

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/11/16



-
- 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: 10/5/16

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

From: John Rouse
Title: Superintendent

Subject: **Board Policy Review**

Description: The board members have requested to review the following policies: #3200R Student conduct and discipline; #3533R Fundraising; #3760 and 3760R Child Abuse and neglect and #5120 Hiring Selection; #6040 Donations/Gifts/Scholarships/Awards.

Financial Impact:

Funding Source (Budget/grant, etc.):

Attachment(s): Policies

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

Comments: _____

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

1
2 **BROWNING PUBLIC SCHOOLS**

3
4 **Policy #**

5 **Policy Name:** Student Conduct and Discipline

6 **Regulation:** 3200R

7
8 **Applications of Sanctions**

9
10 Discipline set forth by this policy will be inclusive for grades 5 through 8 and 9 through 12.

11
12 Use or possession of alcohol, drugs or tobacco, of any kind is a violation of Montana State Law. For on or off
13 campus violations in regard to use of alcohol and drugs 1) including all illegal drugs as well as prescription drugs
14 that have not been prescribed by a physician for that student and 2) tobacco products, including smokeless
15 tobacco and nicotine devices such as electronic cigarettes or a positive drug test would be treated as a self-report
16 for in-season athletes/performers/club members and other school sponsored activities as listed in the BHS
17 Activities Handbook; Browning School District #9 will apply the following sanctions:

18
19 **First Offense:** Student is placed on activities long-term suspension of 45 contact days for all student activities. If
20 a student self-reports their violation to their coach, supervisor, and principal or activities director by 9:00 am of
21 the next regular school day, the number of contact days of the suspension will be reduced to 30 contact days.

22
23 A contact day is defined as a day when a practice or event is held or a day when school is in session.

24
25 **Second Offense:** Immediate removal from all activities for one calendar year. Application for reinstatement will
26 be received by the Activities Director and forwarded to the Superintendent for possible action by the Board of
27 Trustees.

28
29 If a staff member or chaperone observes a student at a school-related activity acting in violation of this policy the
30 student would not be allowed to self-report their alleged violation.

31
32 The suspension days will continue from one school year to the next if the school year during which the violation
33 takes place ends before the student completed his/her suspension.

34
35 During periods of suspension, a student will be allowed to attend and participate in practice sessions. During the
36 suspension period the student will not be allowed to wear his/her school uniform, be present in the locker rooms,
37 or travel with the team for home or away competitions. The student remains ineligible until Insight or other
38 district approved intervention program training is completed.

39
40 If a student activity participant is the subject of two violations of either policy 3200 or 3525 during any given
41 school year, he or she will be suspended from participation in extra/co-curricular activities for the remainder of
42 that school year.

43
44
45 **Cross Reference:**

46
47 **Legal Reference:** §

48
49 **Policy History:**

50 Adopted on: 6/24/15

51 Revised on: 1/27/16

1 **Browning Public Schools**
2 **Student Fund Raising Request**
3 **#3533R**



4 _____
5
6 **Date:**

7
8 **To: John Rouse, Superintendent**

9
10 **From:** _____
11

12 The Board acknowledges that the solicitations of funds from students, staff and citizens must be limited.
13 Therefore, the Board has appropriated sufficient funds to support curricular and co-curricular activities.
14 Superintendent approval for fund raising is required. Building administrators are to apply for fund raising
15 permission with the attached form within the stated time frame. Fund raising limitations considered by the
16 Superintendent are to include limiting each building to no more than one major fund drive per building, per year,
17 and scheduling fund raising events by building site so as to limit community impact. Elementary students may
18 not be sent door-to-door.

19
20 Fund raising shall be related to community causes or special equipment. All monies derived from the activities or
21 formation of any student organization shall be deposited in the appropriate district account. All equipment,
22 supplies and other materials purchased from funds raised and/or derived from fund raising activities shall be the
23 ownership of the District and co-sponsoring club.

24
25 *I request the following fund raising activity be considered for approval:*

26
27 **Grade level:** _____
28

29 **Item(s) to be sold:** _____
30

31 **Time frame for sale:** _____
32

33 **Fund raising purpose:** _____
34
35 _____
36

37 **Marketing process and mark up:** _____
38

39 **Attachment(s):** _____
40

41 **Principal's Action:** Approved Denied Deferred Initial & Date: _____

42 **Superintendent Action:** Approved Denied Deferred Initial & Date: _____
43

44 **Comments:** _____
45 _____

46 **This request is to be submitted to the superintendent's office 14 days prior to fund raising date.**
47

1 **Browning Public Schools**

2
3 Policy # **3760**

4 Policy Name: *Child Abuse and Neglect*

5 Regulation:

6
7 **CHILD ABUSE AND NEGLECT**

- 8
9 ▪ Browning Public Schools' Board of Trustees is committed to contributing to child safety and protecting
10 children from harm. To this end, professionals working with children (teachers, administrators, all staff) are
11 responsible and liable for reporting suspected abuse/neglect (Montana Law, 1979).
12
13 ▪ Reports of abuse/neglect are to be made in writing, to Central Intake Montana: *North Central Region II*
14 (*Blaine, Cascade, Chouteau, **Glacier**, Hill, Liberty, Pondera, Teton, and Toole; Marti Vining, Regional*
15 *Administrator, 2300 12th Ave. So. Suite 201, Great Falls, MT 59405*) (406) 727-7746, (406) 268-3788 Fax
16 mvining@mt.gov
17
18 ▪ Notification of the report of suspected abuse/neglect to the reporting employee's immediate supervisor and
19 the District's Child Protection Team representative are recommended, but not required by law.
20
21 ▪ If immediate danger to the child is suspected, call the police department (338-4000).
22
23 ▪ If physical signs are apparent or sexual abuse is suggested refer to the school nurse or other medical
24 practitioner immediately.
25
26 ▪ The documentation of suspected abuse or neglect should include the following information: observations,
27 conversations, background information, which will include dates and descriptions of instances; the names
28 and addresses of pertinent people involved (e.g. family members, witnesses, etc.) and a signature of the
29 reporting individual.
30
31 ▪ Children may be interviewed in the school site by the State or Tribal officer conducting the investigation of
32 abuse without parent notification of the interview. If considered appropriate by the investigating individual,
33 school staff may attend and participate in the interview of the child.
34
35 ▪ Montana State Law, 1979: "Persons in the state of Montana who report suspected child abuse and neglect in
36 good faith are immune from civil liability and/or criminal penalty." "Any person who fails to report or
37 prevents another person from reasonably doing so is civilly liable..."
38

39 **Cross Reference:** #3700 Student Safety Regulations Policy

40
41 **Legal Reference:** MCA 41-3-101 Declaration of policy
42 MCA 41-3-102 Definitions
43 MCA 41-3-201 Reports
44 MCA 42-3-202 Action on Reporting
45 MCA 41-3-203 Immunity from Liability
46 MCA 41-3-204 Admissibility of Preservation of Evidence
47 MCA 41-3-205 Confidentiality-Disclosure Exception
48 MCA 41-3-207 Penalty for Failure to Report
49

50 **Policy History:**

51 Adopted on: 8/95

52 Amended on: 3/14/00, 3/11/14

53

**Browning Public Schools
Suspected Child Abuse and Neglect**



_____ #3760R _____

Date:

To: Child Protection Team

From: _____

Individual Suspected of possibly being neglected or abused: _____

With whom does the child reside? _____

Please provide the name of siblings or other children in the home: _____

Address: _____

Phone: _____

Please describe the event (s) of concern: (details, dates, exact nature of the concern, possible individuals involved or suspects) _____

Do you believe there may be immediate danger? _____

Please describe historical concerns: (any other incidents, immediate family members demonstrating symptoms of abuse or neglect) _____

Are the children involved with other agencies and if so, what agencies? _____

Please attach another page if necessary. Provide a Copy to the Blackfeet Tribe Juvenile Department.

1 **Browning Public Schools**

2
3 Policy #5120

4 Policy Name: Recruitment and Selection

5 Regulation: -----
6

7 **Goals**

8 The goals of the Board of Trustees of School District No. 9 for its employment policy include the following:
9

- 10 1. Secure highly competent staff;
- 11
- 12 2. Provide strategies and procedures that ensure an equitable and efficient employment process, address
- 13 personnel recruitment, screening and selection of candidates; and
- 14
- 15 3. Base selection of candidates on their job-related competencies and qualifications to fulfill the job
- 16 responsibilities and without regard to their race, color, sex, religion, national origin, or any other illegal basis
- 17 for discrimination
- 18

19 **Administration**

20 The superintendent or his or her designee is responsible for recruiting personnel, in compliance with Board
21 policy, but the superintendent will make hiring recommendations to the Board. The District shall hire the most
22 qualified personnel, consistent with budget and staffing requirements, and shall comply with Board policy and
23 state law requiring equal employment opportunities and veterans' preferences.
24

25 All applicants must complete a District application form in order to be considered for employment. Incomplete
26 applications will be rejected. Completed applications will be secured as confidential information by the
27 superintendent or his or her designee.
28

29 Every applicant must complete an authorization for fingerprint background check form authorizing the District to
30 complete a criminal background investigation. The Superintendent will keep any conviction record confidential as
31 required by law and District policy.
32

33 Every newly hired employee must complete an Immigration and Naturalization Service form, as required by
34 federal law.
35

36 Every newly hired employee must provide the District documentation of the results of a tuberculin skin test done
37 within the year prior to initial employment, along with the name of the tester and the date and type of test
38 administered, unless the person provides written medical documentation that he/she is a known tuberculin reactor.

39 **Proof of test results must be provided within five working days.**
40

41 Notwithstanding the foregoing, recruitment and selection for the position of District superintendent will be
42 determined by the Board of Trustees and all applications and related information will be kept confidential except
43 to the Board as it determines appropriate.
44

45 **Certification**

46 The District requires its' contracted, certified staff to hold a valid Montana teacher or specialist certificates
47 endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be
48 just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid
49 certificate for the role to which the teacher has been assigned has been registered with the county superintendent
50 within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must
51 bring his or her current, valid certificate to the personnel office at the time of initial employment, as well as at the
52 time of each renewal of certification.
53

1 The personnel office will register all certificates, noting class and endorsement of certificates, and will update
2 permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a
3 contracted certified employee in that employee's personnel file.

4 5 **Preferences**

- 6 1. **Veterans' Preference** - State law requires employers using a scored procedure to add a factor for qualifying
7 veterans who claim the preference in accordance with § 39-29-101 et seq., MCA. These points will be added
8 on both the Application Scoring Worksheet and the Interview Scoring Summary Worksheet.
9
- 10 2. **Employee Preference** - Scoring may be weighted to allow more points for employees who have completed
11 staff development activities that extend employee competencies and such development training is helpful and
12 relevant to the position advertised.
13
- 14 3. **Extracurricular** - For those extracurricular positions in which the applicants are similarly qualified, the
15 following preferences apply:
16
 - 17 A. Coaches and sponsors, who were successful in the same extracurricular position with the District in the
18 previous school year, will have preference over all other applicants and may be recommended by the
19 superintendent for hiring.
20
 - 21 i. Past success in the position will be determined by the superintendent or his or her designee based
22 on performance in the position.
23
 - 24 ii. Such experience must be consecutive from year to year and in the same activity or sport to be a
25 preference.
26
- 27 4. **Other Preferences** – Scoring may be weighted to allow more points for qualifications exceeding minimums
28 required for the position such as education, experience, working in schools, etc.
29

30 **Career Fairs**

31 The superintendent or his or her designee may organize a career fair team to attend career or job fairs and
32 recommend related travel to the Board of Trustees for approval. The superintendent may designate an
33 administrator as his or her designee for purposes of acting as team leader and extending a letter of intent of
34 recommendation for employment, in writing, to teachers and specialists being recruited. The team will evaluate
35 applications, screen applicants, conduct interviews, check references, and determine those finalists to be offered
36 employment with the District. Immediately upon returning from the career fair, the team leader will submit, in
37 good form, all documents and materials, including completed application forms, to the superintendent or his or
38 her designee.
39

40 **Selection**

41 The final candidate for a vacant position will be selected following a competitive selection process, which is free
42 of bias and special interests, and from as large a pool of applicants as may be reasonably obtained. Browning
43 Public Schools does not permit any person related by consanguinity within the fourth degree or by affinity within
44 the second degree to participate in the selection process (screening and interviewing) for any position.
45

46 Testing: Testing may be used to determine the applicant's suitability for a position. Such tests will be
47 relevant to the position and conducted uniformly in a fair and impartial manner with results kept
48 confidential. Testing results will be provided to the interview committee for consideration.
49

50 Scoring: Scoring documents will be reasonably accurate to position requirements and in measuring the
51 applicant's suitability for the position. Such documents shall be reviewed periodically by supervisors and
52 employees in those positions for updating.
53

1 **Selection Committees**

2 Those who screen applicants and interview finalists will be District employees selected by the superintendent or
3 his or her designee. In general, the interview committee will be chaired by the supervisor of the position and shall
4 include other staff from the same building or department and at least one administrator or similarly assigned staff
5 member from another building or department.
6

7 Those who screen or interview will be as objective as possible, shall have not made any preconceived judgments,
8 and shall not be related to any applicant being considered.
9

10 Those who screen applications generally will not serve on interview committees except under unusual
11 circumstances or during periods of staff shortages.
12

13 **Selection Process**

- 14 1. Interview committees are to exercise their best judgment in evaluating and scoring finalists. Scores serve as a
15 guide in determining each interviewer's choice, but final selections are subject to the deliberations and
16 consensus of the committee. Significant disparities between scores and selection are to be documented by the
17 committee at the conclusion of its deliberations.
18
- 19 2. The interview committee is to select one finalist to be recommended to the superintendent for hiring. The
20 interview committee may designate up to two alternates in the order decided. The interview committee may
21 conclude that none of the finalists is acceptable and continue to interview other applicants or postpone
22 interviews in order to recruit a wider pool of applicants.
23
- 24 3. Interviews will be open to the public in compliance with the Montana Open Meeting Law § 2-3-201 et seq.,
25 MCA.
26
- 27 4. All information, written and verbal, is confidential and is not to be divulged to others except the
28 superintendent or his or her designee. An unsuccessful applicant may request results of his or her rating with
29 respect to other applicants. Within five (5) business days of such request, the superintendent or his or her
30 designee will provide the applicant with a list in which (a) all names, excepting his or hers, will be omitted
31 and (b) individual total scores are shown. No list will be produced, however, if the number of applicants is
32 fewer than three.
33

34 Exceptions: The competitive selection process may be unnecessary in the following circumstances:

- 35
- 36 A. Coaches and sponsors having preference as provided under the above section, Preferences, paragraph
37 3(A).
38
 - 39 B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical.
40
 - 41 C. The applicant is part of a general pool of temporary workers including substitutes from which supervisors
42 may select and employ as needed. This exception does not apply to temporary employees or short-term
43 workers to be hired for summer work.
44

45 The superintendent is directed to establish and implement procedures to carry out this policy.
46
47

48 **Cross Reference:** 5122 Fingerprints and Criminal Background Investigations
49

50 **Legal Reference:** Title VI and VII of Civil Rights Act of 1964
51 Title IX of the Education Amendments of 1972
52 Section 504 of the Rehabilitation Act of 1973
53 Americans with Disabilities Act of 1990

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Montana Constitution, Article X, Section 1
§ 49-2-303, MCA Human Rights Act
§ 49-3-102, MCA Freedom from Discrimination
§ 49-3-201, MCA Employment of State and Local Government Personnel
§ 49-3-205, MCA Government Services
§ 39-3-104, MCA Equal Pay for Women for Equivalent Service
§ 39-29-101 et seq., MCA Veterans' Public Employment Preference

Policy History:

Adopted on: 4/10/01
Revised on: 5/30/07, 3/26/14, 1/27/16

1 **Browning Public Schools**

2
3 **Policy #6040**

4 Policy Name: *Public Gifts/Donations/Scholarship/Awards*

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

6
7 Any gifts, grants, bequests or individual contributions for the purpose of student scholarships must be
8 presented to the school district accompanied by a letter from the donor for official action and recognition
9 by the Board of Trustees.

10
11 ~~The terms and conditions governing awards offered by private donors will be established in writing in~~
12 ~~each case and must contain provisions for mutually agreed upon amendments and procedures for~~
13 ~~termination of the agreement.~~

14
15 Browning Public Schools will encourage and cooperate with private donors who wish to reward
16 outstanding student performance through the provision of awards, which are in the best interests of the
17 District and its students.

18
19 Gifts, bequests, grants or scholarships are acceptable given the following constraints:

- 20
- 21 ▪ have a purpose consistent with those of the school;
 - 22 ▪ be offered by a donor acceptable to the Board;
 - 23 ▪ not add to staff load;
 - 24 ▪ not begin a program that the Board would be unwilling to take over when gift or grant funds are
 - 25 exhausted;
 - 26 ▪ not bring undesirable or hidden costs to the school system;
 - 27 ▪ place no restriction on the school board unless otherwise stipulated by a majority vote of the
 - 28 Board of Trustees;
 - 29 ▪ not be inappropriate or harmful to the best education of pupils;
 - 30 ▪ not imply endorsement of any business or product; and
 - 31 ▪ not be in conflict with any provision of the school code or public law.
- 32

33 All gifts, grants, and bequests will become school district property. Before approval by the Board, all
34 donors will consult with the Superintendent before gifts are presented to ensure usability of donation.

35
36
37
38 **Cross Reference:** Former Policy #7260

39
40 **Legal Reference:** 20-6-601, MCA Power to Accept Gifts
41 20-7-803, MCA Authority to Accept Gifts
42 20-9-604, MCA Gifts, Legacies, Devises & Administration of Endowment Fund

43
44
45 **Policy History:**

46 Adopted on: 9/27/00

47 Amended on: