

# April Special Meeting Agenda

A special meeting has been scheduled for **Monday, April 17, 2017 at 4:00pm** in the Gallatin Gateway Board Room. (All policies mentioned in the agenda can be found at [www.gallatingatewayschool.com](http://www.gallatingatewayschool.com))

## Call to Order

**Public Comment-** Non-Agenda Items (GGS Policy #1070)

## OLD BUSINESS

Policy Review and Discussion

MTSBA Proposed Policies:

- #1700- Uniform Grievance Procedure
- #2171- Significant Writing
- #3141- Discretionary Nonresident Attendance
- #3150- Part-time Attendance
- #4411- Interrogation and Investigations Conducted by School Officials
- #4550- Registered Sex Offenders
- #5420- Paraprofessionals
- #5460- Electronic Resources and Social Networking
- #7225- Crowdfunding
- #8210- Procurement Policy for Food Service Purchases

## NEW BUSINESS

Action Items:

Set Date for Policy Review Work Session (if needed)

## Adjournment

**MINUTES  
SPECIAL MEETING  
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

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**CALL TO ORDER**

The Board of Trustees of the Gallatin Gateway School District #35 met at 4:00pm on Monday, April 17, 2017 in the Gallatin Gateway School Board Room. Board Chair Donna Shockley presided and called the meeting to order at 4:10pm.

**TRUSTEES PRESENT**

Donna Shockley, Board Chair; Lyn Morton, Board Vice-Chair; Julie Fleury, Christie Francis, and Aaron Schwieterman

**TRUSTEES ABSENT**

None

**STAFF PRESENT**

Travis Anderson, Superintendent and Carrie Fisher, District Clerk

**OTHERS PRESENT**

None

**PLEDGE OF ALLEGIANCE**

The meeting attendees recited the *Pledge of Allegiance*.

**PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES**

Board Chair Donna Shockley explained the public comment process to be followed for addressing the Board in accordance with Gallatin Gateway School policy. She noted: 1) that prior to a vote the public may comment on agenda items; 2) there will be time for public comment on non-agenda items; and 3) public comment periods are not intended to be a question and answer session.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**OLD BUSINESS**

Policy Review and Discussion

The Board reviewed and discussed the following policies proposed by MTSBA:

*#1700- Uniform Grievance Procedure*- After an in-depth discussion and several proposed revisions, Business Manager Carrie Fisher will make the changes discussed and will email the Board Chair Donna Shockley to review. Then, the Board requested that the Business Manager send proposed changes to Joe Brott at MTSBA for review and feedback.

*#2171- Significant Writing*- No further changes were proposed.

*#3141- Discretionary Nonresident Attendance*- minor grammar changes were proposed. Business Manager Carrie Fisher will notify Joe Brott of the changes.

*#3150- Part-time Attendance*- The Board would like to get clarification regarding the legal reference "Kaptien" and would also like to add a cross reference to the GGS Administrative Procedures Manual.

#4411- *Interrogation and Investigations Conducted by School Officials*- The Board would like clarification on the first paragraph under “Investigations by Law Enforcement” and would like to remove the entire portion of the SRO duties. Business Manager Carrie Fisher will contact Joe Brott regarding the proposed changes.

#4550- *Registered Sex Offenders*- No further changes were proposed.

#5420- *Paraprofessionals*- The Board proposed changing all references to “principal” to “superintendent” and to remove the wording “school-wide” so that the policy only references a “Title 1 program.”

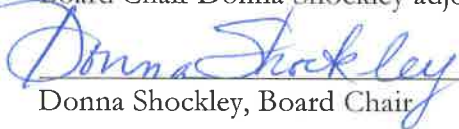
#5460- *Electronic Resources and Social Networking*- Superintendent Travis Anderson and Business Manager Carrie Fisher will continue to review and revise this policy to match employee handbook and current practices. The Board would like to table any further discussion until after the policy has more revisions and is reviewed by Joe Brott.

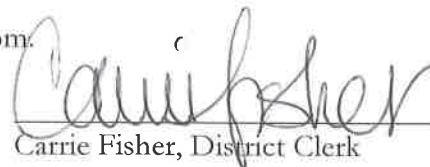
#7225- *Crowdfunding*- The Board would like Superintendent Travis Anderson and Business Manager Carrie Fisher to collaborate with Joe Brott to develop a policy does not allow for crowdfunding. The Board would like to table any further discussion until after new policy wording is developed.

#8210- *Procurement Policy for Food Service Purchases*- No further changes were proposed.

#### **ADJOURNMENT**

Board Chair Donna Shockley adjourned the meeting at 6:02pm.

  
\_\_\_\_\_  
Donna Shockley, Board Chair

  
\_\_\_\_\_  
Carrie Fisher, District Clerk

# Special Meeting

April 17, 2017

## Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
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**9GALLATIN GATEWAY SCHOOL  
PO BOX 265, GALLATIN GATEWAY, MT 59730**

Gallatin Gateway School Policy #1070- The agenda must also include a "public comment" item in order to allow members of the general public to comment on any public matter under the jurisdiction of the district that is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairman may place reasonable time limits on any "public comment" item in order to maintain and ensure effective and efficient operations of the Board. The District shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.

*\* Public comment will be asked on each agenda item. Do not sign below for agenda items.*

# Public Comment Sign-in

## Date: April 17, 2017- spec meeting

*\*Please sign below for non-agenda items to be heard under New business: Public comment.*

<b>NAME</b> (Please Print Clearly)	<b>TOPIC</b> (Please Print Clearly)
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### 1000 Series

Policy 1105—Membership	ADD
Policy 1111P—Candidate Orientation	DO NOT ADD
Policy 1113P—Vacancies	DO NOT ADD
Policy 1135—School Board Advocacy	DO NOT ADD
Policy 1135P—SBA Procedure	DO NOT ADD
Policy 1230—Clerk	ADD
Policy 1310—District Policy and Procedures-	Made changes
Policy 1400—Board Meetings	Changed time to 6:00pm
Policy 1402—School Board Use of Electronic Mail	—change ‘avoid’ to ‘not’ Delete last sentence
Policy 1420F—Notice Regarding Public Comment	DO NOT ADD
Policy 1511—Code of Ethics	ADD
Policy 1513—Management Rights	ADD
Policy 1520—Board/Staff communications	Leave as it is currently in policy
Policy 1521—Board-Superintendent Relationship	Leave put last paragraph
Policy 1532—Trustee Insurance	DO NOT ADD
Policy 1610—Annual Goals and Objectives	Replace ‘annual objectives’ with ‘Strategic Plan’. Deleted last paragraph
Policy 1621—In-Service conference for Trustees	ADD
Policy 1630—Utilization of MTSBA	DO NOT ADD
Policy 1635—Internships	ADD
Policy 1640—Board participation in Activities	DO NOT ADD
* Policy 1700—Uniform Complaint Procedure	Work on

### 6000 Series


Policy 6110P—Superintendent-Board Responsibilities	Put in Procedures Manual
Policy 6122—Administrative Personnel	DELETE
Policy 6420—Professional Growth and Development	—DO NOT ADD

### 7000-Series



* Policy 7225—Crowdfunding---Consider and develop for Gallatin Gateway	
Policy 7325—Accounting System Design	DO NOT ADD
Policy 7326—Documentqtion and Approval of Claims	DO NOT ADD
Policy 7329—Petty Cash Account	DO NOT ADD
Policy 7330—Payroll Procedures	ADD
Policy 7330F—Payroll Procedures Form	DO NOT ADD
Policy 7400—Credit Cards	DO NOT ADD
Policy 7405—Procurement Cards	ADD
Policy 7525—Lease-Purchase Agreement	ADD
Policy 7535—Electronic Signatures	ADD
Policy 7550—Indirect Cost Reimbursement	DO NOT ADD

Changes during the 11/30/16 session

2000 Series

Policy 2105—Grade Organization	Delete the last paragraph
Policy 2110—Objectives	DO NOT ADD
Policy 2113—Pre-Kindergarten Programs	DONOT ADD
Policy 2120—Curriculum and Assessment	Leave last paragraph in
Policy 2123—Lesson Plan	DO NOT ADD
Policy 2130—Prog. Eval. & Diag. Testing	DONOT ADD
Policy 2140—Guidance and Counseling	Delete 1 <sup>st</sup> paragraph and #7
Policy 2151—Interscholastic Activities	DO NOT ADD
Policy 2166—Gifted Program	ADD
 Policy 2171—Significant Writing Policy	Look at new language and decide if that is what you want.
Policy 2221—School Closure	ADD
Policy 2240—Summer School	DO NOT ADD
Policy 2311—Instructional Materials	Delete last 2 paragraphs
Policy 2322—Contests for Students	DO NOT ADD
Policy 2333—Participation in Commence.	DO NOT ADD
Policy 2334—Release Time	DO NOT ADD
Policy 2335—Health Enhancement	DO NOT ADD
Policy 2413—Credit Transfer	Delete lines 29-31
Policy 2420—Grade Progress, Promotion	Add new language for Promotion/Retention

3000 Series

Policy 3100—Enroll. Except. Circu.	DO NOT ADD
Policy 3120—Compulsory Attendance	ADD
Policy 3121—Enrollment and Attendance	DO NOT ADD
 Policy 3141—Discretionary Nonresident	Made changes (check for accuracy)
 Policy 3150—Part-Time Attendance	ADD—(check to approve wording)
Policy 3225—Sexual Harassment	ADD
Policy 3231—Searches and Seizures	Added language on lines 22-24
Policy 3233—Student Use of Buildings	Added language in #3.
Policy 3311—Firearms and Weapons	ADD
Policy 3410—Student Health	DO NOT ADD
Policy 3413—Student Immunization	ADD
Policy 3417—Communicable Disease	ADD
Policy 3420—Head Lice	ADD—changed lines 31-32 to indicate free of lice only.
Policy 3431—Emergency Treatment	ADD
Policy 3630—Cell Phones	DELETE from policy , but make sure correct working is in handbooks



4000 Series

Policy 4000—Goals	DO NOT ADD
Policy 4301—Visitors to School	Add lines 17-19
Policy 4310—Public Complaints and Sugg.	ADD
Policy 4320—Contact with Students	DO NOT ADD
Policy 4321—Distribution of fund Drive...	DO NOT ADD
Policy 4331—Use of Property for Posting...	ADD—added language on line 17
Policy 4340—Public Access to District Records	ADD
Policy 4410—Relations with Law Enforcement...	ADD
* Policy 4411—Interrogation...	ADD (review closely for accuracy)
* Policy 4550—Registered Sex Offenders	ADD (review closely for accuracy)
Policy 4600—NCLB	ADD (for now—will replace with ESSA)





Summary of 1/19/2017

5000 Series

5000	Board Goals	Delete
5002	Accommodating Individuals with Disabilities	Add
5015	Bullying	Add
5121	Applicability of Personnel	Add
5122F	Fingerprint Release	will send to Carrie (not in policy)
5125	Whistleblowing	Yes
5130	Staff Health	Yes
5221	Work Day	DO NOT ADD
5231P	Personnel Records	DO NOT ADD
5232F	Report of Suspected Child Abuse Form	DO NOT ADD
5251	Resignations	Revise
5254	Payment of Employer Contributions...	DO NOT ADD
5254F	Employer Payment Policy Form	DO NOT ADD
5321P	Conditions for Use of Sick Leave	DO NOT ADD
5328	Family Medical Leave	Change policy to the Do Not Offer Policy
5329	Longterm Illness	Add
5330	Maternity Leave	Add
5333	Holidays	Re-word
5334P	Vacations	DO NOT ADD
5336	Fair Labor Standards Act	ADD
5337	Workers' Compensation Benefits	ADD
5338	Payment of Interest on ...	DO NOT ADD
 5420	Paraprofessionals	Hold—Board to determine
5430	Volunteers/Chaperones	DO NOT ADD
5440	Student Teachers	DO NOT ADD
 5460	Electronic Resources and Social Networking	Board to Consider
5630	Employee Use of Mobile Devices	ADD

8000 Series

8000	Goals	DO NOT ADD
8102	Contracting for Transportation Services	DO NOT ADD
8111	Transportation of Students with Disabilities	Add
8121	District-Owned Vehicles	DO NOT ADD
8123	Drive Training and Responsibility	Add
8124	Student Conduct on Buses	DO NOT ADD
8132	Activity Trips	DO NOT ADD
 8205	Meal Charge Policy	Joe to work with Travis <i>Finished 3/31/17</i>
 8210	Food Service Procurement Policy	Joe revised (see policy)
8225	Tobacco Free Policy	Add

8300	Risk Management	DO NOT ADD
8310	Memorials	DO NOT ADD
8320	District-Wide Asbestos	Add
8421	Lead Renovation	Add
8425P	Service Animals	Add
8430	Records Management	Add
8440	Computer Software	DO NOT ADD
8460	Naming of School District Facilities	DO NOT ADD

# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

1700 - R

BOARD OF TRUSTEES

Revised on: 10/20/14

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## Uniform Complaint Procedure

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

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

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

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

### Level 1: Informal

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

**An individual with a complaint is encouraged to first discuss the complaint with the appropriate teacher, counselor or the Superintendent, with the objective of resolving the matter promptly and informally.**

**If the complaint is not resolved at this level the Complainant, proceed to Level 2 of this procedure and file a Uniform Complaint Form 1700F.**

Level 2: Superintendent

When a complaint has not been or cannot be resolved at Level 1 , an individual may file a signed and dated **Uniform Complaint Form 1700F**, a written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident **that is in a violation of their rights guaranteed by (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.**

When a complaint alleges violation of Board policy or procedure, the Superintendent will investigate and attempt to resolve the complaint. The Superintendent will respond in writing to the complaint, within thirty (30) calendar days of the Superintendent's receipt of the complaint. In responding to the complaint, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If the complaint alleges violations against the Superintendent, the complaint shall be filed with the Board Chair **using the Uniform Complaint Form 1700F.**

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

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the Superintendent may turn the complaint over to a District nondiscrimination coordinator. ~~The coordinator will complete an investigation and file a report and recommendation with the Superintendent. Within fifteen (15) calendar days of the Superintendent's receipt of the coordinator's or independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary. If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 3.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.~~

Level 3: The Board

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal of the Superintendent's decision in Level 2, the **Board** Chair will ~~either: (1) place the appeal on the agenda of a regular or special Board meeting to deliberate in executive session. ; [or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board.]~~ The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting ~~[at which the Board considered the appeal or the recommendation of the panel]~~. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

*In the case the Board Chair receives Uniform Complaint Form 1700F that contains allegations involving the Superintendent, within fifteen (15) calendar days of the date the complaint was filed, the Board Chair will call a special meeting with the Board, the Complainant and the Superintendent in executive session to decide on contracting with an independent investigator. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The investigator shall issue written findings at the completion of the investigation. The Board will deliberate in executive session on the findings from the investigation and address the complaint in writing with their decision to the Complainant within seven (7) calendar days of that meeting.*

#### Level 4: County Superintendent

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

#### Retaliation

*Any individual participating in an investigation or proceeding under this policy shall notify the Superintendent, or in the case the allegation involves the Superintendent, the Board, if they believe they are being retaliated against for participating in the investigation or proceeding. The District prohibits retaliation against individuals making complaints under this policy and participating in any investigation that may ensue. The District may discipline students or staff members determined to have retaliated against any individual for participating in an investigation or proceeding under this policy.*

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



Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 04/08/2013

3141

STUDENTS

Discretionary Nonresident Student Attendance Policy

The Board, recognizing that its resident students need an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria for the discretionary admission of nonresident students.

1. Except as required by § 20-5-321, MCA, the District will admit nonresident students at its discretion. As such, the Superintendent will screen all nonresident students and consider only those who meet the criteria set forth in this policy.

2. The Superintendent will recommend to the Board any nonresident student admission in accordance with this policy, with the Board making the final decision on admission.

~~3. Nonresident students who do not qualify for mandatory attendance will not be admitted to District schools. Exceptions are children in the immediate family of nonresident District employees. The District, at its discretion, also may consider for admission other nonresident students.~~

4. The District will consider the following criteria for discretionary admission of nonresident students: the student’s academic record, disciplinary record, including truancy records, ~~and the current student level in the class in which the student would be admitted~~ or if a student presents any educationally related detriment to the students of Gallatin Gateway Schools.

~~○ The student must be in good standing with the most recently attended school in terms of academics, attendance, and conduct.~~

~~○ The student must demonstrate a clean behavior record, lack of truancy, have passing grades, and presents no educationally related detriment to the students of Gallatin Gateway School.~~

The Superintendent will contact the student’s previous school districts before making a recommendation to the Board. The Superintendent, will evaluate the student based on the above listed criteria and determine whether or not to recommend the admission of the student.

5. The District has the option of accepting a nonresident student who does not meet the criteria set forth by the administration, if the student parent/guardian agrees to special conditions of admission as set forth by the District.

6. The District will not accept out-of-district students who require additional staff, services not currently provided, or cause overcrowding in existing classes.

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7. Admission in one school year does not infer or guarantee admission in subsequent years.
8. All resident students who become nonresidents because their parents or guardians move out of the District may continue attendance for the semester, barring registration in another District. At the completion of the semester, a student must apply as a nonresident student.
9. The Board reserves the right to charge tuition for nonresident students. At its discretion, the Board may charge or waive tuition for all students whose tuition is required to be paid by one kind of entity, defined as either a parent or guardian or a school district.
10. All nonresident students will be considered ineligible transportees for school transportation services (§ 20-10-101, MCA).
11. The Board ~~will not~~ **may, on a case-by-case basis** admit any nonresident student who is serving a suspension or expulsion from another school district.

Legal Reference:	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
	§ 20-5-320, MCA	Attendance with discretionary approval
	§ 20-5-321, MCA	Attendance with mandatory approval – tuition and transportation
	§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement
	§ 20-5-323, MCA	Tuition and transportation rates
	10.10.301B, ARM	Out-of-District Attendance Agreements





Gallatin Gateway Elementary

Adopted on:  
Reviewed on:  
Revised on:

4411 COMMUNITY RELATION

Interrogation and Investigations Conducted by School Officials

The Superintendent has the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. The Superintendent shall determine when the necessity exists that law enforcement officers be asked to conduct an investigation of alleged criminal behavior which jeopardizes the safety of other people or school property or which interferes with the operation of the schools.

In instances when the Superintendent has reasonable suspicion that a violation of district policy or the student code of conduct has been violated, the Superintendent will investigate. The Superintendent will notify the suspected rule violator(s) or potential witness(es) to the infraction. The suspected student shall be advised orally or in writing of the nature of the alleged offense and of the evidence against the student. Circumstances may arise where it would be advisable to have another adult present during questioning of students.

School Resource Officer

Gallatin Gateway School District contracts with the \_\_\_\_\_ Police Department to provide a School Resource Officer (SRO) to maintain a safe and secure environment conducive to learning. Whenever possible all interactions between students and law enforcement at schools with the SRO assigned shall be coordinated through the SRO as specified within the duties of the contract.

Duties:

1. Abide by school board policies and shall consult with and coordinate activities through the Superintendent but shall remain fully responsive to the chain of command of the law enforcement agency in all matters relating to employment and supervision.
2. Develop expertise in presenting various subjects; particularly in meeting federal and state mandates in drug abuse prevention education and shall provide these presentations at the request of school personnel in accordance with the established curriculum.
3. Encourage individual and small group discussions about law enforcement related matters with students, faculty and parents.

1 4. Attend meetings of parent and faculty groups to solicit their support and understanding of  
2 the School Resource Officer Program and to promote awareness of law enforcement  
3 functions.

4 4411

5 Page 2 of 4

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7 5. Be familiar with all community agencies that offer assistance to youths and their families  
8 such as mental health clinics, drug treatment centers, etc.

9  
10 6. Confer with the Superintendent to develop plans and strategies to prevent and/or  
11 minimize dangerous situations on or near the campus or involving students at school  
12 related activities.

13  
14 7. Coordinate with the Superintendent when conducting an investigation into alleged  
15 violations of District policy that also could be a violation of the criminal code during  
16 school hours, on school property or students travelling to or from school.

17  
18 8. Advise the Superintendent before requesting additional enforcement assistance on  
19 campus and undertake all additional responsibilities at the Superintendent's direction.

20  
21 9. In order to assure the peaceful operation of school-related programs, the SRO will  
22 whenever possible, participate in or attend school functions.

23  
24 10. Reaffirm their roles as law enforcement officers by wearing their uniforms, unless doing  
25 so would be inappropriate for scheduled school activities. The uniform will also be worn  
26 at events where it will enhance the image of officers and their ability to perform their  
27 duties.

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29 11. Coordinate with the Superintendent and be responsible for law enforcement and security  
30 activity at extra-curricular events as determined by the Superintendent.

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32 15. File reports as required by the school district and/or law enforcement agency.

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35 Investigations by Law Enforcement

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37 When a student becomes involved with law enforcement officers due to events outside of the  
38 school environment and officers other than an SRO must interact with a student, the officer(s) is  
39 requested to confer with the student when he/she is being investigated for conduct not under the  
40 jurisdiction of the school. If this cannot be arranged, the SRO is the first person of contact for  
41 law enforcement. If for any reason the SRO is not available to respond to a request, the  
42 following steps shall be taken to cooperate with the authorities.

43  
44 a. The officer shall contact the Superintendent and present proper identification in all  
45 occasions upon his/her arrival on school premises.  
46

- 1 b. Parents or guardians shall be notified by the law enforcement officer or Superintendent as  
2 soon as possible. The law enforcement officer

3  
4 4411

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6  
7 or Superintendent shall make every effort to inform parents or guardians of the intent of  
8 the law enforcement officers except when that notification may compromise the student's  
9 safety.

- 10  
11 c. The student's parent or guardian should be present, if practicable, during any  
12 interrogation on school premises.

13  
14 Cooperation with Law Enforcement

15  
16 Although cooperation with law enforcement officers will be maintained, it is the preference of  
17 the District that it will not normally be necessary for law enforcement officers to initiate, and  
18 conduct any investigation and interrogation on the school premises, during school hours,  
19 pertaining to criminal activities unrelated to the operation of the school. It is preferred that only  
20 in demonstrated emergencies, when law enforcement officers find it necessary, will they conduct  
21 such an investigation during school hours. These circumstances might be limited to those in  
22 which delay might result in danger to any person, flight of a person reasonably suspected of a  
23 crime from the jurisdiction or local authorities, destruction of evidence, or continued criminal  
24 behavior.

25  
26 No school official, however, should ever place him/herself in the position of interfering with a  
27 law enforcement official in the performance of his or her duties as an officer of the law. If the  
28 law enforcement officials are not recognized and/or are lacking a warrant or court order, the  
29 Superintendent shall require proper identification of such officials and the reason(s) for the visit  
30 to the school. If the Superintendent is not satisfied, he/she shall attempt to notify the officer's  
31 superior, documenting such action.

32  
33 In all cases, the officers shall be requested to obtain prior approval of the Superintendent before  
34 beginning such an investigation on school premises. The Superintendent shall document the  
35 circumstances of such investigations as soon as practical. Alleged behavior related to the school  
36 environment brought to the Superintendent's attention by law enforcement officers shall be dealt  
37 with under the provisions of the two previous sections.

38  
39 Taking a Student into Custody

40  
41 School officials shall not release students to law enforcement authorities voluntarily unless the  
42 student has been placed under arrest or unless the parent or guardians and the student agree to the  
43 release. When students are removed from school for any reason by law enforcement authorities,  
44 every reasonable effort will be made to notify the student's parents or guardians immediately.  
45 Such effort shall be documented. Whenever an attempt to remove a student from school occurs  
46 without an arrest warrant, court order, or without acquiescence of the parent or guardian, or the

1 student, the Superintendent shall immediately notify a superior of the law enforcement officers  
2 involved to make objection to the removal of the student and shall attempt to notify the parent or  
3 guardian of the student. The Superintendent's office shall be notified immediately of any  
4 removal of a student from school by law enforcement officers under any circumstances.

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7  
8 When it is necessary to take a student into custody on school premises and time permits, the law  
9 enforcement officer shall be requested to notify the Superintendent and relate the circumstances  
10 necessitating such action. When possible, the Superintendent shall have the student summoned  
11 to the Superintendent's office where the student may be taken into custody. In all situations of  
12 interrogations, arrest or service of subpoenas of a student by law enforcement officers on school  
13 premises, all practicable steps shall be taken to ensure a minimum of embarrassment or invasion  
14 of privacy of the student and disruption to the school environment.

15  
16 Disturbance of School Environment

17  
18 Law enforcement officers may be requested to assist in controlling disturbances of the school  
19 environment which the Superintendent has found to be unmanageable by school personnel and  
20 which disturbances have the potential of causing harm to students, other persons, or school  
21 property. Staff members may also notify law enforcement officials.

22  
23 Such potential of possible disturbance includes members of the public who have exhibited  
24 undesirable or illegal conduct on school premises or at a school event held on school property,  
25 and who have been requested to leave by the Superintendent or staff member, but have failed or  
26 refused to do so.

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29 Legal Reference: § 20-1-206, MCA Disturbance of school - penalty  
30 § 20-5-201, MCA Duties and sanctions  
31 § 45-8-101, MCA Disorderly conduct  
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Gallatin Gateway Elementary

Adopted on:  
Reviewed on:  
Revised on:

4550

COMMUNITY RELATION

Registered Sex Offenders

The State of Montana has determined that perpetrators of certain sex crimes pose a continuing threat to society as a whole even after completion of their criminal sentences. Recognizing that the safety and welfare of students is of paramount importance, the Gallatin Gateway School District declares that, except in limited circumstances, Gallatin Gateway School District should be off limits to registered sex offenders.

Employment

Notwithstanding any other Board policy, individuals listed by the State of Montana as registered sex offenders are ineligible for employment in any position within the Gallatin Gateway School District. However, the Superintendent shall have discretion consistent with other Board policies to recommend an individual whose name has been expunged from the Sex Offender Registry.

School Off Limits

The District hereby declares that no registered sex offender whose victim was a minor may come on, about, or within ~~one thousand (1,000) feet of~~ any District-owned buildings or property except as otherwise provided in this policy. If the Superintendent becomes aware that such a sex offender is on, about, or within ~~one thousand (1,000) feet of~~ school property, the Superintendent shall direct the sex offender to immediately leave the area. The Board authorizes the Superintendent to request the assistance of the appropriate law enforcement authorities to secure the removal of any registered sex offender from the area. If a registered sex offender disregards the terms of this policy or the directives of the school Superintendent, then the Superintendent is authorized to confer with counsel and to pursue such criminal or civil action as may be necessary to enforce compliance with this policy.

This policy shall not be construed to impose any duty upon the Superintendent or any other employee of the District to review the Sex Offender Registry or to screen individuals coming on or within ~~one thousand (1,000) feet of~~ school property to ascertain whether they are on the Registry. This policy shall only apply when the Superintendent is actually aware that the person in question is on the Sex Offender Registry and that the offender's victim was a minor.

The provisions of this policy prohibiting a registered sex offender from coming on, about, or within ~~one thousand (1,000) feet of~~ school property shall not apply in the event that a sex offender's name should be expunged from the Registry.

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4 Rights of Parents on the Sex Offender Registry  
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6 In the event that a registered sex offender whose victim was a minor has a child attending the  
7 District, the Superintendent of the school where the child attends shall be authorized to modify  
8 this policy's restrictions to permit the parent to drop off and pick up the child from school and to  
9 come onto campus to attend parent-teacher conferences. However, the parent may not linger on  
10 or about school property before or after dropping off his or her child, and the parent is prohibited  
11 from being in any part of the school building except the main office.  
12

13 This policy does not impose a duty upon the Superintendent of the school or any other employee  
14 of the District to review the Sex Offender Registry and the school system's directory information  
15 to ascertain whether a registered sex offender may have a child attending school in the District.  
16 The provisions of this policy shall apply only if the Superintendent actually becomes aware that  
17 a parent of a student at the school is a registered sex offender.  
18

19 To facilitate voluntary compliance with this policy, the Superintendent is encouraged to speak  
20 with any affected parents upon learning of their status as registered sex offenders to  
21 communicate the restrictions of this policy. At all times, the Superintendent shall endeavor to  
22 protect the privacy of the offender's child.  
23

24 In the event of a truly exceptional situation such as graduation, a parent on the Sex Offender  
25 Registry may ask the Superintendent for a waiver of this policy to permit the parent to attend  
26 these special events. It is the intent of the Board, however, that these special circumstances be  
27 truly unusual and infrequent occurrences.  
28

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30  
31 Legal Reference:       § 46-23-501, MCA                   Sexual or Violent Offender Registration Act  
32                               [www.doj.mt.gov/svor/](http://www.doj.mt.gov/svor/)               Sexual or Violent Offender Registry  
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## Gallatin Gateway Elementary

5420

PERSONNEL

Adopted on:  
Reviewed on:  
Revised on:

### Paraprofessionals

Paraprofessionals, as defined in the appropriate job descriptions, are under the supervision of a principal and a teacher to whom the principal may have delegated responsibility for close direction. The nature of the work accomplished by paraprofessionals will encompass a variety of tasks that may be inclusive of “limited instructional duties.”

Paraprofessionals are employed by the District mainly to assist the teacher. A paraprofessional is an extension of the teacher, who legally has the direct control and supervision of the classroom or playground and responsibility for control and the welfare of the students.

In compliance with applicable legal requirements, the Board shall require all paraprofessionals with instructional duties, that are newly hired in a Title I school-wide program, to have:

- Completed at least two (2) years of study at an institution of higher education;
- Obtained an Associate’s or higher degree; or
- Met a rigorous standard of quality, and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects.

It is the responsibility of each principal and teacher to provide adequate training for a paraprofessional. This training should take into account the unique situations in which a paraprofessional works and should be designed to cover the general contingencies that might be expected to pertain to that situation. During the first thirty (30) days of employment, the supervising teacher or administrator shall continue to assess the skills and ability of the paraprofessional to assist in reading, writing, and mathematics instruction.

The Superintendent shall develop and implement procedures for an annual evaluation of paraprofessionals. Evaluation results shall be a factor in future employment decisions.

Legal Reference: No Child Left Behind Act of 2001(PL 107-110)  
20 U.S.C. § 6319 Qualifications for teachers and paraprofessionals



# Gallatin Gateway Elementary

Adopted on:  
Reviewed on:  
Revised on:

5460

PERSONNEL

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## Electronic Resources and Social Networking

The \_\_\_\_\_ School District recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The District also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Public school employees are held to a high standard of behavior. The Montana Department of Education *Professional Educators of Montana Code of Ethics* requires District staff to maintain a professional relationship with each student, both in and outside the classroom. The District encourages all staff to read and become familiar with the Code of Ethics.

The school district staff shall not socialize with students on social networking websites (during school or out-of-school) in a manner contrary to this policy. Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability.

Specifically, the following forms of technology based interactivity or connectivity are expressly permitted or forbidden when used in a manner not related to the delivery of educational services or district operations.

- Sharing personal landline or cell phone numbers with students for non-educational purposes;
- Text messaging students for non-educational purposes;
- Emailing students other than through and to school controlled and monitored accounts;
- Soliciting students as friends or contacts on social networking sites for non-educational purposes;
- Accepting the solicitation of students as friends or contacts on social networking sites for non-educational purposes;
- Creation of administratively approved and sanctioned "groups" on social networking sites that permit the broadcast of information without granting students access to staff member's personal information;
- Sharing with student's access information to personal websites or other media through which the staff member would share personal information and occurrences.

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Accessing social networking websites for individual use during school hours is prohibited, unless asked to do so by administration. Except in an emergency situation, staff shall not access social networking sites using district equipment or personal equipment, including during breaks or preparation periods. All school district employees who participate in social networking websites, shall not post any school district data, documents, photographs, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

The Board directs the Superintendent or his/her designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Staff should contact the administration if they would like to establish an educational related social media presence.

Cross Reference:            5015            Bullying/Harassment/Intimidation  
   5223            Personal Conduct  
   5255            Disciplinary Action  
   *Professional Educators of Montana Code of Ethics*

# Gallatin Gateway Elementary

7225

## PERSONNEL

Adopted on:

Reviewed on:

Revised on:

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### Crowdfunding Proposals

**[OPTION 1]** A \_\_\_\_\_ School professional may submit a proposal to benefit the \_\_\_\_\_ Schools by raising funds or acquiring materials via a crowdfunding platform that has been approved by the Superintendent of the \_\_\_\_\_ Schools. The individual proposal shall first be submitted to the **[building principal] [school administrator]** for approval. Once approved by the **[building principal] [school administrator]**, the Superintendent or her/his designee will then review the proposal. A decision on the application will be made within \_\_\_\_\_ **[business] [school]** days. A list of approved crowdfunding platforms will be maintained by the Superintendent; in addition, the Superintendent will post, on the school district Website, the appropriate form through which a \_\_\_\_\_ School professional may seek approval for a proposal.

If the proposal is denied by the Superintendent or her/his designee, s/he will communicate, on the above referenced form, the reason for denial. Reasons for denial may include:

- The proposal requests the purchase or use of technology that is not compatible with the \_\_\_\_\_ schools current or future plans for the purchase and/or use of technology.
- The proposal requests the purchase and/or use of technology not supported by the \_\_\_\_\_ Network Administrator.
- The proposal requests the purchase of curriculum materials and supplies that are not standards based.
- The proposal requests materials that could be substituted by similar materials that are already supplied by the district or will be supplied by the district.
- The proposal seeks to start a program that would require the continued use of materials or funding beyond what is obtained through the proposal.
- The proposal will result in demands on staff not involved in the proposal.
- The proposal is in conflict with or takes away from adequate instructional time and/or established foci of the District Improvement Plan or the School Improvement Plans.
- The proposal requests athletic equipment or donations not consistent with or in direct conflict with the athletic programs of the \_\_\_\_\_ Public Schools.
- The proposal is in conflict with current and/or planned curriculum and instruction initiatives, School policy, one or more of the \_\_\_\_\_ Collective Bargaining Agreements, regulations of the Office of Public Instruction and/or Montana General Laws.

**[OPTION 2]** All crowd funding requests and receivables are governed and supervised by board policy. Crowd funding endeavors are generally viewed as beneficial when coordinated with district goals, initiatives, and existing plans. Proposals, products, and resources generated through crowd funding must receive prior approval from the Superintendent or designee. Approvals for proposals or gifted resources may be denied based upon but not limited to: technology, curricular, and/or activities

incompatibility; long term sustainability concerns regarding materials, service, and/or staffing; conflicts with district initiatives, state or federal law.

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If a proposal is successfully funded:

- The author(s) shall immediately notify the **[building principal] [Superintendent] [district office]**.
- A check should be requested to be mailed to the school in the name of the school, not to an individual person.
- All gifts, grants, bequests and contributions must be officially accepted in accordance Policy 7260 (Endowments, Gifts, and Investments).
- All non-monetary items (supplies, equipment, etc.) obtained are the property of the \_\_\_\_\_ School District and all inventory procedures apply, and, if applicable, will remain in the school where the author(s) was (were) located at time of the grant award.
- All monetary donations should be recorded by the **[business manager/clerk]** in the Schools Funds accounting system at each school.

A file is to be maintained at the school for any crowd funding request. This file should include: the principal's/administrator's fundraising approval form, the written detail of the projects as well as what is posted on the platform website, any photos or images posted with the project and a copy of all agreements and permission forms.

Only district related/approved groups are permitted to operate under this policy and that non-District groups may not use the District's name, network or infrastructure to conduct online fundraising.

As public employees, staff members are subject to Montana public employees ethics laws. Staff members may not solicit or accept material, cash, or equipment intended for personal use from individuals or through a crowd source effort that could be considered a gift of substantial value or that otherwise violates the ethics statutes.

Cross Reference:            Policy 7260            Endowments, Gifts, and Investments

Legal Reference:	§20-6-601, MCA	Power to accept gifts
	§20-6-604, MCA	Sale of property when resolution passed after hearing – appeal procedure
	§2-2-102(3), MCA	Definitions
	§2-2-104, MCA	Rules of conduct for public officers, legislators, and public employees