

January Agenda Special Meeting of Trustees

The special meeting of the Board of Trustees of School District #35 has been scheduled for **Monday, January 19, 2015 at 6:00pm** at the Gallatin Gateway School Multipurpose Room. All policies can be found at www.gallatingatewayschool.com -- Information pertaining to the agenda can be found at www.gallatingatewayschool.com or at the District office.

Call to Order

Presiding Trustee's explanation of procedures (GGS Policy #1070)

Public Comment- Non Agenda Items- Sign in sheet- (GGS Policy #1070)

Old Business

Trustee Work Session- Discussion Only

- Review Policies 1070-2025
- Update on Policy #1055
- Review Athletic Handbook
<http://www.gallatingatewayschool.com/media/bin/AthleticHandbook14-15.pdf>

Adjournment

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

Call to Order

The Board of Trustees of the Gallatin Gateway School District #35 met at 6:00pm on Monday, January 19, 2015 in the Gallatin Gateway School Multipurpose Room. Board Chair Ann Prescott presided and called the meeting to order at 6:05pm.

Trustees Present

Ann Prescott, Board Chair; Donna Shockley, Board Vice-Chair; Dan Curtis, Lyn Morton, and Peter Scott

Trustees Absent

None

Staff Present

Kim DeBruycker, Superintendent and Carrie Fisher, District Clerk

Others Present

Ken Miller

Presiding Trustee's Explanation of Procedures

Board Chair Ann Prescott 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

Review Policies 1070-2025

1070- Discussed adding words "during that meeting" at the end of paragraph two. Recommended making first paragraph state that individuals or groups who would like to be on the agenda must notify the Superintendent in writing at least "seven (7) days" rather than "five (5) days" prior to the regular meeting. Discussed public comment requirements and how public comments are documented in the minutes and discussed adding "a record of who provided public comment to the policy under the section titled minutes."

1075- In the bulleted section at the end of the policy, change the symbols used for copy fees charged to \$0.15 and \$0.25 rather than using the cents sign. Proposed changing the sentence in third paragraph to read "Unless otherwise provided by law, a public record shall be accessible for inspection and duplication upon written request." Delete last sentence of the same paragraph that reads, "If an oral request is not responded to within 10 business days, the requestor must put the request in writing." The Board would also like clarification as to why MCA 39-31-303 is noted as a legal reference and how it pertains to policy 1075-Records Management and Access to Public Records.

1080- No changes were discussed.

1085- Discussed adding steps to the policy to allow increased opportunities to resolve issues without a grievance. Trustee Lyn Morton, Vice Chair Donna Shockley, and Superintendent Kim DeBruycker were appointed by Board Chair Ann Prescott to create suggestions/points for Board review and discuss with Keleva Law Offices as a means to redevelop the policy to meet the District's needs.

2000- The Board questioned and discussed what is meant in the policy as "Statement of Learner Goals." The Board proposed changing first sentence of the policy to read: "The goal of the District is to provide..." and eliminate the last paragraph of the policy.

2005- Discussed changing semi-colons to commas in last paragraph of policy.

2010- No changes were proposed.

2015- Discussion started on how changes are made to the curriculum, including the adoption of new textbooks and new courses.

No other business was discussed on the agenda.

Adjournment

Motion: Trustee Dan Curtis to adjourn the meeting at 6:59pm.

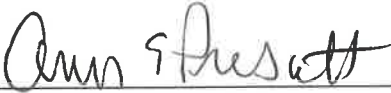
Seconded: Vice Chair Donna Shockley

Public Comment: None

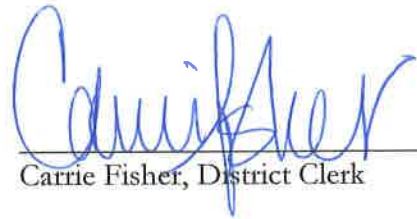
For: Curtis, Morton, Prescott, Scott, Shockley

Opposed: None

Motion passed unanimously



Ann Prescott, Board Chair



Carrie Fisher, District Clerk

Special Board Meeting

January 19, 2015

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. KEN MILLER	<i>Ken Miller</i>
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**GALLATIN 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: January 19, 2015- work session

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

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
1. <i>KEN MILNER</i>	<i>EARLY childhood ED.</i>
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SCHOOL DISTRICT ORGANIZATION

School Board Meeting Procedure*Agenda*

All meetings shall be guided by an agenda prepared and delivered in advance to all Board members and to other persons upon request. The Superintendent shall prepare agendas in consultation with the Chair or presiding officer. Items submitted by Board members or other individuals may be included on the agenda. Individuals or groups that would like to be on the agenda to address the Board must notify the Superintendent in writing at least five (5) days prior to the regular Board meeting. The notification must include the reason for the request. The Superintendent may determine that the individuals or groups must follow the uniform grievance procedure in order to appear before the Board, and refer the individuals or groups to the appropriate step on that procedure.

All agendas must contain a public comment section to allow members of the public to comment on any public matter under the jurisdiction of the District that is not specifically listed on the agenda. Contested cases and other adjudicative proceedings are not appropriate topics in the public comment section. The presiding officer may place reasonable time limits on the comments received during this section of the meeting to ensure effective and efficient operations of the Board. The Board may not take action on any matter discussed in the public comment section.

Board packets will be distributed to Board members not less than five (5) days prior to the meeting. This material shall be available to the public not less than 48 hours prior to the meeting.

Quorum

Three (3) members the Board shall constitute a quorum of the Board. If there is less than a quorum present at a Board meeting, the members may not hear, act upon or discuss any business. Board members may be present physically or present via electronic means to establish a quorum. Unless otherwise provided by law, affirmative votes by a majority of the membership of the Board are required to approve any action under consideration.

Minutes

The Clerk or the Clerk's designee shall keep written minutes of all meetings which must be open to the public. The approved minutes must be signed by the Chair and the Clerk. The minutes must include:

- the date, time and place of the meeting;
- the name of the presiding officer;
- a record of Board members present and absent;
- a summary of the discussion on all matters discussed, proposed, deliberated or decided, and a record of any motions made and votes taken;
- a detailed statement of all expenditures;
- the purpose of recessing into closed session; and
- the time of adjournment.

The Clerk shall keep minutes of student disciplinary actions that are educationally related that are taken by the Board, including those portions held in closed session. Minutes taken during closed session shall be sealed.

The Board may direct the Clerk to make a verbatim record of any meeting. Any verbatim recording may be destroyed after the minutes are approved. A file of permanent minutes of all meetings shall be maintained in the office of the Clerk. A written copy of the minutes shall be made available to the public within five (5) days following approval by the Board.

If the meeting is audio recorded and designated by the Board as the official record, a written record of the meeting must also be made and must include the information specified above. In addition, a log or time stamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.

Meeting Conduct and Order of Business

The Board will use general rules of parliamentary procedure to govern the conduct of its meetings. Robert's Rules of Order may be used as a guide at any meeting, although rules adopted by the Board and any laws or regulations of the State of Montana in conflict with Robert's Rules of Order shall take precedence. The order of business for each meeting shall be set out on the agenda. The Board may change the order of business by consent or by majority vote.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, a majority of the votes cast shall determine its outcome. Voting shall be by acclamation or show of hands. The use of proxy votes or secret ballots is not permitted.

Trustees are encouraged to vote on all issues before the Board unless they are prohibited by law from voting on the matter. A trustee may abstain from voting on any issue before the Board.

Public Participation

The Board recognizes the value of public participation and encourages the public to attend and participate in its meetings. In order to permit the orderly and fair expression of such participation, the Board will solicit oral and/or written comments prior to a final decision on a matter of significant interest to the public. The Chair may place reasonable time limits on public comment, and may interrupt or terminate any statement that is out of order, personally directed, abusive, obscene, or too lengthy.

Members of the public are encouraged to make comments during the public comment section of the agenda on matters that are of public concern and that are not on that particular agenda. The Chair will recognize individuals or groups for public comment on agenda items after the Board has discussed the issue. Comments may be presented orally or in writing for the Board's consideration.

Legal Reference:	§ 2-3-202, MCA	Meeting defined
	§ 2-3-101, MCA	Public participation
	§ 2-3-212, MCA	Minutes of meetings
	§ 20-3-322, MCA	Meetings and quorum
	§ 2-3-301, MCA	Agency to accept public comment electronically -- dissemination of electronic mail address and documents required -- prohibiting fees

Policy History:

Adopted on: August 20, 2012

Revised on: August 19, 2013, October 21, 2013

SCHOOL DISTRICT ORGANIZATION

Records Management and Access to Public Records

The District is committed to effective records management including meeting legal standards for record retention and protection of privacy, optimizing the use of space, minimizing the cost of record retention, and properly destroying outdated records. This policy applies to all records, regardless of whether they are maintained in hard (paper) copy, electronically, or in some other fashion.

The District requires that its records be maintained in a consistent and logical manner and be managed so that the District:

1. Meets legal standards for protection, storage and retrieval;
2. Protects the privacy of students and employees of the District;
3. Optimizes the use of space;
4. Minimizes the cost of record retention; and
5. Destroys outdated records in an appropriate manner.

The Superintendent shall establish appropriate records management procedures and practices, which shall be provided to staff members who manage records within the District. The Board acknowledges the importance of public records as the record of the acts of the District and the repository of information about the District. The Board acknowledges the public's right to inspect and copy the District's public records, with certain exceptions. Unless otherwise provided by law, a public record shall be accessible for inspection and duplication either by written or oral request. The District shall respond to all such requests within a reasonable period of time, generally not to exceed 10 business days. If the District cannot respond to the request within 10 business days, the records custodian shall notify the requestor in writing and provide a timeline for response to the request. If an oral request is not responded to within 10 business days, the requestor must put the request in writing.

The District will provide copies of all documents, including electronic communications, in the medium in which those documents exist. Reasonable fees shall be charged for copies as follows:

- copies of Board minutes at .15¢ per page;
- copies of other materials at .25¢ per page; and
- actual cost of purchasing the electronic media used for transferring data, if the person requesting the information does not provide the media;

Legal References: § 2-6-102, MCA Citizen entitled to Powers and duties
 § 39-31-303, MCA Management rights of public employees

Cross Reference:

Policy History:

Adopted on: August 20, 2012

Revised on:

SCHOOL DISTRICT ORGANIZATION

School Board Policy

It is the intent of the Board to develop written policies to serve as guidelines and goals for the successful and efficient functioning of the District. The policies are framed and are meant to be interpreted in terms of state statute, administrative rules, and all other regulatory agencies within our local, county, state, and federal levels of government. The policies are also framed and are meant to be interpreted in terms of those educational objectives, procedures, and practices that are broadly accepted by leaders and authorities in the public education field.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of the current Board and those of the future. The Board welcomes suggestions for ongoing policy development.

Policy proposals and suggested amendments to or revisions of existing policies shall be submitted in writing prior to a regularly scheduled board meeting. All new or amended policies become effective upon adoption, unless a specific effective date is provided in the motion for adoption. Minutes of each meeting shall reflect any readings and action taken.

Legal References:	§ 20-3-323, MCA	District policy and record of acts
	§ 10.55.701, ARM	Board of trustees

Cross Reference:

Policy History:

Adopted on: August 20, 2012

Revised on:

SCHOOL DISTRICT ORGANIZATION

Uniform Grievance Procedure

Students, parents, employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

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

Filing a Complaint

The Complainant may file a complaint with the Superintendent. The Complainant must file the complaint within thirty (30) calendar days of the alleged violation of his or her rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy. If the complaint contains allegations against the Superintendent, the Complainant may ask for assistance from the Board Chair in identifying the appropriate manner in which to file a complaint. Any individual receiving a complaint may request the Complainant to provide a written statement regarding the nature of the complaint.

Investigation

Within 15 calendar days of the date the complaint was filed, the individual receiving the complaint will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. 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 Superintendent or investigator shall issue a written decision at the completion of the investigation. If the complaint contains allegations involving the Superintendent, the Board shall address the complaint in writing.

Decision and Appeal

Within 7 calendar days of receipt of the written decision, a District official shall notify the Complainant of the determination regarding the complaint. If the Complainant is not satisfied with the determination of the Superintendent, the matter may be appealed to the Board if the Complainant is alleging a violation of Board policy, or state or federal law. Within 30 calendar days, the Board shall meet to affirm, reverse, or amend the decision or direct the gathering of additional information.

This meeting shall not be a de novo hearing, but a review of the written decision in the matter. Within 7 calendar days, the Complainant shall be informed of the Board's decision by mail. The Complainant may appeal the Board's decision to the Gallatin County Superintendent as provided by law.

Legal Reference: § 20-3-210, MCA Controversy appeals and hearings

Policy History:

Date Adopted: August 20, 2012

Date Amended:

STUDENT INSTRUCTION

Instructional Goals

The District will provide equal opportunity for students to receive an education which will enable them to fulfill their role in society, commensurate with individual ability, in compliance with legal requirements, and reflecting the desires of the people.

Instructional programs, methods, and resources should meet the needs of each student, regardless of race, color, creed, sex, or level of ability. The District recognizes that equal opportunity education does not imply uniformity and that each student's unique characteristics must be acknowledged. Instructional programs, methods, and materials will not imply, teach, or encourage any beliefs or practices reflecting bias or discrimination toward other individuals or groups and will not deny others their basic human rights.

The District has developed a Statement of Learner Goals that is available through the District Office. This philosophical goal statement will reflect the District's strategic plan and will be publicized and made available to interested citizens. This statement will be reviewed annually and revised as deemed necessary.

Legal References: § 20-1-102, MCA Legislative goals for public elementary and secondary schools.
 10.55.701, ARM Board of Trustees

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on: October 21, 2013

STUDENT INSTRUCTION

School Year Calendar and Day

Subject to §§ 20-1-301 and 20-1-308, MCA, and the District’s collective bargaining agreement covering the employment of affected employees, the Board sets the number of days in a school term, the length of the school day, and the number of school days in a school week

The trustees may approve and provide pupil instruction on Saturday provided that the instruction provided on Saturday does not count as a pupil-instruction day, does not count toward the minimum aggregate hours as required by law, and student attendance is voluntary.

When proposing to adopt changes to a previously adopted school term, school week, or school day, the Board shall: (a) if necessary, negotiate the changes with the recognized collective bargaining unit representing the employees affected by the changes; (b) solicit input from the employees affected by the changes but not represented by a collective bargaining agreement; and (c) solicit input from the people who live within the boundaries of the school district.

Commemorative Exercises

All classes shall conduct appropriate exercises during the school day on the commemorative days noted in Montana law.

School Holidays

The schools in the District shall be closed on the following holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Christmas Day; and State and national election days when the school building is used as a polling place and the conduct of school would interfere with the election process at the polling place. When these holidays fall on Saturday or Sunday, the preceding Friday or the succeeding Monday shall not be a school holiday. The Board may establish other holidays.

Legal References:	§ 20-1-301, MCA	School fiscal year
	§ 20-1-302, MCA	School day and week
	§ 20-3-303, MCA	Conduct of school on Saturday or Sunday
		Prohibited - exceptions
	§ 20-1-306, MCA	Commemorative exercises on certain days
	§ 20-1-308, MCA	Religious instruction released time program

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on:

STUDENT INSTRUCTION

Instructional Organization

The School District has instructional levels for grades kindergarten through eight. The grouping and housing of instructional levels in school facilities shall be according to plans developed by the Superintendent and approved by the Board.

A student will be assigned to an instructional group or a classroom that will best serve the needs of that individual student and consider the rights and needs of the other students. Factors to be considered in classroom assignments are: class size, peer relations, student- teacher relations, instructional style of individual teachers, and any other variables that may affect the performance of the student.

Legal References: § 20-6-501, MCA Definition of various schools

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on:

STUDENT INSTRUCTION

Curriculum Development, Content, and Assessment

The Superintendent shall recommend a comprehensive curriculum that is designed to accomplish the learning objectives and goals for excellence contained in the District's educational philosophy, mission statement, objectives and goals. The Board must approve all changes to the curriculum, including the adoption of new textbooks and new courses.

A written sequential curricula shall be developed for each program area that aligns the appropriate content standards and grade-level learning progressions and the District's educational goals. A curriculum review cycle and time lines for curriculum development and evaluations shall be established by the Superintendent.

In all program areas and at all levels, the District shall assess student progress toward achieving content standards and content-specific grade-level learning progressions including: content and data; accomplishment of appropriate skills; development of critical thinking and reasoning; and attitude. The District will use assessment results to improve the educational program, and use effective and appropriate tools for assessing such progress. This may include, but is not limited to: standardized tests; criterion-referenced tests; teacher-made tests; ongoing classroom evaluation; actual communication assessments such as writing, speaking, and listening assessments; samples of student work and/or narrative reports passed from grade to grade; samples of students' creative and/or performance work; and surveys of carry-over skills to other program areas and outside of school.

The District may receive and/or provide distance, online and technology delivered learning programs, as provided in Montana law. Distance, online and technology delivered learning programs and/or courses shall meet the learner expectations adopted in the District and shall be aligned with state content standards and content-specific grade-level learning progressions. The Superintendent is directed to develop procedures regarding the District's distance, online and technology delivered learning.

The Superintendent shall be responsible for the supervision and implementation of the adopted curriculum. The teaching staff has a significant responsibility in the development of curricula and the primary responsibility for the implementation of curricula.

Legal References:	§ 20-7-602, MCA	Textbook Selection and Adoption
	10.55.603, ARM	Curriculum development and assessment
	10.55.701, ARM	Board of Trustees
	10.55.603, ARM	Curriculum Development and Assessment
	§ 20-7-902, MCA	School district programs to identify and serve the gifted and talented child

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on: October 21, 2013

STUDENT INSTRUCTION

Student and Family Privacy Rights*Surveys*

All surveys and instruments used to collect information from students shall relate to the District's educational objectives. Surveys created by outside agencies, organizations, and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students. Parents have the right to inspect any survey or evaluation created by third parties within a reasonable period of time.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing the following items:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

The District shall implement procedures to protect student identity and privacy when a survey contains protected information. Parents and eligible students may inspect the survey or evaluation within a reasonable period of time and refuse to allow participation in the activity. Students shall not be penalized for refusing to participate in a survey or evaluation containing protected information.

Instructional Material

A student's parent may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum. The term "instructional material," for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screening

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination"

means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification, administered to a student in accordance with IDEA, or is otherwise authorized by Board policy.

Collection of Personal Information from Students for Marketing Prohibited

The term “personal information,” for purposes of this section only, means individually identifiable information including: (1) a student’s or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (4) telephone number, or (5) a Social Security identification number.

The District will not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The District, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other post-secondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities; or
6. Student recognition programs.

The Superintendent or designee shall annually notify parents concerning:

- the contents of this policy;
- the approximate dates that any surveys requesting protected information or collection of information for marketing purposes may be scheduled.
- the procedures to request access to survey instruments prior to administration.
- the procedures for opting students out of participation in surveys.

Legal References: 20 USC § 1232h Protection of Pupil Rights Act

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on:

STUDENT INSTRUCTION

Guidance and Counseling Program

The District will provide a guidance program that will strive to assist every student. The Superintendent will direct the District's guidance program. Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social and physical needs, and to make appropriate referrals for evaluation of special needs. The counselors offer services to supplement the District's efforts to meet the academic, social, and emotional needs of the students, and to provide additional assistance outside of the classroom guidance.

All staff will encourage students to explore and develop their individual interests in career and vocational technical programs and employment opportunities without regard to gender, race, marital status, national origin, or handicapping conditions, including encouraging students to consider and explore "nontraditional" occupations.

Legal References:	§ 26-1-809, MCA	Confidential communications by student to employee of educational institution
	§ 49-3-203, MCA	Educational, counseling and training programs

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on: