

1000 Series

The Board of

Trustees



**1000 Series
“The Board of Trustees”
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Jefferson High School District #1

THE BOARD OF TRUSTEES

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THE BOARD OF TRUSTEES

1 Legal Status and Operation

2
3 The Board of Trustees of Jefferson High School District # 1 is the governmental entity
4 established by the state of Montana to plan and direct all aspects of the District’s operations, to
5 the end that students shall have ample opportunity to achieve their individual and collective
6 learning potentials.

7
8 Policies of the Board define its organization and the manner of conducting its official business.
9 The operating policies of the Board are those that it adopts from time to time to facilitate the
10 performance of its responsibilities.

11
12
13

14 Legal Reference: § 20-3-323, MCA District policy and record of acts
15 § 20-3-324, MCA Powers and duties

16
17 Policy History:
18 Adopted on: February 2007
19 Revised on:

1 **Personalized Learning Opportunities**

2
3 It is the policy of the District to create an environment and culture that supports and meets the
4 individual needs, skills and interests of each student, provides advanced opportunities for
5 students and supports transformational learning. As a result of the collective efforts of Trustees,
6 Administrators, and Educators, the District ensures equality of educational opportunity for each
7 student and have fully developed the potential of each student in District schools. In addition to
8 other initiatives/strategies, the District is committed to the following:
9

- 10 1. Expanding the personalized learning opportunities for each student to accelerate in their
11 career and college readiness, reduce the out-of-pocket costs for families and empower
12 students to actively engage in forming successful post-secondary pathways by:
13 a. developing an advanced opportunity plan for students in grades 6-12 that
14 i. fosters individualized pathways for career and postsecondary educational
15 opportunities and that honors individual interests, passions, strengths,
16 needs, and culture and is supported through relationships among teachers,
17 family, peers, the business community, postsecondary education officials,
18 and other community stakeholders; and
19 ii. embeds community-based, experiential, online, and work-based learning
20 opportunities and foster a learning environment that incorporates both
21 face-to-face and virtual connections.
22
- 23 2. Supporting and embracing a culture of transformational learning by:
24 a. developing a transformational learning plan for each participating student that
25 i. honors individual interests, passions, strengths, needs, and culture, and
26 that is rooted in relationships with teachers, family, peers, and community
27 members;
28 ii. embeds community-based, experiential, online, and work-based learning
29 opportunities and foster a learning environment that incorporates both
30 face-to-face and virtual connections; and
31 iii. provide effective professional development to assist employees in
32 transitioning to a transformational learning model.
33
34
35

36 Legal Reference:

37
38 Policy History:

39 Adopted on: May 2020

40 Revised on:

41
42 *Revision Note:*

THE BOARD OF TRUSTEES

1 Organization

2
3 The legal name of this District is Jefferson High School District No. 1, Jefferson County, State of
4 Montana. The District is classified as a class 2 district and is operated according to the laws and
5 regulations pertaining to a class 2 district.

6
7 To achieve its primary goal of providing each child with the necessary skills and attitudes
8 necessary to become an effective citizen, the Board shall exercise the full authority granted to it
9 by the laws of the state. Its legal powers, duties, and responsibilities are derived from the
10 Montana Constitution and state statutes and regulations. *School Laws of Montana* and the
11 administrative rules of the Board of Public Education and the Office of Superintendent of Public
12 Instruction delineate the legal powers, duties, and responsibilities of the Board.

13		
14		
15		
16	Legal References:	§ 20-3-324, MCA Powers and duties
17		§ 20-6-101, MCA Definition of elementary and high school districts
18		§ 20-6-201, MCA Elementary district classification
19		§ 20-6-301, MCA High school district classification
20		

21 Policy History:

22 Adopted on: February 2007

23 Revised on:

THE BOARD OF TRUSTEES

1 Membership and Terms of Office

2
3 The District is governed by a Board of Trustees consisting of seven (7) members. The powers
4 and duties of the Board include the broad authority to adopt and enforce all policies necessary for
5 the management, operations and governance of the District. Except as otherwise provided by
6 law, trustees shall hold office for terms of three (3) years, or until their successors are elected and
7 qualified. Terms of trustees shall be staggered as provided by law.

8
9 Trustees participate on an equal basis with other members in all District business.

11	Legal References:	§ 20-3-301, MCA	Election and term of office
12		§ 20-3-302, MCA	Legislative intent to elect less than majority of
13			trustees
14		§ 20-3-305, MCA	Candidate qualification and nomination
15		§ 20-3-306, MCA	Conduct of election
16		§ 20-3-307, MCA	Qualification and oath
17		§ 20-3-341, MCA	Number of trustee positions in elementary districts
18			– transition
19		§ 20-3-344, MCA	Nominating of candidates by petition in first-class
20			elementary district
21		§ 20-3-351, MCA	Number of trustee positions in high school districts
22		§ 20-3-352, MCA	Request and determination of number of high
23			school district additional trustee positions –
24			nonvoting trustee
25		§ 20-3-361, MCA	Joint board of trustees organization and voting
26			membership

27
28 Policy History:

29 Adopted on: February 2007

30 Revised on: January 2016

31
32 *January 2016 Revision Note: Cleans up language as per MTSBA Jan, 2014 Policy Notes*

1 Taking Office

2

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

6

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

9

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

14

15 Cross Reference: Policy 1113 Vacancies

16

17 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

21

22 Policy History:

23 Adopted on: February 2007

24 Reviewed on:

25 Revised on: April 15, 2008, November 15, 2011, January 2016, March 2020, June 2020

26

27 *Note: Line 5-7 was added to clarify when a trustee (who has been appointed mid-term)*
28 *becomes official and can vote at meetings.*

29

30 *Note: The sentence in lines 7-9 were added as the revision, as well as two legal references*
31 *(lines 15 and 16).*

32 January 2016 Revision adds Cross Reference

33 March 2020 revision changes number of days from 15 to 25

34 June 2020 revision changes number of days from 25 to 15 again as the March 2020 revision was
35 incorrect according to MTSBA.

1 Election

2
3 Elections conducted by the District are nonpartisan and are governed by applicable election
4 laws as found in Titles 13 & 20 of the Montana Code Annotated. The ballot at such elections
5 may include candidates for trustee positions, various public policy propositions, and advisor
6 questions.
7

8 Board elections shall take place on the first (1st) Tuesday after the first (1st) Monday in
9 May of each year. Any person who is a qualified voter of the District is legally qualified to
10 become a trustee. A declaration of intent to be a candidate must be submitted to the District
11 Clerk at least forty (40) days before the regular school election day. If different terms are to be
12 filled, the term for the position for which the candidate is filing must also shall be indicated.
13 Any person seeking to become a write-in candidate for a trustee position shall file a
14 declaration of intent no later than 5:00 p.m. on the day before the ballot certification
15 deadline in 20-20-401. Any person seeking to become a write-in candidate in a mail ballot
16 election or for a trustee position in a school board election shall file a declaration of intent on
17 the twenty-sixth (26th) day before the election. If the number of candidates filing for vacant
18 positions or filing a declaration of intent to be a write-in candidate is equal to or less than the
19 number of positions to be elected, the trustees may give notice no later than thirty (30) days
20 before the election that a trustee election will not take place. If a trustee election is not held,
21 the trustees shall declare the candidates elected by acclamation and shall issue a “certificate of
22 election” to each candidate.
23

24 A candidate intending to withdraw from the election shall send a statement of withdrawal
25 to the clerk of the district containing all information necessary to identify the candidate and the
26 office for which the candidate filed. The statement of withdrawal must be acknowledged by
27 the clerk of the district. A candidate may not withdraw after 5:00 p.m. the day before the
28 ballot certification deadline in 20-20-401.
29

30 In the event of an unforeseen emergency occurring on the date scheduled for the funding
31 election, the district will be allowed to reschedule the election for a different day of the
32 calendar year.
33

34 In years when the legislature meets in regular session or in a special session that affects
35 school funding, the trustees may order THE election on a date other than the regular school
36 Election Day in order for the electors to consider a proposition requesting additional funding
37 under 20-9-353.
38

39	Legal Reference:	§ 13-10-211, MCA	Declaration of intent for write-in candidates
40		§ 20-20-204, MCA	Election Notice
41		§ 20-3-304, MCA	Annual election
42		§ 20-3-305, MCA	Candidate qualification, nomination and
43			withdrawal
44		§ 20-3-313, MCA	Election by acclamation – notice

1	§ 20-3-322, MCA	Meetings and quorum
2	§ 20-3-322(5), MCA	Meetings and quorum (unforeseen emergency
3		definition)
4	§ 20-3-324(4), MCA	Powers and duties
5	§ 20-3-344, MCA	Nomination of candidates by petition in first-
6		class elementary district
7	§ 20-9-353, MCA	Additional funding for general fund-election
8		for Authorization to impose
9	§ 20-20-105, MCA	Regular school election day and special
10		school elections
11	§ 20-20-301, MCA	Qualifications of elector
12		

Policy History:

14	Adopted on:	February 2007
15	Reviewed on:	
16	Revised on:	November 15, 2011
17	Revised:	January 2016
18		

19 *Note: Lines 22-26 (page 1) were added based on the 2011 Legislative session. The word*
20 *(withdrawal) was also added in legal reference 20-3-305, MCA.*
21 *January 2016 Revision Note: Updated to match current law.*

THE 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. Information to Board candidates include:

1. Notifying the candidate of open meetings of the Board, accompanied with an agenda;
2. Meeting with the candidate to provide background information on the school system and Board service and/or arranging such other candidate orientation sessions as the candidate may reasonably request;
3. Providing each candidate with access to the official minutes of the Board meetings and the District policy manual;

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

Procedure History:

Promulgated on: February 2007

Revised on:

THE BOARD OF TRUSTEES

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Resignation

The resignation of a trustee of the district must be in writing, must stipulate an effective date, and must be submitted to the Clerk of the District.

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

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

Policy History:

Adopted on: February 2007
Revised on: January 2016, March 2020
January 2016 Revision Note: Remove board ratification

1 Vacancies

2
3 A trustee position becomes vacant before the expiration of a term, when any of the following
4 occurs:

- 5
- 6 1. Death of the trustee;
- 7 2. The effective date stipulated in the written resignation of the trustee filed with the Clerk;
- 8 3. Trustee moves out of the nominating district, establishing residence elsewhere;
- 9 4. Trustee is no longer a registered elector of the District under the provisions of § 20-20-
- 10 301, MCA;
- 11 5. Trustee is absent from the District for sixty (60) consecutive days;
- 12 6. Trustee fails to attend three (3) consecutive meetings of the trustees without good reason;
- 13 7. Trustee has been removed under the provisions of § 20-3-310, MCA; or
- 14 8. Trustee ceases to have the capacity to hold office under any other provision of law.

15
16 A trustee position also shall be vacant when an elected candidate fails to qualify.

17
18 When a trustee vacancy occurs, the remaining trustees shall declare such position vacant and fill
19 such vacancy by appointment. The Board will receive applications from any qualified persons
20 seeking to fill the position after suitable public notice. The Board will appoint one (1) candidate
21 to fill the position.

22
23 Should the Board fail to fill a vacancy within sixty (60) days from the creation of a vacancy, the
24 county superintendent shall appoint, in writing, a competent person to fill such vacancy. An
25 appointee shall qualify by completing and filing an oath of office with the county superintendent
26 within fifteen (15) days after receiving notice of the appointment and shall serve until the next
27 regularly scheduled school election and a successor has qualified.

28
29
30
31 Cross Reference: 1240 Duties of Individual Trustees
32 1112 Resignations

33
34 Legal References: § 2-16-501(3), MCA Vacancies created
35 § 20-3-308, MCA Vacancy of trustee position
36 § 20-3-309, MCA Filling vacated trustee position – appointee
37 qualification and term of office
38

39 Policy History:

40 Adopted on: February 2007

41 Revised on: January 2016, March 2020

42
43 January 2016 revision notes: replaced word “incumbent” with “Trustee”

THE BOARD OF TRUSTEES

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.

Procedure History:

Promulgated on: February 2007

Revised on:

Annual Organization Meeting

After issuance of election certificates to newly elected trustees in May, and no later than twenty-five (25) 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

Policy History:

Adopted on: February 2007

Reviewed on:

Revised on: November 15, 2011

January 2016

March 2020

Note: The November 2011 revision included the date for when the Annual Organization Meeting must be held and the addition of the legal reference in line 34.

- 1 January 2016 *Revision: Clarified Officer Terms of Office*

THE BOARD OF TRUSTEES

1 Committees

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

6
7 Committees of the Board may be created and their purposes defined by a majority of the Board.
8 The Board Chairperson shall appoint trustees to serve on such committees. Trustees serving on
9 committees shall be limited to fewer than one-half (½) of the Board.

10
11 • .

12
13

14
15 Legal Reference: § 2-3-203, MCA Meetings of public agencies and certain associations
16 of public agencies to be open to public – exceptions
17 *Bryan v. Yellowstone* (2002), 2002 MT 264
18 *Crofts v. Associated Press* (2004), 2004 MT 120
19

20 Policy History:

21 Adopted on: February 2007
22 Revised on: January 2016
23

24 January 2016 revision note: broadened application of open meeting laws by removing examples.

1 School Board Advocacy

2
3 The Board of Trustees of Jefferson High School District believes it has a responsibility to the
4 students, parents, and community to advocate for student achievement and quality education.
5 In order to meet these responsibilities, the District may work for the passage of new laws
6 designed to advance the cause of good schools and for the repeal or modification of existing
7 laws that impede this cause.

8
9 Trustees, should keep themselves and community members informed of pending legislation
10 and actively communicate board positions and concerns to elected representatives at both the
11 state and national level. The Board should work with legislative representatives (both state
12 and federal), with the Montana School Boards Association, the National School Boards
13 Association, and other concerned groups in developing an annual as well as long-range
14 legislative program.

15
16 Each Trustee is encouraged to participate in the MTSBA Delegate Assembly and the MTSBA
17 Board Legislative Contact Program and the caucuses. We also encourage each board and
18 trustee to be aware of the importance of building a relationship with the community, to be used
19 to increase student success.

20
21 In doing so, the Trustees will:

- 22
23 1. Review MTSBA legislative correspondence;
24 2. Respond to MTSBA legislative calls to action;
25 3. Participate in the Day of Advocacy during each legislative session;
26 4. Attend other state and regional association meetings as approved by the Board;
27 5. Advise MTSBA of the Board's views regarding MTSBA's legislative positions and
28 activities;
29 6. At least once each month in accordance with Policy 1420, the Board meeting agenda
30 will include an opportunity for the trustees to discuss educational issues pending on the
31 state and federal levels; and
32 7. Work with the MTSBA, the National School Boards Association (NSBA), and other
33 concerned groups and organizations on matters of mutual interest.

34
35 Policy History:

36 Adopted on: April 21, 2009

37 Reviewed on:

38 Revised on: January 2016

39
40 January 2016 revision note: format corrections, added caucuses,

41
42 Timeline index entry: Regular board meeting every May

1 Qualifications, Terms, and Duties of Board Officers

2
3 The Board officers are the Chairperson and Vice Chairperson. These officers are elected at the annual
4 organizational meeting.

5
6 Chairperson

7
8 The Chairperson may be any trustee of the board, including an additional trustee as provided for in 20-3-
9 352(2). The duties of the Chairperson include the following:

- 10
- 11 • Preside at all meetings and conduct meetings in the manner prescribed by the Board’s policies;
- 12 • Make all Board committee appointments, subject to board consensus
- 13 • Sign all papers and documents as required by law and as authorized by action of the Board;
- 14 • Close Board meetings as authorized by Montana law; and
- 15 • Act as spokesperson for the Board.
- 16

17 The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board
18 members, including the right to participate in debate and to vote. The Chairperson may make a motion and
19 may make second motions.

20
21 Vice Chairperson

22
23 The Vice Chairperson shall preside at all Board meetings in the absence of the Chairperson and shall perform
24 all the duties of the Chairperson during the Chairperson’s absence or unavailability. The Vice Chairperson
25 shall work closely with the Chairperson and shall assume whatever duties the Chairperson may delegate.

26	Legal References:	§ 2-3-203, MCA	Meetings of public agencies and certain
27			associations of public agencies to be open to
28			public – exceptions
29		§ 20-3-321(2), MCA	Organization and officers
30		§ 20-3-351(1)(a), MCA	Number of trustee positions in high school
31			districts
32		§ 20-3-352(2), MCA	Request and determination of number of
33			high school district additional trustee
34			positions –nonvoting trustee
35			
36			

37 Policy History:

38 Adopted on: February 2007
39 Reviewed on:
40 Revised on: November 15, 2011, January 2016

41
42 *Note: The definition and duties of a chairperson (lines 8-12) were changed according to the 2011*
43 *Legislative session. Also, legal references in lines 34-38 were added.*

44 *January 2016 revision note: Removed term of chair because is covered in other policy. Replaced*
45 *Board approval of Chair committee appointments with consensus.*

THE BOARD OF TRUSTEES

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 the 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, MCA	Trustees' election duties – ballot certification

Policy History:

Adopted on: February 2007

Revised on: January 2016

January 2016 revision note: added language that record of proceedings be permanent. Added that Clerk prepares for school elections.

THE BOARD OF TRUSTEES

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 the school at least once per 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(21), MCA	Powers and duties
	§ 20-3-332, MCA	Personal immunity and liability of trustees

Policy History:

Adopted on: February 2007

Revised on: January 2016

January 2016 revision note: Removed sentence declaring a trustee position vacant after three unexcused absences or 60 day absence. Added sentence regarding no individual authority.

THE BOARD OF TRUSTEES

1 District Policy and Procedures

2
3 The policies contained in this manual are adopted, implemented, and enforced in accordance with the supervisory
4 authority vested with the Board of Trustees in accordance with Article X, section 8 of the Montana Constitution and
5 related statutes, regulations, and court decisions.

6
7 Adoption and Amendment of Policies
8

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

17
18 All new or amended policies shall become effective on adoption unless a specific effective date is stated in the
19 motion for adoption.

20
21 Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and
22 also shall be included in the District’s policy manual. Policies of the District shall be reviewed annually by the
23 Board at the regular June Board meeting.
24

25 Policy Manuals
26

27 The Superintendent shall develop and maintain a current policy manual which includes all policies of the District.
28 Every administrator, as well as staff, students, and other residents, shall have ready access to District policies.
29

30 Suspension of Policies
31

32 Under circumstances that require waiver of policy, the policy may be suspended by a majority vote of the trustees
33 present. To suspend policy, however, all trustees must have received written notice of the meeting, which includes
34 the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.
35

36 Administrative Procedures
37

38 The superintendent shall develop such administrative procedures as are necessary to ensure consistent
39 implementation of policies adopted by the Board.
40

41 When a written procedure is developed, the Superintendent shall submit it to the Board as an information item.
42

43
44 Legal References: §20-3-323, MCA District policy and record of acts
45 10.55.701, ARM Board of Trustees
46

47 Policy History:
48 Adopted on: February 2007
49 Revised on: February 15, 2011
50 Revised on: July 2013, January 2016, June 2021
51 Timeline Index Entry: June
52

THE BOARD OF TRUSTEES

- 1 January 2016 revision note: Removed language about distributed manuals remaining property of the school. Added
- 2 Administrative Procedures section. Added language to allow adoption on first read if required by law AND noticed
- 3 as such.

THE BOARD OF TRUSTEES

1 District Policy

2

3 Procedure for Maintenance of District Policy and Policy Manual

4

5 The official copy of the policies of Jefferson High School District #1 is maintained as an
6 electronic PDF (Adobe portable document file). The singular location for this official Policy
7 Manual is on the JHS server and it is accessed via the JHS website on a page designated for this
8 purpose in the district information section of the site.

9

10 Generally, each year the Board establishes a policy committee. The purpose of the committee is
11 to review or construct policy additions or change proposals and make recommendations to the
12 full Board for action.

13

14 The policy committee may develop its own methods for tracking and processing their work. This
15 may include internet or other posting of materials, working copies of policy proposals and
16 methods for incorporating public input in the process. All methods used by the committee will
17 adhere to open meeting law requirements.

18

19 All policies that include a due date or other date-related requirement for the Board,
20 administration, staff or other persons or entities will be listed on a “Board Timeline Index” which
21 will follow the Master Index in the district policy manual.

22

23 The procedure for processing policy proposals is:

24

- 25 1. Committee meets as needed to review and research policy proposals and may revise or
26 construct drafts of the policy proposals.
- 27 2. Proposed policy draft is submitted to the Superintendent to be included on the agenda at
28 the next regularly scheduled board meeting. For policy changes, written drafts must be
29 the current policy language with deleted language formatted with a strike through and
30 new language underlined. The agenda item will include the policy number, title and a
31 brief description of the proposal.
- 32 3. District Clerk disseminates proposed policy marked as “1st Reading Draft” to trustees.
- 33 4. If approved on 1st reading, the District Clerk incorporates any changes made on 1st
34 reading in the draft policy with markup formatting and disseminates the updated draft to
35 the Board marked as “2nd Reading Draft” and adds the proposed policy for 2nd reading to
36 the agenda for the next regularly scheduled board meeting.
- 37 5. If approved on 2nd reading, the District Clerk incorporates any changes made on 2nd
38 reading, removes the markup formatting, and emails the final approved policy Word
39 document to the District’s provider of policy maintenance services, if any, as soon as
40 possible but not more than ten (10) working days after approval.
- 41 6. Policy maintenance vendor adds the approved policy document to our word documents
42 on their site, updates the Board Timeline Index if needed, and posts a new full Policy
43 Manual PDF to our directory on their website. The file name of the official policy manual

THE BOARD OF TRUSTEES

1 PDF will include the date and time the file was generated. Example: Jefferson High
2 School District Policies–20110610-1259pm.pdf

3 7. District Clerk downloads the updated PDF and posts it to the JHS website. The District
4 Clerk moves the former versions of the official policy manual to a linked page on the site
5 where they will be maintained for historical purposes.

6 8. If the District does not use a policy maintenance service, then the District Clerk will
7 update the PDF file locally.

8

9 Administrative Procedures

10

11 The goals of written administrative procedures are:

12

- 13 - A clear understanding and expectation of how recurring important tasks are done
- 14 consistently and well within the district is shared among administration, staff, students,
- 15 trustees and the public, and
- 16 - Achievement of district goals is enhanced through communication and implementation of
- 17 procedures tied to goals, and
- 18 - Transitions between former and new staff are improved less time is spent “reinventing
- 19 the wheel.”

20

21 To this end, the Superintendent shall develop and maintain administrative procedures in such a
22 way that:

23

- 24 1. An electronic manual of procedures is created and maintained by the district office under
- 25 the direction of the superintendent and available in PDF format to the public upon
- 26 request.
- 27 2. Any recurring task for which it is important that the task be done consistently and in a
- 28 certain manner has a written procedure in the procedure manual.
- 29 3. A timeline index is created and maintained as part of the procedures manual.
- 30 4. Each procedure clearly identifies the need for the task, the steps involved, who is
- 31 responsible, when the task must be done, any measurements for success that are
- 32 appropriate and a reference to any corresponding district goals or policy.
- 33 5. The manual uses a style, format and numbering scheme, consistent with the District
- 34 policy manual.

35

36 Policy History:

37 Adopted on: August, 14 2012

38 Revised : January 2016

39

40 January 2016 Revision Note: Moved Administrative Procedure from 1312P to 1310P when 1312
41 was incorporated into 1310

THE BOARD OF TRUSTEES

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 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: Staff employed by the District in the following designated positions are authorized to certify voucher or invoice claims against or for the District:

- Superintendent
- High School Principal
- Activities Director

Checks: The school principal is designated as the authorizer of expenditures from extracurricular fund accounts. The district clerk is designated as the accounting oversight manager for extracurricular fund accounts and shall ensure that these accounts are maintained in a similar manner as that used for all District accounting. Extracurricular revenue and expenditures shall be coded in a manner that the applicable event date, sport/activity title and gender (when applicable) are identified and easily reported on.

Contracts: The Superintendent is authorized to sign, on behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under \$25,000 without prior approval of the Board. The types of goods and services contracted for must be pre-approved by the Board.

Personnel Contracts: The Board Chairperson and Clerk are authorized to sign personnel contracts and agreements of employment on behalf of the Board, by facsimile signature.

Negotiated Agreements: Negotiated agreements shall be signed for the District by the Board Chairperson and the Clerk.

Contract and Agreement Maintenance: The Superintendent shall maintain on the District website on a page designed for this purpose an electronic file PDF of a copy of all contracts and agreements currently in place. A Master List and Timeline of all contracts and agreements currently in place will also be maintained and posted to the District website on a page designed for this purpose.

For each contract or agreement, the Master List and Timeline will include:

- the name of the party with which the contract or agreement was executed,
- a brief description of the goods or services provided,
- who signed the contract on behalf of the district,
- the start and end dates,
- the annual and total dollar value,

Jefferson High School District #1

THE BOARD OF TRUSTEES

1332

- 1 - any required renewal or expiration notice dates or requirements,
- 2 - whether the contract is bid,
- 3 - the last bid date and the next bid date.

4
5

Policy History:

6 Adopted on: February 2007
7 Revised on: September 2013
8

THE BOARD OF TRUSTEES

1 Board Meetings

2
3 Meetings of the Board and/or committees of the Board must occur at a duly called and legally
4 conducted meeting. "Meeting" is defined as the convening of a quorum of the constituent
5 membership of the Board, whether in person or by means of electronic equipment, to hear,
6 discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or
7 advisory power.

8
9 Regular Meetings

10
11 Unless otherwise specified, all meetings will take place in the Jefferson High School Library.
12 Regular meetings shall take place at 6:30 p.m. on the third (3rd) Tuesday of each month, or at
13 other times and places determined by a majority vote. Except for an unforeseen emergency,
14 meetings must be held in school buildings or, upon the unanimous vote of the Trustees, in a
15 publicly accessible building located within the District. If regular meetings are scheduled at
16 places other than as stated above or are adjourned to times other than the regular meeting time,
17 notice of the meeting shall be made in the same manner as provided for special meetings. The
18 Trustees may meet outside the boundaries of the school district for collaboration or cooperation
19 on educational issues with other school boards, educational agencies, or cooperatives. Adequate
20 notice of the meeting as well as an agenda must be provided to the public in advance. Decision
21 making may only occur at a properly noticed meeting held within the school district's
22 boundaries. When a meeting date falls on a legal holiday, the meeting shall take place the next
23 business day.

24
25 Emergency Meetings

26
27 In the event of an emergency involving possible personal injury or property damage, the Board
28 may meet immediately and take official action without prior notification.

29
30 Budget Meetings

31
32 Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date,
33 time, and place trustees will meet for the purpose of considering and adopting a final budget for
34 the District, stating that the meeting of the trustees may be continued from day to day until final
35 adoption of a District budget and that any taxpayer in the District may appear at the meeting and
36 be heard for or against any part of the budget. This notice shall be published in the *Boulder*
37 *Monitor*.

38
39 On the date and at the time and place stated in the published notice (on or before August 20)
40 trustees shall meet to consider all budget information and any attachments required by law. The
41 meeting may continue from day to day; however, the Board must adopt a final budget not later
42 than August 25.

43
44 Special Meetings

45
46 Special meetings may be called by the Chairman or by any two (2) trustees. A written notice of
47 a special meeting, stating the purpose of the meeting, shall be delivered to every trustee not less
48 than forty-eight (48) hours before the time of the meeting, except that the 48-hour notice is

THE BOARD OF TRUSTEES

1 Waived in an unforeseen emergency as stated in 20-3-322(5), MCA. Such written notice shall be
2 posted within the District in a manner that will receive public attention. Written notice also
3 shall be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio
4 or television station that has filed a written request for such notices. **Business transacted at a
5 special meeting will be limited to that stated in the notice of the meeting.**
6

7 Closed Sessions

8
9 Under Montana law, the Board may meet in closed sessions to consider matters of individual
10 privacy. Before closing a meeting, the presiding officer must determine that the demands of
11 individual privacy exceed the merits of public disclosure and so state publicly before going into
12 closed session. The Board also may go into closed session to discuss a strategy to be followed with
13 respect to litigation, when an open meeting would have a detrimental effect on the litigating position
14 of the District. This exception does not apply if the litigation involves only public bodies or
15 associations as parties. Before closing a meeting for litigation purposes, the District may wish to
16 consult legal counsel on the appropriateness of this action. No formal action shall take place during
17 any closed session.
18

19	Legal References:	§ 2-3-103, MCA	Public participation – governor to insure
20			guidelines adopted
21		§ 2-3-104, MCA	Requirements for compliance with notice
22			provisions
23		§ 2-3-105, MCA	Supplemental notice by radio or television
24		§ 2-3-201, MCA	Legislative intent – liberal construction
25		§ 2-3-203, MCA	Meetings of public agencies and certain
26			associations of public agencies to be open to
27			public – exceptions
28		§ 20-3-322, MCA	Meeting and quorum
29		§ 20-9-115, MCA	Notice of final budget meeting
30		§ 20-9-131, MCA	Final budget meeting
31		10.55.701, ARM	Board of Trustees
32			

33 Policy History:

34 Adopted on: February 2007
35 Reviewed on:
36 Revised on: November 15, 2011, January 2016
37

38 *Note: Lines 11-14 (page 1) were added, by legislative action, allowing full boards to meet outside*
39 *of their district, with other boards, for purposes of educational issues.*
40 *Note: The dates in the “Budget Meetings” section were changed based on 2011 Legislature and the*
41 *addition of legal reference on line 27.*
42

43 *January 2016 revision note: Add paragraph below “Board meetings” header. Added language*
44 *notice that meeting notice postings be in a matter that will receive public attention.*

1 Records Available to Public

2
3 All District records, except those restricted by state and federal law, shall be available to citizens
4 for inspection at the Clerk's office.

5
6 Any individual may request public information from the district. The district shall make the
7 means of requesting public information accessible to all persons.

8
9 Upon receiving a request for public information, the district shall respond in a timely manner to
10 the requesting person by:

- 11
12 (a) Making the public information available for inspection and copying by the requesting
13 person; or
14 (b) Providing the requesting person with an estimate of the time it will take to fulfill the
15 request if the public information cannot be readily identified and gathered and any fees
16 that maybe charged.

17
18 The district may charge a fee for fulfilling a public information request. The fee may not exceed
19 the actual costs directly incident to fulfilling the request in the most cost-efficient and timely
20 manner possible. The fee must be documented. The fee may include the time required to gather
21 public information. The district may require the requesting person to pay the estimated fee prior
22 to identifying and gathering the requested public information.

23
24 The district is not required to alter or customize public information to provide it in a form
25 specified to meet the needs of the requesting person. If the district agrees to a request to
26 customize a records request response, the cost of the customization may be included in the fees
27 charged by the district.

28
29
30 In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be
31 open to public inspection at any meeting of the trustees. A fee may be charged for any copies
32 requested. Copies will be available within a reasonable amount of time following a request.

33
34 A written copy of Board minutes shall be available to the general public within five (5) working
35 days following approval of the minutes by the Board. If requested, one (1) free copy of minutes
36 shall be provided to local media within five (5) working days following approval by the Board.

37
38 Fees will be charged as follows:

- 39
40 a) Copy of Board minutes - 15¢ per page
41
42 b) Copy of other materials - 25¢ per page
43
44 c) Time spent researching a copy project will be charged at the employee's hourly
45 rate of pay.

Jefferson High School District #1

THE BOARD OF TRUSTEES

1401

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Legal References:

§ 2-6-1003, MCA	Access to Public Information
§ 2-6-1006, MCA	Public Information requests - fees
§ 20-3-323, MCA	District policy and record of acts
§ 20-9-213, MCA	Duties of trustees

Policy History:

Adopted on: February 2007
Revised on: 7/20/2010, 12/31/2018

*Note: Lines 6-8 were added to clarify procedure for requests of electronic information.
2018 revision to match MCA language.*

1 Records Available to Public

2

3 In order to enhance the availability of district information to the public and increase the
4 transparency of district operation, the following information, at a minimum, will be available on
5 the district website on a page designed for this purpose and with a direct link from the main page
6 of the website:

7

- 8 - Current and previous three years Board of Trustees meeting agendas and minutes (within
9 five days of approval), including committees
- 10 - Current District Strategic Plan
- 11 - District policy and procedure manual
- 12 - Current collective bargaining agreements
- 13 - Current employment contracts and compensation levels for all staff
- 14 - Year-to-date per month General Fund Budget
- 15 - Year-to-date expenditures tied to each General Fund Account and by payee
- 16 - All current contracts and agreements
- 17 - Previous three years General Fund Budget
- 18 - Previous three years budget and expenditures for all other funds
- 19 - Previous three years academic measurements data including:
 - 20 o ACT/SAT scores
 - 21 o Graduation Rates
 - 22 o Montana standardized test data
- 23 - JHS student headcounts as reported to the State for purposes of calculating Average
24 Number Belonging
- 25 - Any other information or reports that would be helpful in achieving the goal of increased
26 availability of information and transparency of district operations.

27

28 All posted files shall be in the PDF format, downloadable and printable but locked against
29 editing.

30

31

32 Legal Reference:

33

34 Policy History:

35 Adopted on: October 2013

36 Revised on:

37

38 *Revision Note:*

THE BOARD OF TRUSTEES

School Board Use of Electronic Mail and Mobile Messaging

Use of electronic mail (e-mail) and mobile messaging 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 or mobile messaging 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 mobile messages, 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 and mobile 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 insure 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

Policy History:

Adopted on: February 2007

Revised on: March 2020

THE BOARD OF TRUSTEES

1 School Board Meeting Procedure

2

3 Agenda

4

5 The authority to set the board agenda lies with the Board Chair in consultation with board
6 members and the administration. The act of preparing the board meeting agendas can be
7 delegated to the Superintendent.

8

9 Any topics requested by Board members or members of the public must first be approved by the
10 Board Chair before being placed on the agenda. Citizens wishing to make brief comments about
11 school programs or procedures will follow the public comment procedures in district policy.

12

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

21

22 Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and
23 relevant supplementary information will be prepared and distributed to each trustee at least
24 forty-eight (48) hours in advance of a Board meeting and will be available to any interested
25 citizen at the Superintendent’s office forty-eight (48) hours before a Board meeting. An agenda
26 for other types of Board meetings will be prepared, if circumstances require an agenda.

27

28 Consent Agenda

29

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

36

37 Minutes

38

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

43

- 44 • Date, time, and place of the meeting;

THE BOARD OF TRUSTEES

- 1 • Presiding officer;
- 2 • Board members recorded as absent or present;
- 3 • Summary of discussion on all matters discussed (including those matters discussed
- 4 during the “public comment” section), proposed, deliberated, or decided, and a record of any
- 5 votes taken;
- 6 • Detailed statement of all expenditures;
- 7 • Purpose of recessing to closed session; and
- 8 • Time of adjournment.

9
10

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

14

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

21

22 Quorum

23

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

28

29 Electronic Participation

30

31 The Board may allow members to participate in meetings by telephone or other electronic
32 means. Board members may not simply vote electronically, but must be connected with the
33 meeting throughout the discussion of business.

34 If a Board member electronically joins the meeting after an item of business has been opened,
35 the remotely located member shall not participate until the next item of business is opened. If the
36 Board allows a member to participate electronically, the member will be considered present and
37 will have his or her actual physical presence excused. The member shall be counted present for
38 purposes of convening a quorum. The Clerk will document it in the minutes when members
39 participate in the meeting electronically.

40

41 Any Board member wishing to participate in a meeting electronically will notify the Board
42 chairperson and superintendent as early as possible. The superintendent will arrange for the
43 meeting to take place in a location with the appropriate equipment so that Board members
44 participating in the meeting electronically may interact and the public may observe or hear the

THE BOARD OF TRUSTEES

1 comments made. The superintendent will take measures to verify the identity of any remotely
2 located participants.

3

4 Meeting Conduct and Order of Business

5

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

10

11 Rescind a Motion

12

13 A motion to rescind (cancel previous action) may be made anytime by any trustee that voted on
14 the prevailing side of the motion being considered for revision. A motion to rescind must be
15 properly noticed on the Board agenda for the meeting. It is in order any time prior to
16 accomplishment of the underlying action addressed by the motion.

17

18 Cross Reference: 1441 Audience Participation

19

20	Legal References:	§ 2-3-103, MCA	Public participation - governor to ensure guidelines
21			adopted
22		§ 2-3-202, MCA	Meeting defined
23		§ 2-3-212, MCA	Minutes of meetings – public inspection
24		§ 20-1-212, MCA	Destruction of records by school officer
25		§ 20-3-322, MCA	Meetings and quorum
26		§ 20-3-323, MCA	District policy and record of acts Jones and Nash v.
27			Missoula Co., 2006 MT2, 330 Mont 2005

28

29 Policy History:

30 Adopted on: February 2007

31 Revised on: October 2011, March 2020

32

33 *Note: First revision was addition of Legal Reference 2-3-202, MCA. Second revision was the*
34 *addition of the “Rescind a Motion” language.*

35 *Note: Third revision was the addition of language for recorded minutes (lines 3-6 and 22-24 of*
36 *page 2). It also included a revision of the “Rescind a Motion” language.*

37 *Note: 2018 revision clarified responsibilities and requirements regarding construction of agenda*

THE BOARD OF TRUSTEES

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Notice Regarding Public Comment

Montana law requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on any public matter not otherwise specifically listed on the agenda that is within the jurisdiction of the agency. The public comment portion of the agenda is not the time designated to hear items that are specifically listed/identified on the agenda.

For those individuals who desire to address the Board during the public comment portion of the meeting, if you haven't already done so, please sign your name to the sheet and indicate the general topic on which you will be commenting. The Board Chairperson will call individuals to speak in the order listed on the sheet provided. Please state your name prior to beginning your comment. There will be an opportunity for citizens who have not signed in to comment at the conclusion of the comment period. The Board would like to remind everyone in attendance to avoid violations of individual rights of privacy when providing comment. The Board is not authorized to hear comments on contested cases or other adjudicative proceedings.

By law, the District cannot take any action on any matter discussed during the public comment portion of the meeting as those matters are specifically noticed on the agenda. The Board may take a matter raised during the public comment period under consideration for inclusion on a future agenda.

In accordance with Montana law, citizens have the right to comment on an item that is specifically listed on the agenda. Citizens will be permitted to do so when the item comes up for discussion and action. The board chair will indicate when the public has the opportunity to comment prior to board action on a particular agenda item.

The Board Chair has the authority to manage all public comment periods and will do so in accordance with state law and district policy.

Policy History:

Adopted on: March 2020

Revised on:

THE BOARD OF TRUSTEES

Abstentions From Voting

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

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

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

Policy History:

Adopted on: February 2007

Revised on: March 2020

THE BOARD OF TRUSTEES

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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 in the manner described in Policy 1420F.

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 Right of participation

Policy History:

Adopted on: February 2007

Revised on: March 2020

THE BOARD OF TRUSTEES

Code of Ethics for School Board Members

1
2
3 AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE
4 PUBLIC EDUCATION, AND TO THAT END I WILL:

5
6 Attend all regularly scheduled Board meetings insofar as possible and become informed
7 concerning the issues to be considered at those meetings;

8
9 Recognize that I should endeavor to make policy decisions only after full discussion at public
10 Board meetings;

11
12 Make all decisions based on available facts and my independent judgment and refuse to
13 surrender that judgment to individuals or special interest groups;

14
15 Encourage the free expression of opinion by all Board members and seek systematic
16 communications between the Board and students, staff, and all elements of the community;

17
18 Work with other Board members to establish effective Board policies and to delegate authority
19 for administration to the Superintendent;

20
21 Recognize and respect the responsibilities that properly are delegated to the Superintendent;

22
23 Communicate to the Superintendent expression of public reaction to Board policies, school
24 programs, or staff;

25
26 Inform myself about current educational issues, by individual study and through participation in
27 programs providing needed information, such as those sponsored by the Montana and National
28 School Boards Associations;

29
30 Support the employment of those persons best qualified to serve as school staff and insist on
31 regular and impartial evaluation of staff;

32
33 Avoid being placed in a position of conflict of interest and refrain from using my Board position
34 for personal or partisan gain;

35
36 Avoid compromising the Board or administration by inappropriate individual action or
37 comments and respect the confidentiality of information that is privileged under applicable law;

38
39 Remember always that my first and greatest concern must be the educational welfare of students
40 attending public schools.

41
42 Policy History:

43 Adopted on: February 2007

44 Revised on:

1 Conflict of Interest

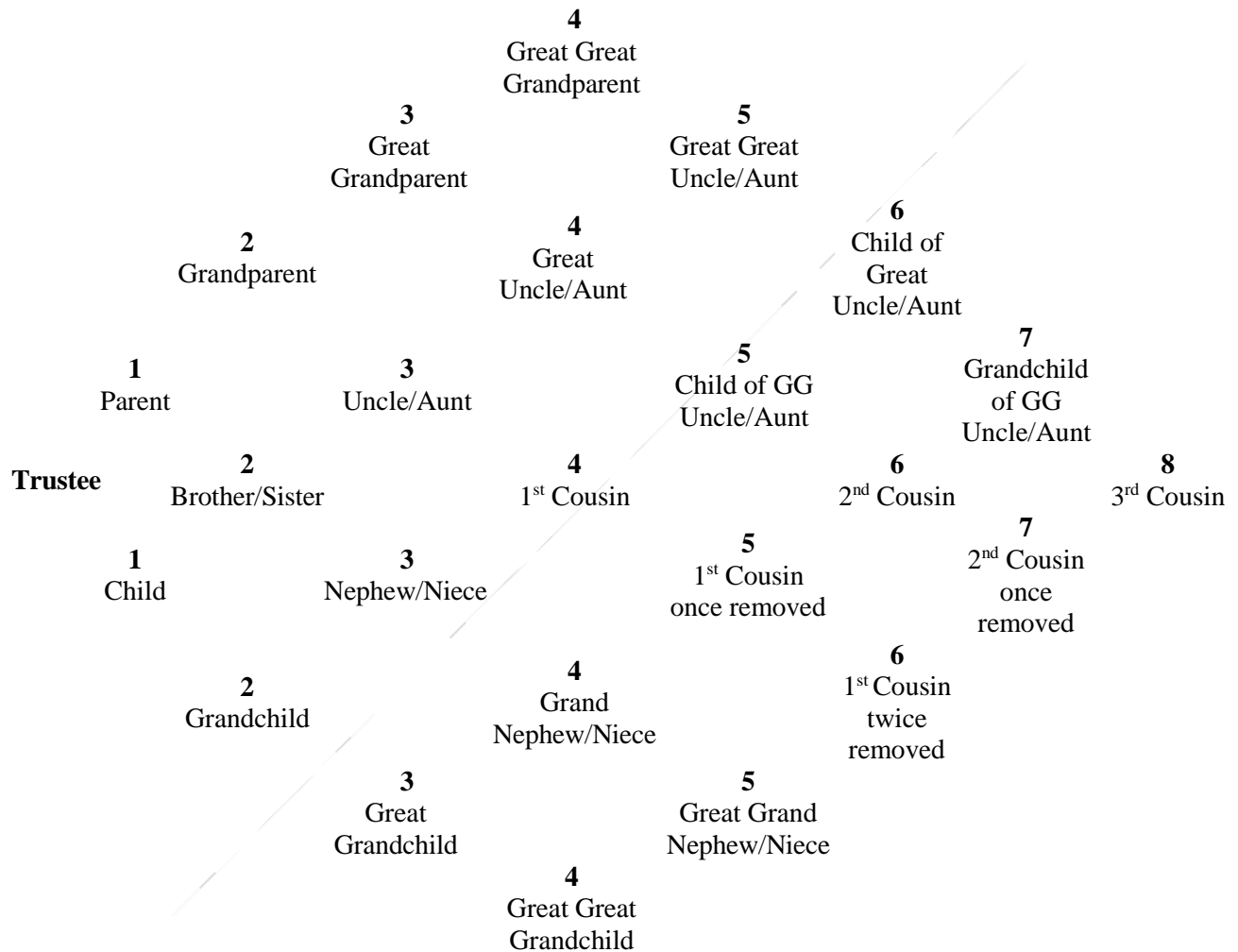
2
3 A trustee may not:

- 4
- 5 1. Engage in a substantial financial transaction for the trustee's private business purpose,
6 with a person whom the trustee inspects or supervises in the course of official duties.
7
 - 8 2. Perform an official act directly and substantially affecting, to its economic benefit, a
9 business or other undertaking in which the trustee either has a substantial financial
10 interest or is engaged as counsel, consultant, representative or agent.
11
 - 12 3. Act as an agent or solicitor in the sale or supply of goods or services to a district.
13
 - 14 4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when
15 the trustee has more than a ten percent (10%) interest in the corporation. A contract does
16 not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments
17 or deposits in financial institutions that are in the business of loaning or receiving money,
18 when such investments or deposits are made on a rotating or ratable basis among
19 financial institutions in the community or when there is only one (1) financial institution
20 in the community; or 3) contracts for professional services other than salaried services or
21 for maintenance or repair services or supplies when the services or supplies are not
22 reasonably available from other sources, if the interest of any Board member and a
23 determination of such lack of availability are entered in the minutes of the Board meeting
24 at which the contract is considered.
25
 - 26 5. Be employed in any capacity by the District, with the exception of officiating at athletic
27 competitions under the auspices of the Montana Officials Association.
28
 - 29 6. Perform an official act directly and substantially affecting a business or other undertaking to
30 its economic detriment when the officer or employee has a substantial personal interest in a
31 competing firm or undertaking.
32
 - 33 7. Appoint or renew to a position of trust or emolument any person related or connected by
34 consanguinity within the fourth (4th) degree or by affinity within the second (2nd) degree.
35
 - 36 a. This prohibition does not apply to the issuance of an employment contract to a
37 person as a substitute teacher who is not employed as a substitute teacher for more
38 than thirty (30) consecutive school days.
 - 39 b. This prohibition does not apply to the renewal of an employment contract of a
40 tenured teacher or classified employee employed without a written contract for a
41 specific term related to a Board member, who was initially hired before the Board
42 member assumed the trustee position.
 - 43 c. This prohibition does not apply if trustees comply with the following
44 requirements: 1) **All trustees**, except the trustee related to the person to be
45 employed or appointed, vote to employ the related person; 2) the trustee related to
46 the person to be employed abstains from voting; and 3) the trustees give fifteen

1 (15) days written notice of the time and place of their intended action in a
2 newspaper of general circulation in the county where the school is located.
3

4 8. Affinity is the legal relationship arising as the result of marriage. Relationship by affinity
5 terminates upon the death of one of the spouses or other dissolution of marriage, except
6 when the marriage has resulted in issue still living.
7

8 Degrees of Consanguinity
9



1 Degree of Affinity

2

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

3

4 Policy History:

5 Adopted on: February 2007

6 Revised on: September 2010, March 2020

7

THE BOARD OF TRUSTEES

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

Policy History:

Adopted on: February 2007

Revised on:

THE BOARD OF TRUSTEES

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(21), MCA Powers and duties

Policy History:

Adopted on: February 2007

Revised on:

THE BOARD OF TRUSTEES

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

Policy History:

Adopted on: February 2007

Revised on:

THE BOARD OF TRUSTEES

1 Trustee Expenses

2
3 Expenses for Board Members - In-District

4
5 The members of the trustees of any district may not receive compensation for their services as
6 trustees. A trustee is entitled to collect mileage at a rate equal to the mileage allotment allowed
7 by the United States internal revenue service for the current year for the first 1,000 miles and 3
8 cents less per mile for all additional miles traveled within a given calendar month.

9
10 The members of the trustees who reside over 3 miles from the trustees' meeting place must upon
11 request be reimbursed at the rate as provided in 2-18-503 for every mile necessarily traveled
12 between their residence and the meeting place and return in attending the regular and special
13 meetings of the trustees, and all trustees must be similarly reimbursed for meetings called by the
14 county superintendent. The travel reimbursement may be accumulated during the school fiscal
15 year and paid at the end of the fiscal year, at the discretion of each trustee.

16
17 A trustee must file a reimbursement for mileage form, prior to July 1 of each year, requesting
18 reimbursement for the then current fiscal year. The form may be obtained from the District
19 Clerk/Business Manager.

20
21 Expenses for Board Members at Out-of-District Meetings

22
23 Trustees normally attend workshops, training institutes, and conferences at both the state and
24 national levels. The District will pay all legitimate costs for trustees to attend out-of-District
25 meetings, at established rates for reimbursement set by the District:

- 26
27 1. Transportation as approved by the Board;
28 2. On-site transportation during the course of the meeting, i.e., bus, taxi, or rental car;
29 3. Hotel or motel costs for trustee, as necessary;
30 4. Food costs as necessary;
31 5. Telephone services for necessary communications with business or family, resulting from
32 the trustee being away from Jefferson County;
33 6. Incidental expenditures for tips and other necessary costs attributable to the trustee's
34 attendance at a meeting; however, the District will not reimburse or pay for such items as
35 liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.

36
37
38
39 Cross Reference: 7336 Travel Allowances and Expenses

40
41 Policy History:

42 Adopted on: February 2007, March 2018

43 Revised on:

1 Trustee Insurance

2
3 The District shall maintain sufficient insurance to protect the Board and its individual members
4 against liability arising from actions of the Board or its individual members while each is acting
5 on behalf of the District and within the trustee’s authority.

6
7 An additional trustee, as provided for in 20-3-352(2), who is chosen as a nonvoting chairperson
8 of the board of an elementary district is entitled to all of the immunization, defenses, and
9 indemnifications as described in 20-3-322, MCA.

10
11 Legal References: § 20-3-331, MCA Purchase of insurance – self-insurance plan
12 § 20-3-332, MCA Personal immunity and liability of trustees
13 § 20-3-352(2), MCA Request and determination of number of high
14 school district additional trustee positions –
15 nonvoting trustee

16
17 Policy History:

18 Adopted on: February 2007

19 Reviewed on:

20 Revised on: November 15, 2011

21
22
23
24
25
26

Note: The revision included the addition of the second paragraph and the legal reference 20-3-352(2). MCA.

THE BOARD OF TRUSTEES

1 Annual Goals and Objectives

2

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

7

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

11

12 Legal Reference: 10.55.701, ARM Board of Trustees

13

14 Policy History:

15 Adopted on: February 2007

16 Revised on: February 2011, March 2020

THE BOARD OF TRUSTEES

1 Evaluation of Board

2

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

5

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

10

11

12

13 Policy History:

14 Adopted on: February 2007

15 Revised on:

THE BOARD OF TRUSTEES

1 In-Service Conference for Trustees

2

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

7

8

9

10 Policy History:

11 Adopted on: February 2007

12 Revised on:

1 Internships

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

6
7 The Board recognizes the need to provide training opportunities for prospective teachers and
8 administrators. Internships for those in the process of acquiring teaching endorsements and/or
9 administrative credentials shall be considered and approved on an individual basis. The
10 Superintendent or designee involved will review the internship proposal with the candidate and
11 the university representative, much in the same manner as student teachers are assigned.

12
13 As part of an internship agreement, the parties must agree to the following:

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

19
20
21 A superintendent intern shall be supervised through the year by a licensed and endorsed
22 superintendent contracted by the district, including participation in, and review of, and written
23 concurrence in all performance evaluations of licensed staff completed by the intern.

24
25 An emergency authorization of employment granted by the Superintendent of Public Instruction
26 pursuant to §20-4—111, MCA is not a license; therefore, is not eligible for an internship.

27	28	29	Legal Reference:	§20-4-111, MCA	Emergency authorization of employment
30				ARM 10.55.602	Definitions
31				ARM 10.55.607	Internships
32				ARM 10.55.702	Licensure and duties of District Administrator
33					- District Superintendent
34				ARM 10.57.412	Class 1 and 2 Endorsements
35				ARM 10.57.413	Class 3 Administrative License

36 Policy History:

37 Adopted on: January 2016

38 Revised on:

39
40 *Revision Note:*

THE BOARD OF TRUSTEES

1 Board Participation in Activities

2
3 Members of the Board, collectively and individually, are encouraged to attend school activities,
4 social functions, and instructional programs at no cost to the trustees, in order to view and
5 observe such functions in operation. Attendance at such programs as musical presentations,
6 speech activities, clubs, dramatic productions, and athletic events, indicates interest in school
7 affairs and provides opportunity for more comprehensive understanding of the total school
8 program. Administration will provide appropriate communications to trustees to keep them
9 informed about activities they may wish to attend.

10
11
12
13 Policy History:

14 Adopted on: February 2007

15 Revised on:

THE BOARD OF TRUSTEES

1 Uniform Complaint Procedure

2
3 The Board establishes this Uniform Complaint Procedure as a means to address complaints
4 arising within the District. This Uniform Complaint Procedure is intended to be used for all
5 complaints except those involving challenges to educational material and those governed by a
6 specific process in state or federal law that supersedes this process or collective bargaining
7 agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance
8 with the terms of the applicable agreement.

9
10 The District requests all individuals to use this complaint procedure, when the individual
11 believes the Board or its employees or agents have violated the individual’s rights under state or
12 federal law or Board policy. Complaints against a building administrator shall be filed with the
13 Superintendent. Complaints against the Superintendent or District administrator shall be filed
14 with the Board.

15
16 The District will endeavor to respond to and resolve complaints without resorting to this formal
17 complaint procedure and, when a complaint is filed, to address the complaint promptly and
18 equitably. The right of a person to prompt and equitable resolution of a complaint filed
19 hereunder will not be impaired by a person’s pursuit of other remedies. Use of this complaint
20 procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure
21 does not extend any filing deadline related to pursuit of other remedies.

22
23 Deadlines requiring District action in this procedure may be extended for reasons related but not
24 limited to the District’s retention of legal counsel and District investigatory procedures.

25
26 Level 1: Informal

27
28 An individual with a complaint is first encouraged to discuss it with the appropriate employee or
29 building administrator, with the objective of resolving the matter promptly and informally. An
30 exception is that a complaint of sexual harassment should be discussed directly with an
31 administrator not involved in the alleged harassment.

32
33 Level 2: Building Administrator

34
35 When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed
36 and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event
37 or incident giving rise to the complaint, including any school personnel involved; and (3) the
38 remedy or resolution requested. This written complaint must be filed within thirty (30) calendar
39 days of the event or incident or from the date an individual could reasonably become aware of
40 such event or incident. The applicability of the deadline is subject to review by the
41 Superintendent to ensure the intent of this uniform complaint procedure is honored.

42

THE BOARD OF TRUSTEES

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

5 If the complainant has reason to believe the administrator’s decision was made in error, the
6 complainant may request, in writing, that the Superintendent review the administrator’s decision.
7 (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar
8 days of the administrator’s decision.
9

10 When a complaint alleges sexual harassment or a violation of Title IX of the Education
11 Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of
12 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator shall turn the
13 complaint over to the applicable District nondiscrimination coordinator. The coordinator shall
14 ensure an investigation is completed in accordance with the applicable procedure. In the case of a
15 sexual harassment or Title IX complaint, the applicable investigation and appeal procedure is
16 Policy 3225P or 5012P. In the case of a disability complaint, the coordinator shall complete an
17 investigation and file a report and recommendation with the Superintendent for decision. Appeal
18 of a decision in a disability complaint will be handled in accordance with this policy.
19

20 Level 3: Superintendent
21

22 If the complainant filed appeals the administrator’s decision provided for in Level 2, the
23 Superintendent will review the complaint and the administrator’s decision. The Superintendent
24 will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent’s
25 receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with
26 the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3)
27 engage an outside investigator or other District employees to assist with the appeal; and/or (4)
28 take other steps appropriate or helpful in resolving the complaint.
29

30 If the complainant has reason to believe the Superintendent’s decision was made in error, the
31 complainant may request, in writing, that the Board consider an appeal of the Superintendent’s
32 decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within
33 fifteen (15) calendar days of the Superintendent’s written response to the complaint, for
34 transmission to the Board.
35

36 Level 4: The Board
37

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

41 Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the
42 agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than
43 three (3) trustees to hear the appeal and make a recommendation to the Board, or (3) respond to
44 the complaint with an explanation of why the appeal will not be heard by the Board of Trustees

THE BOARD OF TRUSTEES

1 in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel
2 will meet to consider the appeal and then make written recommendation to the full Board. The
3 Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar
4 days of the Board meeting at which the Board considered the appeal or the recommendation of
5 the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within
6 the period provided by law.

7

8 Cross Reference: 3210 – Equal Educational Opportunity and Nondiscrimination
9 5010 – Equal Employment Opportunity and Nondiscrimination
10 3225-3225P – Sexual Harassment of Students
11 5012-5012P – Sexual Harassment of Employees

12

13 Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
14 Title II of the Americans with Disabilities Act of 1990
15 § 504 of the Rehabilitation Act of 1973

16

17 Policy History:

18 Adoption on: February 2007

19 Revised on: April 21, 2009, May 2021

20

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

1 Introduction

2

3 The board of trustees and its staff are operating under unusual, even unprecedented
4 circumstances by virtue of the declaration of a statewide emergency by the Governor and the
5 executive orders related to school closure to address concerns from the COVID-19 Virus. As
6 part of its own concurrent declaration of an unforeseen emergency (community disaster), the
7 board of trustees has found it necessary to adopt temporary policies related to emergency school
8 closure. To ensure clarity and transparency, the board has organized all emergency school
9 closure policies into a temporary chapter. The board has also included this introductory section
10 as a heading for each policy to ensure understanding of the purpose and duration of each policy
11 adopted pursuant to this chapter.

12

13 Purpose(s) of Policies

14

- 15 1. Addressing barriers to learning presented by distance.
- 16 2. Improvement of instruction in offsite setting during school closure.
- 17 3. Ensuring equity in services provided, including special education for exceptional children
18 pursuant to Title 20, Chapter 7, Part 4.
- 19 4. Mitigation of digital divides that could otherwise create barriers to effective learning.
- 20 5. Ensuring adequate nutrition for students relying on the district's nutrition programs.
- 21 6. Ensuring continuity of employment of school district staff and/or continuity of services
22 provided by contract transportation providers.
- 23 7. Ensuring accountability to families with children.

24

25 Term of COVID-19 Emergency Measures Policies

26

27 The term of School District Policies Numbered 1900-1999 shall run concurrent with any
28 emergency related to COVID-19 declared by the President, Congress, Montana Legislature,
29 Governor, Montana Department of Public Health and Human Services, county health department
30 or the board of trustees. This policy shall terminate, unless further extended, on the earlier of
31 June 30, 2020 or the date upon which all emergency declarations related to COVID-19 that apply
32 to the district have lawfully expired or have been dissolved.

33

- 34 Cross Reference: Policy 2221 – 2221P – School Closure
35 Policy 1400 – Board Meetings
36 Policy 1310 – Policy and Procedure
37 Policy 1420 – Meeting Procedure

38

39

40

- 41 Legal Reference: Executive Orders – 2-2020 and 3-2020 – Office of the Governor and
42 accompanying Directives
43 Section 20-9-801-806, MCA – Emergency School Closure
44 Section 50-1-202-204, MCA – Public Health Laws

1 Section 10-3-104, MCA – General Authority of Governor

2

3

4 Policy History:

5 Adopted on: March 2020

6 Revised on:

7

8 *Revision Note:*

1 Emergency Policy and Procedures

2
3 Applicability of Emergency Policy Series

4
5 During a state of emergency declared by the Board of Trustees or other local, state or federal agency,
6 official, or legislative body, the provisions in the emergency policies adopted by the Board of Trustees as
7 codified at 1900-1999 in the district policy manual will govern in the event of any conflict or
8 inconsistency between an emergency policy and other provision in the district policy manual. All other
9 aspects of the district policy manual not affected by the provisions in the emergency policy series
10 continue to be in full effect.

11
12 Legal References

13
14 In the absence of a legal reference on an emergency policy adopted by the Board of Trustees, the policy is
15 specifically based on the Board of Trustees authority to supervise and control the schools within the
16 District in accordance with Article X, section 8 of the Montana Constitution.

17
18 Adoption and Amendment of Policies

19
20 New or revised policies that are required or have required language changes based on State or Federal law
21 or directive, required by administrative rule, or are required due to a declaration of emergency issued by
22 the Board of Trustees or other state or federal agency official or legislative body may be adopted after the
23 first (1st) reading if notice has been given through the board agenda provided to the trustees and public.
24 All new or amended policies adopted as part of the emergency policy series shall become effective
25 immediately upon adoption; unless a specific effective date is stated in the motion for adoption.

26
27 Suspension of Policies

28
29 Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of
30 the trustees present. To suspend a policy, however, all trustees must have received written notice of the
31 meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such
32 proposed suspension.

33
34 Administrative Procedures

35
36 The Superintendent shall develop such administrative procedures as are necessary to ensure consistent
37 implementation of policies adopted by the Board of Trustees.

38
39
40 Legal References: § 20-3-323, MCA District policy and record of acts
41 10.55.701, ARM Board of Trustees
42 Title 20, Chapter 9 Part 8, MCA

43
44
45 Policy History:

46 Adopted on: April 2020
47 Revised on:

Jefferson High School District #1

COVID-19 EMERGENCY MEASURES

1901
Page 2 of 2

1 *Revision Note:*

1 Alternative Grading

2
3 This policy is adopted as a temporary policy in accordance with the framework set by District
4 Policy 1900 – Temporary COVID-19 Policies and is intended to govern School District
5 operations for the period affected by the COVID-19 health and safety measures implemented by
6 the School District in response to federal, state or local authorities.

7
8 Teachers will grade students as usual in accordance with established classroom or course
9 practices during the grading period in accordance with District Policy 2420 and the Employee
10 Handbook.

11
12 The default option for students and parents is the grade typically assigned for students in the
13 grade level or class which may include an A-No Credit letter grade. Students and parents may
14 choose to receive a Proficient/No Credit or P/NC grade in place of a grade typically assigned for
15 the student’s courses. The P/NC grade option can be requested by a student and parents no later
16 than 7 (seven) calendar days after report cards have been sent to parents by submitting a written
17 request to the principal, the School District’s custodian of records.

18
19 For students or parents who request a P/NC grade, the School District will record the P/NC
20 designation using a rubric in which all grades of 60% or higher earn a Proficient in accordance
21 with District Policy 1005FE and the School District’s COVID-19 Plan of Action as submitted to
22 the Office of the Governor.

23
24 Students earning course grades converted to a Proficient grade in this temporary P/NC option for
25 grading periods affected by COVID-19 health and safety measures will be granted credit for the
26 course and the credit will count towards promotion or graduation requirements and extra-
27 curricular eligibility. Students earning a Fail designation in a course will not earn credit, will be
28 subject to retention consideration, and, if applicable, will be subject to extra-curricular eligibility
29 consequences.

30
31 Grades converted to P/NC will not be counted toward or against class honors or valedictorian
32 status as outlined in Policy 2410P for classes of students graduating during or after 2020.

33
34 The School District will include a designation on the students' transcripts indicating the
35 extraordinary circumstances for any grading period affected by COVID-19 health and safety
36 measures.

37
38 Cross Reference: Policy 1005FE – Proficiency Based Learning
39 Policy 2410-2410P – Graduation Requirements
40 Policy 2420 – Grading and Progress Reports
41 Policy 2168 – Distance Learning
42 Policy 2421 - Promotion and Retention

43
44 Legal Reference: Section 20-1-301, MCA School fiscal year

1	Section 20-9-311(4)(a)(b)(d), MCA	Calculation of average number
2		belonging
3	Section 20-3-324, MCA	Powers and duties
4	Section 20-7-1601.	Transformational learning
5	10.55.906 ARM	High School Credit
6		
7		
8		

9 Policy History:

10 Adopted on: May 2020

11 Revised on:

12

13 *Revision Note:*

1 School District Meetings, Gatherings, Events, and Visitors

2
3 The School District has adopted the protocols outlined in this policy to govern during the term of
4 the declared public health emergency to ensure individuals present at a school facility for events
5 or other operationally related reasons honor safety protocols. The supervising teacher, principal,
6 superintendent or designated personnel are authorized to implement this policy in coordination
7 with state and local health officials.

8
9 School District Events

10
11 The Board of Trustees may authorize School District physical meetings, gatherings, and events
12 when the event is deemed essential to district operations. Physical meetings, gatherings, and
13 events shall not be held without prior authorization of the Board of Trustees.

14
15 All attendees at physical meetings, gatherings, and events held on school property in an outdoor
16 area including the stadium, field, or other open area designated by the Board of Trustees shall be
17 required to honor the applicable health and safety protocols outlined in District Policy 1905
18 including, but not limited to, physical distancing. The School District shall provide suitable space
19 for physical distancing to occur and, if practicable, markings and walking routes in the area
20 where the event shall be held to preserve a safe event setting.

21
22 Physical meetings, gatherings, and events shall be limited to 50 people when held inside a school
23 building. All attendees at a meeting, gathering, or event authorized by the Board of Trustees held
24 inside the school facility are required to honor the health and safety protocols outlined in District
25 Policy 1905.

26
27 Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's
28 adoption as those age 65 or older or those with serious underlying health conditions, including
29 high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune
30 system is compromised such as by chemotherapy for cancer and other conditions requiring such
31 therapy) must not attend School District meetings, gatherings, or events held in accordance with
32 this policy. Precautions must be taken to isolate from vulnerable residents. The School District
33 shall accommodate vulnerable individuals so they may participate in the meeting gathering or
34 event via electronic means.

35
36 Visitors to Schools

37
38 Visitors to the interior of any school building shall not be permitted without the express approval
39 of the supervising teacher, principal, superintendent or designated. Visitors that are authorized to
40 be present in any school building must adhere to all health and safety guidelines outlined in
41 District Policy 1905.

42
43 Volunteers

44

1 Volunteers utilized by the School District that have been approved in accordance with District
2 Policy 5430 may enter the school building in accordance with the protocols outlined in District
3 Policy 1905.

4

5 Facilities Use Agreements

6

7 The Board of Trustees suspends community use of District facilities. Unless an event is
8 specifically identified as necessary by the Board of Trustees, Facilities Use Agreements and
9 other similar requests submitted in accordance with District Policy 4330 shall not be considered
10 while this policy governs the period of a public health emergency.

11

12 Enforcement

13

14 Visitors to any school building or any attendee at a meeting, gathering, or event authorized by
15 the Board of Trustees in accordance with this policy who fail to honor the requirements of
16 District Policy or the directives of School District officials shall be asked to correct their conduct
17 or leave the meeting, gathering, or event in accordance District Policy 4315.

18

- 19 Cross Reference: Policy 1901 – School District Policy and Procedures
20 Policy 1905 – Student, Staff, and Community Health and Safety
21 Policy 1400 – Board Meetings
22 Policy 5430 – Volunteers
23 Policy 4301 – Visitors to Schools
24 Policy 4332 – Conduct on School Property
25 Policy 4315 – Visitor and Spectator Conduct
26 Policy 4330 – Community Use of School Facilities

27

28

29

30 Legal Reference:

31

32 Policy History:

33 Adopted on: April 2020

34 Revised on:

35

36 *Revision Note:*

1 School Event and Facility Notice

2
3 The Board of Trustees had adopted the following notice to be posted at the entrance to school
4 buildings and facilities that are holding an event or allowing visitors as authorized by the Board
5 of Trustees in accordance with Policy 1903.

6
7 SCHOOL EVENT AND FACILITY NOTICE

8
9 Jefferson High School District has taken the precautionary measures adopted by the
10 Board of Trustees, provided by the Governor of Montana, and directed by the Jefferson
11 County Health Department to protect against the possible spread of COVID-19 and
12 related illnesses. These measures include, but are not limited to, cleaning and
13 disinfecting protocols, physical distancing guidance, limitations on the number of people
14 present for events, and use of personal protective equipment. There are no assurances
15 these measures will prevent the spread of COVID-19 or related illnesses at this event or
16 at this facility. By voluntarily entering this event or facility, attendees are
17 acknowledging their specific awareness and knowledge that there are inherent risks of
18 exposure at public gatherings and public facilities. These inherent risks that attendees
19 specifically acknowledge include, but are not limited to: injury, illness, hospitalization,
20 chronic health issues arising out of COVID-19, quarantines of an unknown duration to
21 be determined by governing authorities, and death. Attendees acknowledge vulnerable
22 individuals as defined by the Centers for Disease Control are at greater risk of serious
23 complications from exposure. Attendees are advised to comply with physical distancing
24 limits consisting of a minimum of 6 feet of distance from others at all times and are
25 further advised to consider the use of masks/face coverings while on school property and
26 to use personal hand sanitizer before, during, and after an event. Attendees confirm that
27 they have reviewed, thoroughly understand, and agree to comply with all guidance for
28 the phased reopening of Montana issued by the Montana Governor’s Office. All School
29 District Policies are in effect when attending this school event or otherwise accessing
30 this facility. Any negligence arising out of your access to this facility or attendance at a
31 school event shall be attributed to you as comparative negligence within the meaning of
32 Section 27-1-702, MCA.

33
34 To accommodate those that may not want to risk exposure during a public event, the
35 School District is broadcasting the event on the JHS website. Spectators may visit this
36 site to watch the event without visiting the school facility.

37
38
39 Policy History:

40 Adopted on: July 2020

41 Revised on:

42 *Revision Note:*

1 Use of Transportation Funds During Periods of Emergency Declaration

2
3 Pursuant to guidance issued from the Office of Public Instruction, the board of trustees
4 authorizes the following expenditures of its FY20 budgeted transportation funds that are in
5 addition to traditionally authorized expenditures. The expenditures below are, as noted in OPI
6 guidance, transportation services which provide instructional services to students.

- 7
- 8 • Transportation of food and meals used in nutritional programs.
- 9 • Purchase of equipment to ensure food safety.
- 10 • Providing accessibility to student services for remote learning.
- 11 • Providing instructional materials to students, including but not limited to internet service
- 12 adequate to allow students to effectively access curriculum during periods of school
- 13 closure.
- 14 • Cost of instructional materials, supplies, and software licenses.
- 15 • Costs of technological equipment needed for offsite instruction/correspondence study
- 16 purchased by the school district and loaned to students without such equipment.
- 17 • Cost of correspondence study.
- 18 • Costs of providing services to students with an IEP or a plan adopted pursuant to section
- 19 504 of the 1973 Rehabilitation Act.
- 20 • Costs of time off or repurposed time for staff normally paid from the transportation fund.
- 21 • Costs to contractors of transportation services.
- 22

23 Cost Guidelines

24
25 The board of trustees authorizes the Superintendent to exercise his/her professional judgment and
26 discretion as to the necessity, quality and amount of all expenses referenced below. Aggregate
27 costs of items below are to remain within the budget limits adopted by the board of trustees for
28 the FY20 transportation budget, including any budget amendments adopted by the board of
29 trustees prior to the completion of FY20.

- 30
- 31 • Any costs consistent with costs under normal operation, including costs referenced in any
- 32 contract to which the district is a party.
- 33 • Actual costs of delivering meals to students at locations authorized by any and all waivers
- 34 of regular rules for school nutrition programs that have been adopted by the United States
- 35 Department of Agriculture or the Office of Public Instruction.
- 36 • Any costs consistent with and necessary to comply with an IEP or section 504 plan.
- 37 • Actual costs of equipment, software and service necessary to bridge digital divides or
- 38 provide a quality learning environment for students, including:
- 39
 - 40 ○ Equipment necessary to provide wi-fi in a student's home, including any
 - 41 equipment qualifying for discount under the federal E-Rate program;
 - 42 ○ Equipment necessary to allow students to effectively participate in offsite
 - 43 instruction with an emphasis on ensuring opportunities for real time interactions,
 - 44 collaboration, and effective engagement in the learning process by students.

- 1 ▪ Equipment purchased under this section may include any combination
- 2 deemed necessary and appropriate by the Superintendent, including but
- 3 not limited to mobile devices, tablets and laptops.
- 4 ▪ Equipment purchased under this section shall become and remain the
- 5 property of the district and shall be provided to students through a
- 6 loan/checkout service developed by the Superintendent.
- 7 ○ Software to ensure a safe and appropriate online learning experience by students
- 8 of the district.
- 9 ○ Internet service at an adequate bandwidth to ensure full and effective use of
- 10 instruction delivery and interaction methods employed by the district as part of its
- 11 offsite learning program.
- 12 ▪ If there are multiple internet service providers in the community, the board
- 13 authorizes the superintendent to choose either a single provider or to
- 14 allocate/rotate selection from among all providers in the community
- 15 meeting minimum bandwidth and other safety and quality standards
- 16 deemed necessary and appropriate by the superintendent.

17

18

19 Cross Reference: Policy 3612 – District-Provided Access to Electronic Information,
20 Services, and Networks
21 Policy 3612P - District-Provided Access to Electronic Information,
22 Services, and Networks Procedure
23 Policy 3612F – Internet Access Agreement
24 Policy 3650 – Montana Pupil Online Personal Information Protection Act
25 Policy 3650F – Montana Model Data Privacy Agreement
26 Policy 2168.- Distance Learning
27 Policy 2170 – Montana Digital Academy
28 Policy 2170P – Montana Digital Academy Procedures

29

30

31

32 Legal Reference: Section 20-10-101(5), MCA – Transportation

33

34

35 Policy History:

36 Adopted on: March 2020

37 Revised on:

38

39 *Revision Note:*

1 Student, Staff, and Community Health and Safety

2
3 The School District has adopted the protocols outlined in this policy during the term of the
4 declared public health emergency to ensure the safe and healthy delivery of education services
5 provided to students on school property in accordance with Policy 1906, and a safe workplace
6 when staff are present on school property in accordance with Policy 1909, and the safety, health
7 and well-being of parents and community members. The supervising teacher, principal,
8 superintendent or designated personnel are authorized to implement the protocols in coordination
9 with state and local health officials.

10
11 Symptoms of Illness

12
13 Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms
14 of illness must not come to school or work. Students who have a fever or are exhibiting other
15 signs of illness must be isolated in a designated area until such time as parents or caregiver may
16 arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly
17 cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in
18 accordance with state and/or local health standards as applicable. Students may engage in
19 alternative delivery of education services during the period of illness or be permitted to make up
20 work in accordance with District Policy 1906. Staff members will be provided access to leave in
21 accordance with District Policy 1911 or the applicable Master Contract or Memorandum of
22 Understanding.

23
24 Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise
25 demonstrating symptoms of illness must not be present at the school for any reason including but
26 not limited events or gatherings or to drop off or pick up students excepted as provided by this
27 policy. To avoid exposing others to illness, parents or caregivers who are ill must make
28 arrangements with others to transport students to school or events, if at all practicable. If not
29 practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop
30 off and must arrange with District staff to supervise students in accordance with physical
31 distancing guidelines in this Policy.

32
33 Physical Distancing

34
35 Students, staff, volunteers, and visitors will maintain a six-foot distance between themselves and
36 their colleagues and peers throughout the school day inside any school build, on school t-
37 provided transportation and on school property before and after school. Staff members will
38 arrange classrooms and restructure courses, transportation services, and food service to meet this
39 standard.

40
41 Recess will continue as scheduled in accordance with physical distancing guidance without the
42 use of playground equipment. Any other use of school playgrounds is strictly prohibited.

43

1 Drop off and pick up of students will be completed in a manner that limits direct contact between
2 parents and staff members and adheres to social distancing expectations around the exterior of
3 the school building while on school property.
4

5 Visitors to the school authorized by District Policy 1903 will maintain a six-foot distance
6 between themselves and others. This distancing requirement does not apply to individuals who
7 are a part of the visitor's regular household isolation group when the group is authorized to be
8 present at the school facility.
9

10 Masks as Personal Protective Equipment

11
12 Staff and students may wear a mask while present in any school building. The School District
13 does not require the use of masks and will not provide masks except in cases required by this
14 policy or at the discretion of the administration. The Board of Trustees' decision to not require
15 or provide masks is based on a review of the circumstances in the community and consultation
16 with local health officials on issues including but not limited to the possibility of exposure and
17 availability of masks.
18

19 Cleaning and Disinfecting

20
21 School district personnel will routinely both clean by removing germs, dirt and impurities and
22 disinfect by using chemicals to kill germs on all surfaces and objects in any school building and
23 on school property that are frequently touched. This process shall include cleaning
24 objects/surfaces not ordinarily cleaned daily.
25

26 Personnel will clean with the cleaners typically used and will use all cleaning products according
27 to the directions on the label. Personnel will disinfect with common EPA-registered household
28 disinfectants. A list of products that are EPA-approved for use against the virus that causes
29 COVID-19 is available from the supervising teacher or administrator. Personnel will follow the
30 manufacturer's instructions for all cleaning and disinfection products.
31

32 The District will provide EPA-registered disposable wipes to teachers, staff, and secondary
33 students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped
34 down before use. Supervising teacher or administrators are required to ensure adequate supplies
35 to support cleaning and disinfection practices.
36

37 Student Arrival

38
39 Hand hygiene stations will be available at the entrance of any school building, so that children
40 can clean their hands before they enter. If a sink with soap and water is not available, the School
41 District will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of
42 elementary students' reach and student use will be supervised by staff.
43

1 A District employee will greet children outside the school as they arrive to ensure orderly
2 compliance with the provisions of this policy.

3
4 Temperature Screening

5
6 Designated School District staff are authorized to test the temperature of students with an
7 approved non-contact or touchless temperature reader. Students who have a fever or are
8 exhibiting other signs of illness must be isolated in a designated area until such time as parents or
9 caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be
10 thoroughly cleaned and disinfected once the student has vacated the area.

11
12 When administering a temperature check on a possibly ill student, designated staff members will
13 utilize available physical barriers and personal protective equipment to eliminate or minimize
14 exposures due to close contact to a child who has symptoms during screening.

15
16 Healthy Hand Hygiene Behavior

17
18 All students, staff, and others present in the any school building will engage in hand hygiene at
19 the following times, which include but are not limited to:

- 20
- Arrival to the facility and after breaks
 - Before and after preparing, eating, or handling food or drinks
 - Before and after administering medication or screening temperature
 - After coming in contact with bodily fluid
 - After recess
 - After handling garbage
 - After assisting students with handwashing
 - After use of the restroom
- 21
22
23
24
25
26
27
28

29 Hand hygiene includes but is not limited to washing hands with soap and water for at least 20
30 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol
31 can be used if soap and water are not readily available.

32
33 Staff members will supervise children when they use hand sanitizer and soap to prevent
34 ingestion.

35
36 Staff members will place grade level appropriate posters describing handwashing steps near
37 sinks.

38
39 Vulnerable Individuals

40
41 Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's
42 adoption as those age 65 or older or those with serious underlying health conditions, including
43 high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune
44 system is compromised such as by chemotherapy for cancer and other conditions requiring such

1 therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if
2 they should telework during the period of declared public health emergency.

3
4 Employees who have documented high risk designation from a medical provider are entitled to
5 reasonable accommodation within the meaning of that term in accordance with the Americans
6 with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations
7 may include but are not limited to teleworking in accordance with a work plan developed in
8 coordination with and authorized by the supervising teacher, administrator or other designated
9 supervisor. Such employees may also be eligible for available leave in accordance with the
10 applicable policy or master agreement provision.

11
12 Food Preparation and Meal Service

13
14 Facilities must comply with all applicable federal, state, and local regulations and guidance
15 related to safe preparation of food.

16
17 Sinks used for food preparation must not be used for any other purposes.

18
19 Staff and students will wash their hands in accordance with this policy.

20
21 Transportation Services

22
23 The Board of Trustees authorizes the transportation of eligible transportees to and from the
24 school facility in a manner consistent with the protocols established in this policy. The
25 transportation director and school bus drivers will clean and disinfect each seat on each bus after
26 each use.

27
28 Public Awareness

29
30 The School District will communicate with parents, citizens, and other necessary stakeholders
31 about the protocols established in this policy and the steps taken to implement the protocols
32 through all available and reasonable means.

33
34 Confidentiality

35
36 This policy in no way limits or adjusts the School District's obligations to honor staff and student
37 privacy rights. All applicable district policies and handbook provision governing confidentiality
38 of student and staff medical information remain in full effect.

39
40 Transfer of Funds for Safety Purposes

41
42 The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted
43 fund, other than the debt service fund or retirement fund, to its building reserve fund in an

1 amount not to exceed the school district's estimated costs of improvements to school and student
2 safety and security to implement this policy in accordance with District Policy 1006FE.
3

4 Cross Reference: Policy 1901 – School District Policy and Procedures
5 Policy 1906 - Student Services and Instructional Delivery
6 Policy 1907 – Transportation Services
7 Policy 1006FE – Transfer of Funds for Safety Purposes
8 Policy 3410 – Student examination and screenings
9 Policy 3417 – Communicable Diseases
10 Policy 3431 – Emergency Treatment
11 Policy 1911 - Personnel Use of Leave
12 Policy 1910 – Human Resources and Personnel
13 Policy 4120 - Public Relations
14 Policy 5002 – Accommodating Individuals with Disabilities
15 Policy 5130 – Staff Health
16 Policy 5230 - Prevention of Disease Transmission
17 Policy 6110 – Superintendent Authority
18 Policy 6122 - Delegation of Authority
19

20
21
22 Legal Reference:
23

24 Policy History:
25 Adopted on: April 2020
26 Revised on:
27

28 *Revision Note:*

1 Student Instruction and Services

2
3 The School District has adopted the protocols outlined in this policy to govern during the term of
4 the declared public health emergency to ensure the delivery of education services to students
5 onsite at the school, offsite at other locations using available resources including but limited to
6 online methods. The supervising teacher, principal, superintendent or designated personnel are
7 authorized to implement this policy.
8

9 As outlined in District Policy 2100, and except for students determined by the School District to
10 be proficient using School District assessments, the adopted calendar has a minimum number of
11 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours
12 for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.
13

14 The School District may satisfy the aggregate number of hours through any combination of
15 onsite, offsite, and online instruction. The District administration is directed to ensure that all
16 students are offered access to the complete range of educational programs and services for the
17 education program required by the accreditation standards adopted by the Montana Board of
18 Public Education.
19

20 For the purposes of this policy and the School District’s calculation of ANB and “aggregate
21 hours of instruction” within the meaning of that term in Montana law, teaching strategies which
22 are innovative or transformational and focus on student engagement for the purposes of
23 developing a students’ interests, passions, and strengths, instruction shall be construed as being
24 synonymous with the terms “learning” and “education.” The term shall include any directed,
25 distributive, collaborative and/or experiential learning activity provided, facilitated or
26 coordinated by the teacher of record in a given course that is done purposely to facilitate the
27 learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full
28 educational potential of students.
29

30 Staff shall calculate the number of hours students have received instruction as defined in this
31 policy through a combined calculation of services received onsite at the school or services
32 provided or accessed at offsite or online instructional settings including, but not limited to, any
33 combination of physical instructional packets, virtual or electronic based course meetings and
34 assignments, self-directed or parent-assisted learning opportunities, and other educational efforts
35 undertaken by the staff and students that can be given for grade or credit. Staff shall report
36 completed hours of instruction as defined in this policy to the supervising teacher, building
37 principal, or district administrator for final calculation.
38

39 Students shall receive grades for completed coursework in accordance with the grading scale for
40 the individual staff member or the alternative grading procedures outlined in District Policy
41 1902.
42

1 The Board of Trustees may revise the school calendar to adjust the completion of the school year
2 for particular grade levels and groups once students have satisfied the required number of
3 applicable aggregate hours.

4
5 In order to comply with the requirements of the calendar, District Policy and Section 20-1-301,
6 MCA, the District shall implement the instructional schedules and methods identified in this
7 policy.

8
9 Offsite and Online Instructional Setting

10
11 The Board of Trustees authorizes offsite and online instruction of students in a manner that
12 satisfies the aggregate number of instructional hours outlined in the School District's adopted or
13 revised calendar for the 2019-2020 school year. Offsite and online delivery methods shall
14 include a complete range of educational services offered by the School District and shall comply
15 with the requirements of applicable statutes. Students completing course work through an offsite
16 or online instructional setting shall be treated in and have their hours of instruction calculated in
17 the same manner as students attending an onsite institutional setting.

18
19 The Board of Trustees authorizes the supervising teacher or district administrator to permit
20 students to utilize an offsite or online instructional setting at parental request if onsite instruction
21 is offered in the School District in accordance with Policy 1908.

22
23 Students receiving offsite delivery of education services may be eligible for assistance with
24 accessibility to offsite or remote learning opportunities in accordance with District Policy 1904.

25
26 Special Education and Accommodation of Disabilities or Diagnoses

27
28 Students shall receive services in accordance with the applicable Individualized Education Plan
29 or Section 504 Plan based on methods and locations agreed upon and documented by the
30 applicable team to meet the student's needs and goals. The supervising teacher or building
31 administrator shall coordinate with parents and the special education staff or cooperative to
32 ensure all applicable statutes are followed in accordance with U.S. Department of Education
33 guidelines.

34
35 Student Attendance

36
37 The Board of Trustees authorizes the supervising teacher, building principal or district
38 administration to set an attendance policy for students that takes into account the location of
39 instructional services, the applicability of proficiency-based instruction, the student's grade level,
40 and the health and safety of the student and their household. Students are expected to complete
41 assigned work. If a student is not present for the instructional day, the student shall be permitted
42 to complete all work assigned by the teacher if not present for instruction within a reasonable
43 period of time determined by the teacher. Students shall not lose credit or incur a grade

1 reduction for reasons related to attendance without good reason as determined by the Board of
2 Trustees.

3
4 Student Safety and Counseling

5
6 Students shall have access to regular school counseling services whether their instruction is
7 provided in an onsite, offsite or online setting. Staff shall promptly report any suspected student
8 distress or concern to their supervisor for review and referral. Students receiving instruction in
9 an offsite setting are governed by the staff obligation to report suspected child abuse or neglect.

10
11 Homeless Students and Students in Foster Care

12
13 This policy in no way limits or adjusts the School Districts obligations to homeless students or
14 students in foster care. Applicable District policies serving these students or this population of
15 students remain in full effect.

16
17 Student Discipline

18
19 This policy in no way limits or adjusts the School District’s expectations for student conduct.
20 All applicable district policies and handbook provisions governing student conduct remain in full
21 effect.

22
23 Summer School

24
25 The Board of Trustees authorizes a summer program of instructional offerings for the purpose of
26 remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must
27 meet minimum state requirements for accreditation and may be delivered at the school or at
28 another offsite location. Remediation credit courses shall be offered, grades 9-12, in accordance
29 with District advancement requirements. Credit course offerings must be approved by the Board
30 of Trustees

31
32 Legal Reference: Section 20-1-101, MCA – Definitions
33 Section 20-1-301, MCA – School Fiscal Year
34 Section 20-9-311, MCA – Calculation of Average Number Belonging
35 Section 20-7-118, MCA - Offsite Provision of Educational Services
36 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
37 ARM 10.55.906(4)) – High School Credit

38
39 Cross Reference: Policy 1005FE – Proficiency-Based Learning
40 Policy 1902 – Alternative Grading
41 Policy 1905 - Staff, Student, and Community Health and Safety
42 Policy 2100 – School Calendar
43 Policy 2140 – Guidance and Counseling
44 Policy 2161 – Special Education

- 1 Policy 2168 – Distance Learning
- 2 Policy 2410 – Graduation
- 3 Policy 2420 – Grading and Progress Reports
- 4 Policy 2421 – Promotion and Retention
- 5 Policy 2150 – Suicide Training and Awareness
- 6 Policy 3125 – Homeless Students
- 7 Policy 3122 - Attendance Policy
- 8 Policy 3310 - Student Discipline
- 9

10

11 Policy History:

12 Adopted on: April 2020

13 Revised on:

14

15 *Revision Note:*

1 Student Instruction Resources and Best Practices

2
3 In accordance with Policy 1005FE – Proficiency Based Learning and Section 20-9-311(4)(d),
4 MCA, “a school district may include in its calculation of ANB a pupil who is enrolled in a
5 program providing fewer than the required aggregate hours of pupil instruction under subsection
6 (4)(a) or (4)(b) if the pupil has demonstrated proficiency in the content ordinarily covered by the
7 instruction as determined by the school board using district assessments. The ANB of a pupil
8 under this subsection (4)(d) must be converted to an hourly equivalent based on the hours of
9 instruction ordinarily provided for the content over which the student has demonstrated
10 proficiency.”

11
12 Proficiency or satisfying aggregate hours of instruction can be achieved through an on-site, off-
13 site, or blended learning model as outlined in Policy 1906.

14
15 Best practices, including but not limited to those outlined below, will assist districts in
16 facilitating quality learning for each student regardless of background or circumstance.

17
18 Planning & Communication

- 19
- 20 • Providing tools for virtual learning will help ensure equity in access to learning
21 opportunities. With Policy 1904, districts may utilize transportation funds to facilitate
22 internet and device access to students currently without.
 - 23 • Provide weekly learning agendas communicated to students and parents.
 - 24 • Set student meetings, teacher office hours, assignment expectations, and grades available
25 on an established schedule. Districts may consider Policy 1902 – Alternative Grading.
 - 26 • Establish whole group virtual “class time” and/or opportunities for small group learning
 - 27 ○ Post assignments online early and for the entire week.
 - 28 ■ During this time of challenge, providing structure and certainty will
29 support academic, mental and emotional health.
 - 30 ○ Students should receive some form of communication from the school community
31 at least once per day.

32 Set Expectations

- 33 • With students and parents/guardians set expectations and acknowledgment of the
34 importance for ownership of student learning.
- 35 • Expectations can outline due dates for assessments.
- 36 • Outline how much online participation is required of students.
- 37 • Include expectation for daily submission of work or review of accomplishments toward
38 goals.
- 39 • Survey students and parents/guardians to make adjustments to lessons. Remember to be
40 flexible—time learning software, apps, etc. should be considered part of learning.

41
42 Differentiated Instruction & Learning Models

- 1 • Embed experiential learning that fosters a learning environment that promotes
- 2 connections. Districts participating in Transformational Learning funding can utilize their
- 3 Strategic Plan as a guiding document and adapt to a virtual environment.
- 4 • Social Emotional Learning and connections.
- 5 ○ Begin the day by connecting with students—a Brain Teaser or an exercise for
- 6 students to share a topic of interest or something from home with others.
- 7 • Record lessons
- 8 ○ Lessons should come with visual substance and multiple types of instruction to
- 9 facilitate learning—downloads, PowerPoints, videos, readings, audio recordings,
- 10 etc.
- 11 • Honor students’ interests and passions through experiential learning opportunities.
- 12 • Project based learning.
- 13 ○ Engage the students to do the work through research, developing, and creating a
- 14 product which encompasses a variety of subject areas.
- 15 ○ Encourage creativity.
- 16 ○ Consider pointing students to the right resources (videos, websites, files) and
- 17 allow them to be contributors to their own learning-- Creation of a science
- 18 project—writing, demonstration of items needed, YouTube video with the end
- 19 result being submitted to the teacher and classmates.
- 20 ▪ Wax Museum example: reading about character, writing about individual,
- 21 dress up and record via YouTube or creation of a Power Point with
- 22 pictures
- 23 ○ Project-based learning presents opportunities for cross-subject collaboration and
- 24 flexibility in ways to show student learning.

25 Demonstrating Learning

- 26 • Provide video meeting and messaging capabilities to engage students in multiple
- 27 mediums to show learning.
- 28 • Provide daily feedback to address academic growth and monitor and improve social
- 29 emotional wellness.
- 30 ○ Clearly communicate to ensure students and parents are aware of the importance
- 31 of this mutual feedback.
- 32 • Opportunity for MAP testing/Unit testing for subject areas
- 33 • Formative assessments can guide instruction and provide multiple opportunities for
- 34 feedback and identifying gaps in student learning and instruction through a low-stress
- 35 medium.

36
37
38
39 Legal Reference: Section 20-1-101, MCA – Definitions
40 Section 20-1-301, MCA – School Fiscal Year
41 Section 20-9-311, MCA – Calculation of Average Number Belonging

1 Section 20-7-118, MCA - Offsite Provision of Educational Services
2 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
3 ARM 10.55.906(4)) – High School Credit
4

5 Cross Reference: Policy 1005FE – Proficiency-Based Learning
6 Policy 1902 – Alternative Grading
7 Policy 1905 - Staff, Student, and Community Health and Safety
8 Policy 2100 – School Calendar
9 Policy 2140 – Guidance and Counseling
10 Policy 2161 – Special Education
11 Policy 2168 – Distance Learning
12 Policy 2410 – Graduation
13 Policy 2420 – Grading and Progress Reports
14 Policy 2421 – Promotion and Retention
15 Policy 2150 – Suicide Training and Awareness
16 Policy 3125 – Homeless Students
17 Policy 3122 - Attendance Policy
18 Policy 3310 - Student Discipline
19

20
21
22 Policy History:

23 Adopted on: April 2020

24 Revised on:

25

26 *Revision Note:*

1 School District Declaration of Emergency

2
3 The Board of Trustees is authorized to declare that a state of emergency exists within the
4 community. A declaration issued by the Board of Trustees is distinct from any declaration in
5 effect or previously issued by local, state or federal authorities. An emergency declaration issued
6 by the Board of Trustees authorizes the School District to take extraordinary measures to protect
7 students and staff while delivering education services in a manner authorized by law. The
8 method and location of instruction and related educational services shall be implemented in a
9 manner that serves the needs of students, their families, and staff and preserves the School
10 Districts full entitlement of funding.

11
12 Legal Reference: Section 20-9-801 - 802, MCA Emergency School Closure
13 Section 20-9-806, MCA School closure by declaration of
14 emergency
15 Section 20-9-805. Rate of reduction in annual
16 apportionment entitlement.
17
18
19

20 Legal Reference:

21
22 Policy History:

23 Adopted on: April 2020

24 Revised on:

25
26 *Revision Note:*

1 Family Engagement

2
3 The Board of Trustees authorizes the supervising teacher or district administrator to provide
4 Policy 1908F to families requesting to opt-out of onsite instruction at the school facility for the
5 duration of the declared public health emergency.

6
7 Students of families opting out of onsite instruction at the school facility for the remainder of the
8 2020-21 school fiscal year shall receive offsite, online, and proficiency-based instruction, or any
9 combination of the foregoing at the discretion of the School District in accordance with District
10 Policy 1906. School District staff shall arrange for any combination of physical instructional
11 packets, virtual or electronic based course meetings and assignments, self-directed or
12 parent/guardian-assisted learning opportunities, and other educational efforts available to staff
13 and students that can be relied upon for grade or credit in order to satisfy the minimum aggregate
14 number of hours or determination of proficiency for the requesting student. Students determined
15 to be proficient in one or more courses of the district shall be incorporated in the School
16 District’s calculation of ANB, with such ANB fraction to be converted to an hourly equivalent
17 based on the hours of instruction ordinarily provided for the content over which the student has
18 demonstrated proficiency.

19
20 Students of families opting out of onsite delivery shall be treated the same as students instructed
21 at the school facility for purposes of grading, discipline, and other educational rights.

22
23
24 Legal Reference: Section 20-1-100, MCA – Definitions
25 Section 20-1-301, MCA – School Fiscal Year
26 Section 20-9-311, MCA – Calculation of Average Number Belonging
27 Section 20-7-118, MCA – Offsite Provision of Educational Services
28 Section 20-7-1601, MCA – Transformational Learning – Legislative
29 Intent
30 ARM 10.55.906(4) – High School Credit

31
32 Cross Reference: Policy 1906 – Student Instruction and Services
33 Policy 1908F – Family Onsite Opt-Out Form

34
35 Policy History:
36 Adopted on: July 2020
37 Revised on:

38
39 *Revision Note:*

Jefferson High School District #1

COVID-19 EMERGENCY MEASURES

1908F
Page 2 of 2

- 1 Policy History:
- 2 Adopted on: July 2020
- 3 Revised on:
- 4
- 5 *Revision Note:*

1 Human Resources and Personnel
2

3 The School District has adopted the protocols outlined in this policy to govern during the term of
4 the declared public health emergency to ensure clear expectations for District staff while
5 completing their duties in a safe and healthy workplace. The supervising teacher, principal,
6 superintendent or designated personnel are authorized to implement this policy.
7

8 Work Schedule and Assignment for Certified Staff
9

10 The working conditions for the certified staff shall be governed by a Collective Bargaining
11 Agreement and any applicable Memorandum of Understanding between the Unit and the School
12 District or the individual employment contracts between the employee and the School District.
13 Certified staff shall comply with the emergency policies adopted by the Board of Trustees and
14 related directives from the administration unless there is a provision of a Collective Bargaining
15 Agreement or an applicable Memorandum of Understanding that specifically governs instead of
16 the policy.
17

18 Work Schedule and Assignment of Duties for Classified Staff
19

20 The working conditions for classified staff are governed by a Collective Bargaining Agreement
21 or any applicable Memorandum of Understanding between the Unit and the School District.
22 Classified staff shall comply with the emergency policies adopted by the Board of Trustees and
23 related directives from the administration unless there is a provision of a Collective Bargaining
24 Agreement or an applicable Memorandum of Understanding that that specifically governs
25 instead of policy.
26

27 Personal Conduct
28

29 This policy in no way limits or adjusts the School District's expectations for staff conduct. All
30 applicable district policies and handbook provision governing staff conduct remain in full effect
31

32 Student Services
33

34 Students shall have access to regular instructional services whether their instruction is provided
35 in an onsite, offsite, or online setting. Staff shall promptly report any suspected violation of
36 School District Policy or concern about student health, well-being, or safety to their supervisor
37 for review and referral. Students receiving instruction in an offsite or online setting are governed
38 by all applicable laws, including the staff obligation to report suspected child abuse or neglect.
39

40 Compensation and Benefits
41

42 Staff shall continue to earn regular compensation and benefits during the period of declared
43 public health emergency. Payroll dates and schedules are not affected by an applicable public
44 health emergency.

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Evaluation of Staff

The Board of Trustees authorizes the administration to adjust or waive the schedule for evaluation of staff to accommodate the changes to the school calendar for the remainder of the 2019-2020 school year unless there is a Collective Bargaining Agreement or Memorandum of Understanding specifying the evaluation process of a member of a bargaining unit.

- Cross Reference:
- Policy 1905 - Student, Staff and Community Health and Safety
 - Policy 1906 – Student Instruction
 - Policy 5140 – Classified Assignment
 - Policy 5210 – Assignments and Transfers
 - Policy 5221 – Work Day
 - Policy 5232 – Abused and Neglected Child Reporting
 - Policy 5255 – Disciplinary Action
 - Policy 5223 – Personal Conduct
 - Policy 5012 – Sexual Harassment
 - Policy 5015- Bullying and Intimidation
 - Policy 5130 – Staff Health
 - Policy 5230 – Prevention of Disease Transmission
 - Policy 5222 – Evaluation of Certified and Classified Staff

Legal Reference:

Policy History:

Adopted on: April 2020

Revised on:

Revision Note:

1 Personnel Use of Leave

2
3 The School District has adopted the protocols outlined in this policy to govern during the term of
4 the declared public health emergency to inform School District staff about leave options. The
5 supervising teacher, principal, superintendent or designated personnel are authorized to
6 implement this policy.

7
8 District Leave

9
10 School District staff may utilize accumulated leave granted in accordance with Montana law,
11 District policy, a Collective Bargaining Agreement, or applicable Memorandum of
12 Understanding through the regular procedures governing the type of leave requested.

13
14 Federal Law Controls Federal Leave Provisions

15
16 The Board of Trustees has adopted this policy and related forms on the referenced date based on
17 the law and available federal and state guidance as of the date of such adoption. Federal and
18 state guidance can change following adoption of this policy and forms. To the extent that any
19 subsequently adopted guidance or federal regulation or other controlling interpretation of the law
20 results in a conflict between such guidance, regulation or controlling interpretation and this
21 policy or forms, the provisions of the guidance, regulation or controlling interpretation controls
22 to the extent of any such conflict. The School District shall take reasonable steps to ensure that
23 staff are notified of any change in guidance or federal regulation or other controlling
24 interpretation of the law that creates a conflict with any provision of this policy of forms.

25
26 Emergency Paid Sick Leave

27
28 In accordance with Federal law, employees may be eligible for two weeks of paid sick leave
29 capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to
30 work because the employee is quarantined in accordance with a Federal, State, or local
31 government order or advice of a health care provider, and/or experiencing COVID-19 symptoms
32 and seeking a medical diagnosis.

33
34 Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at two-
35 thirds the employee's regular rate of pay because the employee is unable to work because of a
36 bona fide need to care for an individual subject to quarantine in accordance with a Federal, State,
37 or local government order or advice of a health care provider, or to care for a child under 18
38 years of age whose school or child care provider is closed or unavailable for reasons related to
39 COVID-19, and/or the employee is experiencing a substantially similar condition as specified by
40 the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury
41 and Labor.

42
43 Eligible employees may request leave available under the Families First Coronavirus Response
44 Act by completing Policy 1910F1 – Emergency Paid Sick Leave

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Emergency Family Medical Leave

Employees may be eligible for up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay when the employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Eligible employees may request leave available under the Families First Coronavirus Response Act by completing Policy 1910F2 – Emergency Family Medical Leave.

Legal Reference: Families First Coronavirus Response Act

Cross Reference: Policy 1910F1 – Emergency Paid Sick Leave Form
Policy 1910F2 - Emergency Family Medical Leave Form
Policy 1909 – Human Resources and Personnel
Policy 5321 – Leaves of Absence
Policy 5328 – Family Medical Leave Act
Policy 5329 – Long Term Illness
Policy 5330 – Maternity and Paternity Leave
Policy 5334 - Vacations

Policy History:

Adopted on: April 2020

Revised on:

Revision Note:

JEFFERSON HIGH SCHOOL DISTRICT - EMPLOYEE REQUEST FORM - EMERGENCY PAID SICK LEAVE

Employees may be entitled to Emergency Paid Sick Leave in accordance with the Families First Coronavirus Response Act (FFCRA) if the employee satisfies eligibility standards. Employees can complete this form and submit it or any questions to _____ at _____.

Employee Name: _____
Mailing Address: _____ E-mail: _____
Home Phone Number: _____ Alternate Phone Number: _____
Anticipated Begin Date of Leave: _____ Expected Return to Work Date: _____

EMPLOYEE REQUEST FOR LEAVE AT FULL PAY

Employees satisfying one of the three standards noted below are eligible for two weeks of leave capped at 80 hours paid at the employee’s full regular compensation rate. For a part-time employee it is the number of hours equal to the average number of hours that the employee works over a typical two-week period. Please select the applicable reason and follow the related instructions.

I am unable to work or telework for the following reasons:

- I am quarantined pursuant to Federal, State, or local government order.
- I am quarantined on the advice of a health care provider.
- I am experiencing COVID-19 symptoms and seeking a medical diagnosis.

Please attach the applicable government order or documentation from medical provider corresponding to the item(s) selected.

EMPLOYEE REQUEST FOR LEAVE AT 2/3 PAY

Employees satisfying one of the three standards noted below are eligible for two weeks of leave capped at 80 hours paid at the 2/3 of the employee’s regular compensation rate. For a part-time employee it is the number of hours equal to the average number of hours that the employee works over a typical two-week period. Please select the applicable reason and follow the applicable instructions.

I am unable to work or telework for the following reasons:

- I need to care for an individual subject to quarantine pursuant to Federal, State, or local government order or advice of a health care provider. I represent that no other person will be providing care for the individual during the period for which I am receiving Emergency Paid Sick Leave.

Name(s) of the individual(s) being cared for: _____

- I am experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

Please attach the applicable government order or documentation from medical provider corresponding to the item(s) selected.

- I am unable to work or telework because I need to care for my child under age 18 because my child's elementary or secondary school, childcare provider, or child's place of care has been closed or is unavailable due to a public health emergency. During this period of unavailability or closure, I represent that no other person will be providing care for my child during the period for which I am receiving Emergency Paid Sick Leave.

Name(s) and Age(s) of Child or Children:

If the age of one or more of the child is between 14 and 18, the following special circumstances exist requiring me to care for the child during daylight hours:

Please attach notice or documentation related to the unavailability of the school, daycare, place of care or person providing care to the child. The School District reserves the right to request confirmation regarding the nature of the closure or unavailability.

If you are requesting 2/3 paid leave in conjunction with Emergency FMLA to care for a child under the age of 18 affected by school or care closure due to public health emergency, please complete an EFMLA form to submit with this form.

SUPPLEMENT 2/3 PAY WITH ACCRUED DISTRICT LEAVE

An employee on Emergency Paid Sick Leave at 2/3 pay as noted above, may choose to supplement the 2/3 pay provided through Emergency Paid Sick Leave with accrued District leave to earn full compensation. Please indicate if you would like to use paid leave during your EFMLA absence to supplement your 2/3 Emergency Paid Sick Leave compensation. Requested leave is subject to availability based on confirmation by the School District.

- Vacation: ____Hours
- Sick Leave: ____Hours
- Personal: ____Hours

EMPLOYEE CERTIFICATION AND SIGNATURE

I certify that the above information is accurate and complete. I understand that if I fail to report for work on or before the scheduled return date indicated above or fail to communicate changes in the schedule with my supervisor, I may be subject to discipline in accordance with School District Policy.

Employee Signature: _____ Date: _____

FOR SCHOOL DISTRICT USE ONLY

Request Received By: _____ Date: _____

Leave Approved By: _____ Date: _____

Period of Leave: _____

Duration and Type of Supplemental Leave to Earn Full Pay Approved: _____

The School District will retain all records related to this leave request for at least 4 years for auditing purposes.

Policy History:

Adopted on: April 2020

Revised on:

Revision Note:

JEFFERSON HIGH SCHOOL DISTRICT - EMPLOYEE REQUEST FORM - EMERGENCY FMLA

Employees may be entitled to Emergency FMLA (EFMLA) in accordance with the Families First Coronavirus Response Act (FFCRA) if the employee satisfies eligibility standards. Employees can complete this form and submit it or any questions to _____ at _____.

Employee Name: _____

Mailing Address: _____ E-mail: _____

Home Phone Number: _____ Alternate Phone Number: _____

Employment Start Date: _____ Employees must have worked for School District for 30 days to be eligible for EFMLA.

Expected Begin Date of Leave: _____ Expected Return to Work Date: _____

REASON FOR LEAVE

Employees satisfying the standards noted below are eligible for 12 weeks* of leave. The first two weeks of the leave are unpaid unless the employee selects available options in the next box. The remaining 10 weeks of leave are paid at 2/3 of the employee’s regular compensation rate unless other options are selected on this form. Please select the applicable reason and follow the applicable instructions.

- I am unable to work or telework because I need to care for my child under age 18 because my child’s elementary or secondary school, childcare provider, or child’s place of care has been closed or is unavailable due to a public health emergency. During this period of unavailability or closure, I represent that no other person will be providing care for my child during the period for which I am receiving EFMLA.

Name(s) and Age(s) of Child or Children: _____

If the age of one or more of the child is between 14 and 18, the following special circumstances exist requiring me to care for the child during daylight hours: _____

Please attach notice or documentation related to the unavailability of the school, daycare, place of care or person providing care to the child. The School District reserves the right to request confirmation regarding the nature of the closure or unavailability.

** An employee who qualifies for and utilizes the Emergency Paid Sick Leave provisions of the FFCRA, is entitled to an additional 10 weeks of Emergency FMLA. Direct questions about or requests for this leave to the staff member noted above.*

SUBSTITUTION OF PAID LEAVE FOR FIRST TEN DAYS OF EFMLA

In accordance with the FFCRA, the first ten days of EFMLA is unpaid, however you may be eligible to use Emergency Paid Sick Leave provided through the FFCRA to cover this period at 2/3 of full pay. In the event you have already used Emergency Paid Sick Leave, you are permitted to use available District-provided paid leave to cover this period at full pay. Please indicate if you would like to use paid leave during the first 10 days of your absence and how many hours you plan to use. Requested leave is subject to availability based on confirmation by the School District. If requesting Emergency Paid Sick Leave, please complete and submit an Emergency Paid Sick Leave form.

- Vacation: ____Hours
- Sick Leave: ____Hours
- Personal: ____Hours
- FFCRA: ____Hours

SUPPLEMENT 2/3 PAY WITH ACCRUED DISTRICT LEAVE

An employee may choose to supplement the 2/3 pay provided through EFMLA with accrued District leave to earn full compensation. Please indicate if you would like to use paid leave during your EFMLA absence to supplement your 2/3 EFMLA compensation. Requested leave is subject to availability based on confirmation by the School District.

• Vacation: _____Hours • Sick Leave: _____Hours • Personal: _____Hours

CONTINUOUS OR INTERMITTENT LEAVE

After completing the first ten days of EFMLA, an employee may choose to take 10 weeks of continuous leave under EFMLA for the reason indicated above. Continuous leave means the employee will not complete any District duties during this period but will be compensated based on the options selected above.

An employee may also choose to take 10 weeks of intermittent leave. Intermittent leave means an employee will complete some District duties on a modified schedule as approved by the employee’s supervisor. When using intermittent leave, the employee will receive full regular pay for hours worked and 2/3 of regular pay during periods on EFMLA unless supplemented in a manner noted above.

I am requesting (choose one): • Continuous leave • Intermittent leave

If your need for leave is intermittent, please describe the requested schedule for your intermittent leave: _____

EMPLOYEE CERTIFICATION AND SIGNATURE

I certify that the above information is accurate and complete. I understand that if I fail to report for work on or before the scheduled return date indicated above or fail to honor the intermittent EFMLA schedule I may be subject to discipline in accordance with School District Policy.

Employee Signature: _____ Date: _____

FOR SCHOOL DISTRICT USE ONLY

Request Received By: _____ Date: _____

Leave Approved By: _____ Date: _____

Period of Leave: _____

Intermittent Leave Schedule if applicable: _____

Duration and Type of Substituted Leave for First Ten Days Approved: _____

Duration and Type of Supplemental Leave to Earn Full Pay Approved: _____

The School District will retain all records related to this leave request for at least 4 years for auditing purposes.

Jefferson High School District #1

COVID-19 EMERGENCY MEASURES

1910F2

Page 3 of 3

- 1 Policy History:
- 2 Adopted on: April 2020
- 3 Revised on:
- 4
- 5 *Revision Note:*

1 School District Budget Adoption, Amendment and Audit

2
3 The period of the school fiscal year affected by the declared public health emergency shall be the
4 longer of the portion of the school fiscal year covered by an emergency declared by the
5 President, Congress, Governor, Montana Legislature, State or County Health Department or the
6 portion of the school fiscal year identified in the board's declaration of an emergency. The
7 School District shall avail itself of all flexibilities allowed by law, rule, or regulation and shall be
8 otherwise governed by the school finance laws and rules of the state of Montana. The School
9 District shall comply with auditing requirements and reserves the authority to assert its rights to
10 manage school district funds or seek state and federal funds in a manner consistent with the full
11 flexibility available under all applicable laws.

12
13 Legal Reference: Article X, section 8 Montana Constitution
14 Title 20, Chapter 9, Part 8, Montana Code Annotated

15
16
17
18 Legal Reference:

19
20 Policy History:
21 Adopted on: April 2020
22 Revised on:

23
24 *Revision Note:*

1 School District Elections Rescheduled Due to Emergency

2
3 The County Superintendent may cancel the School District’s election due to an emergency
4 declared by the Governor. As soon as convenient after the declaration of a state of emergency or
5 disaster is terminated, the trustees of the district shall set a new date for the election. Notice of
6 such election shall be published for 7 consecutive days in a newspaper of general circulation in
7 the district and posted for 7 days at district polling places. All applicable deadlines governing
8 school election procedures in Montana law shall be reset and calculated based on the date of
9 rescheduled election.

10
11 Legal Reference: Section 20-20-108, MCA - Rescheduling Of School Election Canceled
12 Due To Declaration Of State Of Emergency Or Disaster
13 Title 20, Chapter 20, MCA
14

15
16 Policy History:

17 Adopted on: April 2020

18 Revised on:

19
20 *Revision Note:*

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