

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/12/16



-
- Recognition:** Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide

Date: 7/7/16

To: **Board of Trustees**
 Browning Public Schools

From: John P. Rouse
Title: Superintendent

Subject: **Amend Policy**

Description: Recommend the following policy to be amended:

 #3002 Handbook Policy
 #3205R Student Grievance

Financial Impact: \$ None

Funding Source (Budget/grant, etc.): N/A

Attachment(s): Policy

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

1 **Browning Public Schools**

2
3 Policy #3002

4 Policy Name: *Student Handbook*

5 **Regulation:** -----

6
7 In order to facilitate sound community interactions, the Board of Trustees for Browning Public Schools is
8 committed to providing students, their families and the community with clear information, well-defined
9 behavioral expectations, and due process procedures specific to the individual school and the District.

10
11 **Handbook Development**

12 A student handbook will be developed for each school within Browning School District #9. The handbooks will be revised
13 each school year. Consistency between buildings will be established and maintained while considering the developmental
14 level of the students served in individual building sites. No language in any building handbook may change or modify the
15 intent of Board policy. Handbooks are submitted to the Superintendent for approval by **the first regular board meeting held**
16 **in** August.

17
18 **Handbooks and Contents**

19 The general school student handbook will identify the rules, regulations and operations of the school, which reflect current
20 District policy and philosophy. The handbook will provide general information, a directory of building staff, school offerings
21 and resources, behavioral expectations and discipline procedures, and a school calendar summary. Parent and student
22 signatures will be obtained indicating receipt and understanding of the contents.

23
24 The athletic and co-curricular activity handbook will identify eligibility and participation rules. The handbook will be distributed
25 prior to the first practice or activity meeting. Each coach or activity sponsor shall provide orientation to the handbook to
26 students. Student and parent or guardian signature indicating receipt, understanding of the contents and willingness to
27 comply with the rules and regulations noted therein will be obtained prior to participation in athletics and co-curricular
28 activities.

29
30 **Handbook Distribution**

31 The administration shall be responsible for providing students with a handbook upon enrollment in the school site. Staff,
32 parents, and community members will be provided a general orientation to handbook contents at least once per school year.

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35 **Cross Reference:** #2112 Duties of the Superintendent
36 #2124 Handbooks and Directives
37 #3000 Equal Education and Nondiscrimination
38 Former Policy # 756

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40 **Legal Reference:** MCA 20-3-324 Powers and duties

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42
43 **Policy History:**
44 Adopted on: 6/83
45 Amended on: 4/13/00

1 **Browning Public Schools**

2
3 Policy -----

4 Policy Name: *Student Grievance Process*

5 **Regulation: 3205R**

6
7 The Board of Trustees supports creating a school environment that is free from discrimination and affords students and their
8 families an opportunity for due process. The grievance process provides the Superintendent and Trustees with opportunities
9 to identify barriers to a discrimination free learning and working environment in our schools. The appeal process facilitates
10 identifying inconsistencies in practice and interpretation of the Board of Trustee's policy.

11
12 **Public Notice of Process**

13 In order to address potential concerns, the Superintendent shall identify a Title IX and Section 504 Coordinators for the
14 District. District coordinators and building-based representatives will be identified in Student Handbooks annually. The
15 grievance and the appeal process will be included in district policy and Student Handbooks.

16
17 **Grievance Process**

18 A grievance will consist of any complaint alleging discrimination.

19
20 **Level 1: Informal Resolution**

21 The grievant is encouraged to promptly discuss the concern with the teacher, counselor, Principal or building administrator
22 with whom the issue could be resolved informally. However, in the case of alleged sexual harassment, the matter should be
23 discussed with the first line administrator that is not involved in the alleged harassment. This level is optional.

24
25 **Level 2: ~~Coordinator~~ Superintendent/Designee**

26 If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:

- 27 1. The nature of the grievance.
28 2. The remedy requested.
29 3. Signature and Date

30
31 The Level 2 grievance shall be filed within 60 days of the event or incident, or from the date the grievant could have
32 reasonably become aware of the occurrence. The District may investigate and take action when a student refuses or is
33 unable to file a written grievance.

34
35 The ~~Coordinator~~ **Superintendent or Designee** has the authority to investigate all grievances and if possible will resolve the
36 grievance. A written report regarding the investigation shall include the following:

- 37
38 1. Clear statement of the allegations of the grievance and the remedy sought by the grievant.
39 2. Statement of the facts as contended by each of the parties.
40 3. Statement of the facts as found by the ~~Coordinator~~ **Superintendent or Designee** and identification of evidence to support
41 each fact.
42 4. List of witnesses interviewed and documents reviewed during the investigation.
43 5. Narrative describing attempts to resolve the grievance.
44 6. ~~Coordinator~~ **Superintendent** concludes as to whether the allegations in the grievance are with merit.
45 7. ~~If the Superintendent believes the grievance is valid, the Coordinator will recommend appropriate action to the~~
46 ~~Superintendent.~~

47
48 The ~~Coordinator~~ **Superintendent or Designee** will complete the investigation and file the report within thirty (30) days after
49 receipt of the written grievance. The ~~Coordinator~~ **Superintendent or Designee** will provide a copy of the report to the
50 grievant.

51
52 ~~If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented.~~

1
2 The ~~Coordinator and the~~ Superintendent **or Designee** may appoint an outside investigator.
3

4 **Level 3: The Board of Trustees**

5 If the Superintendent rejects the recommendation ~~of the Coordinator~~, and/or either party is not satisfied with the
6 recommendations from Level 2, either party may make a written appeal within 15 days of receiving the report ~~of~~
7 ~~the Coordinator~~ to the Board of Trustees for a full contested case hearing. On receipt of the written appeal, the
8 matter shall be placed on the agenda of the Board of Trustees for consideration not later than their next regularly
9 scheduled meeting. A decision shall be made and reported to all parties within thirty (30) days of that meeting.
10 The decision of the Board of Trustees will be final, unless appealed within the period provided by law.
11

12 **Level 4: The County Superintendent**

13 If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board of
14 Trustees may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the
15 final decision pursuant to the Rules of School Controversy (10.6.103, et seq. ARM).
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22 **Cross Reference:** #3002 Student Handbook Policy
23 #2112 Duties of the Superintendent
24 #1240 Member Authority/Responsibility
25 #3000 Equal Education Nondiscrimination
26 #3205 Sexual Harassment/Intimidation
27

28 **Legal Reference:** 20-USC-24.9.1001-1011 Sex Discrimination in Education
29 10.6.103, et seq. ARM Rules of School Controversy
30 MCA 20-5-201 Appeals by Pupil or Pupil's Parent or Guardian
31 MCA 20-3-210 Controversy Appeals and Hearings
32 MCA 20-3-324 Powers and Duties (Trustees)
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35 **Policy History:**

36 Adopted on: 3/00
37 Revised on: 7/27/05
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