R COMMUNITY RELATION

Public Relations

The District will strive to maintain effective two-way communications with the public to enable the Board and staff to interpret schools' needs to the community and provide a means for citizens to express their needs and expectations to the Board and staff.

The Superintendent will establish and maintain a communication process within the school system and between it and the community. Such public information program will provide for news releases at appropriate times, arrange for media coverage of District programs and events, provide for regular direct communications between individual schools and the citizens they serve, and assist staff in improving their skills and understanding in communicating with the public.

The District may solicit community opinion through parent organizations, parent-teacher conferences, open houses, and other events or activities which may bring staff and citizens together.

Legal Reference: Art. II, Sec. 8, Montana Constitution - Right of participation
Art. II, Sec. 9, Montana Constitution - Right to know

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School-Support Organizations

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

Parent organizations and booster clubs are recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name or any logo attributable to the District, provided they first receive the Superintendent's or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted, if the organization or club has bylaws containing the following:

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

2. The rules and procedures under which it operates.

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

4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, District staff, and community members.**1**

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

6. An agreement to maintain and protect its own finances.

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

1 An alternative follows:
An agreement not to engage in discrimination based on someone's innate characteristics or membership in a suspect classification.

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obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.**2**

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

Fundraising by School Support Groups

Fundraising by school support groups is considered a usual and desirable part of the function of such groups. Specific fundraising activities must be approved in advance by the principal.

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

2 Booster clubs are understandably selective in their support. However, by accepting booster club assistance that creates vast gender differences, a school board may face claims that it has violated Title IX. Title IX's focus is on equal funding opportunities, equal facility availability, similar travel and transportation treatment, comparable coaching, and comparable publicity (34 C.F.R. Part 106).

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

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 12/04

4301 - R COMMUNITY RELATION

Visitors to Schools

The District encourages visits by Board members, parents, and citizens to all District buildings. All visitors shall report to the principal's office on entering any District building. Conferences with teachers should be held outside school hours or during the teacher's conference or preparation time.

Cross Reference: 4313 Disruption of School Operations

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

4310 - R COMMUNITY RELATION

Public Complaints and Suggestions

The Board is interested in receiving valid complaints and suggestions. Public complaints and suggestions shall be submitted by the Uniform Complaint Procedure to the appropriate-level staff member or District administrator. Each complaint or suggestion shall be considered on its merits.

Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be taken from any decision of the Board.

Cross Reference: 1700 Uniform Complaint Procedure

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Request for Resolving Public Concerns
Big Sky School District #72

This form is to be prepared by any individual within the district who wishes the district to address a concern about an employee or program of the District.

I wish to have my concern processed about the following services:

Individual or Program name

_____ _____
Date Signature

_____ _____
Telephone Address

1. My specific concerns are:

2. I have reviewed/discussed my concerns with the following school personnel:

3. My recommendation for improving the situation is:

4. I have observed the situation myself yes_____ no_____
   Dates:

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

4313 COMMUNITY RELATION

Disruption of School Operations

The staff member in charge will immediately notify local law enforcement authorities, if any person disrupts or obstructs any school program, activity, or meeting or threatens to do so, or commits, threatens to imminently commit, or incites another to commit any act that will disturb or interfere with or obstruct any lawful task, function, process, or procedure of any student, official, employee, or invitee of the District.

The staff member in charge will make a written report detailing the incident no later than twenty-four (24) hours after the incident occurs. A copy of the report will be given to the staff member's immediate supervisor.

Cross Reference: 4301 Visitors to Schools

Legal Reference:

§ 20-1-206, MCA	Disturbance of school - penalty
§ 20-5-201, MCA	Duties and sanctions
§ 45-8-101, MCA	Disorderly conduct

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Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

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

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

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice by certified mail with return receipt requested, containing:

1. Date, time, and place of a Board hearing;

2. Description of the unsportsmanlike conduct; and

3. Proposed time period admission to school events will be denied.

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

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 12/04

4316 - R COMMUNITY RELATION

Accommodating Individuals With Disabilities

Individuals with disabilities will be provided opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination.

The District may provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

The Superintendent is designated the Americans with Disabilities Act Title II Coordinator and, in that capacity, is directed to:

1. Oversee District compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least three (3) years after its completion date (*for districts having fifty (50) or more full- or part-time employees*).

2. Institute plans to make information regarding Title II protection available to any interested party.

An individual with a disability should notify the Superintendent or building principal if they have a disability which will require special assistance or services and what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or of federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Complaint Procedure.

Cross Reference: 1700 Uniform Complaint Procedure

Legal Reference : Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 12/04

4320 COMMUNITY RELATION

Contact with Students

Students are entrusted to the schools for educational purposes. Although educational purposes encompass a broad range of experiences, school officials must not assume license to allow unapproved contact with students by persons not employed by the District for educational purposes. Teachers may arrange for guest speakers on appropriate topics relative to the curriculum. Principals may approve school assemblies on specific educational topics of interest and relevance to the school program. The District normally does not permit other types of contact by non-school personnel.

The District will not allow access to the schools by outside organizations desiring to use the captive audience in a school for information, sales material, or special interest purposes.

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Big Sky School District #72

Adopted on: 12/04
Reviewed on:
Revised on:

4321 COMMUNITY RELATION

Distribution of Fund Drive Literature through Students

It is the policy of this District to refrain from having the students, as student body members, used for collection or dissemination purposes.

Exceptions to this policy will be considered when recognized or student or school-affiliated organizations of the District request permission to participate in such activity.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

4330 - R COMMUNITY RELATION Revised on: 12/04, 03/08

Community Use of School Facilities

School facilities are available to the community for educational, civic, cultural, and other noncommercial uses consistent with the public interest, when such use will not interfere with the school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by District conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of school facilities shall pay fees and costs. The Superintendent will develop procedures to manage community use of school facilities, which will be reviewed and approved by the Board. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

Administration will approve and schedule various uses of school facilities. A master calendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Should a conflict arise, the District reserves the right to cancel an approved request when it is determined that the facilities are needed for school purposes. Requests for use of school facilities must be submitted to the Superintendent's office in advance of the event.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor for the purposes it represents. All uses will be by written contract. Any advertising or announcement by the user must include the following statement: "This program is sponsored by (name of user). Use of school district facilities does not constitute support of or endorsement by the Big Sky School District." In a print advertisement or announcement, the disclaimer must be the same size as the font used to announce the location of the program. The remedy for failure to comply with this provision will be to immediately rescind the facility use contract.

The administration is authorized to adjust personnel charges as needed to reflect the actual cost to the district.

Legal Reference: § 20-7-805, MCA Recreational use of school facilities secondary
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

4330P COMMUNITY RELATION Revised on: 12/04, 03/08, 08/10

Rules and Regulations for Building Use

Application for use of any school facility shall first be made to the business office. The Lead Administrator shall be responsible for developing a request form and contract outlining the following requirements for use of school owned facilities. The Superintendent shall be responsible for the coordination of the scheduling of the spaces within the buildings.

The Superintendent shall determine a fee schedule applicable for the use of school facilities. The fee schedule shall be evaluated on a biennial basis. For rental rate purposes the organizations seeking the use of the school facility have been divided into three categories:

Category 1: Groups in this category are basically community groups (church or secular) whose memberships involve school-age children whose leaders or advisors are generally non-paid adults and whose main purpose is to in some way educate the young members. These groups will not be charged a rental fee for the use of the buildings and fields. Community Sports teams, Girl Scouts, and church groups are examples of category. However, they will be charged custodial fees should their use of the facility require worker hours beyond those which the custodial staff would have needed had the building not been used by the community group. No charge will be made for any school activities including Big Sky PTO and other parent/school organizations, Adult Ed sponsored classes, and university classes requested by the district-nor for district, county, state or national election voting places.

Category 2: This category includes all community non-profit organizations (IRS numbers) and community groups of people who wish to use facilities owned by the school district for lectures, promotional activities, political rallies, entertainment, non-requested college courses, athletic groups, exercise groups, dance groups, church services or other activities for which public halls or commercial facilities generally are rented. Should there be custodial costs incurred as a result of the use, custodial costs will also be charged. Fees may be waived for private non-profit groups.

Category 3: This group shall include all for-profit organizations and must pay the rental fees and applicable custodial fees.

Sponsoring organizations and groups using facilities shall provide sufficient competent help and/or special supervision, and the amount of adequate supervision shall be agreed on at the time the contact is issued. Alcoholic beverages and narcotics shall not be permitted in school facilities or on school property at any time.

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The use of drugs, alcohol and tobacco or nicotine products is prohibited on all school district property. No profane language, quarreling, fighting, or gambling shall be permitted. All applicants for use of school facilities shall hold the district free and without harm from any loss, damage or liability of expense that may arise during or be caused in any way by such use or occupancy of school facilities. In the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the Lead Administrator and the bill for damages shall be presented to the group using or occupying the facility during the time the loss or damage was sustained.

Because of the value of the district's playing fields and the community's total recreational opportunity, the fields may be used by all residents. The appropriate rate schedule will apply. Use must be appropriate and compatible with each playing field and its surrounding area. Such use shall not result in construction, damage or undue wear or pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are prohibited. Should damage to fields or lawns occur, the Superintendent shall make a reasonable effort to obtain restitution for the damage.

No furniture or apparatus shall be moved or displaced without permission.

No access to other rooms in the building shall be permitted unless designated by agreement.

Wax, or other preparations ordinarily used on dance floors, is not to be used on gymnasium floors.

A custodian or other authorized staff member who is not participating in the activity must be on the premises when any non-school group is using the school buildings.

When the school official finds it necessary that police or other security personnel be retained for crowd control, such requirement may be added as a condition of the Facilities Use Agreement.

The district reserves the right to require any groups to supply liability insurance, with the district co-insured for an amount specified by the Superintendent. User groups will be required to provide liability coverage in amounts up to $1,000,000. The decision will be made on an individual renting group basis dependent upon level of risk.

The Superintendent has the authority to make the final decision on use of school facilities by any group.

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FACILITY USE AGREEMENT

Big Sky School District #72

This Rental Agreement made this _____day of _____, 20___, and effective immediately, by and between BIG SKY SCHOOL DISTRICT, hereinafter referred to as "School", and _____, hereinafter referred to as "User".

ARTICLE I
Premises and Conditions

A. Premises – For and in condition of the terms and covenants of this lease to be performed by User, all of which User accepts, School hereby leases to User the School District facilities described as:

_____
_____
_____
_____

Date(s) the facilities are to be used: _____

User agrees to use and permit the use of only those School facilities specifically leased to the User.

B. Condition of Granting Lease – The granting of this lease and its acceptance by User is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco, nicotine products, or other drugs are sold or consumed on the premises by User, its employees, patrons, agents, or members.

2. No illegal games of chance or lotteries will be permitted.

3. That no functional alteration of the premises or functional changes in the use of such premises shall be made by the User, without specific written consent of the School.

4. That adequate supervision is provided by the User to ensure proper care and use of School facilities.

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ARTICLE II
Rent and Deposit

User agrees to pay to School, as rent for the premises and as payment for special services (if any) provided by the school, the sums as set forth, in the amount of $_____, and this shall be due _____days in advance. User shall be responsible for all actual damages, including costs, disbursements, and expenses, resulting while it has use of the premises.

ARTICLE III
Obligation of Lessee

1. User shall maintain the premises clean and free from debris at all times.

2. User shall repair and pay for all damages to the premises caused by its employees, patrons, agents, members of its operation on the premises.

3. User shall permit School and its agents free access to enter into and upon the premises at all reasonable times for the purpose of inspecting same and to make any necessary improvements.

4. User acknowledges that it has received a list of additional obligations, and it hereby consents to those obligations and agrees to adhere to and follow the same, and they are hereby made a part of this agreement.

5. User shall comply with all city, county, and state ordinances, regulations, and statutes that are applicable to User's use of the premises.

6. Use shall at all times cooperate with the School District's personnel.

ARTICLE IV
Insurance and Indemnification

User shall indemnify and hold harmless the School and its agents and employees for and from any and all loss, including attorneys' fees, damages, expenses, and liability arising out of its use of the School property. User also agrees to pay any damages to School facilities, furniture, or equipment arising out of its use of School property, whether such damage was accidental or deliberate. The cost of damages will be based on the repair and replacement cost, the choice of which is the Board's discretion. The requesting organization or individual shall provide the District with a certificate of insurance prior to the use of the facility. The certificate shall show coverage for comprehensive general liability insurance in an amount not less than $1,000,000 for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility.

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ARTICLE V
Lessee Not To Discriminate

The requesting organization or individual agrees to abide non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

District's Rights

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

DATED this _____day of _____, 20___.

Big Sky School District: #72:

By_____

User:

By_____

Address_____

Phone_____

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FEES FOR FACILITY USE

Custodian: $25 per hour (custodial fee begins half hour before event through half hour after event.) If clean-up after the event is more than half hour, custodial fee would be charged for actual clean-up time.

Classroom:

Nonprofit-	$5 per hour for first hour, $2 each additional hour, plus custodian fee.
Profit-	$10 per hour for the first hour, $4 each additional hour, plus custodian fee.

Gym:

Nonprofit-	$10 per hour for first hour, $3 each additional hour, plus custodian fee.
Profit-	$36 per hour for first hour, $22 each additional hour, plus custodian fee.

Library:

Nonprofit-	Same as gym
Profit-	Same as gym

Computer Lab: *Minimum of 1 hour for IT Staffer at $35 per hour for start-up instruction*

Nonprofit-	$60 per hour for first hour, $40 each additional hour
Profit-	$90 per hour for first hour, $70 each additional hour

Kitchen: *One time fee of $35 per hour for start-up instruction*

Nonprofit-	$15 per hour, $10 each additional hour
Profit-	$20 per hour, $15 each additional hour

Performing Arts Center:

Nonprofit-	TBA
Profit-	TBA

The Superintendent may waive fees if deemed advisable

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Big Sky School District #72
Warren Miller Performing Arts Center
Application for Use

Please read and complete the entire application. Please sign the document and return to: Big Sky School District #72, Attn: Facility Use Coordinator, P.O. Box 161280, Big Sky, MT 59716. Phone: (406) 995-4281.

Allow a minimum of ten (10) working days for your application to be processed.

Once permission is granted, a copy of the Facility Use Permit will be issued as a confirmation. Do not send money with your application – invoices are sent the first week of each month, after your use.

The permit will allow access to the WMPAC only. The permit does not include the use of any other part of the school facility.

A CURRENT COPY OF YOUR CERTIFICATE OF INSURANCE WITH THE STATED COVERAGE IS REQUIRED AT TIME OF APPLICATION.

Name of Organization: _____ Today's Date: _____

Tax I.D. # _____ Non-Profit _____ Commercial _____

Address: _____

Billing Address (if different than above): _____

Two (2) Phone Contact Numbers: _____

Email Address: _____

Representative's Name and Title: _____

Type of Event: _____

User Date(s) Requesting: Beginning: _____ Ending: _____

Time of Daily Use: Beginning: _____ Ending: _____

Big Sky School District prohibits discrimination on the basis of age, sex, marital status, genetic information, sexual orientation including gender expression or identity, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification, in all its employment procedures, training, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following office has been designated to handle questions and complaints of alleged unlawful discrimination: District Superintendent, P.O. Box 161280, Big Sky, MT 59716, (406) 995-4281.

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Warren Miller Performing Arts Center

Big Sky School District #72

Performing Arts Center Rules and Regulations

1. The WMPAC use application must be completed and returned to the District Office allowing a minimum of ten (10) working days in advance of intended use for the determination of fees and approval. All applications must include the name of the person who will be responsible for sponsorship, supervision, and security of the facility, to protect premises and property.

2. A paid District employee must always be in the building during and after school use of a school building, but the organization authorized to use the facilities shall assume full responsibility for supervision of the activity involved.

3. All applicable local, state, and federal laws shall be adhered to.

4. Understanding the sensitive nature of the use of alcoholic beverages, tobacco products and boisterous conduct on school premises the user is responsible for policing all persons on district property both attending and present for any length of time. The use is strictly prohibited on school property, both inside and outside of the building. The only exception to above would be a unique WMPAC event(s) where alcoholic beverage use is granted by the Board of Education. All local, state and federal laws are the responsibility of the user and adherence is the user's responsibility.

5. Users are required to remove their excess material, equipment, furnishings, and rubbish after the use of the WMPAC and leave the facilities in the same manner and condition in which they found them.

6. No food or drink is allowed anywhere in the theater. Renters shall supply their own Ushers at any entrances for this purpose and to help with any wheelchair/walker access.

7. If it is necessary for the school district custodial staff to clean excessive litter from the WMPAC following an activity, an additional fee will be charged for the clean-up time at an hourly rate of $40.00.

8. Any use of non-service animals in the WMPAC must receive prior approval by the Superintendent.

9. The renting organization is financially responsible for damage or vandalism to school district property during its use of the WMPAC. Adult supervision is mandatory at all times.

10. The customer organization must agree to obtain all necessary performing rights and licenses and to pay any applicable royalties and/or other fees as they pertain to your event.

11. The Big Sky School District does not allow open flame and/or pyrotechnics of any kind in the WMPAC. Also, all paper, materials, and props used must be self-extinguishing.

12. Cellophane tape, nails, screws; staples are not permitted in/on the walls, woodwork or fixtures. Use of gaffers or painters tape is recommended.

13. WMPAC and building use will be cancelled when power curtailment is in effect or when there is a closure due to some act or condition out of the District's control with no financial penalty to the District.

14. In case of an emergency, call the 911 dispatch office for immediate help. Report such emergency to the District employee on duty and file report with the District Office at 995-4281during the next business day.

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15. Insurance Requirements:
    The following items are required to rent or lease the Warren Miller Performing Arts Center. A certificate of insurance showing the required amounts must accompany this application. By signing the Agreement, you agree to provide the following:
    - The name insured on the certificate of insurance must match the name on the application.
    - $1 million per occurrence Commercial General Liability coverage including Bodily Injury, Personal Injury and Legal Liability for damage to property or person in your care, custody or control. General Liability policy must be Occurrence policy – not Claims Made.
    - Automobile Liability insurance with limits no less the $1 million combined single limit per accident for bodily injury and property damage.
    - Worker compensation coverage for applicant's employees, volunteers, and/or independent contractors.
    - Please name "Big Sky School District and its officials, agents, and employees as additional insured on the Commercial General Liability insurance policy.
    - Please use the following address for Certificate holder:
      Big Sky School District #72, P.O. Box 161280, Big Sky, MT 59716.

16. Payment/Cancellations/Change Policy:
    This reservation shall be granted with the understanding that the District may cancel a User's permit when the facility is needed for a District program. If a User cancellation is necessary, the District must be notified immediately. Cancellation must be made at least 30 days in advance of the scheduled use or the User may be held liable for all charges.

In consideration for the use of the District premises, the permitted assumes all liability for and shall indemnify, hold harmless and defend the Big Sky School District #72, its directors, officers, officials, employees and agents as well as their successors and assigns, from and against all loss, damage or expense which the District sustains or incurs, and against any and all claims, demands, suits, and actions whatsoever, including expense of investigation and litigation, on account of injury to or death of persons, including without limitation employees of the District, employees of the permitted, any child or adult visiting or participating in any of the permitted programs or on account of damage to or destruction of any property, including without limitation all property owned by and property in the care, custody or control of the District during the terms of this permit to the extent caused.

By signature below, I acknowledge that I have read and understand all the information on this application and have agreed to abide by the rules and terms herein.

_____	_____	_____
Signature of Applicant	Date	Name of Organization Requesting Use

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Warren Miller Performing Arts Center
Fee Schedule
Big Sky School District #72

The primary purpose of Big Sky School District #72 is to provide quality educational opportunities to students in a safe learning environment(s). The Board of Education makes District facilities available to community groups when said facilities are not being used for District sponsored activities. In order to maintain programs, buildings and facilities, appropriate usage fees are established.

Facility users are responsible for payment of any damages to District property or equipment that occurs during the course of facility usage. A non-refundable twenty five percent (25%) payment of the facility usage fee is required in advance to reserve the WMPAC. All invoices for facility usage are due within thirty (30) days following the final agreed upon performance date. Failure to pay an invoice in a timely manner may result in exclusion from future uses of the District's WMPAC.

Big Sky School District #72 recognizes three (3) facility user classifications for the WMPAC. The following categories will be used in determining the rental fees:

- ***Category 1***: Groups in this category are basically community groups (church or secular) whose memberships involve school-age children whose leaders or advisors are generally non-paid adults and whose main purpose is to in some way educate the young members. These groups will not be charged a rental fee for the use of the WMPAC. Community Sports Teams, Girl Scouts, and church groups are examples of this category. However, they will be charged custodial fees should their use of the facility require worker hours beyond those which the custodial staff would have needed had the building not been used by the community group. No charge will be made for any school activities including OSC and other parent/school organizations, Adult Ed sponsored classes and university classes requested by the district-nor for district, county, state or national election voting places.

- ***Category2:*** This category includes all community non-profit organizations (IRS numbers) and community groups of people who wish to use WMPAC facility owned by the school district for lecture, promotional activities, political rallies, entertainment, non-requested college courses, athletic groups, exercise groups, dance groups, church services or other activities for which public halls or commercial facilities generally are rented. Should there be custodial costs incurred as a result of the use, custodial costs will also be charged. Fees may be waived for private non-profit groups.

- ***Category 3:*** This group shall include all for profit organizations and must pay the rental fees and applicable custodial fees.

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WMPAC Facility Fees

Facility	Category 1	Category 2	Category 3
Kitchen	No Cost	$15 per hour	$20 per hour
Cafeteria	No Cost	$10 per hour	$15 per hour
Food Service	$40 per hour	$45 per hour	$50 per hour
Classroom	No Cost	$5 per hour	$10 per hour
Theatre–Partial*	No Cost	$150 per day	$300 per day
Theatre – Full **	No Cost	$200 per day	$500 per day
Custodial Overtime ***	No Cost	$40 per hour	$50 per hour

*Partial Theatre consists of house lights, podium or tables, microphone.

**Full Theatre consists of all amenities – house and stage lights, sound system, and stage use

***Custodial Overtime consists of time spent beyond the daily rate

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Warren Miller Performing Arts Center
Facilities Use Permit
Big Sky School District #72

Organization Requesting Use: _____ Date: _____

Authorized Representative: _____

Billing Address: _____

_____

Phone Number: _____Cell Phone: _____Email Address: _____

Type of activity for which the WMPAC will be used (please provide detailed description):

_____

_____

_____

Special Needs: ADA Compliance: _____

User Fees – (Circle One) Category 1 Category 2 Category 3

User Date(s) Requested Beginning: _____ Ending: _____

Time of Daily Use: Beginning: _____ Ending: _____

Please be sure to include any rehearsals, practices or set-up/tear-down times

****

ASSEMBLY EQUIPMENT NEEDED

____ Microphone ____ Piano ____ Projector ____ Light System____ Movie Screen ____ Podium ____ Spotlight____ Other (please list below)
_____ Internet Access (please list specific websites to be sure they are not blocked by the firewall.)

Facility Fees Due: $ _____

****

Approval: User/Invoice Number: _____

- Activities Director: _____ Date(s) Scheduled

- Business Office: _____ Insurance, Fees, Invoice

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Use of School Property for Posting Notices

Non-school-related organizations may request permission of the building principal to display posters in the area reserved for community posters or to have flyers distributed to students.

Posters and/or flyers must be student oriented and have the sponsoring organization's name prominently displayed. The District will not permit the posting or distribution of any material that would:

- Disrupt the educational process;
- Violate the rights of others;
- Invade the privacy of others;
- Infringe on a copyright;
- Be obscene, vulgar, or indecent; or

F. Promote the use of drugs, alcohol, tobacco, or certain products that create community concerns.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures, or class rings.

If permission is granted to distribute materials, the organization must arrange to have copies delivered to the school. Distribution of the materials will be arranged by administration.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

4332 COMMUNITY RELATION Revised on: 07/06, 08/10, 03/14

Conduct on School Property

In addition to prohibitions stated in other District policies, no person on school property shall:

- Injure or threaten to injure another person;
- Damage another's property or that of the District;
- Violate any provision of the criminal law of the state of Montana or town or county ordinance;
- Smoke or otherwise use tobacco or nicotine products, and alternative nicotine and vapor products as defined in 16-11-302, MCA, or other similar products;
- Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess weapons (as defined in Policy 3310/3311) at any time;
- Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
- Willfully violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. District administrators will take appropriate action, as circumstances warrant.

Cross Reference: 3310 Student Discipline
3311 Firearms and Weapons

Legal Reference: Pro-Children Act of 1994, 20 U.S.C. § 6081
Smoke Free School Act of 1994
§ 20-1-220, MCA Use of tobacco product in public school building or on public school property prohibited
§ 20-5-410, MCA Civil penalty

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Public Access to District Records

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

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

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

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

1. Personal information in any file maintained for students. Information in student records will be disclosed only in accordance with requirements of the Family Educational Rights and Privacy Act of 1974 and adopted District policy.

2. Personal information in files maintained for staff, to the extent that disclosure will violate their right to privacy.

3. Test questions, scoring keys, or other examination data used to administer academic tests.

4. The contents of real estate appraisals made for or by the District relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event will disclosure be denied for more than three (3) years after appraisal.

4. Preliminary drafts, notes, recommendations, and intra-District memoranda in which opinions are expressed or policies formulated or recommended, except a specific record

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shall not be exempt when publicly cited by the District in connection with any District action.

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

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

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

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

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

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

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

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

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Big Sky School District #72

Adopted on: 12/04
Reviewed on:
Revised on:

4410 COMMUNITY RELATION

Relations With Law Enforcement and Child Protective Agencies

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

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

Cross Reference: 4313 Disruption of School Operations

Legal Reference: § 20-1-206, MCA Disturbance of school – penalty

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Investigations and Arrests by Police

All contact between the school and the police department on matters involving students shall be made through the administrative office. The District encourages police to talk to a student away from the school and before or after school hours. Law enforcement authorities should only be allowed to conduct an interview in the school, if they can show special circumstances exist or if the interview is at the request of the school. The Superintendent or principal should make this determination.

A. If the police have a warrant for the student's arrest, they must be permitted to arrest the student; however, whenever possible, the arrest should be conducted in the principal's office out of view of other students. Before removing a student from school, the police shall sign a release form in which they assume full responsibility for the student.

B. Law enforcement personnel should not be allowed to roam about the school until the student is found. They should remain in the administration office while school personnel seek out the student.

C. If possible, the educational program of the student should not be disrupted to allow for police questioning.

D. Any questioning by police should be conducted in a private room or area where confidentiality can be maintained.

E. If law enforcement officials are to be allowed to question a student under the age of eighteen (18), a reasonable attempt shall be made to notify the parents, except in cases of suspected child abuse or child neglect involving the parent. The parents should be given the opportunity to come to the school prior to the questioning.

F. If the parents are notified and able to attend, they should be allowed to be present at the interview. The administrator should be present at the interview but should not take part in any questioning. The administrator should at all times remain a neutral observer.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 12/04

4520 COMMUNITY RELATION

Cooperative Programs With Other Districts and Public Agencies

Whenever it appears to the economic, administrative, and/or educational advantage of the District to participate in cooperative programs with other units of local government, the Superintendent will prepare and present for Board consideration an analysis of each cooperative proposal.

When formal cooperative agreements are developed, such agreements shall comply with requirements of the Interlocal Cooperation Act, with assurances that all parties to the agreement have legal authority to engage in the activities contemplated by the agreement.

The District may enter into interlocal agreements with a unit of the Montana University System, public community college, and/or tribal college, which would allow students enrolled in the 11th and 12th grades to attend and earn credit for classes not available in the District. Tuition and fees, if assessed, will be provided for in the interlocal agreement.

The District may enter into an interlocal agreement providing for the sharing of teachers, specialists, superintendents, or other professional persons licensed under Title 37, MCA. If the District shares a teacher or specialist with another district(s), the District's share of such teacher's or specialist's compensation will be based on the total number of instructional hours expended by the teacher or the specialist in the District.

Legal Reference:	§§ 7-11-101, et seq., MCA	Interlocal Cooperation Act
	§§ 20-7-451 through 456, MCA	Authorization to create full service education cooperatives
	§§ 20-7-801, et seq., MCA	Public recreation

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Registered Sex Offenders

The State of Montana has determined that perpetrators of certain sex crimes pose a continuing threat to society as a whole even after completion of their criminal sentences. Recognizing that the safety and welfare of students is of paramount importance, the Big Sky School District declares that, except in limited circumstances, Big Sky School District should be off limits to registered sex offenders.

Employment

Notwithstanding any other Board policy, individuals listed by the State of Montana as registered sex offenders are ineligible for employment in any position within the Big Sky School District. However, the Superintendent shall have discretion consistent with other Board policies to recommend an individual whose name has been expunged from the Sex Offender Registry.

School Off Limits

The District hereby declares that no registered sex offender whose victim was a minor may come on, about, or within one thousand (1,000) feet of any District-owned buildings or property except as otherwise provided in this policy. If an administrator becomes aware that such a sex offender is on, about, or within one thousand (1,000) feet of school property, the administrator shall direct the sex offender to immediately leave the area. The Board authorizes the administrator to request the assistance of the appropriate law enforcement authorities to secure the removal of any registered sex offender from the area. If a registered sex offender disregards the terms of this policy or the directives of the school administrator, then the Superintendent is authorized to confer with counsel and to pursue such criminal or civil action as may be necessary to enforce compliance with this policy.

This policy shall not be construed to impose any duty upon any administrator or any other employee of the District to review the Sex Offender Registry or to screen individuals coming on or within one thousand (1,000) feet of school property to ascertain whether they are on the Registry. This policy shall only apply when administrators are actually aware that the person in question is on the Sex Offender Registry and that the offender's victim was a minor.

The provisions of this policy prohibiting a registered sex offender from coming on, about, or within one thousand (1,000) feet of school property shall not apply in the event that a sex offender's name should be expunged from the Registry.

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Rights of Parents on the Sex Offender Registry

In the event that a registered sex offender whose victim was a minor has a child attending the District, the administrator of the school where the child attends shall be authorized to modify this policy's restrictions to permit the parent to drop off and pick up the child from school and to come onto campus to attend parent-teacher conferences. However, the parent may not linger on or about school property before or after dropping off his or her child, and the parent is prohibited from being in any part of the school building except the main office.

This policy does not impose a duty upon the administrator of any school or any other employee of the District to review the Sex Offender Registry and the school system's directory information to ascertain whether a registered sex offender may have a child attending school in the District. The provisions of this policy shall apply only if an administrator actually becomes aware that a parent of a student at the school is a registered sex offender.

To facilitate voluntary compliance with this policy, administrators are encouraged to speak with any affected parents upon learning of their status as registered sex offenders to communicate the restrictions of this policy. At all times, the administrator shall endeavor to protect the privacy of the offender's child.

In the event of a truly exceptional situation such as graduation, a parent on the Sex Offender Registry may ask the Superintendent for a waiver of this policy to permit the parent to attend these special events. It is the intent of the Board, however, that these special circumstances be truly unusual and infrequent occurrences.

Legal Reference:	§ 46-23-501, MCA	Sexual or Violent Offender Registration Act
	www.doj.mt.gov/svor/	Sexual or Violent Offender Registry

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Notice to Parents Required by No Child Left Behind Act of 2001 ("NCLB") *****

Improving Basic Programs Operated by Local Educational Agencies

- As required by NCLB § 1111(h)(6)(A): At the beginning of each school year, a district that receives Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the district will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
  5. Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  6. Whether the teacher is teaching under emergency or other provisional status.
  7. The teacher's baccalaureate degree major and any other graduate certifications or degrees.
  8. Whether paraprofessionals provide services to the student and, if so, their qualifications.

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

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

Limited English Proficient Students

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

2. As required by NCLB § 1112(g)(1)(B) and § 3302(b): Each district using Title I funds to provide a language instruction educational program, that has failed to make progress on the annual measurable achievement objectives described in § 3122 for any fiscal year for which part A is in effect, shall separately inform the parents of a child identified for

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participation or participating in such a program, of such failure not later than thirty (30) days after such failure occurs.

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

Academic Assessment and Local Education Agency and School Improvement

1. As required by NCLB § 1116(b)(6): Districts shall promptly provide to parents of each student enrolled in an elementary school or a secondary school identified for school improvement under § 1116(b)(1)(E)(I), for corrective action under § 1116(b)(7)(C)(I), or for restructuring under § 1116(b)(8)(A)(I):
   a. An explanation of what the identification means and how the school compares in terms of academic achievement to other district schools and the state educational agency;
   b. The reasons for the identification;
   c. An explanation of what the school identified for school improvement is doing to address the problem;
   d. An explanation of what the district or state educational agency is doing to help the school address the achievement problem;
   9. An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
   10. An explanation of the parents' option to transfer their child to another public school under paragraphs (1)(E), (5)(A), (7)(C)(i), (8)(A)(i), and subsection (c)(10)(C)(vii) (with transportation provided by the agency when required by paragraph (9)) or to obtain supplemental educational services for the child in accordance with subsection (e).

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

3. As required by NCLB § 1116(e)(2)(A): The district shall provide annual notice to parents of:
   a. The availability of supplemental education services;
   b. The identity of approved providers of those services within the district or whose

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services are reasonably available in neighboring districts; and

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

Parental Involvement

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

2. As required by NCLB § 1118(c): Each school shall:
   a. Convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation and to explain the requirements of the NCLB and the right of the parents to be involved;
   b. Offer a flexible number of meetings;
   c. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under § 1114(b)(2);
   d. Provide parents of participating children:
      - Timely information about programs under this part;
      - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
      - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

Education of Homeless Children and Youths

1. As required by NCLB § 722(e)(3)(C): The district shall provide written notice, at the time any homeless child or youth seeks enrollment in the school and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that:
   a. Shall be signed by the parent or guardian;
   b. Sets forth the general rights provided under this subtitle;
   c. Specifically states:
      - The choice of schools homeless children and youths are eligible to attend;
      - That no homeless child or youth is required to attend a separate school for

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homeless children or youths;

- That homeless children and youths shall be provided comparable services, including transportation services, educational services, and meals through school meals programs;
- That homeless children and youths should not be stigmatized by school personnel;

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

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

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

Persistently Dangerous Schools

If the district is identified as a persistently dangerous school,[4] the district must, in a timely manner:

1. Notify parents of each student attending the school that the state has identified the school as persistently dangerous.

2. Offer all students the opportunity to transfer to a safe public school within the district. If there is not another school in the district, the district is encouraged, but not required, to explore other options such as an agreement with a neighboring district to accept transfer students.

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4 **"Persistently dangerous public elementary school or secondary school,"** in the context of the No Child Left Behind Act of 2001 (ESEA), a Montana public elementary or secondary school is considered to be persistently dangerous if each of the following two conditions exist:

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

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

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

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

In addition a district must also:

1. Develop a corrective action plan; and

2. Implement the plan in a timely manner.

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

Student Privacy

1. As required by NCLB § 1061(c)(2)(A): The student privacy policies developed by the district shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by the district. At a minimum, the district shall:
   a. Provide such notice at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in such policies; and
   b. Offer an opportunity for the parent to opt the student out of the activity.

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

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BIG SKY SCHOOL DISTRICT #72

R = required

5000 SERIES
PERSONNEL

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5000 PERSONNEL Revised on: 02/03

Board Goal/Personnel

District staff are invaluable in creating an effective educational program and vibrant learning environment. The Board seeks always to employ highly qualified individuals for all positions in the District. The Board realizes opportunities for staff development should be provided periodically.

The Board expects supervision and evaluation of staff to be conducted in a positive and helpful manner, with the intent of improving staff performance. The Board looks to staff to promote a positive school climate in all educational endeavors, so students may work toward their greatest potential, and the community will be proud of its investment.

Nothing contained in the policies or administrative procedures included herein is intended to limit the legal rights of the Board or its agents except as expressly stated.

Should any provision of Board policy or administrative procedure be held to be illegal by a court of competent jurisdiction, all remaining provisions shall continue in full force and effect.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5002 - R PERSONNEL Revised on: 02/03

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided opportunity to participate in all school-sponsored services, programs, or activities on an basis equal to those without disabilities and will not be subject to illegal discrimination.

The District may provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and usable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated the Americans with Disabilities Act Title II Coordinator and, in that capacity, is directed to:

1. Oversee District compliance efforts, recommend to the Board necessary modifications, and maintain the District's final Title II self-evaluation document and keep it available for public inspection.

2. Institute plans to make information regarding Title II protection available to any interested party.

An individual with a disability should notify the Superintendent or building principal if they have a disability which will require special assistance or services and what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Cross Reference: 1700 Uniform Complaint Procedure

Legal Reference: Americans with Disabilities Act, 42 U.S.C. §§ 12111, *et seq.,* and 12131, *et seq.;* 28 C.F.R. Part 35.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5010 - R PERSONNEL Revised on: 02/03, 02/12

Equal Employment Opportunity and Non-Discrimination

The District will provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work physical or mental disability, if otherwise able to perform essential functions of a 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 seq,* MCA Human Rights Act
§ 49-3-102, MCA What local governmental units affected

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5012 - R PERSONNEL Revised on: 02/03

Sexual Harassment/Sexual Intimidation in the Workplace

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

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

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

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms "intimidating," "hostile," or "offensive" include but are not limited to conduct that has the effect of humiliation, embarrassment, or discomfort. The District will evaluate sexual harassment in light of all circumstances.

A violation of this policy may result in disciplinary action, up to and including termination of employment. Any person who knowingly makes false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including termination of employment.

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

Employees who believe they may have been sexually harassed or intimidated should contact the Title IX Coordinator or an administrator, who will assist them in filing a complaint. An individual with a complaint alleging a violation of this policy shall follow the Uniform Complaint Procedure.

Cross Reference: 1700 Uniform Complaint Procedure

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

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Big Sky School District #72

Adopted on:
Reviewed on:

5012F PERSONNEL Revised on:

Harassment Reporting Form for Employees

School _____ Date _____

Employee's name _____

We assure you that we'll use our best efforts to keep your report confidential.

- Who was responsible for the harassment or incident(s)? _____

_____

- Describe the incident(s). _____

_____

_____

- Date(s), time(s), and place(s) the incident(s) occurred. _____

_____

_____

- Were other individuals involved in the incident(s)? ☐ yes ☐ no

If so, name the individual(s) and explain their roles. _____

_____

_____

_____

- Did anyone witness the incident(s)? ☐ yes ☐ no

If so, name the witnesses. _____

_____

_____

_____

- Did you take any action in response to the incident? ☐ yes ☐ no

If yes, what action did you take? _____

_____

_____

_____

- Were there any prior incidents? ☐ yes ☐ no

If so, describe any prior incidents. _____

_____

_____

Signature of complainant _____

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Bullying/Harassment/Intimidation

The Board will strive to provide a positive and productive working environment. Bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

Definitions

- "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

- "District" includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.

- "Harassment, intimidation, or bullying" means any act that substantially interferes with an employee's opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere such conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, and that has the effect of:

  a. Physically harming an employee or damaging an employee's property;
  b. Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee's property; or
  c. Creating a hostile working environment.

- "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee or third party who has knowledge of conduct in violation of this policy or feels he/she

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has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities

The District Administrator shall be responsible for ensuring that notice of this policy is provided to staff and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including termination of employment. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

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. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Legal Reference:	Admin. R. Mont. 10.55.701(3)(g)	Board of Trustees
	Admin. R. Mont. 10.55.801(1)(d)	School Climate

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5120 PERSONNEL Revised on: 02/03

Hiring Process and Criteria

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

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

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

Certification

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

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

Cross Reference:	5122	Fingerprints and Criminal Background Investigations
Legal Reference:	§ 20-4-202, MCA	Teacher and specialist certification registration
	§ 39-29-102, MCA	Point preference or alternative preference in initial hiring for certain applicants – substantially equivalent selection procedure
	No Child Left Behind Act of 2001 (P.L. 107-110)	
	Admin. R. Mont. 37.114.1010	Employee of School: Day Care Facility Care Provider

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

5121 PERSONNEL

Applicability of Personnel Policies

Except where expressly provided to the contrary, personnel policies apply uniformly to the employed staff of the District. However, where there is a conflict between terms of a collective bargaining agreement and District policy, the law provides that the terms of the collective bargaining agreement shall prevail for staff covered by that agreement.

Board policies will govern when a matter is not specifically provided for in an applicable collective bargaining agreement.

Legal Reference: § 39-31-102, MCA Chapter not limit on legislative authority

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5122 PERSONNEL Revised on: 02/03

Fingerprints and Criminal Background Investigations

It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position with the District involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a national fingerprint-based criminal history record check conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the applicant shall be declared eligible for appointment or employment in a manner consistent with the expectations and standards set by the board. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

The following applicants for employment, as a condition for employment, will be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- A certified teacher seeking full- or part-time employment with the District;
- An educational support personnel employee seeking full- or part-time employment with the District;
- An employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- A volunteer assigned to work in the District, who has regular unsupervised access to students; and
- Substitute teachers.

Legal Reference:
§ 44-5-301, MCA Dissemination of public criminal justice information
§ 44-5-302, MCA Dissemination of criminal history record information that is not public criminal justice information
§ 44-5-303, MCA Dissemination of confidential criminal justice information – procedure for dissemination through court
Admin. R. Mont. 10.55.716 Substitute Teachers
Public Law 105-251, Volunteers for Children Act

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AUTHORIZATION TO RELEASE INFORMATION, 5122F
INCLUDING CONSENT TO FINGERPRINT BACKGROUND CHECK

To Whom It May Concern:

I, _____, am ( ) an employee of the District, am seeking ( )employment, ( )volunteer assignment, ( )and/or approval to be selected as an on-call substitute with _____ School District (the District). I hereby expressly authorize release of any and all information of a confidential or privileged nature, **including confidential criminal justice information as defined in § 44-5-103(3), MCA**, to the staff of the District and its agents. I will provide a set of fingerprints, and understand that **a fingerprint background check will be at my expense.**

I ☐ have ☐ have not *[check one]* been convicted or adjudicated* of any crime in any jurisdiction, besides minor traffic offenses. Attached, if necessary, is a complete description of the circumstances surrounding the crime(s) of which I have been convicted or adjudicated in any jurisdiction. I acknowledged that I have the right to obtain a copy of the fingerprint background check obtained by the District and to challenge its accuracy if necessary as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34. I further acknowledge that my access to children may be denied prior to completion of the fingerprint background check. **** Adjudication – A passing of judgment of a court of law or a decision of a judge.***

I hereby release the District and any organization, company, institution, or person furnishing information to the District and its agents as expressly authorized above, from any liability for damages which may result from any dissemination of the information requested, subject to provisions of Title 44, Chapter 5, Part 3, MCA.

All statements and information provided within this application and attachments, if any, are true and complete. I understand that omission or misrepresentation of material fact may result in refusal of or suspension from employment.

This document is effective until revoked in writing by me.

_____ _____ _____
SIGNATURE DATE

Print full name: _____

Print full address: _____
STREET CITY STATE ZIP

Birth Date: _____ Social Security Number: _____

STATE OF MONTANA)
: ss.
County of _____)

On this _____ day of _____, 20___, before me, a Notary Public for the state of Montana, personally appeared _____, known to me to be the person named in the foregoing Authorization to Release Information, and acknowledged to me that _____ executed the same as _____ free act and deed for the purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year in this certificate first above written.

_____
_____[name]
(S E A L) NOTARY PUBLIC for the state of Montana
Residing at _____, Montana
My commission expires: _____

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Whistle Blowing and Retaliation

When district employees know or have reasonable cause to believe that serious instances of wrongful conduct (e.g., mismanagement of district resources, violations of law and/or abuse of authority) have occurred, they should report such wrongful conduct to the Superintendent or Board Chairperson.

For purposes of this policy, the term "wrongful conduct" shall be defined to include:

- theft of district money, property, or resources;
- misuse of authority for personal gain or other non-district purpose;
- fraud;
- violations of applicable federal and state laws and regulations; and/or
- serious violations of district policy, regulation, and/or procedure.

The Board of Trustees will not tolerate any form of reprisal, retaliation or discrimination against:

- Any employee, or applicant for employment, because he/she opposed any practice that he/she reasonably believed to be made unlawful by federal or state laws prohibiting employment discrimination on the basis of sex, sexual orientation, race, color, national origin, age, religion, height, weight, marital status, handicap or disability.

- Any employee, or applicant for employment, because he/she filed a charge, testified, assisted or participated, in any manner, in an investigation, proceeding or hearing under federal or state laws prohibiting employment discrimination on the basis of sex, sexual orientation, race, color, national origin, age, religion, height, weight, marital status, handicap or disability or because he/she reported a suspected violation of such laws according to this policy; or,

- Any employee or applicant because he/she reported, or was about to report, a suspected violation of any federal, state or local law or regulation to a public body (unless the employee knew that the report was false) or because he/she was requested by a public body to participate in an investigation, hearing or inquiry held by that public body or a court.

An employee or applicant for employment who believes that he/she has suffered reprisal, retaliation or discrimination in violation of this policy shall report the incident(s) to the Superintendent or his/her designee. The Board of Trustees guarantees that no employee or applicant for employment who makes such a report will suffer any form of reprisal, retaliation or

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discrimination for making the report. Individuals are forbidden from preventing or interfering with whistle blowers who make good faith disclosures of misconduct.

The Board or its agents will not discharge, discipline or otherwise penalize any employee because the employee or someone acting on the employee's behalf, reports, verbally or in writing, a violation or suspected violation of any state or federal law or regulation or any town/city ordinance or regulation to a public body, or because an employee is requested by a public body to participate in an investigation, hearing or inquiry held by that public body, or a court action. Further, the Board or its agents will not discharge, discipline or otherwise penalize any employee because the employee, or a person acting on his/her behalf, reports, verbally or in writing, to a public body, as defined in the statutes, concerning unethical practices, mismanagement or abuse of authority by the employer. This section does not apply when an employee knowingly makes a false report.
The District will exercise reasonable efforts to:

- investigate any complaints of retaliation or interference made by whistle blowers;
- take immediate steps to stop any alleged retaliation; and
- discipline any person associated with the District found to have retaliated against or interfered with a whistle blower.

The Board of Trustees considers violations of this policy to be a major offense that will result in disciplinary action, up to and including termination, against the offender, regardless of the offender's position within the District.

The Board shall make this policy available to its staff by posting it on its website with its other District policies.

Legal References:
Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e-3(a)
Age Discrimination in Employment Act, 29 U.S.C. §623 (d)
Americans with Disabilities Act, 42 U.S.C. §12203(a) and (b)
Fair Labor Standards Act, 29 U.S.C. §215(a)(3)
Occupational Safety and Health Act, 29 U.S.C. §6660(c)
Family and Medical Leave Act, 29 U.S.C. §2615
National Labor Relations Act, 29 U.S.C. §158(a)

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Staff Health

Medical Examinations

Through its overall safety program and various policies pertaining to school personnel, the Board will promote the safety of employees during working hours and assist them in the maintenance of good health. The Board will encourage all its employees to maintain optimum health through the practice of good health habits.

The Board may require physical examinations of its employees, under circumstances defined below. The District will maintain results of physical examinations in medical files separate from the employee's personnel file and will release them only as permitted by law.

Physical Examinations

The District participates in a Pre-Placement Physical Program for all custodial and maintenance personnel and other positions deemed inclusive of this policy as determined by specific Board action. Subsequent to a conditional offer of employment in a position for which the District may require participation in a pre-placement physical but before commencement of work, the District may require an applicant to have a medical examination and to meet any other health requirements which may be imposed by the state. The District may condition an offer of employment on the results of such examination, if all employees who received a conditional offer of employment in the applicable job category are subject to such examination. The report shall certify the employee's ability to perform the job-related functions of the position for which the employee is being considered. Such examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions.

All bus drivers, whether full-time, regular part-time, or temporary part-time, are required by state law to have a satisfactory medical examination before employment to be paid for by theDistrict.

Communicable Diseases

If a staff member has a communicable disease and has knowledge that a person with compromised or suppressed immunity attends the school, the staff member must notify the school nurse or other responsible person designated by the Board of the communicable disease which could be life threatening to an immune-compromised person. The school nurse or other responsible person designated by the Board must determine, after consultation with and on the advice of public health officials, if the immune-compromised person needs appropriate accommodation to protect their health and safety.

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An employee with a communicable disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a communicable disease capable of being readily transmitted in the school setting (e.g., airborne transmission of tuberculosis) shall be encouraged to report the existence of the illness so that precautions may be taken to protect the health of others. The District reserves the right to require a statement from an employee's primary care provider, before the employee may return to work.

Confidentiality

In all instances, District personnel will respect an individual's right to privacy and treat any medical diagnosis as confidential information. Any information obtained regarding the medical condition or history of any employee will be collected and maintained on separate forms and in separate medical files and will be treated as confidential information. Only those individuals with a legitimate need to know (i.e., those persons with a direct responsibility for the care of or for determining workplace accommodation for the staff person) will be provided necessary medical information.

Supervisors and managers may be informed of necessary restrictions on the work or duties of an employee and necessary accommodations. First aid and safety personnel may be informed, when appropriate, if a staff member with a disability might require emergency treatment.

Legal Reference:	29 U.S.C. § 794, *et seq*.	Section 504 of the Rehabilitation Act
	42 U.S.C. § 12101, *et seq*.	Americans with Disabilities Act
	29 CFR, Part 1630.14(c)	Examination of employees
	Title 49, Chapter 2, MCA	Illegal Discrimination
	Title 49, Chapter 4, MCA	Rights of Persons With Disabilities
	§ 20-10-103(4), MCA	School bus driver qualifications
	Admin. R. Mont. 37.114.1010	Employee of School: Day Care Facility Care Provider
	Admin. R. Mont. 37.111.825	Health Supervision and Maintenance

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5140 PERSONNEL Revised on: 02/03, 02/12

Classified Employment and Assignment

Each classified employee will be employed under a written contract of a specified term, of a beginning and ending date, within the meaning of § 39-2-912, MCA, after the employee has satisfied the requisite probationary period of six (6) months. During the probationary period of employment, the employment may be terminated at the will of either the School District or the employee on notice to the other for any reason or no reason. Should the employee satisfy the probationary period, such employee shall have no expectation of continued employment beyond the current contract term.

The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Board will determine salary and wages for classified personnel.

Legal Reference: § 39-2-904, MCAElements of wrongful discharge – presumptive probationary period
§ 39-2-912, MCAExceptions to Wrongful Discharge from Employment Act
Hunter v. City of Great Falls (2002), 2002 MT 331
Whidden v. Nerison, 294 Mont. 346, 981 P.2d 271 (1999)
Bowden v. The Anaconda Co., 38 St. Rep. 1974 (D.C. Mont. 1981)
Prout v. Sears, Roebuck & Co., 236 Mont. 152, 722 P.2d 288 (1989)
Stowers v. Community Medical Center, Inc., 2007 MT 309, 340 Mont. 116, 172 P.2d 1252.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
5210 PERSONNEL Revised on: 02/03, 03/14

Assignments, Reassignments, Transfers

The Superintendent may assign, reassign, and/or transfer positions and duties of all staff. Teachers will be assigned at the levels and in the subjects for which they are licensed and endorsed, or for which they are enrolled in an internship as defined in ARM 10.55.602 and meet the requirements of ARM 10.55.607. The Superintendent will provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy prevents reassignment of a staff member during a school year.

Classified Staff

The District retains the right of assignment, reassignment, and transfer. Written notice of reassignment or involuntary transfer will be given to the employee. The staff member will be given opportunity to discuss the proposed transfer or reassignment with the Superintendent.

Teaching

Notice of their teaching assignments relative to grade level, building, and subject area will be given to teachers before the beginning of the school year. All District employees assigned extracurricular activities as a contract obligation must honor this obligation as a condition of employment unless released from this responsibility by the Board.

Provisions governing vacancies, promotions, and voluntary or involuntary transfers may be found in negotiated agreements or employee handbooks.

Legal Reference:	*Bonner School District No. 14 v. Bonner Education Association, MEA-MFT, NEA, AFT, AFL-CIO,* (2008) 2008 MT 9	
	§ 20-4-402, MCA	Duties of District Superintendent or County High School Principal
	ARM 10.55.602	Definition of Internship
	ARM 10.55.607	Internships

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Big Sky School District #72

Adopted on:
Reviewed on:

5213 PERSONNEL Revised on:

Vacancies

When the District determines that a vacancy exists, the Administrative Team will create the job posting and notice the job according to the Hiring Protocols for District Personnel and the Professional Negotiations Agreement.

Vacancies may be advertised in-District only or they may be advertised in-District and through job service, Career Services at a college or university, local public advertising, and, where appropriate and if time permits, through a broader regional and/or national basis. A vacancy need not be advertised, as determined by the Superintendent.

Cross Reference: Big Sky School District #72 Hiring Protocols for District Personnel
Big Sky School district #72 Professional Negotiations Agreement

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5221 PERSONNEL Revised on: 02/03

Work Day

Length of Work Day - Certified Staff

The length of a work day for a certified employee shall be 8 am to 4 pm Monday-Thursday and 8:00 am to 2:30 pm Friday for a full-time certified employee. The length of a work day for a certified employee hired for less than full-time, shall be based upon the FTE of that employee. The work day is generally exclusive of extracurricular assignments but inclusive of preparation time and assigned duties. Other conditions pertaining to certified work day, preparation periods, lunches, etc., are found in the current negotiation agreement. Arrival time shall generally be one-half (½) hour before classes begin or as directed by the Superintendent.

Length of Work Day - Classified Staff

The length of a work day for classified staff is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be considered to be an eight-(8)-hour-per- day/forty-(40)-hour-per-week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by an individual contract. Supervisors will establish schedules. Normal office hours in the District will be 8:00 a.m. to 4:00 p.m.

Breaks - Classified

The District may make available daily morning and afternoon rest periods of fifteen (15) minutes to all full-time, classified employees. Hourly personnel may take one (1) fifteen-(15)-minute rest period for each four (4) hours worked in a day. Breaks normally are to be taken approximately mid-morning and mid-afternoon and should be scheduled in accordance with the flow of work and with approval of the employee's supervisor.

Legal Reference:	29 U.S.C. §§ 201 to 219	Fair Labor Standards Act of 1985
	29 C.F.R. Part 516, *et seq*.	Records to be kept by employers
	§ 39-3-405, MCA	Overtime compensation
	§ 39-4-107, MCA	State and municipal governments, school districts, mines, mills, and smelters
	Admin. R. Mont.10.65.103(2)	Program of Approved Pupil Instruction-Related Days
	Admin. R. Mont. 24.16.101,	Wages and Hours
	Admin. R. Mont. 24.16.1006	Rest and Meal Periods

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5222 - R PERSONNEL Revised on: 02/03, 03/14

Evaluation of Non-Administrative Staff

Teacher evaluations will be conducted according to the current collective bargaining agreement. The evaluation model shall be aligned with applicable district goals, standards of the Board of Public Education, and the district's mentorship and induction program. It shall identify what skill sets are to be evaluated, include both summative and formative elements, and include an assessment of the educator's effectiveness in supporting every student in meeting rigorous learning goals through the performance of the educator's duties.

The supervisor will provide a copy of the completed evaluation to the staff member and will provide opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the Superintendent. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent.

Cross Reference: Article 8, Professional Negotiations Agreement Teacher Evaluation
Legal Reference: ARM 10.55.701(4)(a)(b) Board of Trustees

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5223 PERSONNEL Revised on: 02/03

Personal Conduct

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

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

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

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

Legal Reference:	§ 20-1-201, MCA	School officers not to act as agents
	Title 2, Chapter 2, Part 1	Standards of Conduct
	§ 39-2-102, MCA	What belongs to employer

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5224 PERSONNEL Revised on: 02/03

Political Activity

The Board recognizes its employees' rights of citizenship, including but not limited to engaging in political activities. A District employee may seek an elective office, provided the employee does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available. An employee elected to office is entitled to take a leave of absence without pay, in accordance with the provisions of § 39-2-104, MCA.

No person, in or on District property, may attempt to coerce, command, or require a public employee to support or oppose any political committee, the nomination or election of any person to public office, or the passage of a ballot issue.

No District employee may solicit support for or in opposition to any political committee, the nomination or election of any person to public office, or the passage of a ballot issue, while on the job or in or on District property.

Nothing in this policy is intended to restrict the right of District employees to express their personal political views.

Legal Reference:	5 U.S.C. § 7321	Hatch Act
	§ 39-2-104, MCA	Mandatory leave of absence for employees holding public office
	§ 13-35-226, MCA	Unlawful acts of employers and employees

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Drug-Free Workplace

All District workplaces are drug- and alcohol-free. All employees are prohibited from:

- Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on District premises or while performing work for the District, including employees possessing a "medical marijuana" card.
- Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance is one that is:

- Not legally obtainable;
- Being used in a manner other than as prescribed;
- Legally obtainable but has not been legally obtained; or
- Referenced in federal or state controlled-substance acts.

As a condition of employment, each employee will:

- Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
- Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
- Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
- Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs, to provide information to District employees; and
- Inform employees of available drug and alcohol counseling, rehabilitation, reentry, and any employee-assistance programs.

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District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee's conviction, within ten (10) days after receiving notice of the conviction.

Legal Reference: 41 U.S.C. §§ 702, 703, 706 Drug-free workplace requirements for Federal grant recipients
Johnson v. Columbia Falls Aluminum Company LLC, 2009 MT 108N.
50-46-320, MCA Limitations of Medical Marijuana Act

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Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The District will adhere to federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

The program will comply with requirements of the Code of Federal Regulations, Title 49, §§ 382, *et seq.* The Superintendent will adopt and enact regulations consistent with federal regulations, defining the circumstances and procedures for testing.

School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

Other persons who drive vehicles designed to transport sixteen (16) or more passengers, including the driver, are likewise subject to the drug and alcohol testing program.

Testing procedures and facilities used for the tests shall conform with the requirements of the Code of Federal Regulations, Title 49, §§ 40, et seq.

Pre-Employment Tests

Tests shall be conducted before the first time a driver performs any safety-sensitive function for the District.

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work, until he/she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the District or paid work for any entity.

The tests shall be required of an applicant only after he/she has been offered the position.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous six (6) months and participated in the drug testing program required by law within the previous thirty (30) days, provided that the District has been able to make all verifications required by law.

Post-Accident Tests

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver:

- Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or

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- Who receives a citation under state or local law, for a moving traffic violation arising from the accident.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.

No such driver shall use alcohol for eight (8) hours after the accident, or until after he/she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two (2) hours or if a drug test is not administered within thirty-two (32) hours, the District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within eight (8) hours after the accident for alcohol or within thirty-two (32) hours for drugs.

Tests conducted by authorized federal, state, or local officials will fulfill post-accident testing requirements, provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Random Tests

Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. The number of random alcohol tests annually must equal twenty-five percent (25%) of the average number of driver positions. The number of random drug tests annually must equal fifty percent (50%) of the average number of driver positions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Reasonable Suspicion Tests

Tests shall be conducted when a supervisor or District official trained in accordance with law has reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two (2) hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight (8) hours.

A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

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Enforcement

Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up test shall not perform or continue to perform safety-sensitive functions.

Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and including termination of employment.

A driver who violates District prohibitions related to drugs and alcohol shall receive from the District the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person, or organization in which he/she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that he/she has properly followed the prescribed rehabilitation program and shall be subject to unannounced follow-up tests after returning to duty.

Return-to-Duty Tests

A drug or alcohol test shall be conducted when a driver who has violated the District's drug or alcohol prohibition returns to performing safety-sensitive duties.

Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and District standards.

Follow-Up Tests

A driver who violates the District's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just after the time when the driver is performing safety-sensitive functions.

Records

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

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Notifications

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

1. The person designated by the District to answer driver questions about the materials;

2. The categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;

3. Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;

4. Specific information concerning driver conduct that is prohibited by Part 382;

5. The circumstances under which a driver will be tested for drugs and/or alcohol under Part 382;

6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct driver;

7. The requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;

8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;

9. The consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety- sensitive functions and the procedures for referral, evaluation, and treatment;

10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and

11. Information concerning the effects of drugs and alcohol on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

Drivers shall also receive information about legal requirements, District policies, and disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that he/she has received a copy of the above materials.

Before any driver operates a commercial motor vehicle, the District shall provide him/her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

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Before drug and alcohol tests are performed, the District shall inform drivers that the tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law.

The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within sixty (60) calendar days of being notified of the disposition of his/ her employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

Legal Reference:	49 C.F.R. Part 40	Procedures for Transportation Workplace Drug and Alcohol Testing
	49. C.F.R. Part 382	Controlled Substances and Alcohol Use and Testing
	49 U.S.C. §§ 45101, et seq.	Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991)
	49 C.F.R. Parts 40	(Procedures for Transportation Workplace Drug and Alcohol Testing Programs), 382 (Controlled substance and alcohol use and testing), and 395 (Hours of service of drivers)

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5230 PERSONNEL Revised on: 02/03, 01/17/12

Prevention of Disease Transmission

All schools shall provide a healthy environment and shall adopt procedures recommended by public health officials for handling body fluids.

All District personnel will be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. The procedures will follow standard health and safety practices. No distinction will be made between body fluids from individuals with a known disease or infection and from individuals without symptoms or with an undiagnosed disease.

The administration shall develop, in consultation with public health and medical personnel, procedures to be followed by all staff. The procedures shall be distributed to all staff and training on the procedures shall occur on a regular basis. Training and appropriate supplies shall be available to all personnel, including those involved in transportation and custodial services.

In additional to insuring that these health and safety procedures are carried out on a District-wide basis, special emphasis shall be placed on those areas of school district operation that present a greater need for these precautions.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5231 PERSONNEL Revised on: 02/03

Personnel Records

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

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

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

Personnel records must be kept for 10 years after termination.

Cross Reference: 4340 Public Access to District Records

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

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Personnel Records

The District shall maintain a cumulative personnel file in the administrative office for each of its employees, as required by the Office of Public Instruction and current personnel policies. These records are not to leave the administrative office except as specifically authorized by the Superintendent, and then only by signed receipt. Payroll records are maintained separately.

Contents of Personnel Files

A personnel file may contain but is not limited to transcripts from colleges or universities, information allowed by statute, a record of previous employment (other than college placement papers for periods beyond active candidacy for a position), evaluations, copies of contracts, and copies of letters of recommendation requested by an employee. All material in the personnel file must be related to the employee's work, position, salary, or employment status in the District. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

No material derogatory to an employee's conduct, service, character, or personality shall be placed in the file, unless such placement is authorized by the Superintendent, as indicated by the Superintendent's initials, and unless the employee has had adequate opportunity to read the material. For the latter purpose, the Superintendent shall take reasonable steps to obtain the employee's initials or signature verifying that the employee has received a copy of the material. If the employee refuses to sign the document indicating that the employee has had an opportunity to read it, the Superintendent will place an addendum to the document, noting that the employee was given a copy but refused to sign. The Superintendent will date and sign the addendum.

Disposition of Personnel Files

An employee, upon termination, may request transcripts of college and university work. Any confidential college or university placement papers shall be returned to the sender or destroyed at the time of employment. All other documents shall be retained and safeguarded by the District for such periods as prescribed by law.

Record-Keeping Requirements Under the Fair Labor Standards Act

1. Records required for ALL employees:

   A. Name in full (same name as used for Social Security);
   B. Employee's home address, including zip code;

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C. Date of birth if under the age of nineteen (19);
D. Sex (may be indicated with Male/Female, M/F, Mr./Mrs./Miss/Ms.);
E. Time of day and day of week on which the employee's workweek begins;
F. Basis on which wages are paid (such as $5/hour, $200/week, etc.);
G. Any payment made which is not counted as part of the "regular rate";
H. Total wages paid each pay period.
I. Occupation

2. Additional records required for non-exempt employees:

A. Regular hourly rate of pay during any week when overtime is worked;
B. Hours worked in any workday (consecutive twenty-four-(24)-hour period);
C. Hours worked in any workweek (or work period in case of 207[k]);
D. Total daily or weekly straight-time earnings (including payment for hours in excess of forty (40) per week but excluding premium pay for overtime);
E. Total overtime premium pay for a workweek;
F. Date of payment and the pay period covered;
G. Total deductions from or additions to wages each pay period;
H. Itemization of dates, amounts, and reason for the deduction or addition, maintained on an individual basis for each employee;
I. Number of hours of compensatory time earned each pay period;
J. Number of hours of compensatory time used each pay period;
K. Number of hours of compensatory time compensated in cash, the total amount paid, and the dates of such payments;
L. The collective bargaining agreements which discuss compensatory time, or written understandings with individual non-union employees.

All records obtained in the application and hiring process shall be maintained for at least two (2) years.

Legal Reference:	29 USC §§ 201, *et seq*.	Fair Labor Standards Act
	§§ 2-6-101, *et seq*., MCA	Public Records Generally
	Admin. R. Mont. 24.9.805	Employment Records
	29 C.F.R. Part 516	Records to be kept by employers

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5232 PERSONNEL Revised on: 02/03

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

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Big Sky School District #72
Report of Suspected Child Abuse or Neglect
Hot Line Number – 866-820-5437

Original to: Department of Public Health and Human Services
Copy to: Building Principal

From: _____ Title: _____

School: _____ Phone: _____

Persons contacted: □ Principal □ Teacher □ School Nurse □ Other _____

Name of Minor: _____ Date of Birth: _____

Address: _____ Phone: _____

Date of Report: _____ Attendance Pattern: _____

Father: _____ Address: _____ Phone: _____

Mother: _____ Address: _____ Phone: _____

Guardian or
Stepparent: _____ Address: _____ Phone: _____

Any suspicion of injury/neglect to other family members: _____

Nature and extent of the child's injuries, including any evidence of previous injuries, and any other information which may be helpful in showing abuse or neglect, including all acts which lead you to believe the child has been abused or neglected: _____
_____
_____

Previous action taken, if any: _____
_____
_____

Follow-up by Department of Public Health and Human Services (DPHHS to complete and return copy to the Building Principal):

Date Received: _____ Date of Investigation: _____

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5240 - R PERSONNEL Revised on: 02/03

Resolution of Staff Complaints/Problem-Solving

As circumstances allow, the District will attempt to provide the best working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question is answered quickly and accurately by District supervisors or administration.

The District will endeavor to promote fair and honest treatment of all employees. Administrators and employees are all expected to treat each other with mutual respect. Each employee has the right to express his or her views concerning policies or practices to the administration in a businesslike manner, without fear of retaliation. Employees are encouraged to offer positive and constructive criticism.

Each employee is expected to follow established rules of conduct, policies, and practices. Should an employee disagree with a policy or practice, the employee can express his or her disagreement through the District's grievance procedure. No employee shall be penalized, formally or informally, for voicing a disagreement with the District in a reasonable, businesslike manner or for using the grievance procedure. **An employee filing a grievance under a collective bargaining agreement is required to follow the grievance procedure for that particular agreement.**

Cross Reference: 1700 Uniform Complaint Procedure

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5250 PERSONNEL Revised on: 02/03

Non-Renewal of Employment/Dismissal From Employment

The Board, after receiving the recommendations of the Superintendent, will determine the non-renewal or termination of certified and classified staff, in conformity with state statutes and applicable District policy.

Cross Reference:	5140	Classified Employment and Assignment
Legal Reference:	§ 20-3-324(2), MCA	Trustee Powers and Duties
	§ 20-4-204, MCA	Termination of tenure teacher services
	§ 20-4-206, MCA	Notification of nontenure teacher reelection – acceptance – termination.
	§ 20-4-207, MCA	Dismissal of teacher under contract
	§ 39-2-912, MCA	Exemptions to Wrongful Discharge from Employment Act

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Big Sky School District #72

Adopted on:
Reviewed on:
5251 PERSONNEL Revised on:

Resignations

The Board authorizes the Superintendent to accept on its behalf resignations from any District employee. The Superintendent shall provide written acceptance of the resignation, including the date of acceptance, to the employee, setting forth the effective date of the resignation.

Once the Superintendent has accepted the resignation, it may not be withdrawn by the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting.

Legal Reference: *Booth v. Argenbright*, 225 Mont. 272, 731 P.2d 1318 (1987)

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5253 PERSONNEL Revised on: 02/03

Retirement Programs for Employees

All District employees shall participate in retirement programs under the Federal Social Security Act and either the Teachers' Retirement System or the Public Employees' Retirement System in accordance with state retirement regulations.

Certified employees who intend to retire at the end of the current school year should notify the Superintendent in writing prior to March 1 of that year.

Those employees intending to retire, who are not contractually obligated to complete the school year, should notify the Superintendent as early as possible and no less than sixty (60) days before their retirement date.

The relevant and most current negotiated agreements for all categories of employees shall specify severance stipends, if any, and other retirement conditions and benefits.

The District will contribute to the PERS whenever a classified employee is employed for more than the equivalent of one hundred twenty (120) full days (960 hours) in any one (1) fiscal year. Part-time employees who are employed for less than 960 hours in a fiscal year may elect PERS coverage, at their option and in accordance with § 19-3-412, MCA.

Legal Reference:	Title 19, Chapter 1, MCA	Social Security
	Title 19, Chapter 3, MCA	Public Employees' Retirement System
	Title 19, Chapter 20, MCA	Teachers' Retirement

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Big Sky School District #72

Adopted on:
Reviewed on:
5254 PERSONNEL Revised on:

Payment of Employer Contributions and Interest on Previous Service

A Public Employees' Retirement System (PERS) member may purchase: (1) all or a portion of the member's employment with an employer prior to the time the employer entered into a contract for PERS coverage; and (2) all or a portion of the member's employment for which optional PERS membership was declined (both of which are known as previous service).

The member must file a written application with the PERS Board to purchase all or a portion of the employment for service credit and membership service. The application must include salary information certified by the member's employer or former employer.

The District has the option to pay, or not to pay, the employer's contributions due on previous service and the option to pay, or not to pay, the outstanding interest due on the employer's contributions for the previous service.

It is the policy of this District to not pay the employer's contributions due on previous service.

It is also the policy of this District to not pay the outstanding interest due on the employer's contributions for the previous service.

This policy will be applied indiscriminately to all employees and former employees of this District.

The District has chosen to not pay the employer's contributions due on previous service and/or the outstanding interest due on the employer's contributions for previous service, therefore, the employee shall pay the amount not paid by the employer in order to receive service credit and membership service for the period of employment.

Legal Reference: § 19-3-505, MCA Purchase of previous employment with employer

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I. Section 19-3-505, MCA
Payment of Employer Contributions and Interest on Previous Service

A Public Employees' Retirement System (PERS) member may purchase (1) all or a portion of the member's employment with an employer prior to the time the employer entered into a contract for PERS coverage and (2) all or a portion of the member's employment for which optional PERS membership was declined (both of which are known as previous service). PERS employers must establish policies regarding payment of employer contributions and employer interest due for the previous service being purchased by an employee. The policy must be applied indiscriminately to all employees and former employees. Thus, it is our policy to:

_____ not pay the employer's contributions due on previous service.

and to:

_____ not pay the outstanding interest due on the employer's contributions for the previous service.

NAME OF EMPLOYER _____

Signature of Officer:_____

Printed Name: _____

Title of Officer: _____

Dated: _____, 20___.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5255 PERSONNEL Revised on: 02/03, 10/10

Disciplinary Action

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, or who conduct themselves on or off the job in ways that affect their effectiveness on the job, may be subject to discipline. Behavior, conduct, or action that may call for disciplinary action or dismissal includes but is not limited to reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District's operation, or other legitimate reasons. The Superintendent or the Board may order an investigation into the employee's conduct when warranted by the circumstances.

Discipline will be reasonably appropriate to the circumstance and will include but not be limited to a supervisor's right to reprimand an employee and the Superintendent's right to suspend an employee, with or without pay, or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate an employee or non-renew employment.

The District's restrictions on students who have brought to, or possess a firearm at, any setting that is under the control and supervision of the school district and a student who has been found to have possessed, used or transferred a weapon on school district property apply to all employees of the District pursuant to Policy 3311.

The Superintendent is authorized to immediately suspend a staff member.

Cross Reference	Policy 3311	Firearms and Weapons
Legal Reference:	§ 20-3-210, MCA	Controversy appeals and hearings
	§ 20-3-324, MCA	Powers and duties
	§ 20-4-204, MCA	Termination of tenure teacher services
	§ 20-4-207, MCA	Dismissal of teacher under contract
	§ 39-2-903, MCA	Definitions
	Johnson v. Columbia Falls Aluminum Company LLC, 2009 MT 108N.	

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5256 PERSONNEL Revised on: 02/03

Reduction in Force

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

The Board will follow the procedure stated in the current collective bargaining agreement when considering a reduction in force. The reduction in certified employees, other than administrators, will generally be accomplished through normal attrition when possible. The Board may terminate certified employees, if normal attrition does not meet the required reduction in force.

The Board will consider performance evaluations, staff needs, and other reasons it deems relevant, in determining order of dismissal when it reduces classified staff or discontinues some type of educational service.

Cross Reference: 5250 Non-Renewal of Employment/Dismissal From Employment

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

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5314 PERSONNEL Revised on: 02/03, 04/08

Substitutes

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. Teachers who will be absent for personal or professional reasons, will make the guest teacher arrangements from a list of possible (Board approved) guest teachers. A substitute teacher may be employed to carry on a teacher's duties not to exceed 35 consecutive teaching days.

If the absence of the regular, licensed or authorized teacher continues for more than 35 consecutive teaching days, the substitute may be placed under contract if licensed or the board of trustees shall place a licensed teacher under contract. If the board of trustees makes a written declaration to the Superintendent of Public Instruction that no licensed teacher is available, the district shall pursue the employment of a teacher authorized under the provisions of Admin. R. Mont. 10.57.107.

The daily rate of pay for substitute teachers shall be as determined annually by the Board, or as stipulated in the current negotiation agreement. No fringe benefits are given to substitute teachers, with the exception of mileage paid, as may be determined annually by the Board or as stipulated in the current negotiation agreement.

The Board has the right to place a long-term certified substitute teacher on the salary schedule, and offer benefits equivalent to the regular contracted classroom teacher whose position the substitute is filling.

Substitutes for classified positions will be paid by the hour. When a classified employee is called upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is higher.

All substitute teachers will be required to undergo fingerprint and background checks.

Legal Reference: Admin. R. Mont. 10.55.716 Substitute teachers

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Leaves of Absence

Sick and Bereavement Leave

Full-time certified employees will receive a predetermined number of combination sick and personal leave days per year and may be used for those instances according to terms of their collective bargaining agreement. Part-time teachers shall be entitled to pro-rata sick leave and personal leave based on the number of days and portion of days worked.

Classified employees will be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, "sick leave" is defined to the language in the current certified collective bargaining agreement. Sick leave may be used by an employee when they are unable to perform job duties because of:

- A physical or mental illness, injury, or disability;
- Maternity or pregnancy-related disability or treatment, including prenatal care, birth, or medical care for the employee or the employee's child;
- Parental leave for a permanent employee as provided in § 2-18-606, MCA;
- Quarantine resulting from exposure to a contagious disease;
- Examination or treatment by a licensed health care provider;
- Short-term attendance, in an agency's discretion, to care for a person (who is not the employee or a member of the employee's immediate family) until other care can reasonably be obtained;
- Necessary care for a spouse, child or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or
- Death or funeral attendance of an immediate family member or, at an agency's discretion, another person.

Nothing in this policy guarantees approval of the granting of such leave in any instance. The District will judge each request in accordance with this policy and governing collective bargaining agreements.

It is understood that seniority will accumulate while a teacher or employee is utilizing sick leave credits. Seniority will not accumulate, unless an employee is in a paid status. Abuse of sick leave is cause for disciplinary action up to and including termination of employment.

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A classified employee who has suffered a death in the immediate family will be eligible for bereavement leave. The Superintendent has the authority to grant bereavement leave for up to five (5) days. Bereavement leave longer than five (5) days must be approved by the Board. Such leave will not exceed three (3) months unless prescribed by a physician.

Personal Leave

Full-time certified employees will receive a predetermined number of combination sick and personal leave days per year and may be used for those instances according to terms of their collective bargaining agreement.

Upon recommendation of the Superintendent, and in accordance with law and District policy, classified staff may be granted personal leave pursuant to the following conditions:

1. Leave will be without pay unless otherwise stated. If leave is to include expenses payable by the District, leave approval will so state.
2. Leave will be granted only in units of half (½) days and requires administrative approval at least 48 hours in advance.
3. Extension of a school vacation or holiday must have prior administrative approval.
4. With approval of the Board, the Superintendent has the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick or annual leave. The employee will not receive fringe benefits during any personal leave of greater than fifteen (15) days. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits, provided that is acceptable to the insurance carrier. Staff using personal leave will not earn any sick leave or annual leave credits or any other benefits during the approved leave of absence.

Civic Duty Leave

Leaves for service on either a jury or in the Legislature will be granted in accordance with state and federal law. A certified staff member hired to replace one serving in the Legislature does not acquire tenure.

An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to receive regular salary or to take annual leave during jury time. An employee who elects not to take annual leave, however, must remit to the District all juror and witness fees and allowances (except for expenses and mileage). The District may request the court to excuse an employee from jury duty, when an employee is needed for proper operation of the school.

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Legal Reference:	42 U.S.C §2000e	Equal Employment Opportunities
	§ 2-18-601(15), MCA	Definitions
	§ 2-18-618, MCA	Sick leave
	§ 2-18-619, MCA	Jury Duty – Service as Witness
	§ 39-2-104, MCA	Mandatory Leave of Absence for employees Holding public office
	§ 49-2-310, MCA	Maternity leave – unlawful acts of employers
	§ 49-2-311, MCA	Reinstatement to job following pregnancy- related leave of absence

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Conditions for Use of Leave

Certified staff may use sick leave for those instances listed in the current collective bargaining agreement. Classified staff may use sick leave for illness; injury; medical disability; maternity-related disability, including prenatal care, birth, miscarriage, or abortion; parental leave for a permanent employee as provided in § 2-18-606, MCA; quarantine resulting from exposure to contagious disease; medical, dental, or eye examination or treatment; necessary care of or attendance to an immediate family member or, at the District's discretion, another relative for the above reasons until other attendants can reasonably be obtained; and death or funeral attendance for an immediate family member. Leave without pay may be granted to employees upon the death of persons not included in this list.

Accrual and Use of Sick Leave Credits

Certified employees will accrue and may use their sick leave credits according to the current collective bargaining agreement.

Classified employees serving in positions that are permanent full-time, seasonal full-time, or permanent part-time are eligible to earn sick leave credits, which will accrue from the first (1st) day of employment. A classified employee must be employed continuously for a qualifying period of ninety (90) calendar days in order to use sick leave. Unless there is a break in service, an employee only serves the qualifying period once. After a break in service, an employee must again complete the qualifying period to use sick leave. Sick leave may not be taken in advance nor may leave be taken retroactively. A seasonal classified employee may carry over accrued sick leave credits to the next season if management has a continuing need for the employee or, alternatively, may be paid a lump sum for accrued sick leave credits when the season ends.

Employees, whether classified or certified, simultaneously employed in two (2) or more positions, will accrue sick leave credits in each position according to the number of hours worked or a proration of the contract (in the case of certified) worked. Leave credits will be used only from the position in which the credits were earned and with approval of the supervisor or appropriate authority for that position. Hours in a pay status paid at the regular rate will be used to calculate leave accrual. Sick leave credits will not accrue for those hours exceeding forty (40) hours in a workweek, which are paid as overtime hours or recorded as compensatory time. A full-time employee will not earn less than nor more than the full-time sick leave accrual rate provided classified employees.

When an employee who has not worked the qualifying period for use of sick leave takes an approved continuous leave of absence without pay in excess of fifteen (15) working days, the amount of time an employee is on leave of absence will not count toward completion of the qualifying period. The approved leave of absence exceeding fifteen (15) working days is not a

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break in service, and the employee will not lose any accrued sick leave credits nor lose credit for time earned toward the qualifying period. An approved continuous leave of absence without pay of fifteen (15) working days or less will be counted as time earned toward the ninety-(90)-day qualifying period.

Calculation of Sick Leave Credits

Certified employees will earn sick leave credits at the rate stated in the current collective bargaining agreement.

Full-time classified employees will earn sick leave credits at the rate of twelve (12) working days for each year of service. Sick leave credits will be prorated for part-time employees who have worked the qualifying period. The payroll office will refine this data by keeping records per hour worked.

Sick Leave Banks

Donation of sick leave credits to and use of sick leave credits in the sick leave bank are governed by terms of the current collective bargaining agreement.

Lump-Sum Payment on Termination of Classified Employees

When a classified employee terminates employment with the District, the employee is entitled to cash compensation for one-fourth (¼) of the employee's accrued and unused sick leave credits, provided the employee has worked the qualifying period. The value of unused sick leave is computed based on the employee's salary rate at the time of termination.

Industrial Accident

An employee who is injured in an industrial accident may be eligible for workers' compensation benefits. Use of sick leave must be coordinated with receipt of workers' compensation benefits on a case-by-case basis, by contacting the Montana Schools Group Workers' Compensation Risk Retention Program (WCRRP).

Sick Leave Substituted for Annual Leave

A classified employee who qualifies for use of sick leave while taking approved annual vacation leave, may be allowed to substitute accrued sick leave credits for annual leave credits. Medical certification of the illness or disability may be required.

Legal Reference:	§ 2-18-601(15), MCA	Definitions
	§ 2-18-618, MCA	Sick Leave

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Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Montana Military Service Employment Rights, the Superintendent shall grant military leave to employees for voluntary or involuntary service in the uniformed services of the United States, upon receipt of the required notice. Benefits shall be maintained for these employees as required by law and/or collective bargaining agreements. A service member who returns to the District for work following a period of active duty must be reinstated to the same or similar position and at the same rate of pay unless otherwise provided by law.

Time spent in active military service shall be counted in the same manner as regular employment for purposes of seniority or District service unless otherwise provided in a collective bargaining agreement.

The District will not discriminate in hiring, reemployment, promotion, or benefits based upon membership or service in the uniformed services.

All requests for military leave will be submitted to the Superintendent, in writing, accompanied by copies of the proper documentation showing the necessity for the military leave request.

When possible, all requests for military leave will be submitted at least one (1) full month in advance of the date military service is to begin.

Persons returning from military leave are asked to give the Superintendent notice of intent to return, in writing, as least one (1) full month in advance of the return date.

The District shall post notice of the rights, benefits, and obligations of the District and employees in the customary place for notices.

Legal Reference:	38 U.S.C. §§ 4301-4334	The Uniformed Services Employment and Reemployment Act of 1994
	§10-1-1004, MCA	Rights under federal law
	§10-1-1005, MCA	Prohibition against employment discrimination
	§10-1-1006, MCA	Entitlement to leave of absence
	§10-1-1007, MCA	Right to return to employment without loss of benefits – exceptions – definition
	§10-1-1009, MCA	Paid military leave for public employees

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Big Sky School District #72

Adopted on: 03/08
Reviewed on:

5325 - R PERSONNEL Revised on:

Breastfeeding in the Workplace

The District recognizes that breast milk is the optimal food for growth and development of infants and it encourages employees and management to have a positive, accepting attitude toward working women and breastfeeding. The District promotes and supports breastfeeding and the expression of breast milk by employees who are breastfeeding when they return to work.

Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated at the Big Sky School District. Any incident of harassment of a breastfeeding employee will be addressed in accordance with the District's Uniform Grievance Procedure.

Time to Express Milk or Breastfeed (Lactation Time)

Lactation times shall be established for each employee based on her work schedule. If possible, the lactation time is to run concurrently with any break time already provided. If a break time is not provided, the District shall consider each case and make accommodations as possible. Lactation time beyond the regular break time is unpaid.

Space and Equipment for Expressing Milk or Breastfeeding

Employees shall be provided the use of a clean, comfortable space or "Lactation Area." A toilet shall not serve as the lactation area.

The Lactation Area will:

- be equipped with an electrical outlet
- be in close proximity to the employee's work area, if possible
- contain comfortable seating.

Legal References:	§ 39-2-215, MCA	Public employer policy on support of women and breastfeeding – unlawful discrimination
	§ 39-2-216, MCA	Private place for nursing mothers
	§ 39-2-217, MCA	Break time for nursing
	§ 50-19-501, MCA	Nursing mother and infant protection

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Family Medical Leave

In accordance with provisions of the Family Medical Leave Act of 1993 (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Servicemember Family Leave

Subject to Section 103 of the FMLA of 1993, as amended, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve-(12)-month period to care for the servicemember. The leave described in this paragraph shall only be available during a single twelve-(12)-month period.

Eligibility

An employee is eligible to take FMLA leave, if the employee has been employed for at least twelve (12) months and has worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) months immediately prior to the date leave is requested, and there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

The Board has determined that the twelve-(12)-month period during which an employee may take FMLA leave is July 1 to June 30.

Coordination of Paid Leave

Employees will be required to use appropriate paid leave while on FMLA leave. Workers' compensation absences will not be designated FMLA leave.

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Medical Certification

The Superintendent has discretion to require medical certification to determine initial or continued eligibility under FMLA as well as fitness for duty.

Legal Reference:
29 U.S.C §2601, *et seq*. - Family and Medical Leave Act of 1993
29 C.F.R. Part 825, Family and Medical Leave Regulations
§§2-18-601, *et seq*., MCA Leave Time
§§49-2-301, *et seq*., MCA Prohibited Discriminatory Practices
Section 585 – National Defense Authorization Act for FY 2008, Public Law [110-181]

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

5334 PERSONNEL

Vacations

Classified and twelve-(12)-month administrative employees will accrue annual vacation leave benefits in accordance with §§ 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA. Nothing in this policy guarantees approval for granting specific days as annual vacation leave in any instance. The District will judge each request for vacation in accordance with staffing needs.

Employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of six (6) calendar months.

Legal Reference:	§ 2-18-611, MCA	Annual vacation leave
	§ 2-18-612, MCA	Rate earned
	§ 2-18-617, MCA	Accumulation of leave – cash for unused – transfer

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Vacations

All classified employees, except those in a temporary status, serving more than six (6) months, are eligible to earn vacation leave credits retroactive to the date of employment. Leave credits may not be advanced nor may leave be taken retroactively. A seasonal employee's accrued vacation leave credits may be carried over to the next season, if management has a continuing need for the employee, or paid out as a lump-sum payment to the employee when the season ends (generally in June). The employee may request a lump-sum payment at the end of each season.

Vacation is earned according to the following schedule:

RATE-EARNED SCHEDULE

Years of Employment	Working Days Credit per Year
1 day - 10 years	15
10 - 15 years	18
15 - 20 years	21
20 years on	24

Time as an elected state, county, or city official, as a school teacher, or as an independent contractor, does not count toward the rate earned. For purposes of this paragraph, an employee of a district or the university system is eligible to have school district or university employment time count toward the rate-earned schedule, if that employee was eligible for annual leave in the position held with the school district or university system.

Maximum Accrual of Vacation Leave

All full-time and part-time employees serving in permanent and seasonal positions may accumulate two (2) times the total number of annual leave credits they are eligible to earn per year, according to the rate-earned schedule.

Sick Leave Bank

An employee may contribute accumulated vacation leave to the sick leave bank provided for in § 2-18-618, MCA. Donation of vacation leave credits to and use of vacation leave credits in the sick leave bank are governed by terms of the current collective bargaining agreement.

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Annual Pay-Out

The District may, in its sole discretion and/or subject to the terms of a collective bargaining agreement, provide cash compensation in January of each year for unused vacation leave in lieu of the accumulation of vacation leave.

Lump-Sum Payment Upon Termination

An employee who terminates employment for reasons not reflecting discredit on the employee shall be entitled, upon the date of such termination, to cash compensation for unused vacation leave, assuming that the employee has worked the qualifying periods set forth in § 2-18-611, MCA. The District shall not pay accumulated leaves to employees who have not worked the qualifying period. Vacation leave contributed to the sick leave bank is nonrefundable and is not eligible for cash compensation upon termination.

Legal Reference: §§ 2-18-611 ---- § 2-18-618, MCA Leave Time

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5336 - R PERSONNEL Revised on: 02/03, 12/14

Overtime for Classified Employees

Non-exempt classified employees who work more than forty (40) hours in a given workweek may receive overtime pay of one and one-half (1½) times the normal hourly rate. The Superintendent must approve any overtime work of a classified employee.

Under Montana law and the Federal Fair Labor Standards Act, a classified employee may not volunteer to work without pay in an assignment similar to the employee's regular work.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

Blended Time

Classified Employees working two or more jobs for the District at different rates of pay shall be paid overtime at a weighted average of the differing wages. This shall be determined by dividing the total regular remuneration for all hours worked by the number of hours worked in that week to arrive at the weighted average. One half that rate is then multiplied times the number of hours worked over 40 to arrive at the overtime compensation due.

Example: Employee works one job at 30 hrs./week at 10.00/hr. The same employee works a different job at 20 hrs./week at $12.00/hr. (Same district). The employee would get $300.00 per week for the 30 hr/week job ($10.00X30) and $240.00 per week for the 20 hr./week job ($12.00X20). A total of $540.00 (regular remuneration). Divide $540.00 by 50(total hours worked) = $10.8/hr (weighted average). One-half that rate ($10.80/2 = $5.40)is multiplied by 10 (number of hours over 40). $54.00 is the amount of overtime compensation due the employee based on the "blended time".

Legal Reference:	29 U.S.C § 201, *et seq*.	Fair Labor Standards Act
	Title 39, Chapter 3, Part 4	Minimum Wage and Overtime Compensation
	Admin. R. Mont. 24.16.2501—2581	Overtime Compensation

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5337 PERSONNEL Revised on: 02/03

Workers' Compensation Benefits

All employees of the District are covered by workers' compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment during an emergency;

2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;

3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and

4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form.

The District Clerk will notify the immediate supervisor of the report and will include the immediate supervisor as necessary in completing the required report.

An employee who is injured in an industrial accident may be eligible for workers' compensation benefits. By law, employee use of sick leave must be coordinated with receipt of workers' compensation benefits, on a case-by-case basis, in consultation with the Workers' Compensation Division, Department of Labor and Industry.

The District will not automatically and simply defer to a report of industrial accident but will investigate as it deems appropriate to determine: (1) whether continuing hazardous conditions exist which need to be eliminated; and (2) whether in fact an accident attributable to the District working environment occurred as reported. The District may require the employee to authorize the employee's physician to release pertinent medical information to the District or to a physician of the District's choice, should an actual claim be filed against the Workers' Compensation Division, which could result in additional fees being levied against the District.

Legal Reference: §§ 39-71-101, *et seq*., MCA Workers' Compensation Act

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

5420 PERSONNEL Revised on: 02/03

Paraeducators

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

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

It is the responsibility of each principal and teacher to provide adequate training for paraeducators. This training should take into account the unique situations in which paraeducator works and should be designed to cover the general contingencies that might be expected to pertain to that situation.

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Volunteers and Chaperones

The District recognizes the valuable contributions made to the total school program by members of the community who act as volunteers. By law, a volunteer is an individual who:

1. Has not entered into an express or implied compensation agreement with the District;

2. Is excluded from the definition of "employee" under appropriate state and federal statutes;

3. May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and

4. Is not employed by the District in the same or similar capacity for which he/she is volunteering.

District employees who work with volunteers shall clearly explain duties for supervising children in school, on the playground, and on field trips. An appropriate degree of training and/or supervision of each volunteer shall be administered commensurate with the responsibility undertaken.

Volunteers who have unsupervised access to children are subject to the District's policy mandating background checks.

Chaperones

The Superintendent may direct that appropriate screening processes be implemented to assure that adult chaperones are suitable and acceptable for accompanying students on field trips or excursions.

When serving as a chaperone for the District, the parent(s)/guardian(s) or other adult volunteers, including employees of the District, assigned to chaperone, shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages or use any illicit drug during the duration of their assignment as a chaperone, including during the hours following the end of the day's activities for students. The chaperone shall not encourage or allow students to participate in any activity that is in violation of District policy during the field trip or excursion, including during the hours following the end of the day's activities. Chaperones shall be given a copy of these rules and sign a letter of understanding verifying they are aware of and agree to these District rules before being allowed to accompany students on any field trip or excursion.

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Any chaperone found to have violated these rules shall not be used again as a chaperone for any District-sponsored field trips or excursions and may be excluded from using District-sponsored transportation for the remainder of the field trip or excursion and be responsible for their own transportation back home. Employees found to have violated these rules may be subject to disciplinary action.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations
5430F Volunteer/Chaperone Letter of Understanding

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
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5440 PERSONNEL

Student Teachers/Interns

The District recognizes its obligation to assist in the development of members of the teaching profession. The District shall make an effort to cooperate with accredited institutions of higher learning in the education of student teachers and other professionals in training (such as interns) by providing a reasonable number of classroom and other real-life situations each year.

The District and the respective training institutions shall enter into mutually satisfactory agreements whereby the rules, regulations, and guidelines of the practical experiences shall be established.

The Superintendent shall coordinate all requests from cooperating institutions for placement with building principals so that excessive concentrations of student teachers and interns shall be avoided. As a general rule:

1. A student teacher shall be assigned to a teacher or other professional who has agreed to cooperate and who has no less than three (3) years of experience in the profession;

2. A supervising professional shall be assigned no more than one (1) student teacher/intern per school year;

3. The supervising professional shall remain responsible for the class;

4. The student teacher shall assume the same conditions of employment as a regular teacher with regard to meeting the health examination requirements, length of school day, supervision of co-curricular activities, staff meetings, and in-service training; and

5. The student teacher shall be subject to the District policy regarding background checks, if the student teacher has unsupervised access to children.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Legal Reference: § 20-4-101(2) and (3), MCA System and definitions of teacher and specialist certification – student teacher exception

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Employee use of Electronic Mail, Internet, and District Equipment

Electronic mail ("e-mail") is an electronic message that is transmitted between two (2) or more computers or electronic terminals, whether or not the message is converted to hard-copy format after receipt, and whether or not the message is viewed upon transmission or stored for later retrieval. E-mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

Because of the unique nature of e-mail/Internet, and because the District desires to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/Internet usage by all employees:

The District e-mail and Internet systems are intended to be used for educational purposes only, and employees should have no expectation of privacy when using the e-mail or Internet systems for any purpose. Employees have no expectation of privacy in district owned technology equipment, including but not limited to district-owned desktops, laptops, memory storage devices, and cell phones.

Users of District e-mail and Internet systems are responsible for their appropriate use. All illegal and improper uses of the e-mail and Internet system, including but not limited to extreme network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. Abuse of the e-mail or Internet systems through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. If the sender of an e-mail or Internet message does not intend for the e-mail or Internet message to be forwarded, the sender should clearly mark the message "Do Not Forward."

In order to keep District e-mail and Internet systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the system administrator. The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

Additionally, District records and e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process.

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Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence. Employee e-mail/Internet messages may not necessarily reflect the views of the District.

Except as provided herein, District employees are prohibited from accessing another employee's e-mail without the expressed consent of the employee. All District employees should be aware that e-mail messages can be retrieved, even if they have been deleted, and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the District.

E-mail sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored.

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Electronic Resources and Social Networking

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

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

Therefore, the Big Sky School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work and to take ownership of their lives.

An employee's use of any social media network and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable District policies. Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability.

Specifically, the following forms of technology based interactivity or connectivity are expressly permitted or forbidden:

- Creation of administratively approved and sanctioned "groups" on social networking sites that permit the broadcast of information without granting students access to staff member's personal information;
- Sharing personal landline or cell phone numbers with students. Coaches and sponsors are permitted to share personal landline or cell phone numbers with their team or school group for the limited purpose of communicating with students regarding school related activities;
- School employees shall not text message or instant message students. Coaches and sponsors are permitted to text message or instant message their team or school group for the limited purpose of communicating with students regarding school related activities;
- School employees may only email students through the school district sponsored email account, and only for the limited purpose of communicating with students regarding school related issues;

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- Soliciting students as friends or contacts on social networking sites is prohibited;
- Accepting the solicitation of students as friends or contacts on social networking sites is prohibited;
- School employees are not allowed to share any confidential student information on any social networking sites at any time;
- School employees shall not share with students their access information to personal websites or other personal media, in which staff personal information is shared.
- Utilization of messaging tools where messages do not come directly from staff or are accessible to the general public. Examples include the use of "Remind 101". A classroom "Twitter" account or a class webpage;
- Utilization of Web 2.0 tools designed specifically for education that may include a messaging component, such as "Edmodo" or "Classroom Dojo".
- All school district employees who participate in social networking websites, unless specifically approved by the administration, shall not post any school district data, documents, photographs, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.
- If electronic resources and/or social networking communication is desired, the Board encourages staff members to communicate with parents/guardians through the technological tools provided only by the school; i.e. SchoolReach, School website, SchoolMaster Parent Portal, e-mail, etc. The Board discourages staff members from making personal contact with students without parent/guardian and/or administrative approval.

What in other mediums of expression could remain private opinions, when expressed by staff on a social networking website, have the potential to be disseminated far beyond the speaker's desire or intention, and could undermine the public perception of fitness of the individual to educate students, and thus undermine teaching effectiveness. In this way, the effect of the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment.

Accessing social networking websites for individual use during school hours is prohibited, unless asked to do so by administration. Except in an emergency situation, staff shall not access social networking sites using district equipment or personal equipment, including during breaks or preparation periods. All school district employees who participate in social networking websites, shall not post any school district data, documents, photographs, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

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

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

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Drug Testing Employees

Montana law permits the District to establish a qualified testing program to test all employees for the presence of controlled substances and alcohol. This program shall comply with all regulations set forth in § 39-2-205 through § 39-2-211, MCA, and 49 CFR, part 40.

General Terms

1. The District may test any prospective employee as a condition of hire.

2. The District may use random testing under the following procedures:

   (a) The District may establish a date when all salaried and wage-earning employees will be required to undergo controlled substance or alcohol tests, or both.
   (b) The District may manage or contract with a third party to establish and administer a random testing process that must include:
      (i) an established calendar period for testing;
      (ii) an established testing rate within the calendar period;
      (iii) a random selection process that will determine who will be tested on any given date during the calendar period for testing;
      (iv) all supervisory and managerial employees in the random selection and testing process; and
      (v) a procedure that requires the District to obtain a signed statement from each employee that confirms that the employee has received a written description of the random selection process and that requires the District to maintain the statement in the employee's personnel file. The selection of employees in a random testing procedure must be made by a scientifically valid method, such as a random number table or a computer-based random number generator table.

3. The District may require an employee to submit to follow-up tests, if the employee has had a verified positive test for a controlled substance or for alcohol. The follow-up tests are described in the District's procedure attached to this policy and may be conducted for up to one (1) year from the time the employer first requires a follow-up test.

4. The District may require an employee to be tested for controlled substances or alcohol, if the employer has reason to suspect that an employee's faculties are impaired on the job as a result of the use of a controlled substance or alcohol consumption. The District shall comply with the supervisory training requirement in 49 CFR, part 382.603, whenever it requires a test on the basis of reasonable suspicion.

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5. The District may require an employee to be tested for controlled substances or alcohol, if it has reason to believe that the employee's act or failure to act is a direct or proximate cause of a work-related accident that has caused death or personal injury or property damage in excess of One Thousand Five Hundred Dollars ($1,500).

Employee's Right of Rebuttal

The District shall provide an employee who has been tested under this policy with a copy of the test report. The District shall obtain, at the employee's request, an additional test of the urine split sample by an independent qualified laboratory selected by the person tested. The District shall pay for the additional tests if the additional test results are negative, and the employee shall pay for the additional tests if the additional test results are positive. The employee must be provided the opportunity to rebut or explain the results of any test.

Limitation on Adverse Action

No adverse action, including follow-up testing, may be taken by the District if the employee presents a reasonable explanation or medical opinion indicating that the original test results were not caused by illegal use of controlled substances or by alcohol consumption. If the employee presents a reasonable explanation or medical opinion, the test results must be removed from the employee's record and destroyed.

Confidentiality

Except as provided below and except for information that is required by law to be reported to a state or federal licensing authority, all information, interviews, reports, statements, memoranda, or test results received by the District through a qualified testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding.

Material that is confidential as described above may be used in a proceeding related to:

I. legal action arising out of the District's implementation of this policy; or
II. inquiries relating to a workplace accident involving death, physical injury, or property damage in excess of One Thousand Five Hundred Dollars ($1,500), when there is reason to believe the tested employee may have caused or contributed to the accident.

Legal Reference:	§ 37-1-316, MCA	Unprofessional conduct
	§§ 39-2-205, et seq., MCA	Workforce Drug and Alcohol Testing Act

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Drug Testing Employees

Testing must be conducted according to the terms of written policy and procedure adopted by the District and must be available for review by all employees sixty (60) days before the terms are implemented or changed. Controlled substance and alcohol testing procedures shall conform to 49 CFR, part 40.

(1) **Your Individual Procedure Must Contain:**

(a) a description of the applicable legal sanctions under federal, state, and local law for the unlawful manufacture, distribution, possession, or use of a controlled substance;

(b) the employer's program for regularly educating or providing information to employees on the health and workplace safety risks associated with the use of controlled substances and alcohol;

(c) the employer's standards of conduct that regulate the use of controlled substances and alcohol by employees;

(d) a description of available employee assistance programs, including drug and alcohol counseling, treatment, or rehabilitation programs that are available to employees;

(e) a description of the sanctions that the employer may impose on an employee if the employee is found to have violated the standards of conduct referred to in subsection (1)(c) or if the employee is found to test positive for the presence of a controlled substance or alcohol;

(f) identification of the types of controlled substance and alcohol tests to be used from the types of tests listed in § 39-2-208, MCA;

(g) a list of controlled substances for which the employer intends to test and a stated alcohol concentration level above which a tested employee must be sanctioned;

(h) a description of the employer's hiring policy with respect to prospective employees who test positive;

(i) a detailed description of the procedures that will be followed to conduct the testing program, including the resolution of a dispute concerning test results;

(j) a provision that all information, interviews, reports, statements, memoranda, and test results are confidential communications that may not be disclosed to anyone

except:

1. the tested employee;
2. the designated representative of the employer; or

in connection with any legal or administrative claim arising out of the employer's implementation of §§ 39-2-205 through 39-2-211, MCA, or in response to inquiries

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relating to a workplace accident involving death, physical injury, or property damage in excess of One Thousand Five Hundred Dollars ($1,500), when there is reason to believe

3. that the tested employee may have caused or contributed to the accident; and

(k) a provision that information obtained through testing that is unrelated to the use of a controlled substance or alcohol must be held in strict confidentiality by the medical review officer and may not be released to the employer.

1. In addition to imposing appropriate sanctions on an employee for violation of the employer's standards of conduct, an employer may require an employee who tests positive on a test for controlled substances or alcohol to participate in an appropriate drug or alcohol counseling, treatment, or rehabilitation program as a condition of continued employment. An employer may require the employee to submit to periodic follow-up testing as a condition of the counseling, treatment, or rehabilitation program.

2. Testing must be at the employer's expense, and all employees must be compensated at the employee's regular rate, including benefits, for time attributable to the testing program.

3. The collection, transport, and confirmation testing of urine samples must be performed in accordance with 49 CFR, part 40.

4. Before an employer may take any action based on a positive test result, the employer shall have the results reviewed and certified by a medical review officer who is trained in the field of substance abuse. An employee or prospective employee must be given the opportunity to provide notification to the medical review officer of any medical information that is relevant to interpreting test results, including information concerning currently or recently used prescription or nonprescription drugs.

5. Breath alcohol tests must be administered by a certified breath alcohol technician and may only be conducted using testing equipment that appears on the list of conforming products published in the *Federal Register*.

6. A breath alcohol test result must indicate an alcohol concentration of greater than 0.04 for a person to be considered as having alcohol in the person's body.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
5500 PERSONNEL Revised on: 02/03, 02/12

Payment of Wages Upon Termination

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

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

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

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

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

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HIPAA

Note:

(1) Any school district offering a group "health care plan" for its employees is affected by HIPAA. School districts offering health plans that are self-insured will be entirely responsible for compliance with HIPAA, despite a third party administrator managing the plan. School districts may also be subject to HIPAA as a "health care provider" by either having a school-based health center or a school nurse. School-based health centers staffed and serviced by a hospital or local health department are responsible for complying with HIPAA if there is a sharing of records containing health information. For those districts providing the services of a school nurse, HIPAA regulations issued in 2000 commented that an "educational institution that employs a school nurse is subject to [the] regulations as a health care provider if the school nurse or the school engaged in a HIPAA transaction." This transaction occurs when a school nurse submits a claim electronically.

(2) Any personally identifiable health information contained in an "education record" under FERPA is subject to FERPA, not HIPAA.

Background

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The District's group health plan is a Covered Entity under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations, the Standards for the Privacy of Individually Identifiable Information. In order to comply with HIPAA and its related regulations, the District has implemented the following HIPAA Privacy Policy:

The HIPAA Privacy Rule

HIPAA required the federal government to adopt national standards for ***electronic health care transactions***. At the same time, Congress recognized that advances in electronic technology could erode the privacy of health information and determined there was a need for national privacy standards. As a result HIPAA included provisions which mandated the adoption of federal privacy standards for individually identifiable health information.

The standards found in the Privacy Rule are designed to protect and guard against the misuse of individually identifiable health information, with particular concern regarding employers using an employee's (or dependent's) health information from the group health plan to make adverse

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employment-related decisions. The Privacy Rule states that verbal, written, or electronic information that can be used to connect a person's name or identity with medical, treatment, or health history information is Protected Health Information (PHI) under the HIPAA Privacy Rule.

Under the HIPAA Privacy Rule:

1. Individuals have a right to access and copy their health record to the extent allowed by HIPAA.

2. Individuals have the right to request an amendment to their health record. The plan may deny an individual's request under certain circumstances specified in the HIPAA Privacy Rule.

3. Individuals have the right to an accounting of disclosures of their health record for reasons other than treatment, payment, or healthcare operations.

4. PHI, including health, medical, and claims records, can be used and disclosed without authorization for specific, limited purposes (treatment, payment, or operations of the group health plan). A valid authorization from the individual must be provided for use or disclosure for other than those purposes.

5. Safeguards are required to protect the privacy of health information.

6. Covered entities are required to issue a notice of privacy practices to their enrollees.

7. Violators are held accountable with civil and criminal penalties for improper use or disclosure of PHI.

Compliance

The Superintendent/Principal has been designated Privacy Officer. The Privacy Officer will oversee all ongoing activities related to the development, implementation, maintenance of, and adherence to the District's policies and procedures covering the privacy of and access to patient health information in compliance with HIPAA, other applicable federal and state laws, and the District's privacy practices.

As required for a Covered Entity under HIPAA, the plan has developed these internal privacy policies and procedures to assure that PHI is protected and that access to and use and disclosure of PHI are restricted in a manner consistent with HIPAA's privacy protections. The policies and procedures recognize routine and recurring disclosures for treatment, payment, and healthcare operations and include physical, electronic, and procedural safeguards to protect PHI. The procedures include safeguards for sending PHI via mail or fax, receiving PHI for plan purposes, and workstation safeguards and procedures for securing and retaining PHI received by the plan. Plan participants are entitled to receive a copy of the plan's policies and procedures upon

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request.

Designating a limited number of privacy contacts allows the District to control who is receiving

PHI from the contract claims payor for plan operations purposes. The contract claims payor will provide only the minimum PHI necessary for the stated purpose and, as required under the Privacy Rule, will provide PHI only to individuals with a legitimate need to know for plan operations purposes.

The District has distributed a notice of privacy practices to plan participants. The notice informs plan participants of their rights and the District's privacy practices related to the use and disclosure of PHI. A copy of this notice may be obtained by contacting the Privacy Officer.

The District has reviewed how PHI is used and disclosed by the plan and has limited disclosure of that information to employees who have a legitimate need to know or possess the PHI for healthcare operations and functions. The District will make reasonable efforts to use de-identified information whenever possible in the operations of the plan and will only use the minimum PHI necessary for the stated purpose.

Some of the District's employees need access to PHI in order to properly perform the functions of their jobs. The District has identified these employees and has given them training in the important aspects of the HIPAA Privacy Rule, the privacy policy, and procedures. New employees who will have access to PHI will receive training on the HIPAA Privacy Rule and related policies and procedures as soon as reasonably possible after they are employed. Employees who improperly use or disclose PHI or misuse their access to that information may be subject to discipline, as deemed appropriate.

In the event the group health plan must disclose PHI in the course of performing necessary plan operations functions or as required by law or a governmental agency, the District has developed a system to record those disclosures and requests for disclosures. An individual may request a list of disclosures of his or her PHI made by the plan for other than treatment or claims payment purposes. All requests for an accounting of PHI disclosures must be made in writing, and the plan may impose fees for the cost of production of this information. Requests will be responded to within sixty (60) days. If the plan is not able to provide the requested information within sixty (60) days, a written notice of delay will be sent to the requesting individual, with the reasons for the delay and an estimated time for response.

In order to comply with the new privacy regulations, the plan has implemented compliant communication procedures. Except for its use in legitimate healthcare operations, written permission will be required in order for the District to disclose PHI to or discuss it with a third party.

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The HIPAA Privacy Rule prohibits the District from disclosing medical information without the patient's written permission other than for treatment, payment, or healthcare operations purposes. An authorization signed by the patient and designating specified individuals to whom the District may disclose specified medical information must be on file, before the plan can discuss a patient's medical information with a third party (such as a spouse, parent, group health plan representative, or other individual).

The District has taken the following steps to ensure PHI is safeguarded:

- The District has implemented policies and procedures to designate who has and who does not have authorized access to PHI.

- Documents containing PHI are kept in a restricted/locked area.

- Computer files with PHI are password protected and have firewalls making unauthorized access difficult.

- Copies of PHI will be destroyed when information is no longer needed, unless it is required by law to be retained for a specified period of time.

- The District will act promptly to take reasonable measures to mitigate any harmful effects known to the group health plan, due to a use or disclosure of PHI in violation of the plan's policies, procedures, or requirements of the HIPAA Privacy Rule.

- The District will appropriately discipline employees who violate the District's group health plan's policies, procedures, or the HIPAA Privacy Rule, up to and including termination of employment if warranted by the circumstances.

The District has received signed assurances from the plan's business associates that they understand the HIPAA Privacy Rule, applicable regulations, and the Privacy Policy and will safeguard PHI just as the plan would.

The contract claims payor and certain other entities outside the group health plan require access on occasion to PHI, if they are business associates of the group health plan and in that role need to use, exchange, or disclose PHI from the group health plan. The plan requires these entities to sign an agreement stating they understand HIPAA's privacy requirements and will abide by those rules just as the group health plan does, to protect the PHI to which they have access. For example the plan engages a certified public accountant to audit the plan annually and to make sure payments are made in compliance with the Plan Document. In order for the CPA to complete an audit, the auditor reviews a sample of the claims for accuracy.

The District will ensure health information will not be used in making employment and compensation decisions. The HIPAA Privacy Rule and other applicable laws expressly prohibit

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an employer from making adverse employment decisions (demotions, terminations, etc.) based on health information received from the group health plan. To the extent possible, the District has separated the plan operations functions from the employment functions and has safeguards in place to prevent PHI from the plan from going to or being used by an employee's supervisor, manager, or superior to make employment-related decisions.

Complaints

If an employee believes their privacy rights have been violated, they may file a written complaint with the Privacy Officer. No retaliation will occur against the employee for filing a complaint. The contact information for the Privacy Officer is:

Superintendent/Principal
Big Sky School District
PO Box 161280
Big Sky, MT 29716
(406) 995-4281 ext. 200
Fax (406) 995-2161

Legal Reference: 45 C.F.R. Parts 160, 162, 164

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Request for Protected Health Information

This form should be used when release of a patient's protected health information is being made to the health care provider for an employee or student for a purpose other than treatment, payment or health care operations.

I, _____, hereby authorize _____
Name of Employee, Student 18 or older, or Parent/Guardian *Name of Physician/Practice*
to use and/or disclose my protected health information described below to _____.
School District

My protected health information will be used or disclosed upon request for the following purposes (name and explain each purpose): _____
_____

This authorization for use and/or disclosure applies to the following information (please mark those that apply):

☐ Any and all records in the possession of the above-named physician or physician's practice, including mental health, HIV, and/or substance abuse records. (Please cross out any item you do not authorize to be released.)
☐ Records regarding treatment for the following condition or injury _____ on or about_____.
☐ Records covering the period of time _____ to _____.
☐ Other (Specify and include dates.)_____.

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to above-named physician/practice. I also understand that my revocation is not effective to the extent that the persons I have authorized to use and/or disclose my protected health information have acted in reliance upon this authorization.

I understand that I do not have to sign this authorization and that the above-named physician/practice may not condition treatment or payment on whether I sign this authorization.

I understand that information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and no longer protected by federal laws and regulations regarding the privacy of my protected health information.

This authorization expires on the following date or event: _____.

I certify that I have received a copy of this authorization.

_____ _____
Signature of Patient or Personal Representative *Date*

_____ _____
Name of Patient or Personal Representative *Personal Representative's Authority*

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Employee Use of Cellular Phones and Other Electronic Devices

~~The Board recognizes that the use of cellular telephones and other electronic communication devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities. To this end, the Board authorizes the purchase and employee use of such devices, as deemed appropriate by the Superintendent.~~

~~District-owned cellular telephones and other devices will be used for authorized District business purposes. Personal use of such equipment may be prohibited except in emergency situations.~~

Use of cellular telephones and other electronic communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including termination of employment.

District employees are prohibited from using cell phones or other electronic communication devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles when transporting students on school-sponsored activities.

Emergency Use

Staff are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff, or other individuals.

Use of Personal Cell Phones and Communication Devices

Employees are strongly discouraged from using their personal cell phone during the school days. ~~When necessary, employees may use their personal cell phones and similar communication devices only during non-instructional time. In no event shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities.~~ **Personal cell phones may be used only during non-instructional time. In no event shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities.**
If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Board policies.

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BIG SKY SCHOOL DISTRICT #72

R = required

6000 SERIES
ADMINISTRATION

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 02/04

6000 ADMINISTRATION

Goals

The administrative staff's primary functions are to manage the District and to facilitate the implementation of a quality educational program. It is the goal of the Board that the administrative organization:

1. Provide for efficient and responsible supervision, implementation, evaluation, and improvement of the instructional program, consistent with the policies established by the Board;

2. Provide effective and responsive communication with staff, students, parents, and other citizens; and

3. Foster staff initiative and rapport.

The District's administrative organization will be designed so that all divisions and departments of the District are part of a single system guided by Board policies implemented through the Superintendent. Principals and other administrators are expected to administer their facilities in accordance with Board policy and the Superintendent's rules and procedures.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

6110 - R ADMINISTRATION Revised on: 02/04, 03/14

Superintendent

Duties and Authorities

The Superintendent is the District's executive officer and is responsible for the administration and management of District schools, in accordance with Board policies and directives and state and federal law. The Superintendent is authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities; however, delegation of a power or duty does not relieve the Superintendent of responsibility for that which was delegated.

Qualifications and Appointment

The Superintendent will have the experience and skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules; or considered appropriately assigned if the Superintendent is enrolled in an internship program as defined in ARM 10.55.602 and meets the requirements of ARM 10.55.607 and ARM 10.55.702.

Evaluation

At least annually the Board will evaluate the performance of the Superintendent, using standards and objectives developed by the Superintendent and the Board, which are consistent with District mission and goal statements. A specific time shall be designated for a formal evaluation session. The evaluation will include a discussion of professional strengths, as well as performance areas needing improvement.

Compensation and Benefits

The Board and the Superintendent will enter into a contract which conforms to this policy and state law. The contract will govern the employment relationship between the Board and the Superintendent.

Legal Reference:	§ 20-4-402, MCA	Duties of district superintendent or county high school principal
	ARM 10.55.602	Definition of Internship
	ARM 10.55.607	Internships
	ARM 10.55.702	Licensure and Duties of District Administrator – District Superintendent

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Superintendent

The Board will:	The Superintendent will:
Select the Superintendent and delegate to him/her all necessary administrative powers.	Serve as chief executive officer of the District.
Adopt policies for the operations of the school system and review administrative procedures.	Recommend policies or policy changes to the Board and develop procedures which implement Board policy.
Formulate a statement of goals reflecting the philosophy of the District.	Provide leadership in the development, operation, supervision, and evaluation of the educational program.
Adopt annual objectives for improvement of the District.	Recommend annual objectives for improvement of the District.
Approve courses of study.	Recommend courses of study.
Approve textbooks.	Recommend textbooks.
Approve the annual budget.	Prepare and submit the annual budget.
Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.	Recommend candidates for employment as certificated and classified staff.
Authorize the allocation of certificated and classified staff.	Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board.
Approve contracts for major construction, remodeling, or maintenance.	Recommend contracts for major construction, remodeling, or maintenance.
Approve payment of vouchers and payroll.	Recommend payment of vouchers and payroll.

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The Board will:	The Superintendent will:
Approve proposed major changes of school plant and facilities.	Prepare reports regarding school plant and facilities needs.
Approve collective bargaining agreements.	Supervise negotiation of collective bargaining agreements.
Assure that appropriate criteria and processes for evaluating staff are in place.	Establish criteria and processes for evaluating staff.
Appoint citizens and staff to serve on special Board committees, if necessary.	Recommend formation of *ad hoc* citizens' committees.
Conduct regular meetings.	As necessary, attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees, and provide administrative recommendations on each item of business considered by each of these groups.
Serve as final arbitrator for staff, citizens, and students.	Inform the Board of appeals and implement any such forthcoming Board decisions.
Promptly refer to the Superintendent all criticisms, complaints, and suggestions called to its attention.	Respond and take action on all criticism, complaints, and suggestions, as appropriate.
Authorize the ongoing professional enrichment of its administrative leader, as feasible.	Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.
Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations.	Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

NOTE: A copy of the Superintendent's evaluation may be included.

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Big Sky School District #72

Adopted on:
Reviewed on:
Revised on:

6121 ADMINISTRATION

District Organization

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed, except in unusual circumstances.

The organization of District positions of employment for purposes of supervision, services, leadership, administration of Board policy, and all other operational tasks shall be on a "line and staff" basis. District personnel occupying these positions of employment shall carry out their duties and responsibilities on the basis of line and staff organization.

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Big Sky School District #72

Adopted on: 02/04
Reviewed on:

6140- R ADMINISTRATION Revised on: 03/14

Duties and Qualifications of Administrative Staff Other Than Superintendent

Duty and Authority

As authorized by the Superintendent, administrative staff will have full responsibility for day-to-day administration of the area to which they are assigned. Administrative staff are governed by Board policies and are responsible for implementing administrative procedures relating to their assigned responsibilities.

Each administrator's duties and responsibilities will be set forth in a job description for that particular position.

Qualifications

All administrative personnel must be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, or be considered appropriately assigned if the administrator is enrolled in an internship as defined in ARM 10.55.602 and meets the requirements of ARM 10.55.607, and must meet other qualifications as specified in their position's job description.

Administrative Work Year

The administrators' work year will correspond with the District's fiscal year, unless otherwise stated in an employment agreement. In addition to legal holidays, the administrators will have vacation periods as approved by the Superintendent.

Compensation and Benefits

Administrators will receive compensation and benefits as stated in their employment agreements.

Legal Reference:	§ 20-4-401, MCA	Appointment and dismissal of district superintendent or county high school principal
	§ 20-4-402, MCA	Duties of district superintendent or county high school principal
	10.55.701, ARM	Board of Trustees
	ARM 10.55.602	Definition of Internship
	ARM 10.55.607	Internships

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Employment Restrictions for Administrative Personnel

The Superintendent must give prior approval for time taken by administrators from the regularly assigned work schedules, for such paid activities as consulting, college teaching, lecturing, etc.

The amount of time lost to the District will be, but is not restricted to being: deducted from vacation time; granted as additional personal leave as specified by a written contract; or prorated to a dollar amount to be deducted in the next regularly scheduled pay period.

Time taken from the regularly assigned work schedule for non-paid activities shall follow the format established above.

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Big Sky School District #72

Adopted on: 02/04
Reviewed on:

6210 - R ADMINISTRATION Revised on: 12/10, 03/14

Principals

Principals are the chief administrators of their assigned schools and are responsible for the day-to-day operation of their building. The primary responsibility of Principals is the development and improvement of instruction. The majority of the Principals' time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding the school rules, accomplishments, practices, and policies with parents and teachers. Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget, and communication between the school and the community. Principals will be evaluated in accordance with ARM 10.55.701(4)(a)(b).

Legal Reference:	§ 20-4-403, MCA	Powers and duties of principal
	10.55.701, ARM	Board of Trustees
	10.55.703, ARM	Licensure and Duties of School Principal

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Big Sky School District #72

Adopted on: 02/04
Reviewed on:
Revised on:

6410 - R ADMINISTRATION

Evaluation of Administrative Staff

Each administrator will be evaluated annually, in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation will be based on job descriptions, accomplishment of annual goals and performance objectives, and established evaluative criteria.

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens, and programs; and staff evaluation.

Both the evaluator and the administrator involved in the evaluation will sign the written evaluation report and retain a copy for their records. A person being evaluated has the right to submit and attach a written statement to the evaluation within a reasonable time following the evaluation conference.

Cross Reference: 6140 Duties and Qualifications of Administrative Staff Other Than Superintendent

Legal Reference: 10.55.701, ARM Board of Trustees

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 02/04

6420 ADMINISTRATION

Professional Growth and Development

The Board recognizes that training and study for administrators contribute to skill development necessary to better serve the District's needs. Each year the Superintendent should develop an administrative in-service program based upon the needs of the District, as well as the needs of individual administrators.

Administrative staff is encouraged to be a member of and participate in professional associations which have as their purposes the upgrading of school administration and the continued improvement of education in general.

Legal Reference: § 20-1-304, MCA Pupil-instruction-related day

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BIG SKY SCHOOL DISTRICT #72

R = required

7000 SERIES
FINANCIAL MANAGEMENT

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 06/04

7000 FINANCIAL MANAGEMENT

Goals

Because educational programs are dependent on adequate funding and the proper management of those funds, District goals can best be attained through efficient fiscal management. As trustee of local, state, and federal funds allocated for use in public education, the Board shall fulfill its responsibility to see that funds are used to achieve the intended purposes.

Because of resource limitations, fiscal concerns often overshadow the educational program. Recognizing this, the District must take specific action to ensure that education remains primary. This concept shall be incorporated into Board operations and into all aspects of District management and operation.

The Board seeks to achieve the following goals in the District's fiscal management:

1. Engage in advance planning, with staff and community involvement, to develop budgets which will achieve the greatest educational returns in relation to dollars expended.

2. Establish levels of funding which shall provide superior education for District students.

3. Provide timely and appropriate information to staff who have fiscal responsibilities.

4. Establish efficient procedures in all areas of fiscal management.

Legal Reference: Title 20, Chapter 9, MCA Finance

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

7008 FINANCIAL MANAGEMENT

Nonresident Student Attendance Agreement (Tuition/Transportation Costs)

Whenever a nonresident student is to be enrolled in the District, either by choice or by placement, an attendance agreement must be filed with the Board. Terms of the agreement must include tuition rate, the party responsible for paying tuition and the schedule of payment, transportation charges, if any, and the party responsible for paying transportation costs.

Tuition rates shall be determined annually, consistent with Montana law and approved by the Board.

Cross Reference: 3141 Discretionary Nonresident Student Attendance Policy

Legal Reference:	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
	§ 20-5-320, MCA	Attendance with discretionary approval
	§ 20-5-321, MCA	Attendance with mandatory approval – tuition and transportation
	§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement
	§ 20-5-323, MCA	Tuition and transportation rates
	10.10.301, ARM	Calculating Tuition Rates

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 06/04

7110 FINANCIAL MANAGEMENT

Budget and Program Planning

The annual budget is evidence of the Board's commitment to the objectives of the instruction programs. The budget supports immediate and long-range goals and established priorities within all areas – instructional, non-instructional, and administrative programs.

Before presentation of a proposed budget for adoption, the Superintendent and business manager will prepare, for the Board's consideration, recommendations (with supporting documentation) designed to meet the needs of students, within the limits of anticipated revenues.

Program planning and budget development may provide for staff participation and the sharing of information with patrons before any action by the Board.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

7121 FINANCIAL MANAGEMENT

Budget Adjustments

When any budgeted fund line item is in excess of the amount required, the Board may transfer any of the excess appropriation to another line item(s) within the same fund.

The Board authorizes the administration to transfer line items within the same budgeted fund to adjust line item overdrafts or to meet special line item needs. Line item budget transfers to adjust line item overdrafts are at the discretion of the administrators.

Total budget expenditures for each fund as adopted in the final budget shall constitute the appropriations of the District for the ensuing fiscal year. The Board will be limited in the incurring of expenditures to the total of such appropriations.

With timely notice of a public meeting, trustees, by majority vote of those present, may declare by resolution that a budget amendment (in addition to the final budget) is necessary. Budget amendments are authorized for specified reasons by § 20-9-161, MCA. The resolution must state the facts constituting the need for the budget amendment, the funds affected by the budget amendment, the anticipated source of financing, the estimated amount of money required to finance the budget amendment, and the time and place the trustees will meet for the purpose of considering and adopting the budget amendment for the current school fiscal year.

The meeting to adopt a budget amendment will be open and will provide opportunity for any taxpayer to appear and be heard. Budget procedures will be consistent with statutory requirements. When applicable, the District will apply for state financial aid to supplement the amount to be collected from local taxes.

Legal Reference:	§ 20-9-133, MCA	Adoption and expenditure limitations of final budget
	§ 20-9-161, MCA	Definition of budget amendment for budgeting purposes
	§ 20-9-162, MCA	Authorization for budget amendment adoption
	§ 20-9-163, MCA	Resolution for budget amendment – petition to superintendent of public instruction
	§ 20-9-164, MCA	Notice of budget amendment resolution
	§ 20-9-165, MCA	Budget amendment limitation, preparation, and adoption procedures
	§ 20-9-166, MCA	State financial aid for budget amendments
	§ 20-9-208, MCA	Transfers among appropriation items of fund – transfers from fund to fund

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

7210 FINANCIAL MANAGEMENT

Revenues

The District will seek and utilize all available sources of revenue for financing its educational programs, including revenues from non-tax, local, state, and federal sources. The District will properly credit all revenues received to appropriate funds and accounts as specified by federal and state statutes and accounting and reporting regulations for Montana school districts.

The District will collect and deposit all direct receipts of revenues as necessary but at least once monthly. The District will make an effort to collect all revenues due from all sources, including but not limited to rental fees, bus fees, fines, tuition fees, other fees and charges. Uncollectible checks may be turned over to the county attorney for collection.

Legal Reference:	Title 20, Chapter 9, MCA	Finance
	Title 10, Chapter 10, ARM	Special Accounting Practices

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 06/04

7251 FINANCIAL MANAGEMENT

Disposal of School District Property without a Vote

The Board is authorized to dispose of a site, building, or any other real or personal property of the District, that is or is about to become abandoned, obsolete, undesirable, or unsuitable for school purposes.

To effect proper disposal, the trustees shall pass a resolution stating their decision concerning property disposal. The resolution will not become effective until fourteen (14) days after the resolution is published in a newspaper of general circulation in the District.

Should any taxpayer properly protest the resolution during the fourteen (14) days after the date of publication, the trustees shall submit testimony to the court with jurisdiction.

Once the resolution is effective, or if appealed the decision has been upheld by the court, the trustees shall sell or dispose of the real or personal property in a reasonable manner determined to be in the best interests of the District. Proceeds from the sale of fixed assets can be deposited to the general, debt service, building, or any other appropriate fund.

Legal Reference:	§ 20-6-604, MCA	Sale of property when resolution passed after hearing – appeal procedure

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 01/03

7260 FINANCIAL MANAGEMENT

Endowments, Gifts, and Investments

The Board may accept gifts, endowments, legacies, and devises subject to the lawful conditions imposed by the donor. Endowments received by the District will be deposited to an endowment fund as an expendable or nonexpendable trust. Neither the Board nor the Superintendent will approve any gifts that are inappropriate. Unless conditions of an endowment instrument require immediate disbursement, the Board will invest money deposited in the endowment fund according to the provisions of the Uniform Management of Institutional Funds Act (Title 72, chapter 30, MCA).

The Board authorizes the Superintendent to establish procedures for determining the suitability or appropriateness of all gifts received and accepted by the District. However a person other than the trustees acting as a governing board may not expend money of the district.

Educational foundations which seek to promote, enhance, and enable educational opportunities and school improvement activities in the District may solicit and receive tax-deductible funds from donors. Educational foundations may be sanctioned by the Board but not managed or directed by it. The Board may appoint nonvoting advisors to the foundation board, if the bylaws of the foundation permit that action.

The Board directs that all school funds be invested in a prudent manner so as to achieve maximum economic benefit to the District. Funds not needed for current obligations may be invested in investment options as set out in Montana statutes, whenever it is deemed advantageous for the District to do so.

The trustees of the district shall provide suitable memorials for all persons or associations of persons making gifts to the district that become a part of the endowment fund or trust.

Legal Reference:	§ 20-6-601, MCA	Power to accept gifts
	§ 20-7-803, MCA	Authority to accept gifts
	§ 20-9-212, MCA	Duties of county treasurer
	§ 20-9-213(4), MCA	Duties of trustees
	§ 20-9-604, MCA	Gifts, legacies, devises, and administration of endowment fund
	§ 72-30-209, MCA	Appropriation for expenditure or accumulation of endowment fund – rules of construction

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

7310 FINANCIAL MANAGEMENT Revised on:06/04

Budget Implementation and Execution

Once adopted by the Board, the operating budget shall be administered by the Superintendent's designees. All actions of the Superintendent/designees in executing programs and/or activities delineated in that budget are authorized according to these provisions:

1. Expenditure of funds for employment and assignment of staff shall meet legal requirements of the state of Montana and adopted Board policies.

2. Funds held for contingencies may not be expended without Board approval.

3. A listing of warrants describing goods and/or services for which payment has been made must be presented for Board ratification each month.

4. Purchases will be made according to the legal requirements of the state of Montana and adopted Board policy.

Legal Reference:	§ 20-3-332, MCA	Personal immunity and liability of trustees
	§ 20-9-213, MCA	Duties of trustees

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Purchasing

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within limits of the detailed annual budget for the school year. The Board must approve purchase of capital outlay items, when the aggregate total of a requisition exceeds $10,000, except the Superintendent shall have the authority to make capital outlay purchases without advance approval when necessary to protect the interests of the District or the health and safety of staff or students. The Superintendent will establish requisition and purchase order procedures to control and maintain proper accounting of expenditure of funds. Staff who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

Bids and Contracts

Whenever any building furnishing, repairing, or other work for the benefit of the District or purchasing of supplies for the District is necessary, the work done or the purchase made must be by contract if the sum exceeds Eighty Thousand Dollars ($80,000). The District will call for formal bids by issuing public notice as specified in statute. Specifications will be prepared and made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any or all bids. The Board, in making a determination as to which vendor is the lowest responsible bidder, will take into consideration not only the amount of each bid, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract according to its letter and spirit. Bidding requirements do not apply to a registered professional engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

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

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

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In making a determination as to which vendor is the lowest responsible bidder, if any, the District will take into consideration not only the pecuniary ability of a vendor to perform the contract, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. References must be provided and will be contacted. The District further reserves the right to contact others with whom a vendor has conducted business, in addition to those listed as references, in determining whether a vendor is the lowest responsible bidder. Additional information and/or inquiries into a vendor's skill, ability, and integrity are set forth in the bid specifications.

Cooperative Purchasing

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

Legal Reference:	§§ 18-1-101, et seq., MCA	Preferences and General Matters
	§§ 18-1-201, et seq., MCA	Bid Security
	§ 20-9-204, MCA	Conflicts of interests, letting contracts, and calling for bids
	§ 20-10-110, MCA	School Bus Purchases – contracts- bids
	Debcon v. City of Glasgow, 305 Mont. 391 (2001)	

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

7325 FINANCIAL MANAGEMENT

Accounting System Design

The District accounting system will be established to present, with full disclosure, the financial position and results of financial operations of District funds and account groups in conformity with generally accepted accounting principles. The accounting system must be in compliance with accounting system requirements established by legislative action. The accounting system shall be able to demonstrate compliance with finance-related legal and contractual provisions.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
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7326 FINANCIAL MANAGEMENT

Documentation and Approval of Claims

All financial obligations and disbursements must be documented in compliance with statutory provisions and audit guidelines. Documentation will specifically describe acquired goods and/or services, budget appropriations applicable to payment, and required approvals. All purchases, encumbrances and obligations, and disbursements must be approved by the administrator designated with authority, responsibility, and control over budget appropriations. The responsibility for approving these documents cannot be delegated.

The District business office is responsible for developing procedures and forms to be used in the requisition, purchase, and payment of claims.

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Big Sky School District #72

Adopted on:
Reviewed on:

7330 FINANCIAL MANAGEMENT Revised on:

Payroll Procedures/Schedules

The District will establish one (1) or more days in each month as fixed paydays for payment of wages in accord with the current collective bargaining agreement or District practice. Employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay. Employees who choose to receive payment of wages beyond the period in which the wages were earned (deferred payment) will be subject to Internal Revenue Service (IRS) penalties, unless they provide a written election of such deferral prior to (the first (1st) duty day) (July 1)[1] of the year of deferral. Forms for such deferral shall be made available. Any change to the election must be made prior to the first (1st) duty day of the fiscal year of the deferment.

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

Cross Reference: 5500 Payment of Wages upon Termination

Legal Reference: § 409A, Internal Revenue Code, Deferred Compensation

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Recognition of Revenue Enhancement/Advertising in Schools

The Big Sky Board of Trustees Acknowledges that community businesses, organizations, and individuals often help the district to maintain and enhance programs through direct and/or in-kind contributions All revenue, goods or services derived through such contributions are subject to Board policy and should:

I. Enhance student academic and/or social achievement;
II. Assist in the maintenance or expansion of district athletics and activity programs;
III. Enhance and/or expand the district's physical plant;
IV. Provide scholarships for students participating in athletic, academic, and activity programs who demonstrate financial need and merit.

The Board permits recognition of such contributions. All recognition must adhere to standards of good taste, as determined by the Superintendent and must model positive values and encourage student achievement and high standards of conduct. Recognition activities may include:

I. Signage
II. Banners (permanent, event specific, or seasonal).
III. Approved publications
IV. Print and telecommunications venues
V. Athletic facilities, to include stadiums, athletic fields, and gymnasiums.
VI. District projects.

Advertising of program sponsorship will not be allowed in classrooms, on student clothing, on student awards, or on school busses. Corporate-sponsored curriculum materials are subject to the requirements of Board policy. No parts of the physical plant or athletic fields will be dedicated to benefactors without deliberate and specific action by the Board.

The following restrictions will be in place when seeking and recognizing revenue enhancement. Revenue enhancement and recognition of such will not:

I. Promote hostility, disorder, or violence
II. Attack ethnic, racial, or religious groups
III. Discriminate, demean, harass, or ridicule any person or group of persons on the basis of gender
IV. Be libelous

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V. Inhibit the functioning of the school and/or district
VI. Promote, favor, or oppose the candidacy of any candidate for election, adoption of any bond/budget issues, or any public question submitted at any general, county, municipal, or school election;
VII. Be obscene or pornographic, as defined by prevailing community standards throughout the district
VIII. Promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns
IX. Promote any religious or political organization
X. Use any District or school logo without prior approval

Cross Reference: 2120 Curriculum Development and Assessment
2309 Library Materials
2311 Instructional Materials

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Big Sky School District #72

Adopted on: 06/07
Reviewed on:
Revised on:

7332P FINANCIAL MANAGEMENT

Naming Policy

Purpose:

The District acknowledges that private funding is a critical element in the development and sustainability of capital projects and academic goals. The District welcomes the opportunity to honor distinguished individuals, organizations or other entities whose generosity has benefited the District, the local community, or the state.

General Understanding:

1. No naming will be approved or, once approved, continued that will call into serious question the integrity of the District.
2. No name will be approved that will imply the District's specific endorsement of a partisan political or ideological position. This does not preclude a naming for an individual who has at one time held public office or with the name of an individual or a company that manufactures or distributes commercial projects.
3. The named facility or portion thereof will continue to use the name so long as the facility or portion thereof remains in use and serves its original purpose. When the use of the facility changes by either demolition or substantial renovation, the District may:
    a. Retain the use of the name,
    b. Transfer the name to another comparable facility or
    c. Discontinue the use of the name.

    Transferring a name or discontinuing the use of the name will require the approval of the Board of Trustees. Where possible, consultation with the original donor or donor's family will also be sought.

4. Only significant, sensible, and identifiable portions of facilities may be named. (Closets, corners, cupboards and the like will not be represented as naming opportunities)
5. The District may, with Board approval, also sell the identity of a building, or portion thereof, to a corporate sponsor for a defined period of time through an advertising agreement with that sponsor.
6. Recognition opportunities will exist separate from the naming policy. The Board of Trustees or designate may recognize gifts from benefactors of physical objects which reside in buildings under the authority of such persons, such as books, esthetic pieces, paintings, park benches and the like, Mounting of plaques or nameplates usually marks such recognition.

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Policies:

A. Naming in Recognition of Distinction

From time to time, the Board of Trustees shall approve a naming to honor distinguished contributions of past members or others to the local community, the state, or the nation. Only in extraordinary cases will naming be approved for living members of the local community.

B. Naming in Recognition of Benefactors

For recognition by naming, it will be expected that the benefactor, and/or contributors wishing to honor a benefactor, will provide all or a substantial part of the cost of the entity. In establishing the objectives of the fundraising campaigns, the Board of Trustees, (or the ad-hoc committee to which the Board delegates authority), may establish naming opportunities, set the level of gifts required for each, and authorize individuals to advise potential benefactors that the facility offers specific naming opportunities subject to approvals consistent with this policy.

C. Approval Process:

1. All proposals for naming facilities should be submitted to the ad-hoc naming committee, with members to be appointed by the Chair.
2. The committee, in consultation with the Lead Administrator, shall advise the Trustees with respect to proposals to name or change the name of District facilities consistent with the procedures and guidelines established in this policy statement.
3. The committee will consult with the Lead Administrator and, pending approval, will forward the proposal to the Board of Trustees for action.
4. The Board of Trustees will make all final decisions on the naming of facilities.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

7335 FINANCIAL MANAGEMENT

Personal Reimbursements

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the District from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to the District;

2. The purchase was made with the prior approval of an authorized administrator;

3. The item purchased was not available from District resources; and

4. The claim for personal reimbursement is properly accounted for and documented with an invoice or receipt.

The District business office is responsible for developing procedures and forms to be used in processing claims for personal reimbursements.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 06/04

7336 FINANCIAL MANAGEMENT

Travel Allowances and Expenses

The District will reimburse employees and trustees for travel expenses while traveling outside the District and engaged in official District business. District employees who are not exempted by another policy will be reimbursed according to the current state levels pursuant to Montana law. All travel expenses must be reported on the established travel expense and approved by the employee's supervisor and the Superintendent.

The District business office is responsible for development of procedures and forms to be used in connection with travel expense claims and reimbursements.

Legal Reference:	§ 2-18-501, MCA	Meals, lodging, and transportation of persons in state service
	§ 2-18-502, MCA	Computation of meal allowance
	§ 2-18-503, MCA	Mileage – allowance
	IRS.gov	

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Big Sky School District #72

Adopted on: 05/10
Reviewed on:

7405 FINANCIAL MANAGEMENT Revised on: 10/11/11

Procurement Card Use

The Board of Trustees permits the use of procurement cards for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of those individuals that will be issued a District procurement card will be maintained in the business office and reported to the Board each year at its meeting in June.

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

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

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

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

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

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

Cross Reference:	7320	Purchasing
	7335	Personal Reimbursement
	7336	Travel Allowances and Expenses
Legal Reference:	§2-7-503, MCA	Financial reports and audits of local government entities

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 06/04

7410 FINANCIAL MANAGEMENT

Fund Accounting System

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts. The accounts of the District are maintained on the modified accrual basis of accounting.

Legal Reference: § 20-9-201, MCA Definitions and application

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

7425 FINANCIAL MANAGEMENT

Extra- and Co-Curricular Funds

The Board is responsible for establishment and management of student extra- and co-curricular funds. The purpose of student extra- and co-curricular funds is to account for revenues and disbursements of those funds raised by students through recognized student body organizations and activities. The funds shall be deposited and expended by check, in a bank account maintained by the District for student extra- and co-curricular funds. The use of the student extra- and co-curricular funds is limited to the benefit of the students. Students will be involved in the decision-making process related to use of the funds.

The Board shall follow the *Student Activity Fund Accounting* (published by the Montana Association of School Business Officials (MASBO)) in establishing accounting procedures for administration of student extra- and co-curricular funds and will appoint a fund administrator.

Specific procedures are available in the administration office.

Legal Reference:	§ 2-7-503, MCA	Financial reports and audits of local government entities
	§ 20-9-504, MCA	Extracurricular fund for pupil functions

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

7430 FINANCIAL MANAGEMENT

Financial Reporting and Audits

The Board directs that financial reports of all District funds be prepared in compliance with statutory provisions and generally accepted accounting and financial reporting standards. In addition to reports required for local, state, and federal agencies, financial reports will be prepared monthly and annually and presented to the Board. Financial reports shall reflect financial activity and status of District funds.

Appropriate interim financial statements and reports of financial position, operating results, and other pertinent information will be prepared to facilitate management and control of financial operations.

The Board directs that District audits be conducted in accordance with Montana law. Each audit shall be a comprehensive audit of the affairs of the District and District funds. The audits shall comply with all statutory provisions and generally accepted governmental auditing standards.

Legal Reference:	§§ 2-7-501, et seq., MCA	Audits of Political Subdivisions
	§ 2-7-503, MCA	Financial Reports and Audits of local government entities
	§ 20-9-212, MCA	Duties of county treasurer
	§ 20-9-213, MCA	Duties of trustees

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 06/04

7500 FINANCIAL MANAGEMENT

Property Records

Property and inventory records will be maintained for all land, buildings, and physical property under District control and will be updated annually.

For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. The Superintendent will ensure inventories of equipment are systematically and accurately recorded and updated annually. Property records of facilities and other fixed assets will be maintained on an ongoing basis. No equipment will be removed for personal or non-school use except in accordance with Board policy.

Property records will show, appropriate to the item recorded, the:

1. Description and identification
2. Manufacturer
3. Date of purchase
4. Initial cost
5. Location
6. Serial number, if available
7. Model number, if available

Equipment may be identified with a permanent tag providing appropriate District and equipment identification.

Cross Reference: 7510 Capitalization Policy for Fixed Assets

Legal Reference:	§ 20-6-602, MCA	Trustees' power over property
	§ 20-6-608, MCA	Authority and duty of trustees to insure district property

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

7510 FINANCIAL MANAGEMENT

Capitalization Policy for Fixed Assets

A fixed asset is a property that meets all the following requirements:

1. Must be tangible in nature;

2. Must have a useful life of longer than the current fiscal year; and

3. Must be of significant value.

Fixed assets may be acquired through donation, purchase, or may be self-constructed. The asset value for a donation will be the fair market value at the time of donation. The asset value for purchases will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The cost of self-constructed assets will include both the cost of materials used and the cost of labor involved in construction of the asset.

The following significant values will be used for different classes of assets:

Class of Fixed Asset	Significant Value
Equipment and machinery	$5000.00 or more
Buildings - improvements	$5000.00 or more
Improvements other than to buildings	$5000.00 or more
Land	Any amount

Cross Reference: 7500 Property Records

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Fund Balances

I. PURPOSE

The fund balance policy establishes a framework for the management of all excess funds managed by the Big Sky School District. The policy is in accordance with GASB Statement 54; management of fund balance. It also provides guidance and direction for elected and appointed officials as well as staff in the use of excess funds at year-end.

II. SCOPE

This fund balance policy applies to all funds in the custody of the School District Business Manager of the Big Sky School District, Bozeman, Montana. These funds are accounted for in the District's annual audited financial reports and include, but are not limited to, the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Any new funds created by the District, unless specifically exempted by the governing body; in accordance with state law or GASB pronouncements.

III. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

IV. DEFINITIONS

A. *Fund balance*---means the arithmetic difference between the assets and liabilities reported in a school district fund.

B. *Committed fund balance*—amounts constrained to specific purposes by the District itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the District takes the same highest-level action to remove or change the constraint

C. *Assigned fund balance*—amounts a school district *intends* to use for a specific purpose; intent can be expressed by the District or by an official to which the Board of Trustees delegates the authority.

D. *Nonspendable fund balance*—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund)

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E. *Restricted fund balance*—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation

F. *Unassigned fund balance*—amounts that are available for any purpose; these amounts are reported only in the general fund.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 5 percent of the annual budget.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

- First: Restricted
- Second: Committed
- Third: Assigned
- Fourth: Unassigned

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Business Manager, Superintendent and/or collectively, as having authority to express assignments in the District's governmental funds. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct, at a minimum, an annual review of the sufficiency of the minimum unassigned general fund balance level.

***Legal References**:* Statement No. 54 of the Governmental Accounting Standards Board

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Independent Investment Accounts

The Board may establish independent investment accounts separate and apart from those funds maintained by the county treasurer. The Board may transfer cash into an independent investment account from any budgeted or non-budgeted funds. A separate account shall be established for each fund from which transfers are made. The principal and any interest earned must be reallocated to the fund from which the deposit was originally made.

The District may either:

- Establish and use the account as a non-spending account, returning sufficient funds to the county treasurer in time to pay all claims against the applicable fund; or

- Establish a subsidiary checking account and make expenditures from the investment account, provided all transactions are accounted for and reported, as required by applicable accounting principles. If the District desires to establish a subsidiary checking account for purposes of paying for expenditures directly from an investment account, the District must enter into a written agreement with the county treasurer, in accordance with § 20-9-235, MCA.

Legal Reference: § 20-9-235, MCA Authorization for school district investment account

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Big Sky School District #72

Adopted on:
Reviewed on:
Revised on:

7525 FINANCIAL MANAGEMENT

Lease-Purchase Agreement

The trustees of a district can lease property with an option to purchase.

Personal property -- the lease cannot be more than seven (7) years.

Real property -- the lease cannot be more than fifteen (15) years.

The terms of the lease must comply with 20-6-625, MCA. If real property is acquired, the trustees shall comply with 20-6-603, MCA.

The trustees of any district may lease buildings or land suitable for school purposes when it is within the best interests of the district to lease the buildings or land from the county, municipality, another district, or any person. The term of the lease may not be for more than fifteen (15) years unless prior approval of the qualified electors of the district is obtained in the manner prescribed by lase for school elections, in which case the lease may be for a term approved by the qualified electors, but not exceeding ninety-nine (99) years. Whenever the lease is for a period of time that is longer than the current school fiscal year, the lease requirements for the succeeding school fiscal years shall be an obligation of the final budgets for such years.

Cross Reference:	Policy 7251	Disposal of school district property without a vote.
Legal Reference:	§ 20-6-603, MCA	Trustees' authority to acquire or dispose of sites and buildings – when election required.
	§ 20-6-609, MCA	Trustees' authority to acquire property by lease-purchase agreement.
	§ 20-6-625, MCA	Authorization to lease buildings or land for school purposes.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

7530 FINANCIAL MANAGEMENT Revised on: 06/04, 08/10

Procurement of Supplies or Services

The Board adopts all applicable provisions of the Montana Procurement Act (i.e., §§ 18-4-121, et seq., MCA).

§ 18-4-303, MCA – Competitive sealed bidding. With the exception of construction contracts, allows the District to negotiate an adjustment of the bid price with the lowest responsible bidder in order to bring the bid within the amount of available funds, if, and only if, all bids exceed available funds and the lowest responsible bid does not exceed available funds by more than five percent (5%).

§ 18-4-306, MCA – Sole source procurement. A contract may be awarded for a supply or service item without competition when, the District determines in writing that:

a) there is only one (1) source for the required supply or service item.;
b) Only one source is acceptable or suitable for the supply or service item; or
c) The supply or service item must be compatible with current supplies or services.

§ 18-4-305, Small purchases and limited solicitations. Any procurement not exceeding the amount established by rule may be made in accordance with small purchase or limited solicitation procedures established by the department. Procurement requirements may not be artificially divided so as to constitute a small purchase or limited solicitation under this section.

Legal Reference:	§ 18-4-121, et seq., MCA	Montana Procurement Act
	§ 18-4-303, MCA	Competitive Sealed Bidding
	§ 18-4-306, MCA	Sole Source Procurement--records
	2.5.604, ARM	Sole Source Procurement

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BIG SKY SCHOOL DISTRICT #72

R = required

8000 SERIES
NONINSTRUCTIONAL OPERATIONS

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

8000 NONINSTRUCTIONAL OPERATIONS

Revised on: 02/05

Goals

In order for students to obtain the maximum benefits from their educational program, a complex set of support services must be provided by the District. These services are essential to the success of the District, and the staff that provides them is an integral part of the educational enterprise. Because resources are always scarce, all assets of District operations, including noninstructional support services, shall be carefully managed in order to obtain maximum efficiency and economy. To that end, the goal of the District is to seek new ways of supporting the instructional program, which shall maximize the resources directly available for students' learning programs.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 02/05

8100 NONINSTRUCTIONAL OPERATIONS

Transportation

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

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

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

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

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

In-Town Busing

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

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

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Big Sky School District #72

Adopted on: 02/05
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Revised on:

8102 NONINSTRUCTIONAL OPERATIONS

Contracting for Transportation Services

If the Board enters into a contract for transportation services, the contractor shall operate such equipment in accordance with District policy and the rules and regulations of the Board of Public Education. The contract shall be in effect for not more than five (5) years. Before entering into the first (1st) such contract, the District shall determine that the cost of contracting for the ensuing term will not exceed projected costs of operating its own system. Before any transportation contract is awarded to a private party or contractor, the trustees shall:

1. Secure bids by advertising for a twenty-one-(21)-day period (three (3) consecutive weeks); or

2. Negotiate a new contract with the current contractor, provided the new contract does not exceed by more than twelve percent (12%) per year the basic costs of the previous contract.

No money shall be expended, unless a contract with a private carrier has been executed. The Board Chairperson will sign such contracts on behalf of the District.

The District reserves the right to own, operate, and to choose with respect to any other form of transportation, whether it be regular school, co-curricular, extracurricular, or District business programs, the means of transportation which best fits District needs at that particular time, as determined by the Board.

Legal Reference:	§ 20-10-102, MCA	School bus requirements
	§ 20-10-107, MCA	Power of trustees
	§ 20-10-125, MCA	Bid letting for contract bus – payments under transportation contract
	10.7.108, ARM	Bus Contracts

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Bus Routes and Schedules

The Superintendent's designee is responsible for scheduling bus transportation, including determination of routes and bus stops. Such routes are subject to approval of the county transportation committee. The purpose of bus scheduling and routing is to achieve maximum service with a minimum fleet of buses consistent with providing safe and reasonably equal service to all bus students.

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. A school bus route shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation, including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turnaround points, capacity of bus, and related factors.

2. The District may extend a bus route across another transportation service area, if it is necessary in order to provide transportation to students in the District's own transportation service area. A district may not transport students from outside its transportation service area.

3. No school child attending an elementary school shall be required to ride the school bus under average road conditions more than one (1) hour without consent of the child's parent or guardian.

4. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.

5. Parents should be referred to the Superintendent for any request of change in routes, stops, or schedules.

The Board reserves the right to change, alter, add, or delete any route at any time such changes are deemed in the best interest of the District, subject to approval by the county transportation committee.

Bus Stops

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Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions.

Bus stops shall be chosen with safety in mind. Points shall be selected where motorists approaching from either direction will have a clear view of the bus for a distance of at least three hundred (300) to five hundred (500) feet.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal of each building is responsible for the conduct of students waiting in loading zones.

Delay in Schedule

The driver is to notify the administration of a delay in schedule. The administration will notify parents on routes and radio stations, if necessary.

Responsibilities - Students

Students must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Students should instantly obey any command or suggestions from the driver and/or his/her assistants.

Responsibilities - Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts toward making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
2. Properly prepare children for weather conditions.
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding the school bus.

Safety

The Superintendent will develop written rules establishing procedures for bus safety and emergency exit drills and for student conduct while riding buses.

If the bus and driver are present, the driver is responsible for the safety of his/her passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark at other than his/her assigned stop unless so authorized by the Superintendent. In order to assure the safety of

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all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his/her passengers. Failure to use the system constitutes negligence on the part of the driver.

Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with weather in Montana. In the interest of safety and operational efficiency, the Superintendent is empowered to make decisions as to emergency operation of buses, cancellation of bus routes, and closing of school, in accordance with his or her best judgment. The Board guidelines state that if the temperature is below -20 the buses will not run. School will still be in session unless the temperature drops to -40 degrees or colder at the school prior to 7 a.m.

NOTE: To receive full state/county reimbursement, budgets must have enough funds to cover the costs of any changes to the route.

NOTE: The county transportation committee has authority to establish transportation service areas, should circumstances and/or geography (demographics) warrant.

Legal Reference:	§ 20-10-106, MCA	Determination of mileage distances
	§ 20-10-121, MCA	Duty of trustees to provide transportation – types of transportation – bus riding time limitation
	§ 20-10-132, MCA	Duties of county transportation committee

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Transportation of Students With Disabilities

Transportation shall be provided as a related service, when a student with a disability requires special transportation in order to benefit from special education or to have access to an appropriate education placement. Transportation is defined as:

(a) Travel to and from school and between schools;

(b) Travel in and around school buildings or to those activities that are a regular part of the student's instructional program;

(c) Specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities.

The Evaluation Team that develops the disabled student's Individualized Education Program will determine, on an individual basis, when a student with a disability requires this related service. Such recommendations must be specified on the student's IEP. Only those children with disabilities who qualify for transportation as a related service under the provisions of the IDEA shall be entitled to special transportation. All other children with disabilities in the District have access to the District's regular transportation system under policies and procedures applicable to all District students. Utilizing the District's regular transportation service shall be viewed as a "least restrictive environment."

Mode of Transportation

One of the District's buses will be the preferred mode of transportation. Exceptions may be made in situations where buses are prohibited from entering certain subdivisions due to inadequate turning space, or when distance from school may seriously impact bus scheduling. In such situations other arrangements, such as an individual transportation contract, may be arranged with parents. Such voluntary agreement will stipulate in writing the terms of reimbursement.

Cross Reference: 3300P Corrective Actions and Punishment

Legal Reference: 10.16.3820, ARM Transportation for Special Education Students with Disabilities

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 02/05

8121 NONINSTRUCTIONAL OPERATIONS

District-Owned Vehicles

The District owns and maintains certain vehicles. These are for use by properly authorized personnel of the District for District business purposes.

Any driver who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination.

Bus and Vehicle Maintenance, District

Buses used in the District's transportation program shall be in safe and legal operating condition. All buses shall be inspected by the Department of Justice, Montana Highway Patrol, before the beginning of each semester. The Superintendent will establish a specific list of tasks bus drivers will perform on a daily basis. All other District vehicles shall be maintained following established programs developed by the Superintendent.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

8123 NONINSTRUCTIONAL OPERATIONS Revised on: 02/05, 08/10, 10/10

Driver Training and Responsibility

Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus operation. At the beginning of each school year, the District will provide each driver with a copy of the District's written rules for bus drivers and for student conduct on buses.

School bus drivers must hold a valid Montana school bus certificate in order for a district to receive state reimbursement for that driver's bus routes. Qualifications for bus drivers are prescribed by 20-10.103, MCA, and by the board of Public Education in Arm 10.64.201. The first aid certificate required by ARM 10.64.201 must include certification in CPR, be signed by a certified instructor, and be received after an initial in-person training of at least four hours with annual renewals.

A school bus driver is prohibited from operating a school bus while using a cellular phone, including hands free cellular phone devices, except:

(1) During an emergency situation;
(2) To call for assistance if there is a mechanical breakdown or other mechanical problem;
(3) When the school bus is parked.

A driver may not operate a school bus without a valid, current certificate.

A teacher, coach, or other certified staff member assigned to accompany students on a bus will have primary responsibility for behavior of students in his or her charge. The bus driver has final authority and responsibility for the bus. The Superintendent will establish written procedures for bus drivers.

Legal Reference:	§ 20-10-103, MCA	School bus driver qualifications
	10.7.111, ARM	Bus Drivers Certification Requirement for Reimbursement
	10.64.201, ARM	School Bus Driver Qualifications
	§ 50-46-205, MCA	Limitations of Medical Marijuana Act
	National Highway Traffic Safety Administration	

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 02/05

8124 NONINSTRUCTIONAL OPERATIONS

Student Conduct on Buses

The Superintendent will establish written rules of conduct for students riding school buses. Such rules will be reviewed annually by the Superintendent and revised if necessary. If rules are substantially revised, they will be submitted to the Board for approval.

A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year in the Handbook. The bus drivers shall review the rules with the students at the beginning of each school year and when deemed necessary.

The bus driver is responsible for enforcing the rules and will work closely with a parent and building principal to modify a student's behavior. Rules shall include consistent consequences for student misbehavior. A recommendation for permanent termination of bus privileges, accompanied by a written record of the incident(s) that led to the recommendation, shall be referred to the Superintendent for final determination. The student's parent or guardian may appeal a termination to the Board. No further appeal shall be allowed.

Cross Reference:	3310	Student Discipline
	8111	Transportation of Students With Disabilities
Legal Reference:	§ 20-4-302, MCA	Discipline and punishment of pupils – definition of corporal punishment – penalty – defense
	§ 20-5-201, MCA	Duties and sanctions

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School Bus Emergencies

In the event of an accident or other emergency, the bus driver shall follow the emergency procedures developed by the Superintendent. A copy of the emergency procedures will be located in every bus. To ensure the success of such emergency procedures, every bus driver will conduct an emergency evacuation drill as early as possible within the first six (6) weeks of each school semester. The District will conduct such other drills and procedures as may be necessary.

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Activity Trips

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups, unless permission is specifically granted by the Board. Buses will be operated by a qualified bus driver on all activity runs, and only authorized activity participants, professional staff, and chaperones assigned by the administration may ride the bus.

A passenger list will be maintained by the responsible party on the bus.

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Big Sky School District #72

Adopted on: 05/28/09
Reviewed on:
Revised on:

8200 - R NONINSTRUCTIONAL OPERATIONS

Food Services

The District supports the philosophy of the National School Lunch Program and will provide wholesome, appetizing, and nutritious meals for children in District schools. The Board may authorize a portion of federal funds received in lieu of taxes to be used to provide free meals for federally connected indigent students.

Because of the potential liability of the District, the food services program will not accept donations of food without approval of the Board. Should the Board approve a food donation, the Superintendent will establish inspection and handling procedures for the food and determine that provisions of all state and local laws have been met before selling the food as part of school meals.

Commodities

The District will use food commodities made available under the Federal Food Commodity Program for school meals.

Free and Reduced-Price Food Services

The District will provide free and reduced-price meals to students, according to the terms of the National School Lunch Program and the laws, rules, and regulations of the state. The District will inform parents of the eligibility standards for free or reduced-price meals. Identity of students receiving free or reduced-price meals will be confidential, in accordance with National School Lunch Program guidelines. A parent has the right to appeal to a designated hearing official any decision with respect to his or her application for free or reduced-price food services.

The Board may establish programs whereby meals may be provided in the District in accordance with National School Lunch Program guidelines.

Legal Reference:	§ 20-10-204, MCA	Duties of trustees
	§ 20-10-205, MCA	Allocation of federal funds to school food services fund for federally connected, indigent pupils
	§ 20-10-207, MCA	School food services fund

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Big Sky School District #72

Adopted on: 08/10
Reviewed on:
Revised on:

8225 NONINSTRUCTIONAL OPERATIONS

Tobacco Free Policy

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

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

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

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and

- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles.

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

Legal Reference:	§ 20-1-220, MCA	Use of tobacco product in public school building or on public school property prohibited
	§ 50-40-104(4)(e), MCA	Smoking in enclosed public places prohibited – place where prohibition inapplicable
	ARM 37.111.825(5)	Health Supervision and Maintenance
	42 U.S.C. 1996, 1996a	American Indian Religious Freedom Act

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 02/05

8300 NONINSTRUCTIONAL OPERATIONS

Risk Management

The Board believes that the District must identify and measure risks of loss which may result from damage to or destruction of District property or claims against the District by persons claiming to have been harmed by action or inaction of the District, its officers or staff. The District will implement a risk management program to reduce or eliminate risks where possible and to determine which risks the District can afford to assume. Such program will consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-insuring, or joint employment of a risk manager. The Board will assign primary responsibility for administration and supervision of the risk management program to a single person and will review the status of the risk management program each year.

The District will purchase surety bonds for the Clerk, and such other staff and in such amounts as the Board shall from time to time determine to be necessary for honest performance of the staff in the conduct of the District's financial operations.

Legal Reference:	§ 20-6-608, MCA	Authority and duty of trustees to insure district property
	§ 20-3-331, MCA	Purchase of insurance – self-insurance plan
	§§ 2-9-101, et seq., MCA	Liability Exposure
	§ 2-9-211, MCA	Political subdivision insurance
	§ 2-9-501, MCA	Application – bonds excepted

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

8301 - R NONINSTRUCTIONAL OPERATIONS Revised on: 02/05

District Safety

For purposes of this policy, *"disaster means the occurrence or imminent threat of damage, injury, or loss of life or property"*.

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents will be posted in compliance with the Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents will be reported to the District office.

The board of trustees has identified the following local hazards that exist within the boundaries of its school district: Fire, Hazardous Material Release, Earthquake, Bomb Threat, Assault/Terrorism/Intruders/LockDown, Nuclear Warning Procedures.

The Superintendent and/or building principal shall design and incorporate drills in its school safety or emergency operations plan to address the above stated hazards. The trustees shall certify to the office of public instruction that a school safety or emergency operations plan has been adopted. This plan and procedures will be discussed and distributed to each teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year in a school. All teachers will discuss safety drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. Drills must be held at different hours of the day or evening to avoid distinction between drills and actual disasters. A record will be kept of all fire drills.

The trustees shall review the school safety or emergency operations plan periodically and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety. Once the trustees have made the certification to the office of public instruction, the trustees may transfer funds pursuant to Section 2, 20-1-401, MCA to make improvements to school safety and security.

The Superintendent will develop safety and health standards which comply with the Montana Safety Culture Act.

Legal Reference:	§ 20-1-401, MCA	Disaster drills to be conducted regularly – districts to identify disaster risks and adopt school safety plan
	§ 20-1-402, MCA	Number of disaster drills required – time of drills to vary
	§§ 39-71-1501, et seq., MCA	Montana Safety Culture Act

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 02/05

8320 NONINSTRUCTIONAL OPERATIONS

Property Damage

The District will maintain a comprehensive insurance program which will provide adequate coverage, as determined by the Board, in the event of loss or damage to school buildings and/or equipment, including motor vehicles. The comprehensive insurance program will maximize the District's protection and coverage while minimizing costs for insurance. This program may include alternatives for sharing the risk between the District and an insurance carrier and through self-insurance plans.

Privately Owned Property

The District will not assume responsibility for maintenance, repair, or replacement of any privately owned property brought to a school or to a District function, unless the use or presence of such property has been specifically requested in writing by the administration.

Legal Reference:	§ 20-6-608, MCA	Authority and duty of trustees to insure district property

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 05/04

8400 NONINSTRUCTIONAL OPERATIONS

Sale of Real Property

Unless the property can be disposed of without a vote, the Board has the power to dispose of all District property, only when the qualified electors of the District approve of such action at an election called for such approval or when the trustees adopt a resolution stating their intention to dispose of the property. When the trustees adopt such a resolution, they shall schedule a meeting to consider a resolution to authorize the sale of the real property. The conduct of the meeting and any such subsequent appeals shall be in accord with § 20-6-604, MCA.

The money realized from the sale or disposal of real or personal property of the district must be credited to the debt service fund, building fund, general fund, or other appropriate fund, at the discretion of the trustees.

Legal Reference:	§ 20-6-603, MCA	Trustees' authority to acquire or dispose of sites and buildings – when election required
	§ 20-6-604, MCA	Sale of property when resolution passed after hearing – appeal procedure

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

8410 NONINSTRUCTIONAL OPERATIONS Revised on: 05/04

Operation and Maintenance of District Facilities

The District seeks to maintain and operate facilities in a safe and healthful condition. The facilities manager, in cooperation with principals, fire chief, and county sanitarian, will periodically inspect plant and facilities. The facilities manager will develop a program to maintain the District physical plant by way of a continuous program of repair, maintenance, and reconditioning. Budget recommendations will be made each year to the Board through the Superintendent to meet these needs and any such needs arising from an emergency.

The facilities manager will formulate and implement energy conservation measures. Principals and staff are encouraged to exercise other cost-saving procedures in order to conserve District resources in their buildings.

Legal Reference: 10.55.908, ARM School Facilities

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on: 05/04

8420 NONINSTRUCTIONAL OPERATIONS

District-Wide Asbestos Program

It is the intent of the District that the Asbestos Hazard Emergency Response Act (AHERA) and all of its amendments and changes be complied with by all District employees, vendors, and contractors. The facilities manager shall be responsible to assure compliance with any asbestos-related requirements of the District facilities, and shall make regular and timely reports to the Board regarding any asbestos-related concerns.

Legal Reference: 15 USC § 2641 Congressional findings and purpose

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Big Sky School District #72

Adopted on: 11/11
Reviewed on:

8425 - R NONINSTRUCTIONAL OPERATIONS Revised on: 10/12

Service Animals

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

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

The Big Sky School District will permit the use of service animals by an individual with a disability according to state and federal regulations. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

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

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

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

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

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

Cross Reference:	Policy 8425P	Procedure for allowance of service animals
	Policy 8425F	Service Animals in District Facilities Form
	Policy 2161	Special Education
	Policy 2162	Section 504 of the Rehabilitation Act of 1973
Legal Reference:	28 CFR 35.136	Service Animals
	28 CFR 35.104	Definitions
	49-4-203(2), MCA	Definitions

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Big Sky School District #72

Adopted on: 11/11
Reviewed on:

8425P - R NONINSTRUCTIONAL OPERATIONS Revised on:

Service Animal Allowance Procedure

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

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

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

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

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

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

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Big Sky School District #72

Adopted on:
Reviewed on:
8425F NONINSTRUCTIONAL OPERATIONS Revised on:

Service Animals in District Facilities

Please provide the following information about the service animal.

1. Parent/Staff and/or emergency contact information: _____

_____

2. Type of service animal (breed, age, and history): _____

_____

3. Insurance company insuring the service animal: _____
Attached proof of insurance: □ Received □ Not Received
4. Agent name and address: _____

5. Phone number: _____

Proof of current and proper vaccinations: □ Received □ Not Received

Documentation of Public Access Test (PAT): □ Received □ Not Received

8. Name of trainer or organization who administered the PAT: _____

_____

9. Address of trainer or organization: _____

10. Phone number of trainer or organization: _____

11. List and attach any letters or other documentation from medical providers or other service providers regarding the student's/staff's need for the service animal: _____
□ Received □ Not Received
12. Has the student/staff member requesting use of the animal been trained as the animal's handler? □ Yes □ No

If no, who will act as the trained handler for the animal during the school/work day? _____

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

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

_____

_____

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Records Management

The District will retain, in a manner consistent with applicable law and the state's *Rules for Disposition of Local Government Records,* such records as are required by law or regulations to be created and/or maintained, and such other records as are related to students, school personnel, and the operations of the schools.

For the purpose of this policy, "records" are all documentary materials, regardless of media or characteristics, made or received and maintained by the school unit in transaction of its business. Records include email and other digital communications sent and received.

Records may be created, received, and stored in multiple formats, including but not limited to print, microfiche, audio and videotapes, and various digital forms (on hard drives, computer disks and CDs, servers, flash drives, etc.).

The Superintendent will be responsible for developing and implementing a records management program for the cataloging, maintenance, storage, retrieval, and disposition of school records. The Superintendent will also be responsible for developing guidelines to assist school employees in understanding the kinds of information that must be saved and those which can be disposed of or deleted. The Superintendent may delegate records-management responsibilities to other school personnel at his/her discretion to facilitate implementation of this policy.

All personnel records made or kept by an employer, including, but not necessarily limited to, application forms and other records related to hiring, promotion, demotion, transfer, layoff or termination, rates of pay or other terms of compensation and selection for training or apprenticeship, shall be preserved for 2 years from the date the record is made or from the date of the personnel action involved, whichever occurs later.

Student records must be permanently kept, and employment records must be kept for 10 years after termination.

Litigation Holds for Electronic Stored Information (ESI)

The School District will have an ESI Team. The ESI Team is a designated group of individuals who implement and monitor litigation holds, a directive not to destroy ESI that might be relevant to a pending or imminent legal proceeding. The ESI Team will include a designated school administrator, an attorney, and a member from the Technology Department. In the case of a litigation hold, the ESI Team shall direct employees and the Technology Department, as necessary, to suspend the normal retention procedure for all related records.

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Inspections of ESI

Any requests for ESI records should be made in writing and will be reviewed by the Superintendent or designee, in consultation with an attorney if needed, and released in accordance with Montana public records law.

Delegated Authority

The Board delegates to the Superintendent or designees the right to implement and enforce additional procedures or directives relating to ESI retention consistent with this policy, as needed.

Cross Reference:	1402	School Board Use of Electronic Mail
	3600, 3600P	Student Records
	5231, 5231P	Personnel Records
	5450	Employee Electronic Mail and On-Line Services Usage
Legal Reference:	Montana Secretary of State (Rules for Disposition of Local Government Records)	
	Federal Rules of Civil Procedure (FRCP)	
	§ 2-6-403, MCA	Duties and responsibilities
	§ 20-1-212, MCA	Destruction of records by school officer
	§ 20-9-215, MCA	Destruction of certain financial records
	24.9.805 (4), ARM	Employment Records

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:
Revised on:

8440 NONINSTRUCTIONAL OPERATIONS

Computer Software

Unauthorized copying of any computer software licensed or protected by copyright is theft. Failure to observe software copyrights and/or license agreements may result in disciplinary action by the District and/or legal action by a copyright owner.

No District-owned computing resources should be used for unauthorized commercial purposes.

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Automated External Defibrillators (AED)

The Board of Trustees of the Big Sky School District recognizes that from time to time emergencies may arise that justify the use of an Automated External Defibrillator (AED). The Board has purchased one or more of these units for use by qualified personnel. The Board of Trustees approves the use of AED units, subject to the following conditions:

1. Establish a program for the use of an AED that includes a written plan that must specify:
   - Where the AED will be placed;
   - The individuals who are authorized to operate the AED;
   - How AED use will be coordinated with an emergency medical service providing services in the area where the AED is located;
   - The medical supervision that will be provided;
   - The maintenance that will be performed on the AED;
   - Records that will be kept by the program;
   - Reports that will be made of AED use;
   - The name, location, and telephone number of a Medical Supervisor designated to provide medical supervision of the AED program; and
   - Other matters as specified by the Department of Public Health and Human Services;
2. Adhere to the written plan required by subsection (1);
3. Ensure that before using the AED, an individual authorized to operate the AED receives appropriate training approved by the DPHHS in cardiopulmonary resuscitation and the proper use of an AED;
4. Maintain, test, and operate the AED according to the manufacturer's guidelines and maintain written records of all maintenance and testing performed on the AED;
5. Each time an AED is used for an individual in cardiac arrest, require that an emergency medical service is summoned to provide assistance as soon as possible and that the AED use is reported to the supervising physician or the person designated by the physician and to the District as required by the written plan;
6. Before allowing any use of an AED, provide the following to all licensed emergency services and any public safety answering point or emergency dispatch center providing services to the area where the AED is located:
   a. A copy of the plan prepared pursuant to this section; and
   b. Written notice, in a format prescribed by the DPHHS rules, stating:
      i. That an AED program has been established by the District;
      ii. Where the AED is located; and
      iii. How the use of the AED is to be coordinated with the local emergency medical service system.

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Liability Limitations

An individual who provides emergency care or treatment by using an AED in compliance with this policy and an individual providing cardiopulmonary resuscitation to an individual upon whom an AED is or may be used are immune from civil liability for a personal injury that results from that care or treatment.

An individual who provides emergency care or treatment by using an AED in compliance with this policy and an individual providing cardiopulmonary resuscitation to an individual upon whom an AED is or may be used are immune from civil liability as a result of any act or failure to act in providing or arranging further medical treatment for the individual upon whom the AED was used, unless the individual using the AED or the person providing CPR, as applicable, acts with gross negligence or with willful or wanton disregard for the care of the person upon whom the AED is or may be used.

The following individuals or entities are immune from civil liability for any personal injury that results from an act or omission that does not amount to willful or wanton misconduct or gross negligence, if applicable provisions of this part have been met by the individual or entity:

a. A person providing medical oversight of the AED program, as designated in the plan;
b. The entity responsible for the AED program, as designated in the plan;
c. An individual providing training to others on the use of an AED.

Legal Reference:	Title 37, Chapter 104, subchapter 6, ARM – Automated External Defibrillators (AED)	
	§50-6-501, MCA	Definitions
	§50-6-502, MCA	AED program – requirements for AED use
	§50-6-503, MCA	Rulemaking
	§50-6-505, MCA	Liability limitations

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Big Sky School District #72

Adopted on: 03/12
Reviewed on:

8450P NONINSTRUCTIONAL OPERATIONS Revised on:

AED Program

The Big Sky School District has established an Automated External Defibrillator (AED) program for all school sites.

The AEDs are located at the following locations with the District:

- Located outside the main office door – Permanent Cabinet
- Located next to Library entrance – Permanent Cabinet
- Located in Cafeteria – Permanent Cabinet
- Located LPHS gym, Office entrance – Permanent Cabinet
- Located in the Coaches Office – 2 First Responder Back Packs (portable units)

The AED will be used within the physical boundaries of the Big Sky School District property and may be taken to school district events.

The AEDs will be transported to the scene of a cardiac arrest by a Big Sky School District employee that is trained in the use of the AED.

Anytime the AED is removed from its location, 9-1-1 will be called and an ambulance will be requested to respond to the District. The 9-1-1 dispatcher will be advised of all information available related to the ambulance request and the location of the patient.

Medical supervision of the AED program will be conducted by Dr. Jessie Coil, MD.

Dr. Coil's designee is Nancy Sheil, Kate Coleman, and/or Tonia Downer who are employees of the Big Sky School District.

The AED will be maintained, tested, and operated in conformance with the manufacturer's recommendations of best practice.

Documentation will be kept of maintenance and testing performed of the AED. These records will be kept on file in the Big Sky School District.

In addition to records for maintenance and testing of the AED, documentation of initial training and recertification will be kept for each employee.

Required reports of AED use will be made by the district administration to Dr. Coil or his designee within 24 hours of the occurrence of the event.

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Big Sky School District #72

Adopted on: 02/00
Reviewed on:

8500 NONINSTRUCTIONAL OPERATIONS Revised on: 05/04

Security

Security means not only maintenance of buildings, but also protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires close cooperation with local police, fire, and sheriff's departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited to staff whose work requires access. An adequate key control system shall be established, which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons. The facilities manager shall review the key control system on an annual basis, accounting for all keys issued and re-keying District facilities as needed to insure security and access by authorized persons only.

Keys, records funds and other confidential or valuable items shall be kept in a safe place and under lock and key when required.

Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Employment of watchmen may be approved in situations where special risks are involved. All incidents of vandalism and burglary shall be reported by District employees to the Lead Administrator immediately and to law enforcement agencies as appropriate.

Legal Reference: § 50-61-114, MCA Fire chief and fire inspector to make inspections

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Kate L. Eisele

Reno, NV 775-846-8360 keisele@sageridge.org

EDUCATION:

- Sierra Nevada College-Teacher Education Program
- University of Nebraska, Lincoln-Ph.D. in Biological Science, Advisor: J.M.H. Knops
- Michigan Technological University-B.S. in Biology

CREDENTIALS: In Montana: K-8 Elementary Education and 7-12 Biology (Class 2, SEID is 150914); two classes short of Broadfield Science (Geology & Astronomy); Six classes short of a secondary math endorsement

SUMMARY: Dynamic and engaging teacher with extensive experience communicating and teaching a wide variety of science and math concepts to students of all ages in traditional and outdoor classrooms for more than 10 years. Dedicated to instilling a passion for lifelong learning in students.

EXPERIENCE:

Middle and Upper School Math and Science Teacher, Sage Ridge School, Reno, NV, 2011-present

- Teaching duties have included 8th grade science (Biology and Physical Science), Pre-Algebra, Algebra I and Algebra II;
- Initiated an after school math club open to all 5-8th graders
- Collaborated with the history and physical education teachers to develop interdisciplinary projects (catapults, toothpick bridges)
- Facilitated student responsibility, creativity, entrepreneurship with a classroom economy
- Actively engaged students in their own learning through the use of interactive lessons, small group activities, Google classroom, daily white board practice, and group projects
- Voted one of the Best Middle School Teachers in Reno in 2014 in the *Reno News and Review*

Middle School Science Teacher, High Desert Montessori School, Reno, NV, 2010-2011

- Engaged students in the concepts physical and biological science
- Conducted research with students to fulfill grant requirements in the school's garden
- Developed school garden program in partnership with a local non-profit, Urban Roots

Director, Galena Creek Recreational Area Visitors Center & Programming, Reno, NV, 2009-2010

- Developed curriculum & oversaw an award winning 10 week environmental education summer camp with up to 50 children per week
- Trained & supervised 12 employees
- Developed interpretive programming for Visitors Center

Elementary and Middle School Teacher, High Desert Montessori School, Reno, NV, 2007-2009

- Implemented literature circles in the elementary class
- Engaged students in garden research to support science curriculum in middle school

Naturalist, Great Basin Outdoor School, Reno, NV 2007-2008

- Taught 5th, 6th grade students biology, geology, limnology, astronomy, writing, and ecology

Instructor, Global Change Teacher's Institute, Michigan Technological University, Summers 2005-2007

- Taught sixty 4th-12th grade teachers about climate change & environmental issues
- presented ways to incorporate information on global change into classrooms lessons

Resident Scientist, Pound Middle School, Lincoln, NE, 2004-2005

- Collaborated with teachers to promote and develop inquiry activities in science
- Initiated & maintained a weekly after school science club

Graduate Teaching Assistant, School of Biological Sciences, University of Nebraska, Lincoln 2000-2005

- Taught: Ecology, Evolution, Ecosystem, Population & Community Ecology Labs
- Mentored 3 undergraduates conducting honors thesis research projects

Writing Coach, Michigan Technological University, 1997-1999

- Coached a wide variety of undergraduate, international, & graduate students on writing and speaking skills

REFERENCES: Will be directed to you as requested.

BIG SKY SCHOOL DISTRICT #72
2016-2017 SCHOOL YEAR

BIG SKY SCHOOL DISTRICT #72

- No School for Students
- Important Date to Remember
- No School K, 1, 2, & 3

JULY '16

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

AUGUST '16

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

August Dates to Remember:

24 -30 PIR Day–**Teachers Only**

31 **First Day of School for Students**

(1 School Days)

September Dates to Remember:

5 Labor Day-**NO SCHOOL**

(21 School Days)

SEPTEMBER '16

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

OCTOBER '16

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

October Dates to Remember:

10 **K,1, 2 & 3 PIR Day**

20-21 PIR Day-**Teachers Only**

(19 School Days)

November Dates to Remember:

4 **1st quarter ends (45 days)**

7 PIR Day–**Teachers Only**

23, 24, 25 Thanksgiving Break **NO SCHOOL**

(18 School Days)

NOVEMBER '16

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

DECEMBER '16

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

December Dates to Remember

19-30 Winter Break-**NO SCHOOL**

(12 School Days)

January Dates to Remember

9 **K, 1, 2 & 3 PIR Day**
26 2nd Quarter Ends (45 days)
27 PIR Day –**Teachers Only**

(21 School Days)

JANUARY '17

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

FEBRUARY '17

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

February Dates to Remember

16, 17 **NO SCHOOL**

(18 School Days)

March Dates to Remember

6 **K,1, 2, & 3 PIR Day**
10, 13 March Break – **No School**

(21 School Days)

MARCH '17

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

APRIL '17

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

April Dates to Remember

6 3rd Quarter Ends
7 PIR Day – **Teachers Only**
17-21 Spring Break **NO SCHOOL**

(14 School Days)

May Dates to Remember

29 Memorial Day **NO SCHOOL**

(22 School Days)

MAY '17

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

JUNE '17

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

June Dates to Remember

10 LPHS Graduation
13 K & 8th Promotion
14 Field Day/Half Day/Last Day for Students noon finish

(9.5) School Days)
176.5 days total

PRINCIPAL EMPLOYMENT CONTRACT

THE STATE OF MONTANA
GALLATIN COUNTY

This agreement is made and entered into by and between the Board of Trustees ("the Board") of the Big Sky School District No. 72 (the "District") and Alexander Ide (the "Principal").

Now therefore, the Board and the Principal, for and in consideration of the terms hereinafter established and, have agreed, and do hereby agree, as follows:

1. TERM

EMPLOYMENT The Board, by and on behalf of the District, does hereby employ the Principal, and the Principal does hereby accept employment as Principal for the District for the 2015-2016 school year for a term of 215 contract days, commencing on August 17, 2015 and ending on June 30, 2016. Except as provided in §§ 20-4-203 and 206, MCA, there is no contractual obligation or expectancy of continued employment beyond the contract term.

2. EMPLOYMENT

2.1 Duties The Principal shall faithfully perform the duties of the Principal for the District as prescribed in the job description and as assigned by the Superintendent and shall comply with all Board directives, state and federal law, district policy, rules and regulations as they exist or may hereafter be adopted or amended.

2.2 Professional Certification and Records ~~This Agreement is conditioned on the Principal's providing the necessary certification and experience records required for the personnel files or for payroll purposes. Failure to provide necessary certification shall render this Agreement void. Any misrepresentation may be grounds for dismissal.~~
This Agreement is conditioned on the Principal making significant progress towards enrollment in the Montana Office of Public Instruction administrative internship program. (6-9 credits completed in an approved program of study).

3. COMPENSATION

3.1 Salary and Benefits The District shall provide the Principal with an annual salary in the sum of Seventy Thousand and 00/100 Dollars ($70,000.00)-daily rate calculated at $325.58 per day. This annual salary rate shall be paid to the Principal in installments consistent with the Board's policies.

The District shall also provide health insurance and life/short term disability/long term disability insurance coverage for the Principal for the term of this Agreement with the District's current carrier(s) by paying premiums on such policy not to exceed the sum of Seven Hundred Seventy Five and 41/100 Dollars ($775.41) per month for ten months beginning September 1, 2015.

3.2 Salary Adjustments At any time during the term of this Agreement, the Board may, in its discretion, review and adjust the salary of the Principal, but in no event shall the Principal be paid less than the salary set forth in Section 3.1 of this Agreement.

3.3 Personal and Sick Leave The Principal shall receive six (6) days of personal leave per year. Unused personal leave at the end of the fiscal year will be reimbursed at 50% of the daily rate per day reimbursed. The Principal shall inform the Superintendent and Business Manager in advance of use of personal leave or any absences from the District. Personal days taken by the Principal shall be taken at such time or times as will least interfere with the performance of the Principal's duties as set forth in this Agreement.

The Principal shall receive eight (8) days of sick leave per year accumulating to eighty two (82) days. After the Principal has accumulated eighty two (82) days of sick leave, the Principal will be reimbursed at the end of the fiscal year for their excess unused sick leave days at 50% of the daily rate per day reimbursed. Upon termination of employment from the District, the Principal shall receive a lump sum payment for all days of accumulated and unused sick leave at 50% of the daily rate per day reimbursed. The Principal shall inform the Superintendent in advance of use of sick leave, if practical. The Principal shall promptly report all absences due to sick leave to the Business Manager.

4. REVIEW OF PERFORMANCE

4.1 Time and Basis of Evaluation The Superintendent shall evaluate and assess in writing the performance of the Principal at least once each year during the term of this Agreement. The Superintendent shall provide evaluative feedback to the Principal. The basis of the evaluations will be performance related to the written job description provided the Principal, with a major focus on accomplishing the annual goals established by the Board for the school.

4.2 Evaluation Format and Procedure The evaluation format and procedure shall be in accordance with the Board's policies and state and federal law.

4.3 Reimbursement for District Business The Principal is entitled to reimbursement for reasonable and necessary expenses incurred in conducting district business, to include travel, lodging, meal and mileage for the use of his personal car. The Principal will provide advance notice to the Superintendent of any major business expenses anticipated, such as workshops, conferences, etc.

5. RENEWAL/NONRENEWAL

Renewal or nonrenewal shall be in accordance with Board policy and applicable law.

6. TERMINATION OF EMPLOYMENT CONTRACT

6.1 Mutual Agreement This Agreement may be terminated by the mutual agreement of the Principal and the Board in writing, upon such terms and conditions as may be mutually agreeable. After the Principal has returned the signed contract, the Principal will not be released from the Agreement without the written consent of the Board.

6.2 Death, Retirement, Disability This Agreement shall be terminated upon the death of the Principal or upon the Principal's retirement under the Teacher Retirement System of Montana. If, in the opinion of the Board, the Principal becomes unable to perform the duties of the job after the District has made a reasonable accommodation for a disability, this Agreement shall be terminated.

6.3 Dismissal for Good Cause The Board may dismiss the Principal at any time for good cause.

6.4 Termination Procedure In the event that the Board terminates this Agreement for good cause, the Principal shall be afforded all rights set forth in the Board's policies and state and federal law.

7. MISCELLANEOUS

7.1 Controlling Law This Agreement shall be governed by the laws of the State of Montana.

7.2 Amendment This Contract embodies the entire agreement between the parties and cannot be amended except by written agreement of the parties.

7.3 Savings Clause In the event that any one or more of the provisions contained in this Agreement shall, for any reason, be held invalid, illegal or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein. All existing agreements and contracts, both verbal and written, between the parties hereto regarding the employment of the Principal have been superseded by this Agreement, and this contract constitutes the entire agreement between the parties unless amended pursuant to the terms of this Agreement.

7.4 Acceptance This offer shall expire unless signed and returned to the Board or its authorized representative by 5:00 p.m., the 31st day of August, 2015.

EXECUTED this 26th day of August, 2015.

BIG SKY SCHOOL DISTRICT NO. 72

_____ By: _____

Marie Goode, District Clerk Loren Bough, Board Chair

_____

Alexander Ide, Principal

PRINCIPAL EMPLOYMENT CONTRACT

THE STATE OF MONTANA
GALLATIN COUNTY

This agreement is made and entered into by and between the Board of Trustees ("the Board") of the Big Sky School District No. 72 (the "District") and Alexander Ide (the "Principal").

Now therefore, the Board and the Principal, for and in consideration of the terms hereinafter established and, have agreed, and do hereby agree, as follows:

1. TERM

EMPLOYMENT The Board, by and on behalf of the District, does hereby employ the Principal, and the Principal does hereby accept employment as Principal for the District for the 2016-2017 school year for a term of 235 contract days, commencing on July 1, 2016 and ending on June 30, 2017. Except as provided in §§ 20-4-203 and 206, MCA, there is no contractual obligation or expectancy of continued employment beyond the contract term.

2. EMPLOYMENT

2.1 Duties The Principal shall faithfully perform the duties of the Principal for the District as prescribed in the job description and as assigned by the Superintendent and shall comply with all Board directives, state and federal law, district policy, rules and regulations as they exist or may hereafter be adopted or amended.

2.2 Professional Certification and Records This Agreement is conditioned on the Principal's providing the necessary certification and experience records required for the personnel files or for payroll purposes. Failure to provide necessary certification shall render this Agreement void. Any misrepresentation may be grounds for dismissal.

3. COMPENSATION

3.1 Salary and Benefits The District shall provide the Principal with an annual salary in the sum of Seventy Seven Thousand and 00/100 Dollars ($77,000.00)-daily rate calculated at $327.66 per day. This annual salary rate shall be paid to the Principal in installments consistent with the Board's policies.

The District shall also provide health insurance and life, dental and vision insurance coverage for the Principal for the term of this Agreement with the District's current carrier(s) by paying premiums on such policy(ies) not to exceed the sum of Seven Hundred Fifty and 00/100 Dollars ($750.00) per month for twelve months beginning July 1, 2016.

The District shall also provide the Principal with a monthly housing allowance of Six Hundred and 00/100 ($600.00) per month for twelve months beginning July 1, 2016.

DRAFT

3.2 Salary Adjustments At any time during the term of this Agreement, the Board may, in its discretion, review and adjust the salary of the Principal, but in no event shall the Principal be paid less than the salary set forth in Section 3.1 of this Agreement.

3.3 Personal and Sick Leave The Principal shall receive six and 25/100 (6.25) days of personal leave per year. Unused personal leave at the end of the fiscal year will be reimbursed at 50% of the daily rate per day reimbursed. The Principal shall inform the Superintendent and Business Manager in advance of use of personal leave or any absences from the District. Personal days taken by the Principal shall be taken at such time or times as will least interfere with the performance of the Principal's duties as set forth in this Agreement.

The Principal shall receive eight and 75/100 (8.75) days of sick leave per year accumulating to eighty two (82) days. After the Principal has accumulated eighty two (82) days of sick leave, the Principal will be reimbursed at the end of the fiscal year for their excess unused sick leave days at 50% of the daily rate per day reimbursed. Upon termination of employment from the District, the Principal shall receive a lump sum payment for all days of accumulated and unused sick leave at 50% of the daily rate per day reimbursed. The Principal shall inform the Superintendent in advance of use of sick leave, if practical. The Principal shall promptly report all absences due to sick leave to the Business Manager.

4. REVIEW OF PERFORMANCE

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4.2 Evaluation Format and Procedure The evaluation format and procedure shall be in accordance with the Board's policies and state and federal law.

4.3 Reimbursement for District Business The Principal is entitled to reimbursement for reasonable and necessary expenses incurred in conducting district business, to include travel, lodging, meal and mileage for the use of his personal car. The Principal will provide advance notice to the Superintendent of any major business expenses anticipated, such as workshops, conferences, etc.

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Renewal or nonrenewal shall be in accordance with Board policy and applicable law.

6. TERMINATION OF EMPLOYMENT CONTRACT

6.1 Mutual Agreement This Agreement may be terminated by the mutual agreement of the Principal and the Board in writing, upon such terms and conditions as may be mutually agreeable. After the Principal has returned the signed contract, the Principal will not be released from the Agreement without the written consent of the Board.

DRAFT

6.2 Death, Retirement, Disability This Agreement shall be terminated upon the death of the Principal or upon the Principal's retirement under the Teacher Retirement System of Montana. If, in the opinion of the Board, the Principal becomes unable to perform the duties of the job after the District has made a reasonable accommodation for a disability, this Agreement shall be terminated.

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7.1 Controlling Law This Agreement shall be governed by the laws of the State of Montana.

7.2 Amendment This Contract embodies the entire agreement between the parties and cannot be amended except by written agreement of the parties.

7.3 Savings Clause In the event that any one or more of the provisions contained in this Agreement shall, for any reason, be held invalid, illegal or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein. All existing agreements and contracts, both verbal and written, between the parties hereto regarding the employment of the Principal have been superseded by this Agreement, and this contract constitutes the entire agreement between the parties unless amended pursuant to the terms of this Agreement.

7.4 Acceptance This offer shall expire unless signed and returned to the Board or its authorized representative by 5:00 p.m., the day of , 2016.

EXECUTED this 21st day of March, 2016.

BIG SKY SCHOOL DISTRICT NO. 72

_____
Marie Goode, District Clerk

By: _____
Loren Bough, Board Chair

_____
Alexander Ide, Principal

DRAFT


Warren Miller
PERFORMING ARTS CENTER
Artists on Board
BIG SKY SCHOOL DISTRICT
BIG SKY MONTANA

INSTRUCTIONS TO VOTERS: This ballot should be marked with an "X" in the square before the name of each individual or candidate for whom you intend to vote. The elector may write in the name of an individual for whom you wish to vote and by marking an "X" in the square before the name.

OFFICIAL BALLOT

Big Sky School District #72 of Gallatin County

May 3, 2016

Instructions for voters: Make an "X" or similar mark in the vacant square before the name of the candidate for whom you wish to vote.

TRUSTEE ELECTION

TRUSTEE – TWO POSITIONS
THREE (3) YEAR TERM
VOTE FOR TWO (2)

Loren Bough

Matthew (Matt) Dodd

Whitney Littman

_____ **(**Write in)

_____ (Write in)

BUILDING RESERVE FUND LEVY

Shall the district be authorized to impose an additional levy each year for (5) years to establish a building reserve fund for Big Sky School District for the total of $830,000 ($166.000 per year, being 8.17 mills per year) for the purpose of providing funds to pay or secure a loan or a bond to finance the costs of various improvements to the school campus, including the new school complex, to include completing unfinished classroom, meeting room, and library spaces; purchasing and installing gym equipment; completing locker rooms, laundry facilities and physical education facilities; landscaping; and purchasing and installing fixtures, furnishings and equipment; and paying costs associated with securing such a loan or a bond. Passage of this proposal will increase the taxes on a home with a market value of $100,000 will increase by approximately $11.03 per year and on a home with a market value at $200,000 will increase by approximately $22.06 per year.

☐ **FOR** the Building Reserve Fund Levy

☐ **AGAINST** the Building Reserve Fund

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of K-12 School District No. 72 (Big Sky), Gallatin County, Montana (the "District"), hereby certify that the attached resolution is a true copy of a Resolution entitled: "A RESOLUTION OF K-12 SCHOOL DISTRICT NO. 72 (BIG SKY), GALLATIN COUNTY, SUBMITTING TO THE QUALIFIED ELECTORS OF THE DISTRICT THE QUESTION OF IMPOSING A BUILDING RESERVE LEVY OF 8.17 MILLS PER YEAR TO RAISE APPROXIMATELY $166,000 PER YEAR FOR FIVE YEARS, FOR A TOTAL AMOUNT OF APPROXIMATELY $830,000, FOR THE PURPOSE OF PROVIDING FUNDS TO PAY OR SECURE A LOAN OR A BOND TO FINANCE THE COSTS OF VARIOUS IMPROVEMENTS TO THE SCHOOL CAMPUS, INCLUDING THE NEW SCHOOL COMPLEX, TO INCLUDE COMPLETING UNFINISHED CLASSROOM, MEETING ROOM, AND LIBRARY SPACES; PURCHASING AND INSTALLING GYM EQUIPMENT; COMPLETING LOCKER ROOMS, LAUNDRY FACILITIES AND PHYSICAL EDUCATION FACILITIES; LANDSCAPING; AND PURCHASING AND INSTALLING FIXTURES, FURNISHINGS AND EQUIPMENT; AND PAYING COSTS ASSOCIATED WITH SECURING SUCH A LOAN OR A BOND" (the "Resolution"), on file in the original records of the District in my legal custody; that the Resolution was duly adopted by the Board of Trustees of the District at a meeting on March 21, 2016, and that the meeting was duly held by the Board of Trustees and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Trustees voted in favor thereof: _____ _____; voted against the same: _____; abstained from voting thereon: _____; or were absent: _____.

WITNESS my hand officially this _____ day of March, 2016.

_____
School District Clerk

A RESOLUTION OF K-12 SCHOOL DISTRICT NO. 72 (BIG SKY), GALLATIN COUNTY, SUBMITTING TO THE QUALIFIED ELECTORS OF THE DISTRICT THE QUESTION OF IMPOSING A BUILDING RESERVE LEVY OF 8.17 MILLS PER YEAR TO RAISE APPROXIMATELY $166,000 PER YEAR FOR FIVE YEARS, FOR A TOTAL AMOUNT OF APPROXIMATELY $830,000, FOR THE PURPOSE OF PROVIDING FUNDS TO PAY OR SECURE A LOAN OR A BOND TO FINANCE THE COSTS OF VARIOUS IMPROVEMENTS TO THE SCHOOL CAMPUS, INCLUDING THE NEW SCHOOL COMPLEX, TO INCLUDE COMPLETING UNFINISHED CLASSROOM, MEETING ROOM, AND LIBRARY SPACES; PURCHASING AND INSTALLING GYM EQUIPMENT; COMPLETING LOCKER ROOMS, LAUNDRY FACILITIES AND PHYSICAL EDUCATION FACILITIES; LANDSCAPING; AND PURCHASING AND INSTALLING FIXTURES, FURNISHINGS AND EQUIPMENT; AND PAYING COSTS ASSOCIATED WITH SECURING SUCH A LOAN OR A BOND

RECITALS

WHEREAS, the board of trustees of a school district may establish a building reserve for the purpose of raising money for the future construction, equipping, or enlarging of school buildings, for the purpose of purchasing land needed for school purposes in the district, or for the purpose of funding school transition costs, upon approval of the electorate of the district; and

WHEREAS, a board is authorized pursuant to Section 20-9-502, M.C.A., to call an election on a building reserve proposition by adopting a resolution to that effect; and

WHEREAS, the Board of Trustees (the "Board") of K-12 School District No. 72 (Big Sky), Gallatin County (the "District"), has determined that there should be submitted to the qualified electors of the District the question of whether the Board shall be authorized to impose a building reserve levy of 8.17 mills per year to raise approximately $166,000 per year for five years, for a total amount of approximately $830,000, for the purpose of providing funds to pay or secure a loan or a bond to finance the costs of various improvements to the school campus, including the new school complex, to include completing unfinished classroom, meeting room, and library spaces; purchasing and installing gym equipment; completing locker rooms, laundry facilities and physical education facilities; landscaping; and purchasing and installing fixtures, furnishings and equipment; and paying costs associated with securing such a loan or a bond; and

WHEREAS, pursuant to Section 13-19-104, M.C.A., a school district building reserve election can be conducted by a mail ballot election; and

WHEREAS, the Board has determined that a mail ballot election conducted in accordance with the provisions of Title 13, Chapter 19, Parts 1-3, M.C.A. (the "Mail Ballot Act"), is in the best interests of the District and the electors thereof, and notified the County Election Administrator of its intent to conduct a mail ballot election, which notification was not less than seventy days prior to the date of the proposed election; and

WHEREAS, the County Election Administrator has prepared a mail ballot election plan in accordance with the provisions of Section 13-19-205, M.C.A. (the "Mail Ballot Plan"); and

WHEREAS, it is the judgment of the Board that a loan or bond payable in substantially equal installments of approximately $166,000 per year for a duration of five years, for a total amount totaling approximately $830,000, will be necessary to carry out the purposes set forth above.

NOW, THEREFORE, BE IT RESOLVED by the Board of the District as follows:

Section 1. Calling of the Election. At a meeting on February 16, 2016, the Board of the District called and directed a special election to be held in the District on May 3, 2016, which date was not less than 70 days after the passage of that resolution, to be conducted by mail ballot pursuant to the provisions of the Mail Ballot Act.

Section 2. Conduct of Election. All qualified electors of the District shall be entitled to vote at the election. Pursuant to Section 20-20-201, M.C.A., the Clerk of the District gave notice of the call and details of this election to the Gallatin County Election Administrator. The Gallatin County Election Administrator is requested to close registration and thereafter prepare printed lists of the electors in the District entitled to vote in the election in the District in the form and manner prescribed by law and consistent with the Mail Ballot Plan. The County Election Administrator will prepare the ballot and will arrange for the printing of the ballot and shall conduct the election in accordance with all legal requirements.

Section 3. Notice of Election. The County Election Administrator is hereby authorized and requested to cause notice of the call and holding of the election to be given at least one time no earlier than 40 days and no later than 10 days before the election in the *Bozeman Daily Chronicle*, a newspaper of general circulation in the District, and the District Clerk is hereby authorized and directed to cause the notice to be posted at three public places in the District, with at least one notice being posted in each ward or precinct in the District, and, if the District has a website, is directed to post notice on the District's website for 10 days prior to the election. The notice of election as published and posted shall read substantially as follows with such completions and additions as may be required by the Mail Ballot Plan or otherwise:

NOTICE OF BUILDING RESERVE LEVY ELECTION

NOTICE IS HEREBY GIVEN by the Board of Trustees (the "Board") of K-12 School District No. 72 (Big Sky), Gallatin County, Montana (the "District"), that an election of the registered voters of the District will be held by mail ballot election on May 3, 2016 for the purpose of voting on the question of whether the Board shall be authorized to impose a building reserve levy of 8.17 mills per year to raise approximately $166,000 per year for five years, for a total amount of approximately $830,000, for the purpose of providing funds to pay or secure a loan or a bond to finance the costs of various improvements to the school campus, including the new school complex, to include completing unfinished classroom, meeting room, and library spaces; purchasing and installing gym equipment; completing locker rooms, laundry facilities and physical education facilities; landscaping; and purchasing and installing fixtures, furnishings and equipment; and paying costs associated with securing such a loan or a bond. If this building reserve levy proposition passes, it is estimated that, using current assessed values of taxable property in the District, property taxes on a home valued at $100,000 will increase by approximately $11.03 per year and on a home valued at $200,000 will increase by approximately $22.06 per year.

The election will be conducted solely by mail ballot. Ballots will be mailed to all eligible registered voters in the District on April 13, 2016, and must be returned by each voter, by mail to the Gallatin County Election Administrator, Gallatin County, 311 W. Main Street, Room 210, Bozeman, Montana 59715, or in person to the Gallatin County Election Administrator, Gallatin County, 311 W. Main, Room 210, Bozeman, Montana, during regular business hours (8:00 a.m. to 5:00 p.m.), weekdays (exclusive of holidays), April 14, 2016 through May 2, 2016.

On Election Day, May 3, 2016, the only place for deposit of voted ballots will be the office of the Gallatin County Election Administrator, Gallatin County Courthouse, 311 W. Main, Room 210, Bozeman, Montana, which will be open from 7:00 a.m. to 8:00 p.m., and all ballots must be in that office by 8:00 p.m. in order to be counted. All ballots will be counted on May 3, 2016, in accordance with Montana law with the results, if available, being released after 8:00 p.m. on that day.

A qualified voter who will be absent from the District during the time the election is being conducted may:

(a) vote in person in the office of the Gallatin County Election Administrator as soon as the ballots are available and until noon on April 12, 2016; or

(b) make a written request prior to noon on April 12, 2016, signed by the applicant and addressed to the office of the Gallatin County Election Administrator requesting the ballot be mailed to an address other than that which appears on the registration records. All ballots to be mailed will be mailed no later than April 13, 2016.

An elector may obtain a replacement ballot if his ballot is destroyed, spoiled, lost, or not received by the elector by personally appearing at the office of the Gallatin County Election Administrator and by:

(a) signing an affidavit form stating the reason for the request for replacement; and

(b) if the reason given for replacement is "spoiled ballot," by returning the spoiled ballot to the office of the Gallatin County Election Administrator.

Ballots may be returned in person at the place of deposit listed above, or returned by mail. If returning by mail, please use the then-prevailing first-class-postage price or one Forever Stamp. Postmark date does not apply; ballots returned by mail must be received by the 8:00 p.m. Election Day deadline to be counted.

Please note, all electors, as defined in MCA 20-20-301, are those who reside within the District and are registered to vote by the close of registration on April 4, 2016.

For electors who miss the close of registration deadline, late registration is available through the office of the County Election Administrator until noon on May 2, 2016, and will resume on Election Day, May 3, 2016, from 8:00 a.m. until 8:00 p.m.

DATED this __ day of _____, 2016.

_____
Gallatin County Election Administrator

Publish: April 10, 2016

Section 4. Form of Ballot. The ballot shall be printed in substantially the following form:

K-12 SCHOOL DISTRICT NO. 72 (BIG SKY)
GALLATIN COUNTY, MONTANA

BUILDING RESERVE LEVY ELECTION
TO BE CONDUCTED BY MAIL BALLOT
ON MAY 3, 2016

INSTRUCTIONS TO VOTERS: Make an X or similar mark in the vacant square before the words "BUILDING RESERVE LEVY – YES" if you wish to vote for the building reserve levy; if you are opposed to the building reserve levy, make an X or similar mark in the square before the words "BUILDING RESERVE LEVY – NO."

Shall the Board of Trustees of K-12 School District No. 72 (Big Sky), Gallatin County, Montana (the "District"), be authorized to impose a building reserve levy of 8.17 mills per year to raise approximately $166,000 per year for five years, for a total amount of approximately $830,000, for the purpose of providing funds to pay or secure a loan or a bond to finance the costs of various improvements to the school campus, including the new school complex, to include completing unfinished classroom, meeting room, and library spaces; purchasing and installing gym equipment; completing locker rooms, laundry facilities and physical education facilities; landscaping; and purchasing and installing fixtures, furnishings and equipment; and paying costs associated with securing such a loan or a bond?

If this building reserve levy proposition passes, it is estimated that, using current assessed values of taxable property in the District, property taxes on a home valued at $100,000 will increase by approximately $11.03 per year and on a home valued at $200,000 will increase by approximately $22.06 per year.

☐ BUILDING RESERVE LEVY – YES

☐ BUILDING RESERVE LEVY – NO

Passed and approved this 21st day of March, 2016.

_____
Chair, Board of Trustees

Attest:

_____
School District Clerk

(SEAL)

NOTICE OF BUILDING FUND LEVY PROPOSITION AND TRUSTEE ELECTION

Big Sky School District #72
45465 Gallatin Road
Gallatin Gateway, Montana

NOTICE IS HEREBY GIVEN by the Clerk of Big Sky School District No. 72 of Gallatin County, State of Montana, that pursuant to a certain Resolution duly adopted by the Board of Trustees of said school district at a meeting held on March 21, 2016, that the Annual School Election will be held on Tuesday, May 3, 2016, by mail ballot for the purpose of:

BUILDING RESERVE LEVY PROPOSITION

Shall the district be authorized to impose an increase in local taxes to support the general fund in the amount of $830,000.00 which is approximately 8.17 mills for the purpose of providing funds to pay or secure a loan or a bond to finance the costs of various improvements to the school campus, including the new school complex, to include completing unfinished classroom, meeting room and library spaces; purchasing and installing gym equipment; completing locker rooms, laundry facilities and physical education facilities; landscaping; and purchasing and installing fixtures, furnishings and equipment' and paying costs associated with securing such a loan or a bond.

TRUSTEE ELECTION

Electing two (2) trusteed for three year termd to represent Big Sky School District No. 72. The candidates for such election are the following citizens, duly nominated by a valid petition as certified to by the Clerk of Big Sky School District according to the school laws of Montana pertaining to the election of school trustees:

TRUSTEE – TWO POSITIONS
THREE (3) YEAR TERM
VOTE FOR TWO (2)

Loren Bough

Matthew (Matt) Dodd

Whitney Littman

Big School District #72
Resolution Authorizing Sale of Property

At a regular meeting of the Big Sky School District Board of Trustees, held on Monday, March 21, 2016, a resolution was passed authorizing the disposal/sale of the following property:

2006 International School Bus VIN #4DRBUAFP36B304732, 72 passenger

Proceeds from the sale of this property will be placed in the Transportation Fund.

This resolution will not become effective until 14 days after date entered into the papers in April, 2016. Should any taxpayer protest this resolution please contact Marie Goode at 995-4281.

Big Sky School District No. 72

REQUEST FOR OUT-OF-DISTRICT ADMISSION

Parent Name Ilana & Don Worsham Date 2/15/16

Student Name Tristan Worsham Grade 7

Address 50 Brecken Court Home Phone 406-600-1552

Bozeman, MT 59718 Cell Phone 818-620-9252

Big Sky School District #72 Board Policy #3141 Discretionary Nonresident Attendance Policy outlines the requirements for Out-of-District attendance procedures. The process begins by completing this application. Please complete this application and submit as soon as possible. Once the application is received the Superintendent will act on this request within five days.

1. Please list the name and phone number of your student's most recent school:

Chief Joseph Middle School

2. We are requesting permission to enroll the student listed above in:

- ☐ Ophir Elementary School
- ☒ Ophir Middle School
- ☐ Lone Peak High School

3. Has your child been expelled from school?

Never.

4. State your reason for requesting enrollment at Ophir/Lone Peak.

We request enrollment for Tristan so he can continue his academic career in an upward movement. He will be moving to the area this summer, and will be a positive addition to the Big Sky Community.

5. State your present physical address, mailing address (if different), and phone number.

50 Brecken Court
Bozeman, MT 59718

6. Check which of the following you already have available for the school:

- ☐ Transcripts
- ☐ Behavior Record
- ☐ Attendance Record
- ☒ Most recent Report Card

Please note that if your student is admitted there may be a tuition charge applied and that your student is ineligible for district transportation services beyond our established bus routes. All nonresident students must re-apply for admission by June 15 of each academic year.

Parent Signature Worsham

Date 2/15/16 **Return this form to the School Office. The request will be reviewed, annually.**

School Use Section: (do not fill out)

Date of Receipt of this Document: _____ **Date of Response to Applicant:** _____

Date of Board Meeting for Consideration (if applicable): _____

Board Decision: _____ **Date of Notification of Board Decision:** _____

Administrator's Signature: _____ **Date:** _____

Adopted on: 4/28/2011

Big Sky School District #72
Personnel Actions
March 21, 2016

Certified Resignations/Sabbatical Request

Name	Position		Effective
David Neal	Teacher (currently on sabbatical)		3/21/2016
Jolene Swanke/Hegness	Teacher (currently on sabbatical)		3/21/2016

Confirmation of Employment-Certified

Name	Position	Lane/Step	Effective	Salary
Kate Eisele	Middle/High School Science Teacher	TBD	2016-2017 school year	TBD

Confirmation of Employment

Hillary Robbins	Guest Teacher		3/16	Guest Teacher Rate
Stephanie Quinn	Guest Teacher		3/16	Guest Teacher Rate
Andi Giddings	Guest Teacher		3/16	Guest Teacher Rate
Cailin Ross	Guest Teacher		3/16	Guest Teacher Rate

Stipends/Extra-Duty

Name	Authorized Position		Effective	Stipend
Sarah Phelps	HS Track Volunteer Coach		3/16	NA
Rich Jorgenson	HS Track Volunteer Coach		3/16	NA
Lucas Westblade	HS Track Volunteer Coach		3/16	NA
Mike Lovely	HS Track Volunteer Coach		3/16	NA

Pdulh#Jrrgh

Iurp= Ddn{#gh
Vhqw= P rqgd|/#Ehuxdu|#55/#5349#:=88#DP
Wr= P dulh#Jrrgh
Vxemhfw= Izg=#Dhwwhu#ri#Jhvljqdwlrq

---------- Forwarded message ----------
From: **dave neal** <davetneal@gmail.com>
Date: Fri, Feb 19, 2016 at 8:03 AM
Subject: Letter of Resignation
To: aide@bssd72.org, Loren Bough <ldb@3rivers.net>, Loren Bough <lorenbough@me.com>

February 19,2016

Board and Administration,

Please accept this letter of resignation from my position as an educator at Big Sky School District #72.

It was at Ophir that I started my career as an educator. Not only did I complete my student-teaching at Ophir, but I was lucky enough to be offered a job teaching following that experience. For the following eleven years, I am proud to say that I taught at BSSD72, and during that time I honed my skills, earned a masters degree thanks to the board, and made lasting relationships with staff, board members, students, and community members.

I would like to thank the board and past administrations for a fantastic eleven years. Fortunately, I can say that the decision to leave my position at BSSD72 is not ill-willed in any way, but simply time to move on. With that, I am prepared to step away from a fantastic chapter in my life and begin a new one. I will leave with fond memories, and wish the best for the future of the district.

Sincerely,

Dave Neal

--
Mr. Alex Ide
Principal, Grades 5-12
Big Sky School District #72
aide@bssd72.org
www.bssd72.org
1-406-995-4281

Jolene Swanke

joleneswanke@gmail.com | (406) 544-1045 | 2752 HWY 87 East. Billings, MT 59101

11 February 2016

Big Sky School District
PO Box 161280
Big Sky, MT 59716
(406) 995-4281

Dear Big Sky School District,

I have gained so much knowledge, experience, and memories working as the art teacher for the Big Sky School District in the last six years. However, it saddens me to inform you that I will be resigning from that position as of February 11, 2016.

Being away from Big Sky has been very challenging because I sincerely love the community, my coworkers, and most of all, the students. The students have taught me how to be a better teacher and I will never forget their beautiful faces and wonderful personalities. I could not have asked for a better place to work and I will certainly never forget starting a new high school and program.

Thank you to all who have been there for me and helping me professionally grow as an educator. Thank you to the school, the community, and the parents for trusting me and inspiring me to bring out some amazing young artist talent. I hope the hall is full of new work for years to come and some of the traditions that have been started continue and new traditions continue to emerge.

I have enjoyed every moment, conversation, and adventure. From my heart to yours, thank you for the opportunity to serve in Big Sky School District! Go Bighorns! Go Miners!

Sincerely,

Jolene Swanke
Art Educator M.Ed

BIG SKY SCHOOL DISTRICT #72

GUEST TEACHER APPLICATION

Name: Andi Giddings Telephone: 207-232-9399

Address: PO Box 160069 Cell Phone: "

Big Sky, MT 59716 Email: andi.giddings@gmail.com

Check the days that you are available to work:

✓ All ____ Mon. ____ Tues. ____ Weds. ____ Thurs. ____ Fri.

Teaching Level Desired: ✓ K-5 ✓ 6-8 ✓ 9-12

Subjects Desired	Areas you would not accept placement in
All	none

Do you have an active Montana Teaching Certificate? ____ Yes ✓ No

EDUCATION:

Middlebury College, Middlebury, VT
South Portland J High School, So. Portland, ME

PROFESSIONAL EXPERIENCE:

Substitute Teacher, So. Portland School Department, 2010-2013
FoodCorps/Americorps Service Member, NCAT, Butte, MT 2013-2015
Substitute Teacher, Butte School District, 2014-2015

PLEASE LIST 3 REFERENCES:

NAME	PHONE	EMAIL
Katie Halloran	406-498-7838	Katieh@ncat.org
Nancy Moore	513-461-9654	Nancem11@gmail.com
Emily Benner	207-604-4603	ebenner14@ymail.com

Andi G 3/4/16

SIGNATURE DATE

FOR OFFICE USE ONLY:

____ TB TEST ____ FINGERPRINTS ____ RESUME ____ INTERVIEW ____ REFERENCE CHECK
Date Date Date Date Date

____ BOARD APR. ____ I9 ____ W2 ____ TRANSCRIPTS ____ OTHER
Date Date Date Date Date

BIG SKY SCHOOL DISTRICT #72

GUEST TEACHER APPLICATION

Name: Cailin Ross Telephone: 406-995-3170 ~~802-989-5697~~

Address: 33133 Gallatin Rd. Cell Phone: 802-989-5697

Gallatin Gateway, MT 59730 Email: cailin.ross@gmail.com

Check the days that you are available to work:

____ All X Mon. ____ Tues. X Weds. ____ Thurs. ____ Fri.

Teaching Level Desired: X K-5 X 6-8 ____ 9-12

Subjects Desired	Areas you would not accept placement in

Do you have an active Montana Teaching Certificate? ____ Yes X No

EDUCATION:

BA Middlebury College 2012

PROFESSIONAL EXPERIENCE:

3 years Pre-K lead teacher in Memphis, TN

Teacher leadership coach, Memphis, TN

PLEASE LIST 3 REFERENCES:

NAME	PHONE	EMAIL
Tony Coppola		
Brittney Ford 406-995-2565	~~406-600-5784~~	brittney@morningstarlearningcenters.com
Grace Beard	704-975-1502	gbeard@memphiscollegeprep.org

Cailin Ross 2/25/16

SIGNATURE DATE

FOR OFFICE USE ONLY:

____ TB TEST ____ FINGERPRINTS ____ RESUME ____ INTERVIEW ____ REFERENCE CHECK

Date Date Date Date Date

____ BOARD APR. ____ I9 ____ W2 ____ TRANSCRIPTS ____ OTHER

Date Date Date Date Date