

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 6/29/16



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: 6/21/16

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

From: John P. Rouse
Title: Superintendent

Subject: **Amended Policy**

Description: Recommend amending the following board policy as per MTSBA recommendation:

- #1400 Board Meetings
- #2336 Significant Writing
- #4120 Instructional Emphasis on Written Expression
- #4120R Instruction-Evaluation for Written Expression
- #4420 Gifted Program
- #4520 Receipt of Diploma
- #6001 Visitors to School
- #8123 Driver Training and Responsibility

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 #1400

5 Policy Name: *Board Meetings*

6 **Regulation:** -----

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

12
13 **Regular Meetings**

14 Regular Meetings will be held on the second Tuesday of every month and on the last Wednesday of each month at 5:00 p.m.
15 and 12:00 p.m. respectively. The first meeting of the month will be conducted in the District Offices. The second meeting will
16 be held at different school sites. The schedule of sites and dates will be selected at the regular Tuesday meeting in June each
17 year.

18
19 Except for an unforeseen emergency, meetings shall be held in a school building or upon the unanimous vote of the Board of
20 Trustees in a publicly owned building located within the district. If regular meetings are to be held at places other than the
21 place stated above or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the
22 same manner as provided for special meetings. The Trustees may meet outside the boundaries of the school district for
23 collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. Adequate
24 notice of the meeting as well as an agenda must be provided to the public in advance. Decision making may only occur at a
25 properly noticed meeting held within the school district's boundaries. When a meeting date falls on a school holiday, the
26 meeting shall be held on the next business day.

27
28 **Special Meetings**

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

36
37 **Emergency Meeting**

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

40
41 **Closed Sessions**

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

49
50 **Budget Meetings**

51 Between July 1 and August 4 of each year, the clerk shall publish a notice stating the date, time and place trustees will meet
52 for the purpose of considering and adopting a final budget for the District, stating that the meeting of the trustees may be
53 continued from day to day until final adoption of a District budget and that any taxpayer in the District may appear at the

1 meeting and be heard for or against any part of the budget. This notice shall be published in the Glacier Reporter.
2

3 On the date and at the time and place stated in the published notice (on or before August 20), trustees shall meet to consider
4 all budget information and any attachments required by law. The meeting may continue from day to day; however, the Board
5 must adopt a final budget not later than August 25th.
6

7 The District's public records shall be open for inspection in the manner provided by and subject to the limitations of the law.
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11 **Cross Reference:** #1410 Closed Sessions
12

13 **Legal Reference:** 2-3-103 MCA Public Participation
14 2-3-104 MCA Requirements with Compliance with Notice Provisions
15 2-3-105 MCA Supplemental Notice by Radio or Television
16 2-3-201 MCA Legislative Intent
17 2-3-202 MCA Meetings Defined
18 2-3-203 MCA Meetings of Public Agencies to be Open to Public Exceptions
19 20-3-322 MCA Meeting and Quorum
20 20-9-131 MCA Final Budget Meeting
21 10.55.701 ARM Board of Trustees
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25 **Policy History:**

26 Adopted on: 6/30/97

27 Amended on: 1/12/99, 11/8/05, 6/9/09, 11/8/11, 3/26/14
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2 **Browning Public Schools**

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4 Policy #2336

5 Policy Name: *Significant Writing Policy*

6 **Regulation:** -----
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8 The regulated practice of the writing process and its corresponding ongoing assessment are key a component to developing
9 students that communicate effectively. The writing process plays a vital role in Browning Public Schools. The District policy
10 will facilitate practice, which reflects the intricate relationship between effective, consistent instruction of the writing process
11 and corresponding ongoing assessment.

12
13 The Browning School District advocates implementation of a ~~Significant Writing Program~~ **district writing framework** in
14 grades kindergarten through twelfth grade, which includes the following components:

15
16 A. Writing process instruction including the following:

- 17 1. ~~Pre-writing~~**planning**
18 2. **drafting**
19 3. **sharing**
20 4. **evaluating**
21 5. revising
22 6. editing
23 7. publishing

24
25 B. Writing ~~assessment~~ instruction using the following **Common Core State Standards** elements of ~~six-trait-scoring~~
26 **authentic literacy, writing and AVID**:

- 27 1. ideas and development
28 2. organization
29 3. voice
30 4. word choice
31 5. sentence fluency
32 6. conventions

33
34 C. Through daily, regular instruction and assessment, effective writing skills will be reinforced throughout a child's education
35 in Browning Public Schools. It is the Board's expectation and the principals' and teachers' responsibility that writing and
36 assessment instruction occur in kindergarten through twelfth grades through developmentally appropriate methods and in all
37 content areas.

38
39 D. District Level - The superintendent is directed to ensure that a trained assessment team, comprised of representatives
40 from each building is formed and maintained. The team will be responsible for the following:

- 41
42 1. scoring writing samples from the ~~4th, 8th, and 11th grades~~ **K-12** for district reporting,
43 2. providing training to all staff ~~by 1999-2000~~ as well as extended day in-service and technical support when
44 appropriate, and
45 3. recommending corrective methods that will increase program and instructional effectiveness.

46
47 E. Building Level - Each **fall and** spring all students in the ~~3rd~~ **K-12th** grades will be assessed on ~~three~~ **two** designated days
48 ~~in March~~ with adjustments made for alternating block schedules. Administration of the writing assessment must correspond to
49 specific written directions accompanying the test and may not vary in any manner. ~~Students in 3rd, 5th, 6th, 7th, 9th, 10th,~~
50 ~~and 12th grades will be assessed by building level staff for instructional and program effectiveness as well as district reporting.~~
51 ~~Training and scoring will occur during scheduled staff development each year. See attached procedural standard operating~~
52 ~~procedures.~~
53

1 ~~At the kindergarten through second grade levels, the prerequisite skills necessary for students to become proficient writers will~~
2 ~~be assessed on a quarterly basis. This assessment will include sampling of students' phonemic awareness (hearing sounds~~
3 ~~in words), self-generated sight vocabulary, and portfolio accounts of students' narrative writing. By the second semester,~~
4 ~~second grade level students' narrative writing will be assessed according to the six-trait assessment quarterly by the~~
5 ~~classroom teacher.~~

6
7 F. **Statistics Data** gathered from the assessment will be used to ~~evaluate curriculum, instructional, and program~~
8 ~~effectiveness as well as to give specific information about each~~ **give information about** student's writing strengths and
9 weaknesses. Teachers are directed to discuss the results of the writing assessment scores with parents in the fall and spring
10 of each year.
11

12 **Writing Assessment/Process Training**

13 ~~Before any teacher is offered his/her fourth (4th) teaching contract in School District #9 he/she must have~~
14 ~~documented completion of 16 hours of the district writing and six-trait assessment training. Documented~~
15 ~~completion of this requirement must be provided to the Superintendent by April 1 of the third contract year.~~
16 ~~Tenured teachers will have two school years beyond 1997-98 to document completion of the training.~~
17 ~~Assessment/Writing Training should be completed by the 1999-2000 school year. This training will be offered~~
18 ~~every year, by the District, from the District Assessment Team of Trainers.~~

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28 **Cross Reference:**

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30 **Legal Reference:** 20-3-324, MCA Powers & Duties

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32 **Policy History:**

33 Adopted on: 7/14/98

34 Revised on: 1/12/99
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2 **Browning Public Schools**

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4 Policy #4120

5 Policy Name: *Instructional Emphasis on Written Expression*

6 ***Regulation:***

7
8 The Superintendent is directed to ensure systematic study and regulated practice of writing has an important role
9 in Browning Schools. Coordinated, complimentary instruction across core curriculum is essential in developing a
10 sense of purpose and creating clear, well-developed written communication. The writing process will be directly
11 taught and students' skill samples frequently evaluated according to the District adopted ~~six (6) traits of writing~~
12 **writing framework** in all grade levels.

13
14 The Superintendent is directed to ensure that a trained assessment team, comprised of representatives from each
15 building is formed and maintained in order to collect and evaluate district level written assessment. Formal
16 District writing assessment results will be shared annually with the Board of Trustees.

17
18 The Superintendent shall direct building principals to ensure that the writing process is directly taught and student
19 skill samples frequently evaluated across curriculum areas. Student written language samples will be attached to
20 quarterly parent summary reports of student progress.

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30 **Cross Reference:** #3015 Reporting Student Progress
31 #4120R Instruction and Evaluation Procedures for Written Expression
32 #4030 Student/Program Evaluation, Testing and Data Generated
33 Former Policy #810.3, #2336

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35 **Legal Reference:** 20-3-324, MCA Powers and Duties

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38 **Policy History:**

39 Adopted on: 12/13/94

40 Amended on: 1/12/99, 5/31/00
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2 **Browning Public Schools**

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4 Policy:

5 Procedure Name: *Instruction and Evaluation Procedures for Written Expression*

6 Regulation: 4120R

7
8 Teachers in all grades and content areas are directed to provide students with developmentally appropriate
9 instruction in the writing process and the following elements of six-trait scoring/evaluation:

10 **Writing Process**

- 11 1. Pre-writing 4. Editing
12 2. Drafting 5. Publishing
13 3. Revision

Six Trait Scoring

1. Ideas and development 4. Word Choice
2. Organization 5. Sentence Fluency
3. Voice 6. Conventions

14
15 **Instruction and Assessment:** Instruction in writing process and six traits is to occur throughout the school year.
16 ~~However, grades 3 through 12 will be formally assessed on three designated days in March with adjustments~~
17 ~~made for alternating block schedules.~~ Administration of the writing assessment must correspond to specific
18 written directions accompanying the test and may not vary in any manner except as identified for
19 accommodations noted on individual education or 504 plans for students with disabilities. Students in ~~3rd, 5th, 6th,~~
20 ~~7th, 9th, 10th, and 12th grades~~ will be assessed by ~~building level staff~~ **district writing assessors** for instructional
21 and program effectiveness as well as District reporting. ~~Grades 4, 8, and 11 will be formally assessed and have~~
22 ~~their writing scored by a District assessment team for state and district reporting purposes.~~ Students, grades K-2,
23 ~~will be introduced to the writing process and evaluated at least quarterly on hearing sounds in words, self-~~
24 ~~generated sight vocabulary, and portfolio accounts of students' narrative writing.~~ Assessment in six trait writing
25 ~~will occur throughout grades K-2. Formal assessment of students' writing by classroom teachers will occur by~~
26 ~~the 2nd semester of 2nd grade.~~

27
28 **Staff Training Requirements:** ~~All teachers will complete and document sixteen (16) hours of District six trait~~
29 ~~writing and assessment training prior to being offered their fourth contract. Documented completion of this~~
30 ~~requirement must be provided to the Superintendent by April 1 of the third contractual year. Tenured teachers~~
31 ~~have until the end of the 1999/00 school year to complete training.~~

32
33 **District Assessment Team:** ~~A trained assessment team, comprised of representatives from each building is to~~
34 ~~establish and maintain. The team will score writing samples from 4th, 8th and 11th grades for district and state~~
35 ~~reporting, conduct annual District Assessment/Writing training, provide building based and district level technical~~
36 ~~support, and recommend instructional program improvements.~~

37
38 **Establish the writing assessment process including establishing grade level specific scoring rubrics to be**
39 **used by the district writing assessors. SBE will receive the writing assessment data and review that data in**
40 **order to recommend changes to the assessment process or the assessment instruments.**

41
42 **Cross Reference:** #3015 Reporting Student Progress
43 #4120 Instructional Emphasis on Written Expression
44 #4030 Student/Program Evaluation, Testing and Data Generated
45 #5002 Qualifications of Certified Staff

46
47 **Legal Reference:** 20-3-324, MCA Powers and Duties

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49 **Policy History:**

50 Adopted on: 12/13/94

51 Amended on: 1/12/99, 5/31/00

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3 **Browning Public Schools**

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5 Policy # 4420

6 Policy Name: *Gifted Program*

7 **Regulation:** -----

8
9 ~~The term “gifted and talented” means children of outstanding abilities who are capable of high performance and~~
10 ~~require challenging educational programs, in order to fully achieve their potential and contribute to society. To~~
11 **the extent possible with available resources, all gifted and talented students will have the opportunity to**
12 **participate in appropriate educational programs. “Gifted and talented students” are students of**
13 **outstanding abilities who are capable of high performance, and who require differentiated educational**
14 **programs beyond those normally offered in public schools, in order to fully achieve their potential**
15 **contribution to self and society.**

16
17 Browning Public Schools’ Board of Trustees is committed to addressing the needs of its student population
18 including its gifted and talented student population.

19
20 To this end, the Superintendent or his or her designee is directed to articulate a service plan for gifted and talented
21 students. Additional resources related to expanding staff development and interagency collaboration, which
22 contribute to creating instructional opportunities to address the needs of gifted and talented students will be
23 sought. To the extent possible within the resources available, all gifted and talented students shall have the
24 opportunity to participate in appropriate educational programs.

25
26 ~~The Board authorizes the Superintendent to create a systemic plan in order to create a gifted program, which~~
27 ~~includes the following opportunities:~~

- 28
29 ~~_____ 1. _____ Expansion of academic attainments and intellectual skills;~~
30 ~~_____ 2. _____ Stimulation of intellectual curiosity, independence and responsibility;~~
31 ~~_____ 3. _____ Development of a positive attitude toward self and others; and~~
32 ~~_____ 4. _____ Development of originality and creativity.~~

33 **The District shall:**

- 34 **1. Provide educational services to gifted and talented students that are commensurate to their needs,**
35 **and foster a positive self-image.**
36
37 **2. Comply with all federal and state laws and regulations regarding addressing gifted education.**
38
39 **3. Provide structured support and assistance to teachers in identifying and meeting the diverse**
40 **student needs of gifted and talented students, and shall provide a framework for considering a full**
41 **range of alternatives for addressing student needs.**

42
43 The Superintendent shall establish procedures consistent with state guidelines for nominating, assessing and
44 selecting children of demonstrated achievement, or potential ability in terms of general intellectual ability and
45 academic aptitude.

46
47 **Legal References:** 20-7-901- 904, MCA Gifted and Talented Children
48 10.55.804, ARM Gifted and Talented

49
50 **Policy History:**

51 Adopted on: 5/31/00

52 Revised on:

53

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2 **Browning Public Schools**

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4 Policy # 4520

5 Policy Name: Receipt of Diploma

6 **Regulation:** -----
7

8 The Board of Trustees shall recognize the accomplishments of students by awarding a diploma to each student
9 who has successfully completed an instructional program that meets the District standards and /or the
10 requirements identified in the student’s individual education plan or 504 plan.
11

12 **Ceremony Participation**

13
14 Students and parents or guardians of students at risk for failing to complete high requirements for participation in
15 graduation will be notified at the end of the student’s junior year. Additional notification will also take place at
16 the end of the semester prior to the anticipated graduation date. It is the responsibility of the high school principal
17 to ensure that the required documentation for graduation is culminated and that the student and their parent have
18 received multiple notification of risk for failure to graduate and the final determination.
19

20 ~~In order for the student to participate in the Board of Trustee sponsored spring graduation ceremony, all required~~
21 ~~classes must be completed and credit obtained 5 days prior to the scheduled ceremony.~~
22

23 Students who complete their graduation requirements after the deadline will not be allowed to participate in the
24 ceremony. However, the Superintendent and/or the High School principal shall meet with the student at an
25 approved time and present the student with their diploma.
26

27 **Diploma Differentiation**

28
29 All students graduating with honors or demonstrating having mastered academically challenging curriculum
30 according to standards established by the high school principal, will be presented with a diploma affixed with a
31 gold seal to indicate recognition for the student’s strong academic effort.
32

33 Students with disabilities that have resulted in the student completing his or her high school course work based on
34 significant variations in the core high school curriculum as mandated by an individual education plan will receive
35 a diploma. A minor language variation from a standard diploma will occur noting that the Board recognizes that
36 the student has achieved the educational goals identified to address the individual educational needs.
37
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39

40 **Cross Reference:** #4500 Graduation
41 #4510 Early Graduation
42 Former Policy #710.5
43

44 **Legal Reference:** 20-5-201 Duties and Sanctions
45

46
47 **Policy History:**

48 Adopted on: 8/28/96

49 Amended on: 5/31/00
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1
2 **Browning Public Schools**

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4 **Policy # 5004**

5 **Policy Name: *Qualifications of Certified Staff***

6 **Regulation: -----**

7
8 Browning School District is committed to hiring qualified teachers, creating professional development
9 opportunities and requiring professional development that results in teachers and all staff having skills that
10 address the needs of the students served by Browning Public Schools. All teachers will be certified by the State of
11 Montana to teach in the area assigned. Employees will be hired on merit, without preference to age, sex, residence
12 or relationship to other employees of Browning Public Schools, District #9. Preference will be given to those
13 candidates whose qualifications will assist the school district in providing a sound academic program based on
14 strong instructional practices. The Superintendent of Browning Schools will make staff assignments.

15
16 Browning School District #9 staff development requirements for all certified staff include District Drug and
17 Alcohol Training, Blackfeet Studies, Olweus Training, and Writing Assessment/Process Training.

18
19 *Drug and Alcohol Awareness Training:* Before any teacher is offered his/her second (2nd) teaching contract in
20 School District #9, he/she must have documented 8 hours of district in-service. Proof of completion must be
21 provided to the superintendent by March 1st, prior to the second contractual year or the teacher will be
22 recommended for non-renewal. Training will be offered at a minimum prior to school in the fall and once during
23 the school year.

24
25 *Blackfeet Studies:* Before any teacher is offered his/her fourth (4th) teaching contract in the District, he/she must
26 have earned a minimum of six (6) quarter credits (four (4) semester hours) or have completed a program of (90)
27 in-service hours in the area of Indian Studies, or a combination of the two, or have completed a program in this
28 area which meets the approval of the District. Proof of completion of this requirement must be provided to the
29 superintendent by April 1st of the third (3rd) contract year. If this is not done, the teacher will be recommended for
30 non-renewal.

31
32 ~~*Writing Assessment/Process Training:* Before any teacher is offered his/her fourth (4th) teaching contract in~~
33 ~~*School District #9, he/she must have documented completion of 12 in-service hours or 1 semester credit of the*~~
34 ~~*District Writing and Six Trait Assessment Training. Documented completion of this requirement must be*~~
35 ~~*provided to the superintendent by March 1st.*~~

36
37 *Drop Out Prevention:* Beginning with the 2013-2014 school year, before any new teacher is offered his/her fourth
38 teaching contract in School District #9, he/she must have documented 6 hours of training in dropout prevention
39 theory and prevention strategies. Certified staff already in the district will have until June 2017 to complete the
40 requirement. The district will develop a six hour curriculum and offer the training at least 3 times per year. Proof
41 of completion must be provided to Superintendent/designee by April 1 of each contract year.

42
43 A provisionally certified teacher shall have obtained a standard teaching certificate by March 1st of the third
44 contract year prior to the offering of a fourth year teaching contract.

45
46 **Cross Reference:** #2336 Significant Writing Policy
47 #5000 Goals of Personnel
48 #5122 Fingerprint and Criminal Background Investigations

49 **Legal Reference:** MCA 20-4-201, 20-4-206, 20-4-211, 20-4-213, 20-3-324

50 **Policy History:**

51 Adopted: 6/30/97, (4/25/07 formerly #5002)

52 Amended on: 5/28/99, 4/13/04, 5/29/13, 3/26/14

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Browning Public Schools

Policy # 6001

Policy Name: *Visitors to Schools*

Regulation:

The District encourages visits by Board members, parents, and citizens to all District buildings. All visitors shall report to the principal's office **{school building office}** on entering any District building. Conferences with teachers should be held outside school hours or during the teacher's conference or preparation time.

Cross Reference: #4313 Disruption of School Operations

Policy History:

Adopted on: 3/13/12

Reviewed on:

Revised on:

1
2 **Browning Public Schools**
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4 **Policy # 8123**

5 **Policy Name:** Driver Training and Responsibility

6 **Regulation:**
7

8 Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus
9 operation. At the beginning of each school year, the District will provide each driver with a copy of the District's
10 written rules for bus drivers and for student conduct on buses.
11

12 Each bus driver will meet the qualifications established by the Superintendent of Public Instruction, including
13 possession of a valid Montana commercial driver's license (with school bus "S" and passenger "P"
14 endorsements), receive ten (10) hours of in-service annually, and Department of Transportation-approved
15 physician's certification that he or she is medically qualified for employment as a bus driver. The bus driver shall
16 secure a valid standard first aid certificate from an authorized instructor, within two (2) months after being
17 employed, and maintain a valid first aid certificate throughout employment as a bus driver. The bus driver must
18 have five (5) years driving experience.
19

20 Bus drivers are prohibited from possessing, using, or being under the influence of a controlled substance while on
21 District premises, while performing work for the District, or while in operation of control of a school bus or other
22 district-owned vehicle. This prohibition includes employees possessing a "medical marijuana" card. Bus drivers
23 are subject to all federal and state regulations regarding use of controlled substances by school bus drivers
24

25 A school bus driver is prohibited from operating a school bus while using a cellular phone, including hands free
26 cellular phone devices, except:
27

- 28 (1) During an emergency situation;
29 (2) To call for assistance if there is a mechanical breakdown or other mechanical problem;
30 (3) When the school bus is parked.
31

32 A teacher, coach, or other certified staff member assigned to accompany students on a bus will have primary
33 responsibility for behavior of students in his or her charge. The bus driver has final authority and responsibility
34 for the bus. The Superintendent will establish written procedures for bus drivers.
35

36 **School bus drivers must hold a valid Montana school bus certificate in order for a district to receive state**
37 **reimbursement for that driver's bus routes. Qualifications for bus drivers are prescribed by 20-10-103**
38 **MCA and by the board of Public Education in Arm 10.62.201. The first aid certificate required by ARM**
39 **10.64.201 must include certification in CPR, be signed by a certified instructor, and be received after an**
40 **initial in-person training of at least four hours with annual renewals.**
41

42 **A driver may not operate a school bus without a valid, current certificate.**
43

44 **Legal Reference:** § 20-10-103, MCA School bus driver qualifications
45 10.7.111, ARM Qualification of Bus Drivers
46 10.64.201, ARM Drivers
47 § 50-46-205, MCA Limitations of Medical Marijuana Act

48 **Policy History:**

49 Adopted on: 1/11/11

50 Revised on:
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52