

August Agenda

Annual Budget Meeting of Trustees

The annual budget meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, August 2, 2017 at 9:30am** at the Gallatin Gateway School Board room.

(All policies mentioned in the agenda can be found at www.gallatingatewayschool.com.)

Call to Order

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

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

Consent Agenda

Minutes: July 17, 2017- special meeting; **Finance:** Warrants; Operational Budget by Object Code- FY17; Cash Reconciliation- as of June 30, 2017; Extra-Curricular Expenditure and Reconciliation Report- as of June 30, 2017; **Other:** Adopt Handbooks for 2017-2018- Student/Parent Handbook, Personnel Handbook, District Safety Manual, and Athletic Handbook

New Business

Action Items:

2017-2018 Budget Adoption- All Budgeted Funds

Consider Transfer of Funds to Building Reserve Fund from Bus Depreciation Fund

- Phone/Paging System Expenditures (School Safety & Security Transfer)

Set Date for Annual Facility Tour/Walk-Through

Next Meetings:

August 28, 2017 @ 6pm –Regular Meeting

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 9:30am on Wednesday, August 2, 2017 in the Gallatin Gateway School Board Room. Board Chair Donna Shockley presided and called the meeting to order at 9:36am.

TRUSTEES PRESENT

Donna Shockley, Board Chair; Aaron Schwieterman, Board Vice Chair; Julie Fleury, Christie Francis, and Lessa Racow

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

CONSENT AGENDA

Motion: Vice Chair Aaron Schwieterman to approve minutes from July 17, 2017- special meeting; approve claim warrants- #35348-35363 (VOID: none); Operational Budget by Object Code- FY17 as of July 28, 2017; Cash Reconciliation as of June 30, 2017; Extra-curricular Expenditure and Reconciliation Report- as of June 30, 2017; adopt 2017-2018 handbooks- Student/Parent Handbook, Personnel Handbook; District Safety Manual; and Athletic Handbook.

Seconded: Trustee Lessa Racow

Public Comment: None

For: Fleury, Francis Racow, Shockley, Schwieterman

Opposed: None

Motion passed unanimously

NEW BUSINESS

2017-2018 Budget Adoption- All Budget Funds

Motion: Vice Chair Aaron Schweiterman to adopt the following final budget amounts for all budgeted funds as noted for FY2017-18.:

Fund Name:	Fund #	Final Budget
General	101	\$1,202,095.26
Transportation	110	\$97,500.00
Bus Depreciation	111	\$81,175.55
Tuition	113	\$874.43
Retirement	114	\$204,691.05
Adult Education	117	\$18,158.06
Technology	128	\$18,261.58
Flexibility	129	\$15,060.93
Debt Service	150	\$114,065.00
Building Reserve	161	\$128,012.20

Seconded: Trustee Christie Francis

Public Comment: None

For: Fleury, Francis, Racow, Shockley, Schwieterman

Opposed: None

Motion passed unanimously

Consider Transfer of Funds to Building Reserve Fund from Bus Depreciation Fund

Motion: Trustee Lessa Racow to transfer \$20,186 from the Bus Depreciation Fund to the Building Reserve Fund to be used for school safety improvements to upgrade/replace the phone and paging system.

Seconded: Vice Chair Aaron Schwieterman

Public Comment: None

For: Fleury, Francis, Racow, Shockley, Schwieterman

Opposed: None

Motion passed unanimously

Set Date for Annual Facility Tour/Walk-through

The Board tabled this item until a future meeting.

Next Meeting

The Board will hold a regular meeting on Monday, August 28, 2017 at 6pm.

ADJOURNMENT

Board Chair Donna Shockley adjourned the meeting at 10:14pm.


 Donna Shockley, Board Chair


 Carrie Fisher, District Clerk



**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: August 2, 2017

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

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
1.	
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Annual Budget Meeting

August 2, 2017

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
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<u>29.</u>	
<u>30.</u>	

Gallatin Gateway School

"Educating the Future"

100 Mill Street, PO Box 265, Gallatin Gateway, MT 59730

Phone: (406) 763-4415 Fax: (406) 763-4886

www.gallatingatewayschool.com

MEMO

TO: Gallatin Gateway Board of Trustees

FROM: Carrie Fisher, Business Manager

SUBJECT: Warrant Register Summary

DATE: July 31, 2017

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:

#35348-#35363

Electronic Payment:

None

Voided Claim (A/P) Warrant #'s:

None

Payroll Warrant #'s:

None

Direct Deposits/ACH #'s:

None

Voided Payroll Warrant #'s:

None

Thank you.

07/31/17
12:56:01

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List For Checks from 07/18/17 to 08/02/17
For checks between: 07/18/17 - 08/02/17

Page: 1 of 1
Report ID: W100X

Claims

Check		Vendor/Employee/Payee Number/Name	Check Amount	Period	Date		Notes
Check #	Type				Issued		
35348	SC	471 GRANITE TECHNOLOGY SOLUTIONS INC	18377.00	7/17	07/18/17	CL 729	18377.00
35349	SC	36 ALLEGRA	89.95	7/17	08/02/17	CL 740	89.95
35350	SC	222 CDW GOVERNMENT, INC.	205.20	7/17	08/02/17	CL 736	205.20
35351	SC	228 CENTURYLINK	48.48	7/17	08/02/17	CL 737	48.48
35352	SC	229 CENTURYLINK	7.78	7/17	08/02/17	CL 738	7.78
35353	SC	262 COMMERCIAL ENERGY OF MONTANA INC	138.00	7/17	08/02/17	CL 744	138.00
35354	SC	370 ELITE COMMERCIAL CLEANERS INC.	2880.00	7/17	08/02/17	CL 739	2880.00
35355	SC	404 FELT, MARTIN, FRAZIER & WELDON, P	50.00	7/17	08/02/17	CL 746	50.00
35356	SC	1357 FULL SPECTRUM SERVICES	2412.50	7/17	08/02/17	CL 747	2412.50
35357	SC	577 J&H INC	56.84	7/17	08/02/17	CL 731	56.84
35358	SC	806 MTSBA - MONTANA SCHOOL BOARD ASSO	611.40	7/17	08/02/17	CL 742	611.40
35359	SC	901 PERSONALIZE IT	100.16	7/17	08/02/17	CL 741	100.16
35360	SC	911 PLANBOOKEDU	285.00	7/17	08/02/17	CL 743	285.00
35361	SC	1018 SCHOOL SPECIALTY INC.	523.68	7/17	08/02/17	CL 735	523.68
35362	SC	1056 SMITHSONIAN	34.00	7/17	08/02/17	CL 748	34.00
35363	SC	1131 THE CARRIAGE HOUSE CAR WASH	45.72	7/17	08/02/17	CL 745	45.72

Claims Total # of Checks: 16 Total#: 25865.71

Grand Total # of Checks: 16 Total#: 25865.71

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

07/31/17
13:00:12

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 7/17

Page: 1 of 3
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
35348S	471 GRANITE TECHNOLOGY SOLUTIONS INC							
	729	18,377.00						
1	21533 07/10/17 PAGING SYSTEM	18,377.00*	18-025	161		100-2600	730	667
		Total Check:						
		18,377.00						
35349S	36 ALLEGRA							
	740	89.95						
1	248822 07/13/17 BUSINESS CARDS- RACOW	17.99*		101		100-2300	610	
2	248822 07/13/17 BUSINESS CARDS- NEW TEACHERS	53.97*		101		100-1000	610	
	SENFELDER, JAEGER, DIETER							
3	248822 07/13/17 BUSINESS CARDS- BRANTLEY	17.99*		101		280-1000	610	
		Total Check:						
		89.95						
35350S	222 CDW GOVERNMENT, INC.							
	736	205.20						
1	JMM1669 07/17/17 DP TO VGA ADAPTER W/ AUDIO	205.20*		128		100-1000	682	
		Total Check:						
		205.20						
35351S	228 CENTURYLINK							
	737	48.48						
1	07/04/17 MONTHLY PHONE SERVICE	35.39*		101		100-2300	531	
2	07/04/17 MONTHLY PHONE SERVICE	12.12*		110		100-2300	531	
3	07/04/17 MONTHLY PHONE SERVICE	0.97*		117		100-2300	531	
		Total Check:						
		48.48						
35352S	229 CENTURYLINK							
	738	7.78						
1	1415372239 07/19/17 PHONE SERVICE- LONG DISTAN	5.67*		101		100-2300	531	
2	1415372239 07/19/17 PHONE SERVICE- LONG DISTAN	1.95*		110		100-2300	531	
3	1415372239 07/19/17 PHONE SERVICE- LONG DISTAN	0.16*		117		100-2300	531	
		Total Check:						
		7.78						
35353S	262 COMMERCIAL ENERGY OF MONTANA INC							
	744	138.00						
1	NWE042961 07/07/17 GAS ON NWE SYSTEM	138.00*		101		100-2600	411	
		Total Check:						
		138.00						
35354S	370 ELITE COMMERCIAL CLEANERS INC.							
	739	2,880.00						
1	1948 07/31/17 CUSTODIAL/CLEANING SERVICES	2,246.40*		101		100-2600	433	
2	1948 07/31/17 CUSTODIAL/CLEANING SERVICES	576.00*		110		100-2600	433	
3	1948 07/31/17 CUSTODIAL/CLEANING SERVICES	57.60*		117		650-2600	433	
		Total Check:						
		2,880.00						

07/31/17
13:00:12

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 7/17

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Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
35355S	404 FELT, MARTIN, FRAZIER & WELDON, PC					
	746	50.00				
1	8 06/30/17 INFORMATION FOR AUDITOR	50.00*		101	100-2300	332
		Total Check:				
		50.00				
35356S	1357 FULL SPECTRUM SERVICES					
	747	2,412.50				
1	1205 07/29/17 6 CLASSROOM ENTRIES	300.00	17-055	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-					
2	1205 07/29/17 WALLS- 6 CLASSROOM	937.50	17-055	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-					
3	1205 07/29/17 HALLWAY- GYM (RED)	150.00	17-055	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-					
4	1205 07/29/17 HALLWAY- PURPLE/GREEN	200.00	17-055	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-					
5	1205 07/29/17 HANDRAIL- GYM	125.00	17-055	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-					
6	1205 07/29/17 PAINTING- MUSIC ROOM	700.00	17-174	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-					
		Total Check:				
		2,412.50				
35357S	577 J&H INC					
	731	56.84				
1	507919 07/13/17 COPIER USE- OFFICE	24.18*		101	100-2300	550
2	507920 07/13/17 COPIER USE- BUSINESS OFFICE	32.66*		101	100-2500	550
		Total Check:				
		56.84				
35358S	806 MTSBA - MONTANA SCHOOL BOARD					
	742	611.40				
1	32974 07/18/17 POLICY MAINTENANCE (17-18)	611.40*		101	100-2300	330
		Total Check:				
		611.40				
35359S	901 PERSONALIZE IT					
	741	100.16				
1	68446 07/17/17 ENGRAVED DOOR SIGNS	100.16*		101	100-1000	610
		Total Check:				
		100.16				
35360S	911 PLANBOOKEDU					
	743	285.00				
1	2017-6956 06/30/17 PLANBOOK SUBSCRIPTION 17-18	285.00*		101	100-1000	681
		Total Check:				
		285.00				

07/31/17
13:00:12

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 7/17

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Report ID: AP100W

* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
35361S	1018 SCHOOL SPECIALTY INC,							
	735	523.68						
<u>1</u>	2081185792 07/18/17 12 FT WHITEBOARD- MUSIC	523.68*	18-028	101		100-1000	610	
	Total Check:	523.68						
35362S	1056 SMITHSONIAN							
	748	34.00						
<u>1</u>	07/28/17 MEMBERSHIP- 8TH GRADE	34.00*		115		100-1000	650	145
	Total Check:	34.00						
35363S	1131 THE CARRIAGE HOUSE CAR WASH							
	745	45.72						
<u>1</u>	2735 05/31/17 BUS- CAR WASH	27.72*		110		100-2700	440	
<u>2</u>	2781 06/30/17 BUS- CAR WASH	18.00*		110		100-2700	440	
	Total Check:	45.72						
	# of Claims	16						
	Total:	25,865.71						

07/28/17
19:03:00

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 17

Page: 1 of 1
Report ID: B100F

FY17

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 GENERAL	347,451.09	1,193,021.56	1,210,129.00	1,201,754.00	8,732.44	99 %
110 TRANSPORTATION	17,099.00	98,040.24	100,936.00	100,936.00	2,895.76	97 %
111 BUS DEPRECIATION	0.00	67,300.00	122,212.00	122,212.00	54,912.00	55 %
113 TUITION	0.00	0.00	856.00	856.00	856.00	0 %
114 RETIREMENT	33,688.67	148,226.78	186,165.00	186,165.00	37,938.22	80 %
117 ADULT EDUCATION FUND	1,157.65	4,186.48	21,000.00	21,000.00	16,813.52	20 %
128 TECHNOLOGY FUNDS	6,114.36	20,310.47	20,340.00	20,340.00	29.53	100 %
129 FLEXIBILITY FUND	3,560.00	3,560.00	9,313.00	9,313.00	5,753.00	38 %
150 DEBT SERVICE	108,082.50	116,515.00	116,515.00	116,515.00	0.00	100 %
161 BUILDING RESERVE	0.00	27,310.85	88,208.00	88,208.00	60,897.15	31 %
Grand Total:	517,153.27	1,678,471.38	1,875,674.00	1,867,299.00	188,827.62	90 %

07/28/17
19:03:37

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 17

Page: 1 of 18
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	117,416.64	469,666.57	469,673.00	469,673.00	6.43	99 %
117 AIDES	1,453.20	9,454.12	9,720.00	9,720.00	265.88	97 %
120 TEMPORARY SALARIES	0.00	0.00	8,000.00	0.00	0.00	0 %
122 SUBSTITUTE TEACHERS	2,700.00	9,059.88	8,000.00	8,000.00	-1,059.88	113 %
150 STIPEND	900.00	2,250.00	1,200.00	1,200.00	-1,050.00	187 %
190 LEAVE - PAY	3,478.13	4,287.76	20,000.00	20,000.00	15,712.24	21 %
250 WORKERS' COMPENSATION	796.07	2,576.23	2,868.00	2,868.00	291.77	89 %
260 HEALTH INS	18,977.55	76,183.25	69,368.00	69,368.00	-6,815.25	109 %
540 ADVERTISING	237.79	1,835.08	500.00	500.00	-1,335.08	367 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	647.20	4,266.93	6,000.00	6,000.00	1,733.07	71 %
610 SUPPLIES	14,022.66	17,144.15	26,000.00	26,000.00	8,855.85	65 %
640 BOOKS	9,488.24	9,679.08	6,000.00	6,000.00	-3,679.08	161 %
650 PERIODICALS	689.48	689.48	0.00	0.00	-689.48	*** %
660 MINOR EQUIPMENT	3,955.76	4,265.35	6,000.00	6,000.00	1,734.65	71 %
680 COMPUTER SOFTWARE	519.00	632.00	1,800.00	1,800.00	1,168.00	35 %
681 MAJOR COMPUTER SOFTWARE	0.00	738.73	1,000.00	1,000.00	261.27	73 %
682 SUPPLIES- TECHNOLOGY	262.41	762.90	1,500.00	1,500.00	737.10	50 %
780 MAJOR TECHNOLOGY HARDWARE	11,690.68	16,361.68	9,500.00	9,500.00	-6,861.68	172 %
810 DUES AND FEES	0.00	75.00	500.00	500.00	425.00	15 %
Function Total:	187,234.81	629,928.19	647,629.00	639,629.00	9,700.81	98 %
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	156.00	1,733.46	2,771.00	2,771.00	1,037.54	62 %
250 WORKERS' COMPENSATION	0.85	7.77	16.00	16.00	8.23	48 %
610 SUPPLIES	90.43	90.43	250.00	250.00	159.57	36 %
Function Total:	247.28	1,831.66	3,037.00	3,037.00	1,205.34	60 %
2111 SUPERVISION OF ATTENDANCE/SOCI						
111 ADMINISTRATIVE SALARY	68.66	823.98	824.00	824.00	0.02	99 %
190 LEAVE - PAY	0.00	0.00	95.00	95.00	95.00	0 %
250 WORKERS' COMPENSATION	0.37	3.83	5.00	5.00	1.17	76 %
260 HEALTH INS	6.14	72.59	74.00	74.00	1.41	98 %
Function Total:	75.17	900.40	998.00	998.00	97.60	90 %
2112 ATTENDANCE SERVICES						
610 SUPPLIES	0.00	100.00	100.00	100.00	0.00	100 %
Function Total:	0.00	100.00	100.00	100.00	0.00	100 %
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	5,574.99	21,584.45	22,299.00	22,299.00	714.55	96 %
190 LEAVE - PAY	0.00	0.00	900.00	900.00	900.00	0 %
250 WORKERS' COMPENSATION	31.97	103.13	131.00	131.00	27.87	78 %
260 HEALTH INS	1,825.77	7,206.29	7,374.00	7,374.00	167.71	97 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	500.00	500.00	500.00	0 %
610 SUPPLIES	425.00	524.95	400.00	400.00	-124.95	131 %
Function Total:	7,857.73	29,418.82	31,604.00	31,604.00	2,185.18	93 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2123 GUIDANCE- TESTING SERVICES						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	1,250.00	1,250.00	1,250.00	0 %
610 SUPPLIES	0.00	3,141.43	1,000.00	1,000.00	-2,141.43	314 %
Function Total:	0.00	3,141.43	2,250.00	2,250.00	-891.43	139 %
2210 IMPROVEMENT OF INSTRUCTION SER						
111 ADMINISTRATIVE SALARY	274.67	3,296.03	3,296.00	3,296.00	-0.03	100 %
190 LEAVE - PAY	0.00	0.00	380.00	380.00	380.00	0 %
250 WORKERS' COMPENSATION	1.54	15.89	19.00	19.00	3.11	83 %
260 HEALTH INS	24.58	290.48	295.00	295.00	4.52	98 %
Function Total:	300.79	3,602.40	3,990.00	3,990.00	387.60	90 %
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	4,971.87	19,887.47	19,887.00	19,887.00	-0.47	100 %
190 LEAVE - PAY	0.00	0.00	1,162.00	1,162.00	1,162.00	0 %
250 WORKERS' COMPENSATION	28.46	95.68	117.00	117.00	21.32	81 %
260 HEALTH INS	921.75	3,601.93	3,687.00	3,687.00	85.07	97 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	105.00	0.00	0.00	-105.00	*** %
610 SUPPLIES	264.87	971.43	600.00	600.00	-371.43	161 %
640 BOOKS	1,073.62	2,196.24	2,350.00	2,350.00	153.76	93 %
650 PERIODICALS	0.00	170.85	250.00	250.00	79.15	68 %
660 MINOR EQUIPMENT	0.00	0.00	500.00	500.00	500.00	0 %
680 COMPUTER SOFTWARE	246.00	246.00	900.00	900.00	654.00	27 %
780 MAJOR TECHNOLOGY HARDWARE	1,265.83	1,265.83	0.00	0.00	-1,265.83	*** %
810 DUES AND FEES	0.00	55.00	60.00	60.00	5.00	91 %
Function Total:	8,772.40	28,595.43	29,513.00	29,513.00	917.57	96 %
2300 GENERAL ADMINISTRATION						
111 ADMINISTRATIVE SALARY	2,609.33	28,839.98	31,312.00	31,312.00	2,472.02	92 %
190 LEAVE - PAY	0.00	0.00	1,895.00	1,895.00	1,895.00	0 %
250 WORKERS' COMPENSATION	14.66	136.47	183.00	183.00	46.53	74 %
260 HEALTH INS	233.51	2,552.82	2,802.00	2,802.00	249.18	91 %
330 OTHER PROFESSIONAL SERVICES	1,500.00	5,037.72	10,000.00	10,000.00	4,962.28	50 %
331 PROF. SERV. AUDITOR	3,100.00	6,470.00	6,200.00	6,200.00	-270.00	104 %
332 PROF. SERV. LEGAL	0.00	1,084.00	5,800.00	5,800.00	4,716.00	18 %
530 COMMUNICATIONS- INTERNET SERVICE	158.92	2,278.00	4,000.00	4,000.00	1,722.00	56 %
531 COMMUNICATIONS- TELEPHONE	18.10	1,963.58	3,000.00	3,000.00	1,036.42	65 %
532 POSTAGE	0.00	1,753.58	1,500.00	1,500.00	-253.58	116 %
540 ADVERTISING	33.00	72.61	1,000.00	1,000.00	927.39	7 %
550 PRINTING/DUPLICATING	823.91	4,372.38	6,000.00	6,000.00	1,627.62	72 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	575.00	2,500.00	2,500.00	1,925.00	23 %
610 SUPPLIES	39.35	877.74	6,500.00	6,500.00	5,622.26	13 %
660 MINOR EQUIPMENT	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
810 DUES AND FEES	0.00	841.06	8,000.00	8,000.00	7,158.94	10 %
Function Total:	8,530.78	56,854.94	93,192.00	93,192.00	36,337.06	61 %
2314 ELECTIONS						
330 OTHER PROFESSIONAL SERVICES	441.98	441.98	277.00	277.00	-164.98	159 %
540 ADVERTISING	0.00	71.59	75.00	75.00	3.41	95 %
Function Total:	441.98	513.57	352.00	352.00	-161.57	145 %

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Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2400 SCHOOL ADMINISTRATION						
111 ADMINISTRATIVE SALARY	1,373.33	18,951.97	16,480.00	16,480.00	-2,471.97	115 %
115 OFFICE/CLERICAL SALARY	2,729.09	31,654.22	31,296.00	31,296.00	-358.22	101 %
125 SUBSTITUTE- OFFICE/CLERICAL	18.00	510.80	0.00	0.00	-510.80	*** %
190 LEAVE - PAY	0.00	0.00	5,578.00	5,578.00	5,578.00	0 %
250 WORKERS' COMPENSATION	23.18	249.05	279.00	279.00	29.95	89 %
260 HEALTH INS	217.85	2,779.69	2,614.00	2,614.00	-165.69	106 %
340 TECHNICAL SERVICES	0.00	1,275.00	1,275.00	1,275.00	0.00	100 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	86.67	2,749.95	2,500.00	2,500.00	-249.95	109 %
610 SUPPLIES	486.95	666.07	900.00	900.00	233.93	74 %
780 MAJOR TECHNOLOGY HARDWARE	1,008.81	2,373.21	1,500.00	1,500.00	-873.21	158 %
810 DUES AND FEES	0.00	98.26	450.00	450.00	351.74	21 %
Function Total:	5,943.88	61,308.22	62,872.00	62,872.00	1,563.78	97 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	3,301.57	39,982.85	39,984.00	39,984.00	1.15	99 %
190 LEAVE - PAY	0.00	0.00	8,439.00	8,439.00	8,439.00	0 %
250 WORKERS' COMPENSATION	18.03	187.28	224.00	224.00	36.72	83 %
260 HEALTH INS	116.63	1,399.56	1,400.00	1,400.00	0.44	99 %
330 OTHER PROFESSIONAL SERVICES	1,840.00	4,490.00	5,000.00	5,000.00	510.00	89 %
532 POSTAGE	0.00	6.45	100.00	100.00	93.55	6 %
550 PRINTING/DUPLICATING	60.91	334.34	300.00	300.00	-34.34	111 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	96.60	1,040.77	2,000.00	2,000.00	959.23	52 %
610 SUPPLIES	557.80	662.04	500.00	500.00	-162.04	132 %
680 COMPUTER SOFTWARE	0.00	9,267.00	5,424.00	5,424.00	-3,843.00	170 %
810 DUES AND FEES	575.22	2,160.57	1,500.00	1,500.00	-660.57	144 %
Function Total:	6,566.76	59,530.86	64,871.00	64,871.00	5,340.14	91 %
2600 OPERATIONS & MAINTENANCE						
111 ADMINISTRATIVE SALARY	274.67	3,296.01	3,296.00	3,296.00	-0.01	100 %
114 CUSTODIAL SALARY	0.00	4,050.00	3,600.00	3,600.00	-450.00	112 %
190 LEAVE - PAY	0.00	0.00	376.00	376.00	376.00	0 %
250 WORKERS' COMPENSATION	1.54	38.86	40.00	40.00	1.14	97 %
260 HEALTH INS	24.58	290.48	608.00	608.00	317.52	47 %
330 OTHER PROFESSIONAL SERVICES	0.00	4,866.16	0.00	0.00	-4,866.16	*** %
410 POWER - LIGHTS	100.73	1,009.80	840.00	840.00	-169.80	120 %
411 NATURAL GAS	684.04	10,746.75	12,600.00	12,600.00	1,853.25	85 %
412 ELECTRICITY	1,088.37	14,304.09	20,475.00	20,475.00	6,170.91	69 %
421 WATER TESTS	123.00	1,689.55	2,700.00	2,700.00	1,010.45	62 %
431 DISPOSAL SERVICE	488.88	5,791.85	6,000.00	6,000.00	208.15	96 %
433 CUSTODIAL SERVICES	2,304.00	27,648.00	27,648.00	27,648.00	0.00	100 %
440 REPAIR AND MAINTENANCE SERVICE	51,264.38	72,476.63	28,201.00	28,201.00	-44,275.63	257 %
520 INSURANCE	13,366.50	13,366.50	10,920.00	10,920.00	-2,446.50	122 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	35.64	0.00	0.00	-35.64	*** %
610 SUPPLIES	13,903.93	19,135.04	7,200.00	7,200.00	-11,935.04	265 %
660 MINOR EQUIPMENT	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
740 MAJOR EQUIPMENT REPLACEMENT	22,047.07	22,047.07	0.00	0.00	-22,047.07	*** %
810 DUES AND FEES	0.00	1,365.50	0.00	0.00	-1,365.50	*** %
Function Total:	105,671.69	202,157.93	126,004.00	126,004.00	-76,153.93	160 %

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Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	3,468.75	3,000.00	3,000.00	-468.75	115 %
Function Total:	0.00	3,468.75	3,000.00	3,000.00	-468.75	115 %
Program Total:	331,643.27	1,081,352.60	1,069,412.00	1,061,412.00	-19,940.60	101 %
Program Group Total:	331,643.27	1,081,352.60	1,069,412.00	1,061,412.00	-19,940.60	101 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	11,909.49	47,637.96	47,638.00	47,638.00	0.04	100 %
117 AIDES	3,344.04	13,797.00	18,720.00	18,720.00	4,923.00	73 %
120 TEMPORARY SALARIES	0.00	0.00	375.00	0.00	0.00	0 %
122 SUBSTITUTE TEACHERS	0.00	0.00	375.00	375.00	375.00	0 %
190 LEAVE - PAY	0.00	0.00	3,322.00	3,322.00	3,322.00	0 %
250 WORKERS' COMPENSATION	87.29	292.12	290.00	290.00	-2.12	100 %
260 HEALTH INS	1,949.00	8,211.93	8,274.00	8,274.00	62.07	99 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	500.00	500.00	500.00	0 %
610 SUPPLIES	332.36	394.31	400.00	400.00	5.69	98 %
Function Total:	17,622.18	70,333.32	79,894.00	79,519.00	9,185.68	88 %
2141 SUPERVISION OF PSYCHOLOGICAL S						
119 OTHER SUPERVISORY SALARIES	206.00	2,472.00	2,472.00	2,472.00	0.00	100 %
190 LEAVE - PAY	0.00	0.00	285.00	285.00	285.00	0 %
250 WORKERS' COMPENSATION	1.16	11.94	15.00	15.00	3.06	79 %
260 HEALTH INS	18.43	217.85	221.00	221.00	3.15	98 %
Function Total:	225.59	2,701.79	2,993.00	2,993.00	291.21	90 %
2400 SCHOOL ADMINISTRATION						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	8.20	12.65	100.00	100.00	87.35	12 %
Function Total:	8.20	12.65	100.00	100.00	87.35	12 %
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	2,568.00	2,568.00	2,568.00	0.00	100 %
Function Total:	0.00	2,568.00	2,568.00	2,568.00	0.00	100 %
Program Total:	17,855.97	75,615.76	85,555.00	85,180.00	9,564.24	88 %
Program Group Total:	17,855.97	75,615.76	85,555.00	85,180.00	9,564.24	88 %
300						
365 INDIAN EDUCATION						
1000 INSTRUCTION						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
610 SUPPLIES	0.00	17.99	1,000.00	1,000.00	982.01	1 %
640 BOOKS	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
810 DUES AND FEES	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	17.99	3,200.00	3,200.00	3,182.01	0 %
2225 LIBRARY SERVICES						
640 BOOKS	0.00	454.75	0.00	0.00	-454.75	*** %
Function Total:	0.00	454.75	0.00	0.00	-454.75	*** %
Program Total:	0.00	472.74	3,200.00	3,200.00	2,727.26	14 %

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300						
368 DATA FOR ACHIEVEMENT						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	0.00	3,150.55	3,200.00	3,200.00	49.45	98 %
Function Total:	0.00	3,150.55	3,200.00	3,200.00	49.45	98 %
Program Total:	0.00	3,150.55	3,200.00	3,200.00	49.45	98 %
Program Group Total:	0.00	3,623.29	6,400.00	6,400.00	2,776.71	56 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	1,975.00	3,025.00	12,345.00	12,345.00	9,320.00	24 %
250 WORKERS' COMPENSATION	11.41	17.53	72.00	72.00	54.47	24 %
260 HEALTH INS	0.00	189.83	157.00	157.00	-32.83	120 %
Function Total:	1,986.41	3,232.36	12,574.00	12,574.00	9,341.64	25 %
Program Total:	1,986.41	3,232.36	12,574.00	12,574.00	9,341.64	25 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
115 OFFICE/CLERICAL SALARY	350.01	2,008.37	0.00	0.00	-2,008.37	*** %
119 OTHER SUPERVISORY SALARIES	68.67	940.69	824.00	824.00	-116.69	114 %
150 STIPEND	400.00	10,110.00	6,100.00	6,100.00	-4,010.00	165 %
190 LEAVE - PAY	0.00	0.00	95.00	95.00	95.00	0 %
250 WORKERS' COMPENSATION	4.56	59.26	41.00	41.00	-18.26	144 %
260 HEALTH INS	89.52	525.15	74.00	74.00	-451.15	709 %
Function Total:	912.76	13,643.47	7,134.00	7,134.00	-6,509.47	191 %
Program Total:	912.76	13,643.47	7,134.00	7,134.00	-6,509.47	191 %
Program Group Total:	2,899.17	16,875.83	19,708.00	19,708.00	2,832.17	85 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
116 COOKS	0.00	6,995.53	11,792.00	11,792.00	4,796.47	59 %
119 OTHER SUPERVISORY SALARIES	206.00	2,472.00	2,472.00	2,472.00	0.00	100 %
126 SUBSTITUTE COOKS	0.00	37.50	0.00	0.00	-37.50	*** %
190 LEAVE - PAY	0.00	0.00	285.00	285.00	285.00	0 %
250 WORKERS' COMPENSATION	0.83	370.47	867.00	867.00	496.53	42 %
260 HEALTH INS	18.43	637.63	688.00	688.00	50.37	92 %
330 OTHER PROFESSIONAL SERVICES	0.00	134.00	100.00	100.00	-34.00	134 %
540 ADVERTISING	0.00	346.06	350.00	350.00	3.94	98 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	145.00	500.00	500.00	355.00	29 %
610 SUPPLIES	0.00	80.27	2,000.00	2,000.00	1,919.73	4 %
630 FOOD	0.00	9,508.20	10,000.00	10,000.00	491.80	95 %
Function Total:	225.26	20,726.66	29,054.00	29,054.00	8,327.34	71 %
Program Total:	225.26	20,726.66	29,054.00	29,054.00	8,327.34	71 %
999 UNDISTRIBUTED						
6100 OPERATING TRANSFERS TO OTHER FUNDS						
910 OPERATING TRANSFER TO OTHER FUNDS	8,193.92	8,193.92	0.00	0.00	-8,193.92	*** %
Function Total:	8,193.92	8,193.92	0.00	0.00	-8,193.92	*** %

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900						
999 UNDISTRIBUTED						
9999 UNDISTRIBUTED						
892 Prior Period Adjustment	-13,366.50	-13,366.50	0.00	0.00	13,366.50	*** %
Function Total:	-13,366.50	-13,366.50	0.00	0.00	13,366.50	*** %
Program Total:	-5,172.58	-5,172.58	0.00	0.00	5,172.58	*** %
Program Group Total:	-4,947.32	15,554.08	29,054.00	29,054.00	13,499.92	53 %
Fund Total:	347,451.09	1,193,021.56	1,210,129.00	1,201,754.00	8,732.44	99 %

110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	47.67	683.39	1,350.00	1,350.00	666.61	50 %
531 COMMUNICATIONS- TELEPHONE	6.03	654.53	0.00	0.00	-654.53	*** %
Function Total:	53.70	1,337.92	1,350.00	1,350.00	12.08	99 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	1,100.25	13,326.73	12,941.00	12,941.00	-385.73	102 %
190 LEAVE - PAY	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
250 WORKERS' COMPENSATION	6.01	62.41	359.00	359.00	296.59	17 %
260 HEALTH INS	38.87	466.44	0.00	0.00	-466.44	*** %
Function Total:	1,145.13	13,855.58	15,800.00	15,800.00	1,944.42	87 %
2600 OPERATIONS & MAINTENANCE						
330 OTHER PROFESSIONAL SERVICES	0.00	174.00	0.00	0.00	-174.00	*** %
410 POWER - LIGHTS	100.73	1,009.80	840.00	840.00	-169.80	120 %
412 ELECTRICITY	272.09	3,576.03	2,520.00	2,520.00	-1,056.03	141 %
431 DISPOSAL SERVICE	54.32	643.52	900.00	900.00	256.48	71 %
433 CUSTODIAL SERVICES	576.00	6,912.00	7,000.00	7,000.00	88.00	98 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	210.00	1,500.00	1,500.00	1,290.00	14 %
531 COMMUNICATIONS- TELEPHONE	0.00	0.00	700.00	700.00	700.00	0 %
Function Total:	1,003.14	12,525.35	13,460.00	13,460.00	934.65	93 %
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	1,156.25	1,000.00	1,000.00	-156.25	115 %
Function Total:	0.00	1,156.25	1,000.00	1,000.00	-156.25	115 %
2700 STUDENT TRANSPORTATION						
115 OFFICE/CLERICAL SALARY	303.23	3,516.39	4,000.00	4,000.00	483.61	87 %
118 BUS DRIVERS	5,541.79	25,575.14	20,000.00	20,000.00	-5,575.14	127 %
119 OTHER SUPERVISORY SALARIES	1,716.67	20,600.03	21,000.00	21,000.00	399.97	98 %
125 SUBSTITUTE- OFFICE/CLERICAL	2.00	56.70	0.00	0.00	-56.70	*** %
180 BONUS	1,360.00	1,360.00	1,360.00	1,360.00	0.00	100 %
190 LEAVE - PAY	0.00	0.00	3,650.00	3,650.00	3,650.00	0 %
250 WORKERS' COMPENSATION	498.29	1,714.41	2,000.00	2,000.00	285.59	85 %
260 HEALTH INS	164.18	1,940.03	1,800.00	1,800.00	-140.03	107 %
330 OTHER PROFESSIONAL SERVICES	0.00	224.50	600.00	600.00	375.50	37 %
440 REPAIR AND MAINTENANCE SERVICE	313.74	5,292.89	3,250.00	3,250.00	-2,042.89	162 %
520 INSURANCE	5,728.50	5,728.50	5,800.00	5,800.00	71.50	98 %
540 ADVERTISING	0.00	0.00	350.00	350.00	350.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	70.74	250.00	250.00	179.26	28 %
610 SUPPLIES	41.13	298.62	100.00	100.00	-198.62	298 %
624 FUEL	0.00	3,404.46	3,900.00	3,900.00	495.54	87 %
660 MINOR EQUIPMENT	0.00	0.00	500.00	500.00	500.00	0 %
740 MAJOR EQUIPMENT REPLACEMENT	4,933.00	4,933.00	0.00	0.00	-4,933.00	*** %
810 DUES AND FEES	20.00	88.00	200.00	200.00	112.00	44 %
810-710 DUES AND FEES	3.00	3.00	0.00	0.00	-3.00	*** %
FIELD TRIPS						
Function Total:	20,625.53	74,806.41	68,760.00	68,760.00	-6,046.41	108 %

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110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2740 TRANSPORTATION SERVICING & MAIN						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	350.00	350.00	350.00	0 %
610 SUPPLIES	0.00	87.23	216.00	216.00	128.77	40 %
Function Total:	0.00	87.23	566.00	566.00	478.77	15 %
Program Total:	22,827.50	103,768.74	100,936.00	100,936.00	-2,832.74	102 %
Program Group Total:	22,827.50	103,768.74	100,936.00	100,936.00	-2,832.74	102 %
900						
999 UNDISTRIBUTED						
9999 UNDISTRIBUTED						
892 Prior Period Adjustment	-5,728.50	-5,728.50	0.00	0.00	5,728.50	*** %
Function Total:	-5,728.50	-5,728.50	0.00	0.00	5,728.50	*** %
Program Total:	-5,728.50	-5,728.50	0.00	0.00	5,728.50	*** %
Program Group Total:	-5,728.50	-5,728.50	0.00	0.00	5,728.50	*** %
Fund Total:	17,099.00	98,040.24	100,936.00	100,936.00	2,895.76	97 %

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111 BUS DEPRECIATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2700 STUDENT TRANSPORTATION						
740 MAJOR EQUIPMENT REPLACEMENT	0.00	67,300.00	122,212.00	122,212.00	54,912.00	55 %
Function Total:	0.00	67,300.00	122,212.00	122,212.00	54,912.00	55 %
Program Total:	0.00	67,300.00	122,212.00	122,212.00	54,912.00	55 %
Program Group Total:	0.00	67,300.00	122,212.00	122,212.00	54,912.00	55 %
Fund Total:	0.00	67,300.00	122,212.00	122,212.00	54,912.00	55 %

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GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 17

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113 TUITION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
561 TUITION	0.00	0.00	856.00	856.00	856.00	0 %
Function Total:	0.00	0.00	856.00	856.00	856.00	0 %
Program Total:	0.00	0.00	856.00	856.00	856.00	0 %
Program Group Total:	0.00	0.00	856.00	856.00	856.00	0 %
Fund Total:	0.00	0.00	856.00	856.00	856.00	0 %

GALLATIN GATEWAY ELEMENTARY
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For the Accounting Period: 6 / 17

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	9,450.52	37,108.95	49,000.00	49,000.00	11,891.05	75 %
220 TRS	14,605.30	46,428.19	51,000.00	51,000.00	4,571.81	91 %
230 PERS	18.23	36.46	0.00	0.00	-36.46	*** %
240 UNEMPLOYMENT	592.12	2,521.97	3,800.00	3,800.00	1,278.03	66 %
Function Total:	24,666.17	86,095.57	103,800.00	103,800.00	17,704.43	82 %
2100 STUDENTS						
210-166 SOCIAL SECURITY AND MEDICARE NURSE	11.93	239.63	450.00	450.00	210.37	53 %
240-166 UNEMPLOYMENT NURSE	0.81	16.32	23.00	23.00	6.68	70 %
Function Total:	12.74	255.95	473.00	473.00	217.05	54 %
2111 SUPERVISION OF ATTENDANCE/SOCI						
210 SOCIAL SECURITY AND MEDICARE	4.77	57.51	75.00	75.00	17.49	76 %
220 TRS	6.02	72.21	105.00	105.00	32.79	68 %
240 UNEMPLOYMENT	0.35	4.32	5.00	5.00	0.68	86 %
Function Total:	11.14	134.04	185.00	185.00	50.96	72 %
2120 GUIDANCE PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	411.24	1,591.05	2,100.00	2,100.00	508.95	75 %
220 TRS	488.93	1,892.99	2,400.00	2,400.00	507.01	78 %
240 UNEMPLOYMENT	28.98	112.76	165.00	165.00	52.24	68 %
Function Total:	929.15	3,596.80	4,665.00	4,665.00	1,068.20	77 %
2210 IMPROVEMENT OF INSTRUCTION SER						
210 SOCIAL SECURITY AND MEDICARE	19.18	231.07	275.00	275.00	43.93	84 %
220 TRS	24.09	289.06	315.00	315.00	25.94	91 %
240 UNEMPLOYMENT	1.43	17.40	18.00	18.00	0.60	96 %
Function Total:	44.70	537.53	608.00	608.00	70.47	88 %
2225 LIBRARY SERVICES						
210 SOCIAL SECURITY AND MEDICARE	371.75	1,487.75	2,000.00	2,000.00	512.25	74 %
220 TRS	436.04	1,744.16	1,850.00	1,850.00	105.84	94 %
240 UNEMPLOYMENT	25.86	103.94	109.00	109.00	5.06	95 %
Function Total:	833.65	3,335.85	3,959.00	3,959.00	623.15	84 %
2300 GENERAL ADMINISTRATION						
210 SOCIAL SECURITY AND MEDICARE	182.20	2,018.73	2,700.00	2,700.00	681.27	74 %
220 TRS	228.84	2,529.28	3,300.00	3,300.00	770.72	76 %
240 UNEMPLOYMENT	13.57	151.58	172.00	172.00	20.42	88 %
Function Total:	424.61	4,699.59	6,172.00	6,172.00	1,472.41	76 %
2400 SCHOOL ADMINISTRATION						
210 SOCIAL SECURITY AND MEDICARE	306.05	3,785.21	4,300.00	4,300.00	514.79	88 %
220 TRS	120.44	1,662.11	1,900.00	1,900.00	237.89	87 %
230 PERS	222.51	2,605.38	3,000.00	3,000.00	394.62	86 %
240 UNEMPLOYMENT	21.42	270.32	300.00	300.00	29.68	90 %
Function Total:	670.42	8,323.02	9,500.00	9,500.00	1,176.98	87 %

GALLATIN GATEWAY ELEMENTARY
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For the Accounting Period: 6 / 17

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2500 BUSINESS SERVICES						
210 SOCIAL SECURITY AND MEDICARE	334.82	4,055.22	5,500.00	5,500.00	1,444.78	73 %
230 PERS	356.55	4,318.07	5,750.00	5,750.00	1,431.93	75 %
240 UNEMPLOYMENT	22.89	281.73	375.00	375.00	93.27	75 %
Function Total:	714.26	8,655.02	11,625.00	11,625.00	2,969.98	74 %
2580 TECHNOLOGY COORDINATOR						
210 SOCIAL SECURITY AND MEDICARE	219.73	879.14	1,100.00	1,100.00	220.86	79 %
220 TRS	263.80	1,055.18	0.00	0.00	-1,055.18	*** %
240 UNEMPLOYMENT	15.64	62.86	85.00	85.00	22.14	73 %
Function Total:	499.17	1,997.18	1,185.00	1,185.00	-812.18	168 %
2600 OPERATIONS & MAINTENANCE						
210 SOCIAL SECURITY AND MEDICARE	19.18	540.89	725.00	725.00	184.11	74 %
220 TRS	24.09	289.06	360.00	360.00	70.94	80 %
240 UNEMPLOYMENT	1.43	39.62	55.00	55.00	15.38	72 %
Function Total:	44.70	869.57	1,140.00	1,140.00	270.43	76 %
2700 STUDENT TRANSPORTATION						
210 SOCIAL SECURITY AND MEDICARE	671.20	3,777.14	4,000.00	4,000.00	222.86	94 %
220 TRS	150.55	1,806.64	2,300.00	2,300.00	493.36	78 %
230 PERS	190.13	1,363.58	2,325.00	2,325.00	961.42	58 %
240 UNEMPLOYMENT	46.40	267.93	275.00	275.00	7.07	97 %
Function Total:	1,058.28	7,215.29	8,900.00	8,900.00	1,684.71	81 %
Program Total:	29,908.99	125,715.41	152,212.00	152,212.00	26,496.59	82 %
Program Group Total:	29,908.99	125,715.41	152,212.00	152,212.00	26,496.59	82 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	1,164.97	4,684.55	4,100.00	4,100.00	-584.55	114 %
220 TRS	1,275.97	5,326.05	4,907.00	4,907.00	-419.05	108 %
240 UNEMPLOYMENT	79.31	320.62	325.00	325.00	4.38	98 %
Function Total:	2,520.25	10,331.22	9,332.00	9,332.00	-999.22	110 %
2141 SUPERVISION OF PSYCHOLOGICAL S						
210 SOCIAL SECURITY AND MEDICARE	14.39	173.34	250.00	250.00	76.66	69 %
220 TRS	18.07	216.83	325.00	325.00	108.17	66 %
240 UNEMPLOYMENT	1.07	13.03	40.00	40.00	26.97	32 %
Function Total:	33.53	403.20	615.00	615.00	211.80	65 %
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	3,743.00	3,655.00	3,655.00	-88.00	102 %
Function Total:	0.00	3,743.00	3,655.00	3,655.00	-88.00	102 %
Program Total:	2,553.78	14,477.42	13,602.00	13,602.00	-875.42	106 %
Program Group Total:	2,553.78	14,477.42	13,602.00	13,602.00	-875.42	106 %
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	77.10	215.06	350.00	350.00	134.94	61 %
220 TRS	40.01	208.21	6,000.00	6,000.00	5,791.79	3 %
240 UNEMPLOYMENT	5.36	15.44	25.00	25.00	9.56	61 %
Function Total:	122.47	438.71	6,375.00	6,375.00	5,936.29	6 %
Program Total:	122.47	438.71	6,375.00	6,375.00	5,936.29	6 %

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114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Program Group Total:	122.47	438.71	6,375.00	6,375.00	5,936.29	6 %
700						
710 EXTRACURRICULAR PROGRAM						
2700 STUDENT TRANSPORTATION						
210-710 SOCIAL SECURITY AND MEDICARE FIELD TRIPS	0.00	13.71	0.00	0.00	-13.71	*** %
240-710 UNEMPLOYMENT FIELD TRIPS	0.00	0.93	0.00	0.00	-0.93	*** %
Function Total:	0.00	14.64	0.00	0.00	-14.64	*** %
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	151.09	227.55	1,900.00	1,900.00	1,672.45	11 %
240 UNEMPLOYMENT	10.27	15.73	88.00	88.00	72.27	17 %
Function Total:	161.36	243.28	1,988.00	1,988.00	1,744.72	12 %
Program Total:	161.36	257.92	1,988.00	1,988.00	1,730.08	12 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
210 SOCIAL SECURITY AND MEDICARE	59.65	982.11	750.00	750.00	-232.11	130 %
220 TRS	6.02	72.25	175.00	175.00	102.75	41 %
240 UNEMPLOYMENT	4.27	68.17	38.00	38.00	-30.17	179 %
Function Total:	69.94	1,122.53	963.00	963.00	-159.53	116 %
Program Total:	69.94	1,122.53	963.00	963.00	-159.53	116 %
Program Group Total:	231.30	1,380.45	2,951.00	2,951.00	1,570.55	46 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
210 SOCIAL SECURITY AND MEDICARE	431.64	2,902.39	5,300.00	5,300.00	2,397.61	54 %
220 TRS	18.07	216.83	300.00	300.00	83.17	72 %
230 PERS	392.99	2,896.40	5,100.00	5,100.00	2,203.60	56 %
240 UNEMPLOYMENT	29.43	199.17	325.00	325.00	125.83	61 %
Function Total:	872.13	6,214.79	11,025.00	11,025.00	4,810.21	56 %
Program Total:	872.13	6,214.79	11,025.00	11,025.00	4,810.21	56 %
Program Group Total:	872.13	6,214.79	11,025.00	11,025.00	4,810.21	56 %
Fund Total:	33,688.67	148,226.78	186,165.00	186,165.00	37,938.22	79 %

117 ADULT EDUCATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	47.67	683.38	1,350.00	1,350.00	666.62	50 %
Function Total:	47.67	683.38	1,350.00	1,350.00	666.62	50 %
Program Total:	47.67	683.38	1,350.00	1,350.00	666.62	50 %
Program Group Total:	47.67	683.38	1,350.00	1,350.00	666.62	50 %
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
111 ADMINISTRATIVE SALARY	387.51	1,420.87	0.00	0.00	-1,420.87	*** %
112 CERTIFIED SALARIES	0.00	0.00	1,800.00	1,800.00	1,800.00	0 %
119 OTHER SUPERVISORY SALARIES	643.67	1,528.19	2,374.00	2,374.00	845.81	64 %
124 TEMPORARY- TECHNICAL- A/E INSTRUCTORS	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
250 WORKERS' COMPENSATION	5.94	14.79	15.00	15.00	0.21	98 %
260 HEALTH INS	50.36	248.50	350.00	350.00	101.50	71 %
610 SUPPLIES	0.00	268.25	1,000.00	1,000.00	731.75	26 %
660 MINOR EQUIPMENT	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
680 COMPUTER SOFTWARE	22.50	22.50	0.00	0.00	-22.50	*** %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	6,611.00	6,611.00	6,611.00	0 %
Function Total:	1,109.98	3,503.10	19,650.00	19,650.00	16,146.90	17 %
Program Total:	1,109.98	3,503.10	19,650.00	19,650.00	16,146.90	17 %
Program Group Total:	1,109.98	3,503.10	19,650.00	19,650.00	16,146.90	17 %
Fund Total:	1,157.65	4,186.48	21,000.00	21,000.00	16,813.52	19 %

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128 TECHNOLOGY FUNDS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
660 MINOR EQUIPMENT	175.63	969.56	1,000.00	1,000.00	30.44	96 %
680 COMPUTER SOFTWARE	410.48	710.48	350.00	350.00	-360.48	202 %
682 SUPPLIES- TECHNOLOGY	131.40	386.74	200.00	200.00	-186.74	193 %
780 MAJOR TECHNOLOGY HARDWARE	1,964.92	3,562.86	2,576.00	2,576.00	-986.86	138 %
Function Total:	2,682.43	5,629.64	4,126.00	4,126.00	-1,503.64	136 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	63.56	911.18	1,800.00	1,800.00	888.82	50 %
681 MAJOR COMPUTER SOFTWARE	0.00	315.00	1,000.00	1,000.00	685.00	31 %
Function Total:	63.56	1,226.18	2,800.00	2,800.00	1,573.82	43 %
2580 TECHNOLOGY COORDINATOR						
112 CERTIFIED SALARIES	3,007.95	12,031.80	12,032.00	12,032.00	0.20	99 %
250 WORKERS' COMPENSATION	17.22	57.86	75.00	75.00	17.14	77 %
260 HEALTH INS	343.20	1,364.99	1,307.00	1,307.00	-57.99	104 %
Function Total:	3,368.37	13,454.65	13,414.00	13,414.00	-40.65	100 %
Program Total:	6,114.36	20,310.47	20,340.00	20,340.00	29.53	99 %
Program Group Total:	6,114.36	20,310.47	20,340.00	20,340.00	29.53	99 %
Fund Total:	6,114.36	20,310.47	20,340.00	20,340.00	29.53	99 %

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129 FLEXIBILITY FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
610 SUPPLIES	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
660 MINOR EQUIPMENT	0.00	0.00	4,313.00	4,313.00	4,313.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	1,000.00	1,000.00	0.00	0.00	-1,000.00	*** %
Function Total:	1,000.00	1,000.00	9,313.00	9,313.00	8,313.00	10 %
2500 BUSINESS SERVICES						
680 COMPUTER SOFTWARE	2,560.00	2,560.00	0.00	0.00	-2,560.00	*** %
Function Total:	2,560.00	2,560.00	0.00	0.00	-2,560.00	*** %
Program Total:	3,560.00	3,560.00	9,313.00	9,313.00	5,753.00	38 %
Program Group Total:	3,560.00	3,560.00	9,313.00	9,313.00	5,753.00	38 %
Fund Total:	3,560.00	3,560.00	9,313.00	9,313.00	5,753.00	38 %

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GALLATIN GATEWAY ELEMENTARY
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150 DEBT SERVICE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
5100 DEBT SERVICE						
840 PRINCIPAL ON DEBT	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
850 INTEREST ON DEBT	108,082.50	116,165.00	16,165.00	16,165.00	-100,000.00	718 %
860 AGENT FEES/ISSUANCE COSTS	0.00	350.00	350.00	350.00	0.00	100 %
Function Total:	108,082.50	116,515.00	116,515.00	116,515.00	0.00	100 %
Program Total:	108,082.50	116,515.00	116,515.00	116,515.00	0.00	100 %
Program Group Total:	108,082.50	116,515.00	116,515.00	116,515.00	0.00	100 %
Fund Total:	108,082.50	116,515.00	116,515.00	116,515.00	0.00	100 %

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161 BUILDING RESERVE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2600 OPERATIONS & MAINTENANCE						
330-666 OTHER PROFESSIONAL SERVICES	0.00	14,730.00	15,000.00	15,000.00	270.00	98 %
School Security Transfer						
440 REPAIR AND MAINTENANCE SERVICE	0.00	9,522.87	58,208.00	58,208.00	48,685.13	16 %
660 MINOR EQUIPMENT	0.00	3,057.98	15,000.00	15,000.00	11,942.02	20 %
Function Total:	0.00	27,310.85	88,208.00	88,208.00	60,897.15	30 %
Program Total:	0.00	27,310.85	88,208.00	88,208.00	60,897.15	30 %
Program Group Total:	0.00	27,310.85	88,208.00	88,208.00	60,897.15	30 %
Fund Total:	0.00	27,310.85	88,208.00	88,208.00	60,897.15	30 %
Grand Total:	517,153.27	1,678,471.38	1,875,674.00	1,867,299.00	188,827.62	89 %



GALLATIN GATEWAY SCHOOL

TO: Gallatin Gateway School Board of Trustees

FROM: Carrie Fisher, Business Manager/Clerk

DATE: July 28, 2017

RE: Cash Reconciliation as of June 30, 2017

County Treasurer Cash vs Book Cash *AS OF JUNE 30, 2017*

<u>Fund Name:</u>	<u>Fund #:</u>	<u>County Treasurer Cash:</u>	<u>Book Cash</u>	<u>Difference:</u>
General	101	\$238,076.89	\$238,076.89	\$0.00
Transportation	110	\$27,693.91	\$27,693.91	\$0.00
Bus Depreciation	111	\$56,113.03	\$56,113.03	\$0.00
Food	112	\$15,624.27	\$15,624.27	\$0.00
Tuition	113	\$864.43	\$864.43	\$0.00
Retirement	114	\$62,458.59	\$62,458.59	\$0.00
Miscellaneous	115	\$50,763.52	\$50,763.52	\$0.00
Adult Education	117	\$24,561.92	\$24,561.92	\$0.00
Compensated Absences	121	\$8,193.92	\$8,193.92	\$0.00
Technology	128	\$2,987.57	\$2,987.57	\$0.00
Flexibility	129	\$7,234.21	\$7,234.21	\$0.00
Debt Service	150	\$10,567.71	\$10,567.71	\$0.00
Building	160	\$2,052.88	\$2,052.88	\$0.00
Building Reserve	161	\$61,602.20	\$61,602.20	\$0.00
Endowment	181	\$1,448.22	\$1,448.22	\$0.00
Payroll Clearing	186	\$3,018.70	\$3,018.70 *	\$0.00
Claims Clearing	187	\$58,145.19	\$58,145.19 *	\$0.00
 Total		 \$631,407.16	 \$631,407.16	 \$0.00

* Equals Outstanding Warrants.

7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date: 7/24/2017

PERIOD 13

From:

General Fund	7790	101	-000-00-61-00-855	
Transportation Fund	7790	110	-000-00-61-00-855	
Bus Depreciation	7790	111	-000-00-61-00-855	
Food Services Fund	7790	112	-000-00-61-00-855	
Tuition Fund	7790	113	-000-00-61-00-855	
Retirement Fund	7790	114	-000-00-61-00-855	
Misc/Federal Fund	7790	115	-000-00-61-00-855	
Technology Fund	7790	128	-000-00-61-00-855	
Flex Fund	7790	129	-000-00-61-00-855	
Investment Fund	7790	140	-000-00-61-00-855	
Debt Service	7790	150	-000-00-61-00-855	
Building Fund	7790	160	-000-00-61-00-855	
Building Reserve Fund	7790	161	-000-00-61-00-855	
Investments Fund	7790	162	-000-00-61-00-855	
Endowment Fund	7790	181	-000-00-61-00-855	
Student Activity Fund	7790	184	-000-00-61-00-855	
Payroll Clearing Fund	7790	186	-000-00-61-00-855	
Claims Clearing Fund	7790	187	-000-00-61-00-855	\$159.84
		Total		\$159.84

To:

General Fund	7790	101	-000-00-53-00	\$159.84
Transportation Fund	7790	110	-000-00-53-00	
Bus Depreciation	7790	111	-000-00-53-00	
Food Services Fund	7790	112	-000-00-53-00	
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	
Misc/Federal Fund	7790	115	-000-00-53-00	
Compensated Absences Liability Fund	7790	121	-000-00-53-00	
Technology Fund	7790	128	-000-00-53-00	
Flex Fund	7790	129	-000-00-53-00	
Investment Fund	7790	140	-000-00-53-00	
Debt Service	7790	150	-000-00-53-00	
Building Fund	7790	160	-000-00-53-00	
Building Reserve Fund	7790	161	-000-00-53-00	
Investments Fund	7790	162	-000-00-53-00	
Endowment Fund	7790	181	-000-00-53-00	
Student Activity Fund	7790	184	-000-00-53-00	
Claims Clearing	7790	187	-000-00-53-00	
		Total		\$159.84

*coding error - correct in BMS
- sent to correct county Reports*

7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date: 7/26/2017

PERIOD 13

From:

General Fund	7790	101	-000-00-61-00-855	
Transportation Fund	7790	110	-000-00-61-00-855	
Bus Depreciation	7790	111	-000-00-61-00-855	
Food Services Fund	7790	112	-000-00-61-00-855	
Tuition Fund	7790	113	-000-00-61-00-855	
Retirement Fund	7790	114	-000-00-61-00-855	
Misc/Federal Fund	7790	115	-000-00-61-00-855	
Technology Fund	7790	128	-000-00-61-00-855	
Flex Fund	7790	129	-000-00-61-00-855	
Investment Fund	7790	140	-000-00-61-00-855	
Debt Service	7790	150	-000-00-61-00-855	
Building Fund	7790	160	-000-00-61-00-855	
Building Reserve Fund	7790	161	-000-00-61-00-855	
Investments Fund	7790	162	-000-00-61-00-855	
Endowment Fund	7790	181	-000-00-61-00-855	
Student Activity Fund	7790	184	-000-00-61-00-855	
Payroll Clearing Fund	7790	186	-000-00-61-00-855	
Claims Clearing	7790	187	-000-00-61-00-855	\$4,637.27
		Total		\$4,637.27

To:

General Fund	7790	101	-000-00-53-00	
Transportation Fund	7790	110	-000-00-53-00	
Bus Depreciation	7790	111	-000-00-53-00	
Food Services Fund	7790	112	-000-00-53-00	
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	
Misc/Federal Fund	7790	115	-000-00-53-00	
Compensated Absences Liability Fund	7790	121	-000-00-53-00	
Technology Fund	7790	128	-000-00-53-00	
Flex Fund	7790	129	-000-00-53-00	
Investment Fund	7790	140	-000-00-53-00	
Debt Service	7790	150	-000-00-53-00	
Building Fund	7790	160	-000-00-53-00	
Building Reserve Fund	7790	161	-000-00-53-00	
Investments Fund	7790	162	-000-00-53-00	
Endowment Fund	7790	181	-000-00-53-00	
Student Activity Fund	7790	184	-000-00-53-00	
Payroll Clearing Fund	7790	186	-000-00-53-00	\$4,637.27
Claims Clearing	7790	187	-000-00-53-00	
		Total		\$4,637.27

Correction to claim reported
to county as payroll expenditure.
Corrected to balance w/ county Report
Pg. 1 of 2

7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date: 7/26/2017

PERIOD 13

From:

General Fund	7790	101	-000-00-61-00-855	
Transportation Fund	7790	110	-000-00-61-00-855	
Bus Depreciation	7790	111	-000-00-61-00-855	
Food Services Fund	7790	112	-000-00-61-00-855	
Tuition Fund	7790	113	-000-00-61-00-855	
Retirement Fund	7790	114	-000-00-61-00-855	
Misc/Federal Fund	7790	115	-000-00-61-00-855	
Technology Fund	7790	128	-000-00-61-00-855	
Flex Fund	7790	129	-000-00-61-00-855	
Investment Fund	7790	140	-000-00-61-00-855	
Debt Service	7790	150	-000-00-61-00-855	
Building Fund	7790	160	-000-00-61-00-855	
Building Reserve Fund	7790	161	-000-00-61-00-855	
Investments Fund	7790	162	-000-00-61-00-855	
Endowment Fund	7790	181	-000-00-61-00-855	
Student Activity Fund	7790	184	-000-00-61-00-855	
Payroll Clearing Fund	7790	186	-000-00-61-00-855	\$0.03
Claims Clearing	7790	187	-000-00-61-00-855	
		Total		\$0.03

To:

General Fund	7790	101	-000-00-53-00	
Transportation Fund	7790	110	-000-00-53-00	
Bus Depreciation	7790	111	-000-00-53-00	
Food Services Fund	7790	112	-000-00-53-00	
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	
Misc/Federal Fund	7790	115	-000-00-53-00	
Compensated Absences Liability Fund	7790	121	-000-00-53-00	
Technology Fund	7790	128	-000-00-53-00	
Flex Fund	7790	129	-000-00-53-00	
Investment Fund	7790	140	-000-00-53-00	
Debt Service	7790	150	-000-00-53-00	
Building Fund	7790	160	-000-00-53-00	
Building Reserve Fund	7790	161	-000-00-53-00	
Investments Fund	7790	162	-000-00-53-00	
Endowment Fund	7790	181	-000-00-53-00	
Student Activity Fund	7790	184	-000-00-53-00	
Payroll Clearing Fund	7790	186	-000-00-53-00	
Claims Clearing	7790	187	-000-00-53-00	\$0.03
		Total		\$0.03

07/28/17
10:41:31

GALLATIN GATEWAY ELEMENTARY
Journal Voucher Details
For the Accounting Period: 6/17

Page: 1 of 1
Report ID: L100

Document #	Line #	Posting		Description	Debit Amount	Credit Amount	Acct/Source/		
		Date					Fund	Org	Prog-Func
JV	21	6/17	07/26/17						
***RECORD UI PAYABLE 6/30/17; CORRECT FED TAX DEPOSIT OVERPAYMENT 6/30/17									
Reversing JV created, #: 22									
	1			***REC UI 6/30/17		1,709.57	186 B		612
	2			***REC UI 6/30/17	1,709.57		186 B		101
	3			***FED TAX OVRPYMNT 6/30/17	3,398.35		186 B		613
	4			***FED TAX OVRPYMNT 6/30/17		3,398.35	186 B		101
Total					5,107.92	5,107.92			

JV to match County report
- UI cleared BMS, but not county
- Fed tax cleared County, but not BMS

Fund 115 CASH Reconciliation - FY17

9-0400.30 GRANT / PROJECT RECAP WORKSHEET

School:
 District No.
 Legal Entity (LE) No.
 Month and Year:

Gallatin Gateway
 35
 0364
 June-17

Treasurer's Balance	50763.52
Fund 15 Balance	50763.52
Difference	0.00

Project Reporter	Title of Program (enter here)	Beginning Cash	Total Receipts	Total Disbursements	Ending Cash Balance	Reconciliation	Notes RE reconcilment:
100	PD Scholarship	\$0.00			0.00		
101	Fuel it Up 60 Equipment Grant	\$0.00			0.00		
102	Donation- Christmas Giving	\$64.23			64.23		
103	Breakfast Expansion- YC	\$1,103.67		213.97	889.70		
104	Breakfast Expansion- No Kid Hungry	\$82.28		68.99	13.29		
107	Missoula Children's Theater	\$35.41			35.41		
110	Medicaid- MAC Reimbursement	\$4,249.21		250.03	3,999.18		
112	Snack Cart	\$3,005.58	\$ 78.50		3,084.08		
115	Exxon Mobile Grant	\$500.00			500.00		
116	Salesville Merchandise- School Store	\$699.46	\$ 12.90		712.36		
130	Textbook Donations	\$553.55			553.55		
137	Art	\$8,976.01			8,976.01		
144	Gym Renovation	\$250.00			250.00		
145	Miscellaneous	\$9,116.19	\$ 126.36		9,242.55		
147	Archery	\$0.00			0.00		
148	Green House	\$215.13			215.13		
149	Facility Rental	\$180.00			180.00		
151	PIE	\$0.00			0.00		
152	Madeline Grant	\$0.00			0.00		
153	One Class at a Time- HOLT	\$0.00			0.00		
155	Asthma Grant	\$367.23			367.23		
156	One Class at a Time- MATTHEWS	\$24.00			24.00		
160	Library	\$3,997.70	\$ 63.00		4,060.70		
162	FSA Excess Funds	\$11,514.74			11,514.74		
165	Mentor Program	\$0.00			0.00		
166	Primary Care Clinic- Nurse	\$95.56			95.56		
170	Technology Donations	\$206.47			206.47		
171	MEEA Grant- DAVIS	\$300.00			300.00		
172	Madeline Mueller- School Culture	\$2,100.00			2,100.00		
193	Music	\$624.28			624.28		
194	Music-Band	\$5,668.06		120.00	5,548.06		
195	Book Fair	-\$28.66			-28.66		
212	OPI Kitichen	\$0.00			0.00		
329	State Grant	\$493.61			493.61		
412	TitleVI, REAP	\$0.00			0.00		
413	REAP (FY17)	\$0.00			0.00		
420	Title I, Part A	\$103.98			103.98		
421	Title I (FY17)	-\$2,963.62	\$ 11,229.00	6,386.05	1,879.33		
422	REAP (FY16)	\$0.00			0.00		
456	CoOp Excess Funds	\$0.00			0.00		
650	Adult Education	\$508.43			508.43		
710	Field Trips	-\$194.28	\$ 948.33	6,503.75	-5,749.70		
TOTALS		\$51,848.22	\$ 12,458.09	13,542.79	50,763.52		CROSS CHECK 50,763.52

EOY FUND 115 TRANSFERS - FY17

9-0400.30 GRANT / PROJECT RECAP WORKSHEET

School:
 District No.
 Legal Entity (LE) No.
 Month and Year:

Gallatin Gateway
 35
 0364
 June-17

Treasurer's Cash Balance	50763.52
Fund 15 Cash Balance	50763.52
Difference	0.00

Project Reporter	Title of Program (enter here)	Beginning Cash	Total Receipts	Total Disbursements	Ending Cash Balance	Reconciliation	Reconciliation Balances	Notes RE reconciliation:
100	PD Scholarship	\$0.00			\$0.00		\$0.00	
101	Fuel it Up 60 Equipment Grant	\$0.00			\$0.00		\$0.00	
102	Donation- Christmas Giving	\$64.23			\$64.23		\$64.23	
103	Breakfast Expansion- YC	\$1,103.67		\$213.97	\$889.70		\$889.70	
104	Breakfast Expansion- No Kid Hungry	\$82.28		\$68.99	\$13.29		\$13.29	
107	Missoula Children's Theater	\$35.41			\$35.41		\$35.41	
110	Medicaid- MAC Reimbursement	\$4,249.21		\$250.03	\$3,999.18		\$3,999.18	
112	Snack Cart	\$3,005.58	\$78.50		\$3,084.08		\$3,084.08	
115	Exxon Mobile Grant	\$500.00			\$500.00		\$500.00	
116	Salesville Merchandise- School Store	\$699.46	\$12.90		\$712.36		\$712.36	
130	Textbook Donations	\$553.55			\$553.55		\$553.55	
137	Art	\$8,976.01			\$8,976.01		\$8,976.01	
144	Gym Renovation	\$250.00			\$250.00		\$250.00	
145	Miscellaneous	\$9,116.19	\$126.36		\$9,242.55	\$493.61	\$9,736.16	
147	Archery	\$0.00			\$0.00		\$0.00	
148	Green House	\$215.13			\$215.13		\$215.13	
149	Facility Rental	\$180.00			\$180.00		\$180.00	
151	PIE	\$0.00			\$0.00		\$0.00	
152	Madeline Grant	\$0.00			\$0.00		\$0.00	
153	One Class at a Time- HOLT	\$0.00			\$0.00		\$0.00	
155	Asthma Grant	\$367.23			\$367.23		\$367.23	
156	One Class at a Time- MATTHEWS	\$24.00			\$24.00		\$24.00	
160	Library	\$3,997.70	\$63.00		\$4,060.70	-\$28.66	\$4,032.04	transfer to 195- book fair
162	FSA Excess Funds	\$11,514.74			\$11,514.74		\$11,514.74	
165	Mentor Program	\$0.00			\$0.00		\$0.00	
166	Primary Care Clinic- Nurse	\$95.56			\$95.56		\$95.56	
170	Technology Donations	\$206.47			\$206.47		\$206.47	
171	MEEA Grant- DAVIS	\$300.00			\$300.00		\$300.00	
172	Madeline Mueller- School Culture	\$2,100.00			\$2,100.00		\$2,100.00	
193	Music	\$624.28			\$624.28		\$624.28	
194	Music-Band	\$5,668.06		\$120.00	\$5,548.06		\$5,548.06	
195	Book Fair	-\$28.66			-\$28.66	\$28.66	\$0.00	transfer from 160- Library
212	OPI Kitchen	\$0.00			\$0.00		\$0.00	
329	State Grant	\$493.61			\$493.61	-\$493.61	\$0.00	transfer to 145- Misc- close out
412	TitleVI_REAP	\$0.00			\$0.00		\$0.00	
413	REAP (FY17)	\$0.00			\$0.00		\$0.00	
420	Title I Part A	\$103.98			\$103.98	-\$103.98	\$0.00	to 421- close out
421	Title I (FY17)	-\$2,963.62	\$11,229.00	\$6,386.05	\$1,879.33	\$103.98	\$1,983.31	420- to close out
422	REAP (FY16)	\$0.00			\$0.00		\$0.00	
456	CoOp Excess Funds	\$0.00			\$0.00		\$0.00	
650	Adult Education	\$508.43			\$508.43		\$508.43	
710	Field Trips	-\$194.28	\$948.33	\$6,503.75	-\$5,749.70		-\$5,749.70	8th Grade Field Trip Expenses- to be reimbursed from Student Activity Account
TOTALS		\$51,848.22	\$12,458.09	\$13,542.79	\$50,763.52		\$50,763.52	CROSS CHECK 50,763.52

EOY FUND 115 Balance w/ Encumbrances

9-0400.30 GRANT / PROJECT RECAP WORKSHEET

School: Gallatin Gateway
 District No. 35
 Legal Entity (LE) No. 0364
 Month and Year: June-17

FY17

FY16 Fund 115 Cash Balance	\$50,763.52
Fund 115 Encumbrances	\$16,093.28
Balance after Encumbrances	\$34,670.24

Project Reporter	Title of Program (enter here)	ENDING CASH- FY16	Encumbered Receipts	Encumbered Expenses	Ending PRC Balance	Notes
100	PD Scholarship	\$0.00			\$0.00	
101	Fuel it Up 60 Equipment Grant	\$0.00			\$0.00	
102	Donation- Christmas Giving	\$64.23			\$64.23	
103	Breakfast Expansion- YC	\$889.70			\$889.70	
104	Breakfast Expansion- No Kid Hungry	\$13.29			\$13.29	
107	Missoula Children's Theater	\$35.41			\$35.41	
110	Medicaid- MAC Reimbursement	\$3,999.18			\$3,999.18	
112	Snack Cart	\$3,084.08			\$3,084.08	
115	Exxon Mobile Grant	\$500.00			\$500.00	
116	Salesville Merchantile- School Store	\$712.36		\$139.94	\$572.42	New Merchandise
130	Textbook Donations	\$553.55			\$553.55	
137	Art	\$8,976.01		\$1,216.39	\$7,759.62	Art Cabinet Supply Order
144	Gym Renovation	\$250.00			\$250.00	
145	Miscellaneous	\$9,736.16			\$9,736.16	
147	Archery	\$0.00			\$0.00	
148	Green House	\$215.13			\$215.13	
149	Facility Rental	\$180.00			\$180.00	
151	PIE	\$0.00			\$0.00	
152	Madeline Grant	\$0.00			\$0.00	
153	One Class at a Time- HOLT	\$0.00			\$0.00	
155	Asthma Grant	\$367.23			\$367.23	
156	One Class at a Time- MATTHEWS	\$24.00			\$24.00	
160	Library	\$4,032.04			\$4,032.04	
162	FSA Excess Funds	\$11,514.74		\$170.00	\$11,344.74	PIR Staff Meal
165	Mentor Program	\$0.00			\$0.00	
166	Primary Care Clinic- Nurse	\$95.56			\$95.56	
170	Technology Donations	\$206.47			\$206.47	
171	MEEA Grant- DAVIS	\$300.00			\$300.00	
172	Madeline Mueller- School Culture	\$2,100.00			\$2,100.00	
193	Music	\$624.28			\$624.28	
194	Music-Band	\$5,548.06			\$5,548.06	
195	Book Fair	\$0.00			\$0.00	
212	OPI Kitichen	\$0.00			\$0.00	
329	State Grant	\$0.00			\$0.00	
412	TitleVI, REAP	\$0.00			\$0.00	
413	REAP (FY17)	\$0.00		\$3,307.74	-\$3,307.74	FOSS Kit (3rd Grade), Student Technology Supplies & Hardware
420	Title I, Part A	\$0.00			\$0.00	
421	Title I (FY17)	\$1,983.31		\$2,688.85	-\$705.54	Guided Reading Books, MTSS Supplies, MBI Conference, and Connecting Math Books
422	REAP (FY16)	\$0.00		\$8,570.36	-\$8,570.36	Student Technology Supplies & Hardware (classroom computers)
456	CoOp Excess Funds	\$0.00			\$0.00	
650	Adult Education	\$508.43			\$508.43	
710	Field Trips	-\$5,749.70			-\$5,749.70	
TOTALS		\$50,763.52	\$0.00	\$16,093.28	\$34,670.24	CROSS CHECK 34,670.24

2016-2017 Extra-Curricular Recap & Reconciliation

	Balance July 1, 2016	Revenues	Expenditures	Balance Before Transfers	Transfers In(Out)	Current Cash Balance	Non-Cash Balance	Total Account Balance
Class of 2016	\$1,769.20	\$730.80	\$0.00	\$2,500.00	(\$2,500.00)	\$0.00	\$0.00	\$0.00
Class of 2017	\$3,512.38	\$23,167.58	\$21,704.74	\$4,975.22	\$2,500.00	\$7,475.22	\$0.00	\$7,475.22
Class of 2018	\$2,568.19	\$608.70	\$0.00	\$3,176.89	\$0.00	\$3,176.89	\$0.00	\$3,176.89
Class of 2019	\$2,145.59	\$0.00	\$1,589.71	\$555.88	\$0.00	\$555.88	\$0.00	\$555.88
Class of 2020	\$2,234.29	\$300.00	\$0.00	\$2,534.29	\$0.00	\$2,534.29	\$0.00	\$2,534.29
Class of 2021	\$32.71	\$0.00	\$0.00	\$32.71	\$0.00	\$32.71	\$0.00	\$32.71
Class of 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$61.75	\$0.00	\$100.00	-\$38.25	\$0.00	(\$38.25)	\$0.00	(\$38.25)
Student Council	\$375.14	\$0.00	\$57.60	\$317.54	\$0.00	\$317.54	\$0.00	\$317.54
	<u>\$12,699.25</u>	<u>\$24,807.08</u>	<u>\$23,452.05</u>	<u>\$14,054.28</u>	<u>\$0.00</u>	<u>\$14,054.28</u>	<u>\$0.00</u>	<u>\$14,054.28</u>

Balance as of:

June 30, 2017


 DISTRICT CLERK CARRIE FISHER

Gallatin Gateway School



Student and Parent Handbook

School Mission:

The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens.

Stay Connected to Gallatin Gateway School

1. Phone

Parents and students can call their child's teacher by calling 763-4415.

Kindergarten	ext. 27
First Grade	ext. 31
Second Grade	ext. 26
Third Grade	ext. 18
Fourth Grade	ext. 19
Fifth Grade	ext. 20
Sixth Grade	ext. 16
Seventh Grade	ext. 15
Eighth Grade	ext. 21
Tech/Math/PE	ext. 23
Library	ext. 22
Music/PE	ext. 30
Special Education	ext. 29

2. Gallatin Gateway School Website

Visit www.gallatingatewayschool.com to find out information about the school, download forms, or school board minutes and agendas.

3. Classroom Newsletters/Announcements

There will be information sent home with students concerning **upcoming events and school announcements**. This information can also be found at www.gallatingatewayschool.com.

4. PowerSchool

Parents have the opportunity to log-in to a secure area and view their child's progress in each class. Teachers can also provide parents with comments on their child's progress on each assignment and attendance. You can log into this secure site by visiting the school website (www.gallatingatewayschool.com) and clicking on the PowerSchool icon. For your future reference you can enter your unique username and password here when you receive it from the school.

Username: _____

Password: _____



GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY, MT 59730
"EDUCATING THE FUTURE"

Dear Parents and Guardians,

Welcome to another exciting year at Gallatin Gateway School. I am delighted to extend our warmest greetings on behalf of the staff, the school board, and our support organizations, PIE and Boosters. We eagerly look forward to the learning opportunities we will have with your children.

Please take time to review the information in this handbook. It is a useful guide to our school's procedures. It also outlines the major safety issues we face in our school and on our school playground. We will continue to implement ideas and practices aligned with the Multi-Tiered Systems of Support (MTSS) approach. This approach reinforces the behavioral and academic expectations for continued student success. Additionally, we are continuing work on the Whole Child approach to education. Last year's success with the Second Chance Breakfast program was a direct result of these efforts.

I encourage you to stay actively involved in your child's education. Not all parents are able to visit the school on a regular basis, but there are a multitude of opportunities available to assist with the many facets of elementary school academic programs and also in the maintenance of our school playground. Your involvement is powerful; it communicates that you value your children's education and that you expect them to take their responsibility as learners seriously.

The beginning of each new school year renews the home, school, and community partnership that provides positive educational growth for our students. Your continued involvement and support of your child's school progress is vital and appreciated. Together, through open and frequent communication, we will accomplish a successful academic future for your child. I urge all of you to focus on the positive events happening at Gallatin Gateway School and spread the word about the excellent educational opportunities available at Gallatin Gateway School.

We are committed to your children's success and will do all that we can to help them in their growth and development as learners.

Sincerely,

Travis Anderson
Superintendent

Student-Parent Handbook
Updated: August 2017

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GALLATIN GATEWAY SCHOOL CONTACT INFORMATION

ATTENDANCE:

763-4415 ext. 11

MAIN OFFICE:

763-4415 ext. 10

SUPERINTENDENT:

763-4415 ext. 13

E-MAIL:

anderson@gallatingatewayschool.com

FAX:

763-4886

WEBSITE:

www.gallatingatewayschool.com

MAILING ADDRESS:

PO BOX 265
GALLATIN GATEWAY, MT 59730

PHYSICAL ADDRESS:

100 MILL STREET
GALLATIN GATEWAY, MT 59730

COUNSELOR:

763-4415 ext. 28

TITLE 1/LEARNING LAB:

763-4415 ext. 24

Purpose

The purpose of this handbook is to describe the educational beliefs and programs of Gallatin Gateway School and to invite the school community to become active participants in our educational process. Gallatin Gateway School board members, educators, parents, and community members have teamed together to provide the best possible education for children of School District #35. Students will graduate from Gallatin Gateway School with the academic skills, thinking strategies, and study habits necessary to continue their education. By working together, our school community will continue to have an educational program worthy of community support.

School Board Policies

The Gallatin Gateway School Board of Trustees generates policies for the purpose of governing the school. These policies are dynamic in nature and are reviewed and revised yearly to ensure that they continue to closely address the changing needs of the students and the District. A copy of the policies in their entirety is available at the office of the school or on the school website. This handbook is a selection of procedures developed from policies addressing areas of interest for students, parents, and community members.

Philosophy

The Trustees of School District #35 are guided by the conviction that every student has the right to the best education this community can provide. Responsibility for this rests with all citizens, parents, school staff, and students, with the ultimate responsibility for direction and decision-making being assumed by the Board of Trustees.

The Board will exert leadership in creating, maintaining, and improving the school for the children's educational needs. The focal point of concern in our school system is the student. Organization, staffing, programming, teaching, and funding will all be developed to enhance positive opportunities for students to learn and develop personally, academically, and socially.

Goals

Goal: To guide students in transforming their potential into actuality, their basic quality education should enable them to:

- Find joy in learning.
- Communicate ideas, knowledge, thoughts, and feelings.
- Reason critically and creatively.
- Assume social responsibility.
- Develop their creative abilities.
- Be effective in changing the world.
- Develop personal responsibility.
- Learn about their individual development and growth.

Equal Opportunity

Every student has the right to the same education, regardless of race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status.

All opportunities shall be allowed for every student, including all educational and extracurricular activities. A student with a problem pertaining to equal opportunity should contact the Gallatin Gateway School Counselor who acts as the District's Title IX Coordinator.

School Support

Partners In Education (PIE)

Partners in Education is a partnership of community members, parents, teachers, students, and administration working together to provide educational opportunities for Gallatin Gateway School students.

Booster Club

The Booster Club is an organization headed by parents and community volunteers and supports the Gallatin Gateway athletic programs. Fund-raising efforts of the Booster Club support our students' athletic endeavors. The Booster Club is supported solely through donations and volunteers.

Gateway Youth Group (GYG)

The Gateway Youth Group is an independent 501(3)c, which provides fun, educational programs and opportunities that enrich the lives of Gallatin Gateway youth. ~~Contact: Director Martha Joh Kearns-Reeder, phone 582-8667, email mjreeder@hotmail.com.~~

Gallatin Gateway School Foundation

The Gateway School Foundation is an independent 501(3)c dedicated to preserving and expanding Gallatin Gateway's commitment to excellence in public education.

Mission: The Gallatin Gateway School Foundation provides resources to inspire learning, enrich teaching, and create opportunities for students through community support.

~~Contact: Director Lauri Olsen, phone 539-4865, lolsen@live.com.~~

Contact information for all of the above named organizations can be obtained by contacting the Gallatin Gateway School office.

Student Information

School Day

The school day for grades K-8 is from 8:10am to 3:10pm. Office hours are from 7:30am to 4:00pm Monday- Thursday, and 7:30am to 3:30pm on Fridays. The playground is supervised between 8:00am and 3:20pm.

Learning Lab

The Learning Lab is available for students to complete or receive assistance on homework and school-related assignments from 7:30am-8:10am Monday through Friday and 3:15pm-4:00pm Monday through Thursday. The GGS Learning Lab is available to assist students and parents before and after school by offering assistance and extra instructional support. Students will be asked to leave the Learning Lab room and call home for a ride if they do not have homework to complete. At the end of the day, parents should be on time to pick up children. The Learning Lab and school close at 4:00pm.

Telephone

Students will be allowed to use the phone in case of an emergency. Students should request a phone pass from their classroom teacher to use the phone during the school day. Students will be allowed to use the office phone after school for parent transportation.

Visitation

Parents and guardians are always welcome to visit their child's classroom to observe the educational process. Parents or guardians having particular concerns to discuss with the teacher are asked to arrange a conference time between 3:15pm and 4:00 pm, Monday through Thursday.

Students may bring guests to school after receiving their Administrator's and homeroom teachers' approval. All guests and visitors must check in at the office and receive a visitor badge.

All parents, volunteers, and visitors are to sign in upon arrival at the school at the office. After signing in, each will be given a volunteer/visitor badge to wear. This badge confirms that each visitor/volunteer has checked in with the office staff. Staff will remind volunteers and visitors who are not wearing a badge to return to the office to sign in. At the conclusion of your visit to the school each the day, each parent/volunteer/visitor should sign-out and turn in his/her badge.

There are important reasons for this procedure:

- To certify ones presence in the building
- School volunteers are covered by liability insurance.
- School volunteers are covered by workers' compensation insurance and the carrier needs to know when they are in the building and what activities they are conducting.
- In the case of an emergency, parents, volunteers, and visitors can be located on school grounds in the locations they designate on the volunteer sign-in sheet.
- In the case of an evacuation, the district can provide emergency services with an accurate number of people in the building

And most importantly, STUDENT and STAFF SAFETY!

When arriving to the school...

1. Stop at school office
2. Sign in
3. Obtain visitor badge from Office staff listing Name, Date, and Destination
4. Display your visitor badge so it is visible to students and staff

When departing from the school...

1. Stop at school office
2. Sign out
3. Return your visitor badge to office staff for disposal

Parental Custodial Arrangements

The school Administrator should be made aware of all parental custodial rights concerning students.

Lost and Found

All items found in the school that have been left by students will be placed in the lost and found. At the end of each quarter, items remaining will be taken to a community charity.

Report Cards

The assessments for students are distributed quarterly (approximately every nine weeks). Midterms will be issued to keep parents and students informed of academic progress. Classes are weighted depending on instructional time. Core classes (math, science, English and social studies) meet every day and are worth one credit per year. Other classes, based on instructional time, may be valued at less than one credit per year.

Grading Scale: (K-2)

Letter

AP Above Average (Advanced Proficient)

P Satisfactory (Proficient)

NP Below Average/Needs Improvement (Nearing Proficient)

N Unacceptable (Novice)

Grading Scale: (3-8)

Letter	%	Grade Point
A+	100-99	4.0
A	98-94	4.0
A-	93-90	4.0
B+	89-88	3.0
B	87-84	3.0
B-	83-80	3.0
C+	79-78	2.0
C	77-74	2.0
C-	73-70	2.0
D+	69-68	1.0
D	67-64	1.0
D-	63-60	1.0
F	59-00	Failing

Student Records

School student records are confidential. The information in all records is updated, accurate, and clear. All information concerning a student receiving special education services shall be directly related to the services provided to that child. The District may release information as permitted by law, but parents have the right to object to any information released about their child.

Types of Records

Permanent Records

Permanent records are required by all schools. Parents have access to them under Access Rights. They are kept current and accurate in a fireproof file or vault in the school building. They include:

1. Basic identifying information
2. Academic work completed (transcripts)
3. Level of achievement (grades, standardized achievement tests)
4. Immunization records
5. Attendance record
6. Statewide student identifier assigned by the Office of Public Instruction

Cumulative Records

Cumulative records are also available to parents under Access Rights. They are periodically reviewed and kept in locked storage. They include:

1. Intelligence and aptitude scores
2. Psychological reports
3. Participation in extracurricular activities
4. Honors and awards
5. Teacher anecdotal records
6. Verified reports or information from non-educational persons
7. Verified information of clear relevance to the student's education
8. Information pertaining to release of this record
9. Disciplinary action taken against the student, which is educationally related

Parents and Students Rights to Records

The District maintains the two types of records mentioned above. The Family Educational Rights and Privacy Act (FERPA) allows certain rights to the parents/guardians. These rights include:

- The right to inspect and copy the student's education records within a reasonable time of the day the District receives a request for access.
- The right to request the amendment of the student's education record that the parent(s)/guardian(s) believe is inaccurate, misleading, irrelevant, or improper.
- The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information concerning the parent's/guardian's child.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Directory Information

Regarding student records, federal law requires that 'directory information' on your child may be released by the District to anyone who requests it unless you object to the release of any or all of this information.

Directory information ordinarily includes:

- Student's name
- Student's address
- Telephone number
- Electronic mail address
- Date of birth
- Participation in officially recognized activities and sports
- Photographs
- Dates of attendance
- Grade level
- Honors and awards received in school

Gallatin Gateway School typically releases directory information to school-related organizations, other parents, and photographers (for the purposes of school related photos).

Safety

Closed Campus Policy

Students are not permitted to leave the school grounds without adult supervision.

Off-Limits Area

Outdoor areas outside the playground area are off limits to students. The playground area is bordered by the log fence to the east, the fence to the south, the bus lane and fence on the west, and sidewalks on the north.

Disaster Procedures

Emergency drills will occur on a regular basis as required by state law. Teachers will instruct and practice appropriate procedures for drills throughout the school year and post exit maps near each exit door. In the event of a disaster, Gallatin Gateway School will implement procedures to safeguard students.

Bicycles/Motorized Vehicles/Skateboards

Riding bicycles to school is permitted if the bicycles are walked across the sidewalk and parked immediately and properly in the bike rack when the student arrives at school. Provisions should be made for locking the bicycle. We encourage students to wear helmets when riding bikes and skateboards. Riding bicycles and

skateboards on the school grounds is not permitted. After school, bicyclists and skateboarders may leave the school grounds after the buses leave. Motorized vehicles are prohibited on the school grounds.

Crosswalk

Students who walk to school or are dropped off or picked up on the north side of Mill Street must use the crosswalk to cross. Crosswalk assistance is provided to students from 8:00am-8:10am and from 3:10pm-3:20pm each day.

Asbestos

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada and South Africa. Asbestos' properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. The Environmental Protection Agency (EPA) began action to limit uses of asbestos products in 1973. Building facilities were then inspected by a certified inspector as required by AHERA. Gallatin Gateway School hired an inspector to locate, sample, and rate the condition and hazard of the asbestos in the school. The inspection and laboratory analysis were then turned over to a certified engineer who developed an asbestos management plan for Gateway School, which is on file in the school office.

School Food Program

Breakfast is served at 7:50am every morning and Second Chance Breakfast for grades 3-8 is served at 9:00. Lunch is served at 11:45am for grades 5-8 and at 12:05pm for grades K-4. All students, parents, staff and community members are encouraged to eat school lunch every day! In order to optimize the student's learning capability, all students are required to have lunch every day. This can be either the hot lunch served at the school, or a cold lunch from home.

Gallatin Gateway School offers qualifying families a free lunch program and also a reduced lunch program. These forms are available throughout the year at the office. These forms are confidential and every family is encouraged to apply, even if they think they may not qualify. Also, if during the year a family has financial hardships, we encourage them to stop by the office and complete the form. Free and reduced lunch can be used all year long, or month-to-month depending a family's needs. Many grants the school applies for are awarded to schools based on the number of families that qualify for the free/reduced program. Please, remember that families who qualify do not necessarily need to participate in the program for the school to earn credit toward the grant. This program ensures a balanced meal to every student, every day. Please participate!

Please, have students bring their lunch money to the office for it to be credited to their account. Students, parents, staff, and community members can eat meals for the following prices:

Milk	\$0.30
Student Breakfast	\$1.65
Adult Breakfast	\$2.50
Student Lunch	\$2.80
Adult Lunch	\$3.50

The following information is to assist in budgeting lunch accounts. The school's hot lunch accounts are prepaid for the month and money can be sent to the school with your child or paid at the school to the office.

Breakfast Kindergarten: (11 days/month August- February)

Breakfast per day= \$1.65

per month = \$18.15

reduced per month = \$3.30

Breakfast Grades 1-8:

Breakfast per day= \$1.65

per month = \$33.00

reduced per month = \$6.00

Lunch Kindergarten: (11 days/month August- February)

Hot lunch per day = \$2.80

per month = \$30.80

reduced per month = \$4.40

Lunch Grades 1-8:

Hot lunch per day = \$2.80

per month = \$56.00

reduced per month = \$8.00

Cold Lunch:

Milk = 30 cents

per month = \$6.00

Afterschool Snack Cart

Serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits, and helping to prevent costly and potentially-disabling diseases, such as heart disease, cancer, diabetes, high blood pressure and obesity. Gallatin Gateway School offers a variety of afterschool snacks such as: fruit, milk, granola bars, vegetables, sandwiches, and string cheese for our students and parents to purchase after school. The afterschool snack cart is open Monday- Friday from 3:10-3:25pm.

Transportation

School Bus

The following information for parents and passengers states the rules and regulations for riding the school buses to ensure a safe and pleasant experience for the students. Riding the bus is a privilege, not a right, and students choosing not to follow the bus rules will lose their riding privileges.

Bus Driver

The bus driver has the responsibility and the authority to maintain discipline on the bus at all times. The driver is authorized to assign seats when needed.

Bus Stops

Due to the seating capacity of the school buses, registered bus students must ride the bus they are scheduled to ride. Students may not ride a bus to which they are not assigned without written bus change permission from the Administrator. Parents wishing to have their children ride a different bus must contact the Administrator in advance.

Gallatin Gateway requires a signed parental note to be given to the bus driver for a student to ride to any destination other than home. The note must be dated and signed by the parent and given to the bus driver. If a student calls home after school requesting to ride to someone's house, the office staff or teachers cannot give permission for the student to ride the bus.

Bus Safety: Student Responsibilities Previous To Loading

- Be on time at the designated loading zone five minutes prior to scheduled stop.

- Stay off the road at all times while walking to and waiting for the bus.
- Wait until the bus is completely stopped before moving forward to enter.
- If you must cross a highway, cross at least ten feet in front of the bus.
- Enter the bus single file and immediately go to assigned seat and be seated.

While on the Bus:

- The driver is completely in charge and must be obeyed.
- Observe all rules of classroom conduct.
- Students are to be respectful.
- Remain seated while the bus is in motion.
- After entering the bus keep head, hands, and arms inside the bus at all times.
- Do not litter on the bus or throw anything from the bus.
- Keep books, packages, coats, backpacks, and all other objects out of the aisle.
- No flammable or hazardous materials are allowed on the bus.
- No animals are allowed on the bus unless permission is received from the bus driver in advance. Animals must be in a proper container.
- No alcohol, drugs, tobacco, or mind-altering products are allowed.
- The offender will pay for any damage done to the bus equipment or bus seats.
- Do not tamper with the bus or any of its equipment.
- Yelling, cursing, obscene language, scuffling, and fighting are forbidden.
- Any action, loud talking, or horseplay that might distract the driver is forbidden.
- In case of an emergency, students shall follow emergency evacuation procedures.
- No personal audio equipment or cell phones on the bus.
- No drinking or eating on the bus. Snacks purchased afterschool at the snack cart can be consumed before boarding the bus or after the student gets off the bus at home.

Leaving the Bus:

- Do not get up to leave the bus until the bus has stopped.
- Cross the road, when necessary, at least ten feet in front of the bus.
- The driver is not to discharge students at places other than their regular stop or at school unless the driver has proper authorization from parents.

Parent Responsibilities

- Helping your child be a responsible bus rider will help keep everyone safe. Help them to be on time for their bus, and to take the safest route to and from the bus stop.
- Help them learn all of the bus rules and explain the importance of following the driver's instructions.
- Get to know your child's bus driver and let the driver know of any problems or concerns you may have.
- Please remember that there are two sides to every story. If your child has been disciplined or is suspended, try to be understanding and listen to both sides of the issue. Your bus driver may assign seats on the bus. Seating may be changed by the driver periodically.
- Drivers are there to deliver your child(ren) safely to and from school. That is why all rules must be followed. Bus drivers will explain rules, expectations, and consequences to students monthly, or as needed.
- Please inform the school, and/or your driver, of any changes to your student's normal routine. If your child will not be riding the bus for a given time, a note is greatly appreciated.
- No student will be allowed off the bus at any location other than their regular stop, unless prior arrangements have been made, or they are released to a parent or guardian. If a regular bus rider brings a friend, then the parent of the friend **MUST** write a note.
- Make plans for weather emergencies should school be dismissed early.

- Be sure the school has a home, work, and emergency phone number where the parent/guardian can be reached.

Bus Conduct

Behavior on the bus is a matter of safety not only for your child, but also for the other passengers. Distracting the bus driver could lead to unnecessary accidents. The Board authorizes the use of video cameras with sound on District school buses to ensure the health, welfare, and safety of all staff, students, and visitors on District school buses. Notification of video and sound surveillance will be posted on the school bus. The District will comply with all applicable state and federal laws related to record maintenance and retention.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. Bus video recordings will be with sound. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Students who become a serious disciplinary problem on the bus may have their riding privileges suspended.

Disciplinary actions:

- Verbal Warning to a student.
- First warning - reminder of the expectation and procedures of the bus.
- Second warning - Bus driver will change student-seating arrangement and notify Classroom Teacher and/or Superintendent.
- Third Warning - Bus driver will contact parents, classroom teacher, and Superintendent about continuing behaviors.

Inclement Weather Conditions

Students and parents can listen to the radio reports concerning questionable weather. It is the parents' responsibility to bring their student to and from school if the buses aren't running, unless school is closed.

School Bus Fees

District #35 provides bus service to all students residing in the District. The state helps finance transportation only for those students who live farther than three-miles from the school. Therefore, the district must assess a bus fee to families living within a three mile radius of the school and out-of-district families to help cover operational costs. This fee is \$15 per month for one student and \$20 per month for two or more students in a family. Fees must be paid by the first Friday of each month in order to ride the bus. No refunds will be made for days a student does not ride or when the bus cannot make its regular run. If a student is not going to ride the bus for a month, the bus driver and the office must be notified in advance. Since the student is reserving a seat on the bus with payment, the monthly charge remains the same whether the student rides the bus one way or both ways.

Attendance

In the event of illness or other unavoidable absences, please notify the school office by phone by 8:30 a.m. If a child is not at school and the school does not receive a phone call, the secretary will phone to make certain the child is home. This helps us ensure the safety of the children.

Student attendance is recorded based on an entire day or 1/2 day. Early Release days count as a full day; therefore if a student is absent on an early release day it counts as one full-day absence.

Parents will be notified using the following procedure in the event of excessive absences:
 ABSENCES- Determined by quarter (about 45 days):

- ~~Four absences—a letter of concern will be sent to parents reminding of school policy~~

- ~~Five~~ or more absences/quarter- a letter will be sent ~~or phone call will be made~~ to parents regarding absences and school policy ~~and/or letter to parent(s)/guardian(s) requesting a conference with teacher(s), administrator, and/or counselor and any other necessary staff member(s).~~
- In the event of excessive absences, a meeting with the parent(s), classroom teacher(s), administrator, counselor, School Resource Officer, and any other necessary staff member(s) may be held to determine whether a recommendation for an attendance contract will occur. The attendance contract should be designed in a way to support increased school attendance. If the behavior contract is not followed and it is determined that excessive absences have restricted the student's ability to meet grade-level expectations, a recommendation can be made by the District Administrator for grade-level retention. The parent(s)/guardian(s) will be notified by the District Administrator in writing if a recommendation for retention is made. In addition, a letter may be sent to the truancy office of the Gallatin County Sheriff's Department or a complaint of neglect may be reported to the Department of Family Services.

Student attendance is recorded based on an entire day or 1/2 day. Therefore it will be calculated as follows:

1. Students arriving to class from 8:15-8:30am will be counted tardy.
2. Students arriving to class after 8:30am will be counted absent for 1/2 day.
3. Students leaving school prior to 2:50pm will be counted absent for 1/2 day.
4. Early Release days count as a full day; therefore if a student is absent on an early release day it counts as one full day absence.

Students are to check out at the office when leaving, and check back in when returning. The same is true for when a student is tardy. Students are required to have an office pass to enter class late or after leaving the building.

- Students arriving before 8:00 am are to check in at the office for breakfast and learning lab.
- Regular and punctual attendance is necessary for success in school. A student who is frequently absent or tardy misses valuable class instruction and discussion and finds it difficult to keep up with the class. However, parents should not send a child to school when attendance might be detrimental to one's own health or that of others.

Homework/Makeup Policy

A student shall be allowed one (1) makeup day for each day of absence. (Example: If a student is absent on Monday his/her work assignments will be due on Wednesday rather than Tuesday.) Students absent as a result of an out-of-school suspension shall have the right to complete assignments missed according to scheduled due dates during the time they were denied entry to the classroom.

Admission of Out-Of-District Students

Gallatin Gateway School recognizes that the educational needs of resident students require an orderly education process, free from disruptive influences, overcrowding, and violence. The admission of out-of-district students will be made on the following criteria:

- 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 present no educationally related detriment to the students of Gallatin Gateway School.
- Gallatin Gateway School has the option of admitting out-of-district students who do not meet all of the above criteria if the student and parents agree to special conditions of admittance.
- The Board will not admit any student who is expelled from another school district.
- The district will not accept out-of-district students who require additional staff, services not currently provided, or cause overcrowding in existing classes.

Health

- The District provides Special Education services to meet the criteria prescribed by law.
- Vision screenings are provided through a school nursing contract with Gallatin County Health Department.
- Speech and language screening is provided by referral.
- Hearing screening is provided for new students, referrals, and those in kindergarten, first grade and in special education.
- We participate in “Child Find” screening in the fall for any child, birth through five years of age. Our resource room teacher and paraprofessionals service children meeting the specific criterion required by law. Parents may request that their child(ren) be screened or tested by contacting the school Administrator.

Help With Interpretation of Immunization Records

Interpretation of immunization records for school entry can be confusing. The following are some helpful guides along with a review of the Immunization Law Requirements for Montana Schools.

Minimum Requirements for School Entry

VACCINE: Polio

DOSES: Three doses, but one more dose if the third was given before the fourth birthday.

INFO: The primary series of oral polio vaccine (OPV) consists of three doses given six to eight weeks apart. The same dose requirements that apply to OPV are required if inactivated polio vaccine (IPV) or a combination of both OPV and IPV are used.

VACCINE: DT/DTaP/Td/Tdap

DOSES: Four doses, but one more if the fourth was given before the fourth birthday.

INFO: A student enrolling in kindergarten through eighth grade needs at least four doses of Diphtheria, Tetanus and Pertussis (DTaP, DT, Td, or Tdap) vaccine given as any combination of DTaP, DT, Td, or Tdap. In addition, all students entering 7th grade must have a Tdap booster within the past five years.

VACCINE: MMR

DOSES: Two doses, one dose on or before the student’s first birthday and one more dose upon entry to kindergarten if not earlier.

INFO: Date given must be on or before first birthday, second dose is required before school entry.

VACCINE: VARICELLA (CHICKENPOX)

DOSES: Two doses, one dose on or after first birthday and one dose upon entry to kindergarten if not earlier.

INFO: A student enrolling in kindergarten through eighth grade needs at least two doses of Varicella vaccine. First dose must be administered on or before the student’s first birthday and the second dose is required before school entry.

If a child has not completed the minimum vaccination series required by Montana Law, a Conditional Attendance Form should be completed. If the student has received at least one or more doses of the required vaccine(s), he/she can conditionally attend until the next series is due. In order to remain, the student must continue to receive all remaining doses in a timely manner. If the student fails to complete the immunization(s) within the time period indicated, he/she must either qualify for and claim an exemption or be excluded immediately from school by the school Administrator or that person’s designee.

Medical Exemption for Required Immunizations

“(2) When a parent, guardian, or adult who has the responsibility for the care and custody of a minor seeking to attend school, or the person seeking to attend school, if an adult, files with the governing authority a written statement signed by a physician licensed to practice medicine in any jurisdiction of the United States or Canada stating that the physical condition of the person seeking to attend school or medical circumstances relating to him indicate that some or all of the required immunizations are not considered safe and indicating the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization, he is exempt from the requirements of this part to the extent indicated by the physician’s statement. The statement must be maintained as part of the person’s immunization records.” MCA 20-5-405(2)

The law also allows for exemptions, if immunizations are contrary to the religious beliefs of the parent or guardian. A claim of exemption on religious grounds must be renewed each year on an affidavit. (Affidavit-Appendix)

Administering Medicines to Students

(Medical Release Form-Appendix)

Any school employee authorized in writing by the school Administrator:

- May assist in the self-administration of any drug which may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions of a medical practitioner, if the student’s parent or guardian consents in writing.
- May assist in self-administration of a prescription drug to a student in compliance with the written instructions of a medical practitioner, if the student’s parent or guardian consents in writing.

No employee except a qualified health care professional may administer a drug or prescription drug to a student under this policy, except in an emergency situation. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

The Board will permit the administration of medication to students in schools. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student’s private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse license requirement under 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection. There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student’s cumulative health folder.

Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

- A physician or dentist provides a written order for self-administration of said medication.

- There is written authorization for self-administration of medication from the student's parent or guardian.
- The appropriate staff are informed that the student is self-administering prescribed medication.

Any school employee authorized in writing by the school administrator may assist with self-administration of medications provided that only the following acts are used:

- Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medication.
- Handing a pre-filled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student.
- Opening the lid of the above container for the student.
- Guiding the hand of the student to self-administer the medication.
- Holding and assisting the student in drinking fluid to assist in the swallowing of oral medications.
- Assisting with removal of a medication from a container for students with physical disability which prevents independence in the act.

Handling and Storage of Medications

All medications, including those approved for keeping by students for self-medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

- Examine any new medication to insure that it is properly labeled with dates, name of student, medication name, dosage and physician name.
- If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel.
- Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
- Store medication needing refrigeration at 36°F-46°F.
- Store prescribed medicinal preparations in a securely locked storage compartment. Controlled substances will be contained in a separate compartment, secured and locked at all times.

No more than a forty-five school day supply of a medication for a student will be stored at the school. All medication, prescription and nonprescription, will be stored in its original container.

Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building Administrator or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

- A written and signed authorization from the parents or guardians for self-administration of medication acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the pupil has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to use and administer an EpiPen or asthma inhaler.
- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours.

Authorization granted to a student to possess and self-administer medication from an EpiPen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an EpiPen or asthma inhaler may be limited or revoked by the building Administrator or other administrative personnel.

If provided by the parent or guardian, and in accordance with documentation provided by the pupil's doctor, backup medication must be kept at a pupil's school in a predetermined location or locations to which the pupil has access in the event of an asthma or anaphylaxis emergency. (Appendix)

Disposal of Medication

School personnel must either return to the parent or destroy any unused, discontinued, or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven day period of notification by school authorities will be destroyed by the Administrator in the presence of a witness.

Students: Emergency Treatment

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian. Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached. When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse or a doctor. The designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school official shall do the following:

- Isolate the child immediately from other children in a room or area segregated for that purpose.
- Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child.
- Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event that the parent cannot be reached and if, in the judgment of the person in charge, immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

A person with a valid First Aid card shall be present for all field trips, athletic and other off-campus trips.

Substance Abuse

To promote positive health, tobacco, alcohol, illegal drugs, or mind-altering substances will not be allowed in the school building, on the school grounds, or during school sanctioned functions. The school playground and surrounding property is designated as a drug free school zone.

Behavior

Mission of the MBI

The Montana Behavioral Initiative (MBI) is envisioned to be a comprehensive staff development venture created to improve the capacities of schools and communities to meet the diverse and increasingly complex social, emotional, and behavioral needs of students. MBI will assist educators and other community members in developing the attitudes, skills, and systems necessary to ensure that each student leaves public

education and enters the community with social competence appropriate to the individual regardless of ability or disability.

MBI Guidelines for Student Success at Gallatin Gateway School

All across our nation and our state, parents, teachers, and community members are concerned with the social development of our children. Increased occurrence of aggression, irresponsibility, and mismanagement of anger among our youth is disturbing. Children need strategies to solve problems contributing to unresolved anger. As a model site for MBI, Gallatin Gateway School has committed itself to finding such solutions.

Supported by MBI, the Gallatin Gateway staff has developed programs and practices which teach students skills for success in the areas of personal, social, and career readiness. Other traditional Montana values incorporated into the program include a challenging curriculum that reinforces hard work and modeling communication among all school staff, parents, students, and community members.

The GATOR Way

The GATOR Way is the group of values we believe in and practice at GGS. It is really an honor to be a Gator. Practicing our Gator values makes Gallatin Gateway School a safe place to learn and to make friends and to grow and to belong—for all of us, including those new to Gallatin Gateway School. Within the title, GATOR is an acronym whose letters stand for character traits highly valued by the Gallatin Gateway community, traits which promote success not just in school, but in life itself. The acronym translates as follows:

- G = Generosity and kindness
- A = Academic effort and achievement
- T = Tolerance and teamwork
- O = Organization and self-discipline
- R = Respect and responsibility

Bullying, Harassment, Peer-to-Peer Aggression

Everyone at Gallatin Gateway School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Respect and kindness are the cornerstones of all our interactions and behaviors. At Gallatin Gateway School, we recognize and confirm the dignity and worth of one another and strive never to diminish another by our conduct or our attitudes. In order to prepare students to live in a complex and ever-changing society, we, as educators and parents, have the responsibility to help our children acknowledge diversity and build unity by practicing hospitality, civility and respect. Any physical, spoken, or written act of abuse, violence, harassment, intimidation, extortion, use of vulgarity, cursing, making remarks of a personally insulting or destructive nature toward any other person for any reason, intentional or unintentional, will not be tolerated at Gallatin Gateway School.

Bullying is unwanted, aggressive, unfair, and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Bullying occurs when a more dominant individual exhibits aggressive behavior intended to, and does, cause distress to or creates a hostile environment for a less dominant individual.

Gallatin Gateway School has predictable and escalating consequences for peer-to-peer aggression.

Bullying is not tolerated at Gallatin Gateway School.

Students have a right to:

- Feel safe at school
- Not experience peer pressure
- Not be teased or abused
- Be forgiven for their mistakes
- Be respected for who they are
- Be accepted just as they are

Bullying is not just physical.

What is bullying?

- Lying to get you in trouble
- Threats and name-calling
- Spreading gossip
- Stealing your belongings

Bullying is everybody's problem.

Bullying hurts children.

- Feeling unsafe makes learning difficult.
- Being bullied can lead to depression.
- Bullied students often avoid school.
- Bullies don't always outgrow bullying.

If you don't speak up, you're helping the bully.

Advice for your child if he/she is being picked on:

- If you feel safe, firmly tell the bully to stop.
- Quickly get away from the situation.
- Don't blame yourself.
- Tell your teacher and your parents.
- Talk until someone listens and does something.

If your child sees bullying:

- Don't laugh or join in.
- Speak up for the other kid.
- Tell a teacher what's happening.
- Stick up for your friends.

Gallatin Gateway faculty and staff do the following to prevent bullying and help children feel safe:

Closely supervise students in all areas of the school and playground	Watch for signs of bullying and stop it when it happens	Teach the programs Second Step, Steps to Respect, and Why Try?
Take seriously families' concerns about bullying	Respond quickly and sensitively to bullying reports	Look into all reported bullying incidents
Assign consequences of increasing severity for bullying	Provide immediate consequences for retaliation against students who report bullying	

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

Discipline Philosophy

A major goal of the staff at Gallatin Gateway School is to establish a safe, secure, and happy atmosphere throughout the school in which all children are given an opportunity to learn and develop as individuals. The general rules of the school exist to prevent injury, protect the rights of students and staff members, and promote a positive learning atmosphere. The fundamental right of every teacher is the right to teach. The fundamental right of every student is the right to learn. Behavior that interferes with either of these rights is unnecessary and unacceptable.

Gallatin Gateway School Staff believes that children learn best when they feel themselves to be part of a safe, understanding, and secure community. Our staff commits itself to the development of a safe, interactive learning environment that promotes respect, responsibility, and community. Clearly defined expectations of student conduct, meaningful feedback, celebration of successful behavior, and consistent implementation of behavioral guidelines highlight our program. Gallatin Gateway teachers are both compassionate and firm.

Each teacher develops procedures and rules with his/her individual class, which is sent home. These clearly stated discipline plans teach Gallatin Gateway students to be responsible for their actions. Teachers will notify parents if a child's behavior becomes disruptive. If a discipline referral sheet is sent home, please discuss the incident with your child and feel free to contact your child's teacher for advice or clarification.

It is expected that students be respectful and cooperative with staff members, substitute teachers, volunteers, and other students. There is not a rule for every possible action that violates the rights of others. Any act that disrupts learning, is disrespectful, or causes danger to people or destruction of property is against the rules. In all communications with students, but particularly in disciplinary situations, teachers and staff understand their role in respecting the dignity of students. Children need guidance and discipline as they develop; Gallatin Gateway Staff understands how we give this guidance is crucial. The Gallatin Gateway staff sets the tone through our own actions and attitudes.

School-Wide Behavioral Expectations

- Treat everyone with respect, dignity, and courtesy.
- Follow school regulations.
- Stay in assigned areas.
- Use equipment and facilities respectfully.
- Keep hands, feet, and other objects to yourself.
- Use appropriate language and appropriate voice volume.

Gum/Water Bottles

Gum chewing is prohibited during school hours on school premises. Containers for water must be clear and 16 ounces or less.

Classroom Discipline

Each classroom teacher uses a classroom management plan which is explained to the students. Copies are available to parents/guardians.

Lunchroom Rules/Procedures

To ensure a pleasant lunchroom setting, the following rules must be followed:

- Sit in assigned seat.
- Remain seated unless given permission to get seconds or clean up.
- Wait for permission to leave the lunchroom (minimum 20 minutes for eating).
- Speak in a soft voice.
- Students are not permitted to return to their classrooms or lockers to retrieve items once they have left their classroom for lunch.

Hallway and Cafeteria Consequences

Students who do not follow the rules in the hallways and in the cafeteria will receive:

- Time-out - Behavioral slip given to the student's homeroom teacher.

Playground Rules

The following procedures and rules address the supervision of your child at play. Please discuss these with your child. Students will be supervised on the playground at all times. Teachers or aides will be on the playground for their designated duty periods. If they must leave the playground for any reason, they will arrange to have another staff member take their place.

Common sense is the first rule for determining whether activities are safe or not safe. If the playground supervisor determines that an activity/behavior is unsafe, it must be stopped. The following rules will provide a safe playground for our school.

Playground Expectations

Goal: The playground will be a safe environment. Students will interact with courtesy and respect.

Responsible Playground Behaviors

Students will:

- Show respect for other students and staff.
- Follow directions of all school personnel.
- Cooperate and use good sportsmanship.
- Use all playground equipment safely and in the manner in which it was intended.
- Keep hands, feet, and objects to self.
- Stay in boundaries.
- Gather equipment when the bell rings and line up quickly.
- Eat and drink in the cafeteria. Exceptions may occur for special events.

Dress Appropriately for the Weather

Students are expected to dress appropriately for the seasonal conditions. Students should consistently wear hats, warm coats, socks, gloves, and boots during rain or snow conditions. It is suggested that these garments be labeled with the child's name. Shorts may be worn year around, but remember that all children will be expected to go outside at recess time if weather permits. Seasonal outdoor clothing is not permitted in the classroom.

Students in K-4 will wear snow boots. They will wear snow pants to play in the snow or to play on any equipment that is wet or snow-covered. Students without snow pants will be required to stay on the paved areas of the playground.

Inappropriate Behaviors

- Swearing, rudeness, name calling, spitting, or defying authority
- Inappropriate or obscene gestures
- Fighting, tackling, pushing, wrestling, or shoving another student

- Throwing snow, rocks, sticks, etc
- Sliding on ice or playing in water
- Piggy back rides, chicken fights or carrying another student
- Any activity that endangers another student
- Urinating on the playground

General Expectations

Students will:

- Leave toys at home (to prevent loss and damage) unless the classroom teacher gives permission.
- Be allowed to bring personal footballs, basketballs, soccer balls, jump ropes, books, and journals to use on the playground if they wish. Students are responsible for keeping track of all personal belongings they bring onto the playground.
- Walk bikes between the bike racks and the road, on the sidewalk and on the playground. Bicyclists may not leave the playground until after the buses leave for the afternoon. Helmets are highly recommended for safety.
- Go home after school, unless their adult chaperone is present, or students are participating in supervised after-school activities.
- Not use skateboards on school property during school hours.

Boundaries

North boundary: sidewalk

South boundary: fence

East boundary: log fence

West boundary: bus lane and fence

K-8 students will:

- Remain in playground boundaries during all recesses, unless given permission.
- Pass without loitering behind any sheds, building, or vehicles.
- Sit on the benches by the Memorial Garden, but will not be in the garden.
- Not climb on the fences, the trees, or pull the tree branches.
- Ask permission to go inside to use the restrooms or to receive help for injuries.
- Enter through designated entrance with teacher.

Basketball Courts

Students will:

- Play only one game per court, unless sharing a court and playing half court games.
- Respect the equipment by not hanging on rims.

Large Field Area

Students will:

- Play organized field games on the field.
- Alternate field games each recess if interest is shown for more than one sport.
- Allow everyone to play field games.

Playground

Students will:

- Play tag or chase games on the fields, not on playground equipment.
- Dismount from all equipment safely and not jump from equipment.
- Not tie clothing or ropes to equipment.
- Keep hands, feet and legs to themselves when playing on equipment. Students will not have chicken fights or pull others while on equipment.
- Sit at picnic tables and not stand on benches or tables.

Swings

Students will:

- Swing in a sitting position, one person per swing. Students will not swing sideways, on stomachs, knees or feet, do spiders or underdogs, twist, or bail out of swings.
- Not throw swings over the top.
- Not climb on support poles for swings.

Slides

Students will:

- Climb up the stairs with one person in the slide shoot at a time.
- Wait until the slide is clear before sliding down.
- Slide all the way down on their bottom, feet first.
- Leave the landing area promptly to clear the way for the next person.
- Not put objects such as snow, toys, dirt, wood chips, backpacks, etc. on the slide.

Horizontal Bars (Monkey Bars)

Students will:

- Keep their bodies below the bars.
- Cross the bars in the direction the first person chooses. All students will progress with their hands across the bars in one direction.

Soft Rubber Balls

Students will:

- Use soft rubber balls for throwing, catching and for playing four square.
- Not kick or sit on soft rubber balls.
- Throw the balls away from the building.

Soccer Balls

Students will:

- Use soccer balls for kicking and for soccer games.
- Kick soccer balls away from the building.

Footballs

Students will:

- Use footballs for kicking and for football games.
- Kick footballs away from the building.

Snow Rules

Students will:

- Always obey the supervisor on duty.
- Play in the snow without throwing, kicking, or dropping snow or ice chunks.
- Share, help build, but never destroy snow creation. Snow is community property.

Playground Procedure

Playground rules, documentation forms, and playground consequences will be provided to all playground supervisors to allow them consistent enforcement and record keeping.

Severe Disruptions

Parents will be notified and may be asked to come to school immediately for the following behaviors:

- Fighting.
- Vandalism.

- Defiance of authority.
- Unacceptable language.

Sexual Harassment

Sexual harassment of any kind is strictly prohibited. Sexual harassment includes, but is not limited to, an employee, District agent, or student making unwelcome advances, requesting sexual favors, and engaging in other verbal or physical conduct of a sexual or sex-based nature. Sexual harassment also includes unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Harassment:

- 1) Denies or limits the provision of educational aid, benefits, services, or treatment, or makes such conduct a condition of a student's academic status.
- 2) Has the purpose or effect of:
 - A) Substantially interfering with the student's educational environment.
 - B) Creating an intimidating, hostile, or offensive educational environment.
 - C) Depriving a student of educational aid, benefits, services, or treatment.
 - D) Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

If a student believes harassment has occurred, a teacher, counselor, administrator, or Title IX coordinator should be contacted, who will then assist the student in filing a complaint. If the supervisors or teachers fail to help report the incident or condone the incident, they may be subject to punishment themselves.

Lockers

Students are responsible for the care and condition of the locker. If the locker needs repairs due to student misuse, the student will be billed.

School authorities may inspect and search school property and equipment owned or controlled by Gallatin Gateway School (such as lockers and desks), as well as personal effects left there by the student, without notice or consent of the student. School authorities may search a student, a student's personal effects, when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or District student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of age and sex of a student and the nature of the suspected infraction.

Valuables/Money

Unless necessary for a school sponsored event, students are asked not to bring valuables or money to school. If necessary, they may ask the office to hold such items. The school is not responsible for valuables/money left in lockers, classrooms or locker rooms.

Students are encouraged not to bring items such as electronic devices, cell phones, skateboards, etc. to school. However, if these items are brought to school they are to be promptly placed in the student's locker and not removed until the end of the day.

Cell phones and Other Electronic Equipment

Student possession and use of cellular phones and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

These devices must be kept in lockers and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school staff. Confiscated devices will be returned to the parent/guardian or student at the end of the day. Repeated unauthorized use of such devices will result in disciplinary action (see disciplinary actions).

Textbooks

Board-approved textbooks are provided free of charge for each class. Books must be covered by each student, as directed by the teacher, and treated with care. If the book is damaged when issued to the student, damage must be reported to the teacher. Any student that damages or fails to return a book issued by the school may be charged a fee to replace or repair the book. A student's grades may be withheld until restitution is made by payment.

Disciplinary Actions

Most student misbehaviors are resolved by the school staff directly responsible for supervision of a group of students. However, severe student misbehavior will be referred to the Superintendent. Severe misbehaviors are defined as:

- Physically dangerous behavior (fighting, assault, weapons)
- Defiance
- Inappropriate use of internet privileges
- Vandalism
- Stealing
- Bullying/harassment
- Any illegal acts (ex. drugs, alcohol, tobacco)

Consequences for misconduct include meeting with administration, mediation, a loss of privileges, making amends, community service, confiscation, detention, suspension, and expulsion. When consequences are assigned, cumulative acts of misconduct are dealt with severely. For example, a student may lose a trip to Washington, DC, or Yellowstone for a third bullying incident, even if the third incident is a lower level misconduct violation.

Chewing Gum

Gum chewing is prohibited during school hours on school premises.

Consequences:

Minimum: One Detention.

Maximum: Three Detentions and/or Parent Conference.

Inappropriate Dress

The good judgment of students and parents/guardians should suffice in matters of dress, modesty, and cleanliness. When decorum is in question, the following standards are applied:

- Clothing should be neat and clean.
- Hats, caps, hoods, sunglasses or coats are not to be worn in the building during school hours.
- Clothing should be free of slogans or advertisements promoting drugs, alcohol, tobacco, or violence.
- Clothing should be free of sexual, derogatory or vulgar connotations.
- Undergarments are to be completely covered.
- Visible straps on shirts should be at least 1 inch wide.
- Strapless shirts are not allowed unless the garment is worn underneath another appropriate top.
- Skirts and shorts should be no shorter than the student's hand length above the knee.
- Shirts and pants must cover the stomach, even when arms are raised.
- No sandals or open-toe shoes.

Any violations of the above rules and procedures will result in removal from the class. The student will wait in the office until suitable clothing is obtained or the student is taken home to change clothing.

At middle school, proper hygiene should be paid close attention to for both student health and social acceptance, for example, daily use of deodorant. If a student's lack of proper hygiene is offensive to others, you will be notified immediately.

Consequences:

Minimum: The student will be informed that the clothing is inappropriate for school. He/she may be sent home to change if the clothing is unable to be altered.

Maximum: Continued misbehavior in this category of offense will result in appropriate disciplinary consequences as determined by the Administrator.

Public Display of Affection

Inappropriate displays of affection are prohibited on school property.

Consequences:

Minimum: One Detention and/or Parent Conference.

Maximum: Continued misbehavior in this category of offense will result in appropriate disciplinary consequences as determined by the Administrator.

Class Disruption

Excessive disruptive misbehavior in the classroom (note classroom rules).

Consequences:

Minimum: Three Detentions

Maximum: Child Study Team intervention with parents.

Willful Disregard for Safety of Others

Committing acts that endanger other students, teachers, or staff (examples: physical assault, threats of physical violence, or actual physical altercations; acts that endanger other students-pushing, kicking, hitting, spitting, etc

Consequences:

Minimum: Two Detentions.

Maximum: Extended day(s) and/or Parent Conference.

Unacceptable Language

The use of profane, vulgar, or unacceptable language, symbols, or gestures; verbal abuse

Consequences:

Minimum: Meeting with the Administrator with and/or parents called to pick up student.

Maximum: Extended day(s) and/or Parent Conference/Juvenile Authorities notified.

Bullying, Harassment, and Creating a Hostile Environment

Actions or remarks directed toward a student, staff or adult, or visiting instructors designed to demean, embarrass, or humiliate including physical intimidation, sexual harassment, and threats.

Consequences:

Minimum: Two Detentions

Maximum: Out of School Suspension and/or Parent Conference/Juvenile Authorities notified.

Willful Disobedience/Disrespect

The conscious choice of a student to fail to act as instructed by a teacher, substitute, staff member, or the conscious choice on the student's part to be disrespectful.

Consequences:

Minimum: Two Detentions.

Maximum: Extended Day(s) and/or Parent Conference/Juvenile Authorities notified.

Deceit

An act of lying, cheating, forgery or other form of deceit including using school resources for inappropriate purposes, i.e. internet privileges.

Consequences:

Minimum: Two Detentions.

Maximum: Extended Day(s) and/or Parent Conference/Juvenile Authorities notified.

Fighting (MCA 45-8-101)

Definition: A mutually joined physical altercation involving two or more students.

Consequences:

Minimum: Parents called to pick up student and/or three Extended Days and/or Parent Conference.

Maximum: Suspension, Juvenile Authorities notified.

Assault

An attack or threat of physical abuse on another person.

Consequences:

Minimum: Parents called to pick up student and/or three Extended Days and/or Parent Conference.

Maximum: Suspension, Juvenile Authorities notified.

False Fire/Emergency Alarm

Definition: Student setting off false alarms.

Consequences:

Minimum: Three Extended Days, restitution, and referral to District Fire Marshal.

Maximum: Five Extended Days, Parent Conference, restitution, and/or referral to District Fire Marshal.

Bomb Threat

Definition: Any threat of a bomb being placed in or around the school at anytime.

Consequences:

Minimum/Maximum: Suspension, Referral for Expulsion, Juvenile Authorities notified.

Possession or Use of Water Balloons, Water Pistols, or Other “Prank” Devices

Possession of an item whose use disrupts or inconveniences the student, staff, or faculty.

Consequences:

Minimum: Confiscation, two Detentions.

Maximum: Confiscation and/or three Extended Days.

Possession Weapons

Possession of articles that pose a potential threat to the physical safety of the others.

Consequences:

Minimum: Parents called to pick up student, Confiscation, three Extended Days.

Maximum: Confiscation, Suspension, Juvenile Authorities notified.

Possession of Firearms

Definition: Possession, control, or transfer of a firearm or any object that can reasonably be considered, or looks similar to a firearm, including air-soft guns or pellet guns.

Consequences:

Minimum: Expulsion of at least one (1) calendar year. Juvenile authorities notified.

Maximum: Expulsion of more than one (1) calendar year to be determined by the School Board. Juvenile authorities notified.

Vandalism

Willful damage to or destruction of defacement of school property or personal property or personal property of other students or adults.

Consequences:

Minimum: Restitution, repair, and/or cleaning. Five Detentions, parents informed.

Maximum: Restitution, repair, and/or cleaning. Suspension, Juvenile Authorities notified.

Theft

Act of stealing or attempting to steal.

Consequences:

Minimum: Detention(s) and/or restitution.

Maximum: Suspension, Juvenile Authorities notified.

Arson

Attempting to or lighting a fire on school property.

Consequences:

Minimum: Suspension, notification of District Fire Marshal, and Juvenile Authorities notified.

Maximum: Suspension and referral for Expulsion, notification of District Fire Marshal, and/or Juvenile Authorities notified.

Possession or Use of Tobacco

Possession or use of any tobacco product.

Consequences:

Minimum: Parents called to pick up student, Confiscation, three Extended Days, Juvenile Authorities notified.

Maximum: Confiscation, Suspension, Juvenile Authorities notified.

Possession or Consumption of Drugs or Alcohol

Possession of alcohol, illicit drugs, or drug paraphernalia on the person, in locker, or in personal belongings of the student.

Consequences:

Minimum: Confiscation, Suspension, Juvenile Authorities notified.

Maximum: Suspension and/or referral for Expulsion, Juvenile Authorities notified.

Distribution of Drugs or Alcohol

Definition: The selling or distribution of illicit drugs, alcohol, or other intoxicants.

Consequences:

Minimum: Confiscation, Suspension, Juvenile Authorities notified.

Maximum: Confiscation, Suspension and/or referral for expulsion, Juvenile Authorities notified.

Athletics and School Functions

Athletic Eligibility Guidelines

Gallatin Gateway School District #35 recognizes the value of athletic programs as an integral part of the student's total education experience. All athletes will be subject to the athletic policies and procedures contained herein. If a special incident arises, which may not be covered in this handbook, the issue shall be submitted to the Principal, who will follow the District's Grievance Procedure for a determination and resolution.

Participation in the athletic program offered by Gallatin Gateway School is a privilege available to all students and carries with it responsibilities to the school, other participants, and the community. Gallatin Gateway School believes that every student has the right to the best education this community can provide. Responsibility for this rests through active participation of students, parents, and school staff. Academic schoolwork must come first.

The athletic program is designed to teach students the fundamentals of a variety of sports and to provide experiences that will assist each participant in developing athletic skills and a positive self-image, emotional maturity, sound moral values, social competence, discipline and responsibility, and the ability to deal with success and adversity.

Athletes enrolled academically full time: All students attending from 8:10am to 3:10pm are eligible for participation in all sports.

Athletes enrolled academically part time: All part-time students are eligible for participation in all sports.

Athletes living in the GGS District #35, but not enrolled in Gallatin Gateway School: Any student who resides in the Gallatin Gateway School District, but is not actively enrolled in Gallatin Gateway School, and wishes to participate in any sports activity must write a letter addressed to the Superintendent stating his/her reasons for wanting to join a team. This request must be provided to the Superintendent at least seven days prior to any regular School Board meeting. The Board shall make the final decision on the acceptance of such students. The District will not admit any students when it causes overcrowding or discipline concerns on any sports program. One year's acceptance does not guarantee another year's acceptance.

Athletes not living in the Gallatin Gateway School District #35 not enrolled in Gallatin Gateway School: All students outside the district who are not academically enrolled are not eligible to participate in any sports.

Athletes wishing to join after the start date of a season: For team sports such as volleyball, basketball, and cheerleading, athletes will not be permitted to join the sport after the first game, event, or competition. Accommodations may be made for students who transfer to the District during the team-sport season. For individual sports such as track and wrestling, athletes may join during the season; however, Booster participation fees will not be prorated.

Eligibility Requirements for Field Trips, Athletics, and Extracurricular Activities – 5th-8th grade
At Gallatin Gateway School, we strive to have all students working to intellectual capacity. One of our primary tasks is to assist students in attaining, and then maintaining, a self-disciplined, responsible, and rigorous approach to their studies. In order to be eligible for athletics and certain extracurricular activities, ~~field trips, assemblies, special events and excursions~~, a student must be functioning at a high level of self-discipline and responsibility. The following outlines the procedures used to determine eligibility and the consequences of an ineligibility determination:

1. Turn work in on time. Teachers will keep track of late work:

- a. If the student does not complete past-due assignments prior to the scheduled activity, he/she may not be able to participate.
 - b. Late assignments will affect grades and eligibility for participation in school sports and activities.
2. **Grades and Conduct.** Student-Athletes participating in extra curricular activities are expected to maintain good grades during the entire season. If a student has an “F” in any subject, or two or more “D’s” they will be required to report to after school academic support until the grade(s) are improved to a “C” or better. After school academic support will occur on Monday, Tuesday, Wednesday, and Thursday from 3:15-4:00.
 3. **Students with Curriculum Accommodations.** For students with an Individual Education Plan (IEP), accommodations are made according to the IEP and our Special Education staff. The Special Education teacher makes the final determination of ineligibility.

Behavior During School-Sanctioned Functions

Students attending school-sanctioned functions are expected to be participating in observing the activities for the duration. To assure proper supervision students will be expected to arrive at the designated time and be picked up promptly at the conclusion of the event.

Conduct/Sportsmanship

Participants in the athletic program are expected to conduct themselves in an exemplary manner at all times. Their actions should reflect favorably on themselves, their teammates, and the school. Inappropriate behavior and unsportsmanlike conduct will not be tolerated.

- a) Students are expected to conform to all rules on conduct and training established by the coaches, administration, and school board. Participants may be suspended from the athletic program for any action unbecoming an athlete representing Gallatin Gateway School.
- b) Any participant charged with a misdemeanor or more serious crime may be suspended from the athletic program pending disposition of the case. Following a conference with the coach, athletic director, parents, the student, the individual case shall be acted upon.

Players

The responsibility of the players for sportsmanship is second in importance only to the sportsmanship of the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Desirable behavior for players would be to:

- Treat opponents with the respect that is due them as guests and peers.
- Shake hands with opponents and wish them good luck before the contest. Exercise self-control at all times, accepting decisions and abiding by them.
- Respect the officials’ judgment and interpretations of the rules and never argue or make gestures indicating dislike for a decision.
- Do not communicate with the officials regarding the clarification for a ruling. This is the captain’s responsibility based on the approval and direction of the coach.
- For safety factors, players are not allowed to chew gum while playing a game.

Cheerleaders

- Cheerleaders play a very important part in athletic competition. They should:
- Motivate fans and students toward good sportsmanship.
- Stimulate and control crowd response.
- Choose the right cheers at the appropriate time.
- Respect the official’s judgment and interpretations of the rules and never argue or make gestures indicating dislike for a decision.
- Be certain that words used in a cheer do not inflame an audience.
- Avoid using bells, horns and noisemakers.
- Use gestures that are synchronized, pleasing to watch, and easy to follow.

- Divert the crowd's attention by starting a popular yell if booing develops.
- Not conduct a floor cheer at the same time as the visiting cheerleading squad.
- Be positive. Cheer for your team rather than against the opposition.
- Greet visiting cheerleaders.

Students

Students' habits and reactions as spectators determine the quality of sportsmanship which reflects upon the reputation of the school. Profane and abusive language and obnoxious behavior have no place at an athletic contest. Spectators should:

- Know and demonstrate good sportsmanship.
- Respect and cooperate with the cheerleaders.
- Respect the property of the school and the authority of the school officials.
- Show respect for an injured player and not heckle or jeer the opposing team.
- Remember athletic contests and mood- altering substances do not mix.
- Not loiter in the halls. Hall monitors may instruct loiterers to watch the game or leave.

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.

**AFFIDAVIT OF EXEMPTION ON RELIGIOUS GROUNDS FROM MONTANA SCHOOL
IMMUNIZATION LAW AND RULES**

Student's full name Birth Date Age Sex School

If student is under 18, name of parent, guardian, or other person responsible for students care and custody:

Street address and city: _____

Telephone: _____

I, the undersigned, swear or affirm that immunization against diphtheria, pertussis (whooping cough), tetanus, varicella, polio, rubella, mumps, and measles is contrary to my religious tenets and practices.

I also understand that:

(1) I am subject to the penalty for false swearing if I falsely claim religious exemption for the above-named student [i.e. a fine of up to \$500, up to 6 months in jail, or both (Sec. 45-7-202, MCA)];

(2) In the event of an outbreak of one of the diseases listed above, the above-exempted student may be excluded from school by the local health officer or the State Department of Health and Environmental Sciences until the student is no longer at risk for contracting or transmitting that disease; and

(3) A new affidavit of exemption for the above student must be signed, sworn to, and notarized yearly and kept together with the State of Montana Certified of Immunization (HES-101) in the school's records.

Signature of parent, guardian, or other person responsible for the above student's care and custody; or of the student, if 18 or older

Date

Subscribed and sworn to before me this _____ day of _____, 20____.

SEAL

Notary Public for the State of Montana

Residing in _____

My commission expires _____

PERMISSION FOR MEDICATION TO BE GIVEN AT GALLATIN GATEWAY SCHOOL

PLEASE PRINT CLEARLY

STUDENT NAME: _____ GRADE: _____

TEACHER: _____

DIAGNOSIS _____

MEDICATION: _____ DOSAGE: _____

PURPOSE OF MEDICATION: _____

TIME OF DAY MEDICATION IS TO BE GIVEN: _____

POSSIBLE SIDE EFFECTS: _____

ANTICIPATED NUMBER OF DAYS IT NEEDS TO BE GIVEN AT SCHOOL: _____

ADDITIONAL INSTRUCTIONS: _____

(DATE)

(SIGNATURE OF HEALTH CARE PROVIDER)

I hereby give my permission for _____ to take the above

(Student's name)

prescription at school as ordered. I understand that it is my responsibility to furnish this medication. I authorize the release and exchange of information concerning this medication between the school and this physician.

(DATE)

(SIGNATURE OF PARENT/GUARDIAN)

*NOTE: The prescription medication is to be brought to school in a container appropriately labeled by the pharmacy or Health Care Provider, stating the name of the student, the name of medication, and the dosage.

Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication

For this student to possess or self-administer asthma, severe allergy, or anaphylaxis medication while in school, while at a school- sponsored activity, while under the supervision of school personnel, before or after normal school activities (such as while in before- school or after-school care on school-operated property), or while in transit to or from school or school-sponsored activities, this form must be fully completed by 1) the prescribing physician/physician assistant/advanced practice registered nurse, and 2) an authorizing parent, an individual who has executed a caretaker relative educational or medical authorization affidavit, or legal guardian.

Student's Name: _____ School: _____
Sex: (Please check) Female / Male City/Town: _____
Birth Date: _____ / _____ / _____ School Year: _____ (Must be renewed annually)

Authorization by Physician/PA/APRN:

The above-named student has my authorization to carry and self administer the following asthma, severe allergy, or anaphylaxis medication:

Medication: (1) _____ Dosage: (1) _____
(2) _____ (2) _____

Reason for prescription(s): _____
Medication(s) to be used under the following conditions (times or special circumstances):

I confirm this student has been instructed in the proper use of this medication and is able to self-administer this medication without school personnel supervision. I have formulated and provided to the parent/guardian or caretaker relative a written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes and for medication use by this student during school hours and school activities.

Signature of Physician/PA/APRN _____ Phone Number _____ Date _____

Authorization by parent, individual who has executed a caretaker relative educational or medical authorization affidavit, or guardian:

As the parent, individual who has executed a caretaker relative educational or medical authorization affidavit, or guardian of the above named student, I confirm this student has been instructed by his/her health care provider on the proper use of this/these medication(s). He/she has demonstrated to me he/she understands the proper use of this medication. He/she is physically, mentally, and behaviorally capable to assume this responsibility. He/she has my permission to self-medicate as listed above, if needed. If he/she has used epinephrine during school hours, he/she understands the need to alert the school nurse or other adult at the school who will provide follow-up care, including making a 9-1-1 emergency call. I acknowledge the school district or nonpublic school and its employees and agents are not liable as a result of any injury arising from the self-administration of medication by the student, and I indemnify and hold them harmless for such injury, unless the claim is based on an act or omission that is the result of gross negligence, willful and wanton conduct, or an intentional tort. I agree to work with the school in establishing a plan for use and storage of backup medication. This will include a predetermined location to keep backup medication to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency. I have provided the following backup medication: _____

I understand in the event the medication dosage is altered, a new "self-administration form" must be completed, or the health care provider may rewrite the order on his/her prescription pad and I, the parent/caretaker relative/guardian, will sign the new form and assure the new order is attached. I understand it is my responsibility to pick up any unused medication at the end of the school year, and any medication not picked up will be disposed of. I authorize the school administration to release this information to appropriate school personnel and classroom teachers.

Parent/Caretaker/Guardian relative signature: _____ Date _____
(Original signed authorization to the school; a copy of the signed authorization to the parent/guardian and health care provider)

CHILDREN'S INTERNET PROTECTION ACT POLICY

Internet access is available to the District's students and community members. Through its computer network, the District is connected with thousands of computers all over the world. Users may have access to information ranging from different cultures, science related issues, music, politics, and access to many university library catalogs. These are just some of the areas users may be able to explore through the computer network.

Students utilizing school-provided Internet access are responsible for good behavior on-line, just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply. The District may provide filtering software for computers accessing the Internet.

The purpose of the District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access entails responsibility.

Privacy/Confidentiality

Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in his/her directory. The school computer network's system operator, or other school employees, may at any time review the subject, content, and appropriateness of electronic communications or other computer files and remove them if warranted. Any violation of District rules will be reported to school administrators.

Copyright

Users shall not:

1. Copy and forward;
2. Copy and download; or
3. Copy and upload

to the network or Internet server any copyrighted material, without approval by the computer system operator, a teacher, or other school administrator. Copyrighted material is anything written by someone else, such as an e-mail message, a game, a story, or software. Plagiarism is not allowed.

Inappropriate Sites

The use of the District network and the Internet is for educational purposes only. All sites containing pornography or sexually explicit materials (written or pictured) are off limits to users.

E-mail/Chatting

Students are prohibited from using e-mail, including District e-mail accessed through a web browser. E-mail access may be given to students on a case-by-case basis (e.g., foreign exchange students keeping in contact with home). Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.

Hacking

Users shall not infiltrate or "hack" outside computing systems or networks. Examples: the release of viruses, worms, or other programs that damage or otherwise harm an outside computing system or network. Users shall not disrupt a system or interfere with another's ability to use that system (e.g., by sending "e-mail bombs" that cause a disk to fill up, a network to bog down, or a software application to crash). Nor shall users do any of these things to the District computer system.

Inappropriate Use

Users shall not use the District computer network to:

1. Purchase goods, solicit sales, or conduct business (e.g., by posting an advertisement to a news group). Users shall not set up web pages to advertise or sell a service.
2. Transmit obscene, abusive, sexually explicit, inappropriate, or threatening language.

GALLATIN GATEWAY CHILDREN'S INTERNET PROTECTION ACT POLICY CONTRACT
Acceptable Use

Parents and Students:

Please read together and after signing, return this document to the school.

Statement of Purpose:

The District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools:

Terms of Agreement

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. I promise to use the computer and the Internet for schoolwork only. I will use only the programs and websites that my teacher has approved.
3. I promise to print only when my teacher tells me to print.
4. I promise to use my own file or my own folder on the student server.
5. I will not view, send or display inappropriate messages or pictures.
6. I promise never to use any form of electronic communication I to harass, frighten or bully anyone while at school.
7. I promise to tell a staff member if I read or see something on the computer that is inappropriate.
8. I promise to obey copyright laws.
9. I understand that if I break any of my promises, I might lose my computer privileges.

Use of New Web Tools

As part of 21st century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. At some point during the school year, you may be asked to sign additional permission forms regarding the use of new web tools.

I will sign my name to show I understand and will follow the rules.

Student Name (print) _____

Student Signature _____

Homeroom Teacher _____ Grade _____ Date Signed _____

I have read this Acceptable Use Agreement and have discussed it with my child:

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date Signed _____

GALLATIN GATEWAY SCHOOL ASSIGNED DISCIPLINE

NAME OF STUDENT: _____ GRADE: _____ DATE _____

REFERRAL BY: _____ HOME ROOM TEACHER: _____

The purpose of this notification is to request parent participation in communicating to your child that school rules exist to protect their rights and the rights of others to work and play in a safe learning environment.

Your child either did not modify his/her behavior to follow school/classroom rules or chose to behave in a disruptive manner that was unacceptable. Therefore, based on your child's infraction, the following disciplinary step has been assigned to your student.

If you have further questions regarding this notification, please contact the school at 763-4415.

Behavior Code/Misbehavior:

Consequence/Date:

Teacher Comments:

Parent Signature _____ Date _____

Daily Schedule

7:30 – Academic **Learning Lab**: Monday – Friday, with office pass. ****No tech lab available.**

7:50 – **Breakfast** will be served – must have a pass from office.

8:10 – **Morning Bell** – students enter the building from recess.

8:15 – **Tardy Bell** – students must get a tardy slip from the office – office may excuse breakfast eaters. Chronic student tardiness will be monitored.

9:00 – Second Chance Breakfast for grades 3-8

11:45 – **Lunch Bell** for grades 5th, 6th, 7th, 8th, and **Recess Bell** for grades K, 1st, 2nd, 3rd, 4th

12:05 – **Lunch Bell** for grades K, 1st, 2nd, 3rd, 4th, and **Recess Bell** for grades 5th, 6th, 7th, 8th

12:30 – **Bell** for all students to return to class. Students line up outside or in the lunchroom and enter class with the teacher. Teachers, please be prompt.

2:00 – K-3 recess until 2:20.

3:10 - **Dismissal Bell**

3:20 - Buses **depart**. Students have 10 minutes to catch the bus. Bus **WILL** leave at 3:20 – Teachers will instruct students to return to the office if they miss the bus.

3:10 – 4:00 Learning Lab on Monday, Tuesday, Wednesday, and Thursday.

4:00 – School's front doors close – **Office is closed** – Athletes use gym entrance. On Fridays and school days preceding holidays, the school closes at 3:30pm.

Thank you for spending your day at Gallatin Gateway School!

Reminders:

1. School office and classroom phones may or may not be answered after 4:00 pm depending on staff availability. **Please** make after school arrangements with your child(ren) the night before. ****If** parents cannot be reached, emergency contacts will be called for students without rides.
2. Learning Lab is meant for students who need help completing homework; it is not intended as a place for students to wait for a ride, for students to avoid going outside before school, or for students to wait for a game to start after school. Learning Lab opens after Labor Day.
3. Snack cart open after school – fruits, vegetables, and protein snacks. All snacks cost \$.50. Snacks cannot be charged.
4. Athletes will use the GGS gym entrance for parent pickup from athletic practices. Athletes should let the coach know when leaving the school to catch a ride.
5. Athletes must take all needed items from lockers when leaving for athletic practices or events.

**GALLATIN GATEWAY SCHOOL #35
VERIFICATION / AGREEMENT FORM**

August 2015 - June 2016

As a parent and student of Gallatin Gateway School I agree/verify the following:

(PLEASE INITIAL AND THEN SIGN THE BOTTOM)

PARENT
(Initial)

STUDENT
(Initial)

My child and I have received the Gallatin Gateway School Parent/Student handbook.

N/A

I have received information regarding the opportunity to purchase accident insurance for our child through Special Markets Insurance Consultants, Inc. (SMIC). (Additional information available at the school office.)

N/A

I understand that Gallatin Gateway School does not carry insurance for student injuries or the loss of personal property.

N/A

I permit Gallatin Gateway School to use photos (without labeling my child by name) of my child in promotional materials such as the school website or school sponsored brochures.

PLEASE CLEARLY PRINT

Parent _____ Child _____

Signatures _____ / _____

Child's Grade _____ Date _____

*PLEASE INITIAL, SIGN, AND RETURN TO YOUR HOMEROOM TEACHER.

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Gallatin Gateway School



Personnel Handbook

Mission:

The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens.

Updated: August 2016

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The material covered within this *Personnel Handbook* is intended as a method of communicating to employees regarding general District information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative procedure, or collective bargaining agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative procedure, collective bargaining agreement, or changes in state or federal law.

Any information contained in this *Personnel Handbook* is subject to unilateral revision or elimination, from time to time, without notice, consultation, or publication, except as may be required by contractual agreements or law.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

Please direct any questions to the Superintendent.

Equal Opportunity Employment

The Board is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex or veteran status, as required by law. Reasonable accommodation for individuals with disabilities will be made as required by law. If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

The following individuals have been designated to coordinate compliance with these legal requirements, including age discrimination, Section 504 of the Rehabilitation Act of 1973, Title II/ADA, Title VI, Title VII, Title IX, Title X, and other civil rights, or discrimination issues and may be contacted at the Gallatin Gateway School office for additional information and/or compliance issues.

- Age Discrimination Coordinator- Superintendent
- Section 504 Coordinator- Superintendent
- Section 504 Case Manager- School Counselor
- Title II-ADA Coordinator- Superintendent
- Title VI Coordinator- School Counselor
- Title VII Coordinator- School Counselor
- Title IX Coordinator- School Counselor
- Title X- School Homeless Liaison- School Counselor

Strategic Plan

The Gallatin Gateway Strategic Plan includes the vision, mission, philosophy, core values, goals, implementation strategies, and timeline for the future. In order to determine the future direction of Gallatin Gateway School District, an investigation, through community surveys, was held in 2013 to understand the position and possible avenues the District might pursue for courses of action. The outcomes developed in the process include:

Vision

Gallatin Gateway School provides a premiere educational program for our students.

Mission

The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens.

Motto

"Educating the Future"

Philosophy

The Trustees of School District #35 are guided by the conviction that every student has the right to the best education this community can provide. Responsibility for this rests with all citizens, parents, school staff, and students, with the ultimate responsibility for direction and decision-making being assumed by the Board of Trustees.

The Board will exert leadership in creating, maintaining, and improving the school for the children's educational needs. The focal point of concern in our school system is the student. Organization, staffing, programming, teaching, and funding will all be developed to enhance positive opportunities for students to learn and develop personally, academically, and socially.

Core Values

We believe in:

- Providing quality, individual instruction that focuses on the whole child.
- Providing and supporting high quality and committed staff.
- Promoting good citizenship.
- Promoting collaboration between the community, the home, and the school.
- Providing a safe, family-oriented environment for our staff and students.
- Promoting high standards of student achievement.
- Employing processes that are transparent and responsible to stakeholders, consistent with District policy.
- Treating all employees and stakeholders fairly and respectfully, consistent with District policies.
- Acting fiscally responsible with District resources.

School Board Goals

- Gallatin Gateway School Board will demonstrate excellence in governance.
- Gallatin Gateway School Board will develop and maintain a safe and secure school facility and grounds.
- Gallatin Gateway School Board will maintain and provide high quality educational services.
- Gallatin Gateway School Board will promote the development of the whole child.
- Gallatin Gateway School Board will develop and implement effectiveness of building trust and communicating with the Gallatin Gateway community.

Associations

The Gallatin Gateway Education Association, MEA-MFT is the bargaining unit for certified staff.

Board Meetings

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of the District school.

Unless otherwise specified, all meetings will be held in the Gallatin Gateway School board room. Regular meetings shall be held at ~~7:00~~ 6:00 pm on the third ~~Monday~~ Wednesday of each month.

District Calendar

Subject to 20-1-301 and 20-1-308 MCA and the District's collective bargaining agreement, 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.

District Calendar Guidelines/Procedures

The development of the District calendar will be guided by the following procedure:

1. Students will begin on the Wednesday before Labor Day.
2. The calendar will include a minimum of three days per week.
3. The calendar will include the following holidays: Labor Day, Thanksgiving Day, Christmas Day, and the state or national election days when the school building is used for a polling place and the conduct of school would interfere with the election process at the polling place.
4. The calendar will include 7 Pupil Instruction Related (PIR) Days.
5. The calendar will include one week for spring break; the same week as Bozeman Public Schools.

Building Hours and Usage

When using the building for class preparation, it is an employee's responsibility to see that the building is properly secured and lights turned out upon departure. All outside doors must be checked to be sure they have closed securely. Pull on the doors to be sure they have closed tightly.

The building hours are Monday-Thursday from 7:30am to 4:00pm and Fridays 7:30am-3:30pm during the school year. During the summer and other times when school is not in session, the building is closed.

School facilities are available to the community for educational, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with school programs or school-sponsored activities. Use during the summer may require extra fees. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's rules of conduct at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost if the schedule has openings. Other organizations granted the use of the facility shall pay fees and costs. Contact the Superintendent or athletic director for more information.

Employment-Related Information

Except where expressly provided to the contrary, personnel policies apply uniformly to the employed staff of the District. However, where there is a conflict between the terms of a collective bargaining agreement and the District's policy, the collective bargaining agreement shall prevail for the certified staff. When a matter is not specifically provided for in an applicable collective bargaining agreement, the policies of the Board shall govern.

Certified Contracts and Compensation

Each certificated employee will be employed under a written contract, initiated at time of hire, subject to the terms and conditions of the collective bargaining agreement and District policies. Renewal and non-renewal will be determined by the Board after receiving a recommendation from the Superintendent and in conformance with law.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of the collective bargaining agreement.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule in accordance with timelines established by the collective bargaining agreements.

Certified Assignments, Reassignments, and Transfers

All teachers shall be given notice of their teaching assignments relative to grade level, building, and subject area before the beginning of the school year. Provisions governing vacancies, promotions, and voluntary or involuntary transfers may be found in the collective bargaining agreement.

Certification

The Gallatin Gateway School District shall require that its contracted certified staff hold a valid Montana Teacher or Specialist Certificate endorsed for the role and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to the staff member unless a valid certificate for the role to which the teacher has been assigned has been registered with the county Superintendent within sixty (60) calendar days after the term of service begins. Each contracted teacher and administrator shall bring their current, valid certificate to the Superintendent at the time of initial employment as well as at the time of each renewal of certification.

Classified Employment and Assignment

Each classified employee hired shall be employed under a written contract, initiated at time of hire, of a specified term within the meaning of 39-2-912, MCA. Such employees shall have no expectation of continued employment from year-to-year, and contracts of employment may be renewed or non-renewed each year at the District's sole option. The Board shall determine the salary and wages for classified personnel.

Teachers' aides/paraeducators, as defined in the appropriate classified job descriptions, are under the supervision of the Superintendent and a teacher to whom the Superintendent may have delegated responsibility for close direction or mentoring. The nature of the work accomplished by paraeducators will encompass a variety of tasks that may be inclusive of "limited instructional duties." The District reserves the right to change classified employment conditions affecting the employee's duties, assignment, or supervisor.

Aides/Paraeducators are employed by the District for a variety of duties. A paraeducator is an extension of the teacher who legally has the direct control and supervision of the classroom or playground and responsibility for the control and welfare of the students.

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

1. completed at least two (2) years of study at an institution of higher education
2. obtained an Associate's or higher degree; or
3. 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.

Pre-employment Physical Screenings

New employees hired into the positions with custodial, kitchen, and/or maintenance duties will complete a pre-employment physical screening in accordance with the MSGIA P.E.P program. Employment offers to new employees will be contingent upon passing the pre-employment physical screening. The same procedure to hire regular employees performing the duties in the maintenance, custodial, and/or food service departments should be utilized for individuals who would like to be placed on the substitute lists for these positions within the District.

Job Responsibilities

All employees receive a copy of their job description and responsibilities for review, and must initial, with each contract issuance. Superintendent may assign other duties as needed. Employees should ask the Superintendent if they have questions regarding their assigned duties and/or responsibilities. For additional information, please refer to Board policy.

Criminal Records Check/Fingerprinting

Any finalist recommended for a hired or volunteer position with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a fingerprint criminal background investigation, at the volunteer/employee's expense, conducted by the Gallatin County Superintendent of Schools. Employment offers will be contingent upon successful completion of a criminal fingerprint/background check.

The following applicants for employment, as a condition for employment, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- a certified teacher seeking full- or part-time employment within the District;
- an educational support employee seeking full- or part-time employment within the District;
- an employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- a volunteer assigned within the District who has regular unsupervised access to students;
- a volunteer attending an overnight field trip.

Any requirement of an applicant to submit to a criminal fingerprint/background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations.

Drug-Free Workplace

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.

2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

A controlled substance is one which is:

- not legally obtainable;
- being used in a manner different than prescribed;
- legally obtainable, but has not been legally obtained; or
- referenced in federal or state controlled substance acts.

As a condition of employment, each employee shall:

- abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
- notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five (5) days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
- post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
- enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees; and
- inform employees of available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs.

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of the conviction. Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate state or federal agency from which the District receives contract or grant moneys of the employee's conviction, within ten (10) days after receiving notice of the conviction.

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

Gallatin Gateway School shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, §§ 382, et seq. The Superintendent shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for the testing.

Tobacco-Free Policy

The District maintains tobacco-free buildings and grounds, as required by Montana law. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco or any other tobacco or nicotine innovation.

Use of tobacco products in a public school building or on public school property is prohibited, unless the use of a tobacco product in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member concerning the risks associated with using tobacco products.

"Public school building or public school property" means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and

- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school buses.

Fair Labor Standards Act

Certified employees: collective bargaining agreement

Classified staff regular working hours will be set by the Superintendent. Classified staff may not work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the Superintendent. Overtime is defined as time worked over 40 hours in one week, or hours beyond those designated by contract. A week is defined as seven consecutive days covering Monday through Sunday.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours. Classified employees who fail to comply with established procedures will be given a written corrective statement and may result in disciplinary action in accordance with applicable provisions of Board policy, administrative procedures, and collective bargaining agreements. More information can also be found under "Work Day."

Work Day

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the District provides leave to its employees pursuant to Montana law, master contracts and individual contracts.

Certified employees: collective bargaining agreement.

Classified employees' work day is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be one who works forty (40)-hour per week. The work day is exclusive of a 30-minute lunch. The schedule will be established by the Superintendent. All overtime, beyond contracted hours, must be approved in writing by the Superintendent prior to the time being worked. Normal office hours in the District will be Monday-Thursday, 7:30am to 4:00pm and Friday, 7:30am-3:30pm.

Punctuality

We rely on each other to keep our school running smoothly and our students safe; we must be on duty on time. This includes being at assigned morning duties at 8:00am, in the hallway at 8:10am, 12:30pm, 3:10pm, lunchroom/recess duty at 11:45am, and attending afternoon duties until the buses leave. Other opportunities for punctuality include recess obligations, meetings, parent-teacher conferences, school events, and arrival and pick-up of students from elective classes and the cafeteria.

Employee Check-in/Checkout Procedures

Employees who leave during the work day are required to check out with the office prior to departing (even if *Request for Approval of Leave Form* has been completed and approved). Staff must sign out at the office and remind an office person prior to leave day(s). If leaving or returning from a half-day leave, staff should sign in or out at the office and visit with an office person about leaving or arriving to school.

Sick Leave

Certified employees: collective bargaining agreement

Classified employees shall be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, "sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. "Immediate family" shall mean the employee's spouse and children residing in the employee's household.

Sick leave is for the time that an employee is unable to perform job duties because of:

- a physical or mental illness, injury, or disability;
- maternity or pregnancy-related disability or treatment, including a prenatal care, birth, or medical care for the employee or the employee's child;
- parental leave for a permanent employee as provided in § 2-18-606, MCA;

- quarantine resulting from exposure to a contagious disease;
- examination or treatment by a licensed health care provider;
- short-term attendance, in an agency's discretion to care for a person (who is not the employee or a member of the employee's immediate family) until other care can reasonably be obtained;
- necessary care for a spouse, child or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or
- death or funeral attendance of an immediate family member or, at an agency's discretion, another person.

Nothing in this policy guarantees approval of the granting of such leave in any instance. The District will judge each request in accordance with policy.

Bereavement Leave

Certified employees: collective bargaining agreement

Classified employees who have suffered a death in the immediate family will be eligible for bereavement leave. A maximum of three (3) days of accumulated sick leave may be used per year due to a death in the immediate family.

Maternity/Paternity Leave

Certified employees: collective bargaining agreement.

Classified employees shall be granted maternity/paternity leave. Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom. Maternity leave includes only continuous absence immediately prior to delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-related complications. Such leave shall not exceed six (6) weeks unless prescribed by a physician.

Vacation Leave

Certified employees: collective bargaining agreement.

Classified and administrative employees shall accrue annual vacation leave benefits in accordance with 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA.

Vacation and/or personal leave days for all employees will be logged on the master calendar. This will encourage staff to minimize the number of staff members taking leave at the same time and to ensure all leave requests are covered by substitute staff. Due to times of difficulty finding substitute staff, teachers are asked to stagger personal leave requests by viewing staff requests on the master calendar before planning leave.

Personal and Emergency Leave

Certified employees: collective bargaining agreement.

Classified employees may be granted personal leave upon prior approval of the Superintendent.

Civic Duties Leave

Leaves for service on either a jury or in the legislature shall be granted in accordance with state and federal law. A certified staff member hired to replace one serving in the legislature does not acquire tenure.

Employees may not receive payment from two separate public entities (the District and either jury duty or legislative service) unless the employee reimburses the District in the amount paid by the other public entity or the employee agrees to have his or her salary reduced in the amount received by the other public entity.

Military Leave

Employees shall be granted leave for service in the military in accordance with state and federal law. The District will comply with all federal regulations regarding the employee's return to service following military leave.

Family and Medical Leave Act (FMLA)

Gallatin Gateway School employees are not eligible for FMLA leave because the District does not employ at least fifty

(50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year. For additional information, please refer to Board policy.

Holidays

Certified staff holidays are dictated by the school calendar.

Classified staff holidays are dictated by 20-1-305, MCA:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Memorial Day
7. 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 of the polling place.

Part-time classified employees shall receive holiday pay on a prorated basis. In those cases where an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday. Temporary employees will not receive holiday pay.

In cases where one of the above holidays falls on Sunday, the following Monday shall not be a holiday. In those cases where one of the above holidays falls on Saturday, the preceding Friday shall not be a holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

Evaluation of Staff

The District's evaluation program is designed to provide an opportunity for staff to review their evaluation, discuss plans for professional growth and career opportunities, and review the employee's promotion of District's goals.

Certified employees: collective bargaining agreement. An example evaluation form is available in the appendix.

~~Classified employees: An example evaluation form is available in the appendix.~~

Staff Development

The Board recognizes the importance of continued educational experiences and other professional development activities as a means to improve job performance.

All requests for District payment of professional development require prior administrative approval. Staff requesting approval for professional development funding should complete the *Professional Development Application*.

All requests for release time from regular work duties to attend meetings or conferences will be decided based on such factors as availability of funds, consistency with District and building goals, amount of leave taken away from the classroom instruction, and job assignment. Requests require prior Superintendent approval for attendance.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of District funds or for the use of work hours.

Resignation of Staff

Certified employees will generally be expected to fulfill the terms of their contract: (1) unless there are clearly compelling, mitigating circumstances which prevent the certified individual from doing so; and (2) until such time as the Board releases the certified individual from the terms of the contract upon the recommendation of the Superintendent.

Classified employees will generally be expected to fulfill the terms of their contract and to give due written notice, which will permit the District to conduct a search for a suitable replacement. Generally speaking, the Board expects a two (2)-week notice.

All resignations should be given to the Superintendent in writing. Requests for resignation shall be transmitted to the Board.

Retirement

To assist Gallatin Gateway School in its planning efforts, staff members considering retirement are encouraged to notify the District as early as possible.

Reduction in Force

Certified employees: collective bargaining agreement

Classified employees: The Board has the exclusive authority to determine the appropriate number of employees. Employee shall have no expectation of continued employment with the District upon the expiration of the term of the contract. Without Board action employment will automatically terminate upon expiration of the contract.

Discipline and Discharge

Certified employees: collective bargaining agreement

Classified employees: Discipline and dismissal will follow relevant provisions of applicable law.

Employee Pay Periods/Paydays

Gallatin Gateway School employee paydays are monthly and each pay period begins the first of the month and the end of each pay period is the last day of each month. Employee paychecks will be issued on the fifth day of each month. If the fifth of the month is a holiday or non-working day, said payroll shall be issued the last working day preceding said holiday or non-working day. Employees may elect for direct deposit of funds into one designated checking or savings account. Once election is made it shall stay in effect and full force until Gallatin Gateway School has received written notification from the employee of its termination in such time and in such manner which will afford Gallatin Gateway School and the depository a reasonable opportunity to act on it. Direct deposit does not guarantee that funds will be available to the employee by his/her financial institution on designated payday.

Certified employees: collective bargaining agreement

Classified employees must submit their signed time sheet the last business day of the month. Employees failing to submit a time sheet on time will not be paid until the next scheduled payday.

If a District employee quits, is laid off, or is discharged, wages shall be paid on the next regular pay day for the pay period in which the employee was separated, or fifteen (15) days, whichever occurs first.

In the case of an employee discharged for allegations of theft connected to the employee's work, the District may withhold the value of the theft, provided:

- The employee agrees in writing to the withholding; or
- Charges have been filed with law enforcement within seven (7) days of separation.

If no charges are filed within fifteen (15) days of the filing of the report with law enforcement, the wages are due within a fifteen (15)-day period.

Salary Deductions

The District makes all payroll deductions required by law or as authorized by the employee.

Employee Benefits

The Board provides unemployment insurance, workers' compensation, and liability insurance for all employees.

Certified employees: collective bargaining agreement

A flexible benefits plan is available to certified employees. This plan allows employees to select benefits from among a set list of options and pay for those qualified under the Internal Revenue Code's Section 125 with "pre-tax" dollars. The benefit plan year begins September 1 of every year. Employees have the option to elect for these benefits each year. More information about the flexible benefits program and reimbursement forms can be found at: www.allegianceflexadvantage.com.

Certified employees are required to participate in Teachers' Retirement Systems (TRS). Upon hire all certified employees will enroll in the program and the contributions are as follows for employees and the District: the District will contribute 8.770% of gross wages and the employee will contribute 8.15% of gross wages.

Classified employees: A flexible benefits plan is available. This plan allows employees to select benefits from among a set list of options and pay for those qualified under the Internal Revenue Code's Section 125 with "pre-tax" dollars. The benefit plan year begins September 1 of every year. Employees have the option to elect for these benefits each year. Gallatin Gateway School contributes a Board designated amount for all classified employees that work more than 20 hours/week. Employees have the option to contribute their own "pre-tax" contributions to the plan up to the maximum amount allowable by the plan each year. Classified employees working less than half-time do not receive contributions from Gallatin Gateway School, but may elect to participate in the plan with their own "pre-tax" contributions up to the maximum amount allowable by the plan each year. More information about the flexible benefits program and reimbursement forms can be found at: www.allegianceflexadvantage.com.

Classified employees working at least 960 hours per year must participate in the Public Employees Retirement System (PERS). Upon hire classified employees will enroll in the program and the contributions for employees and the District are as follows: the District contribution is 8.10% of gross wages and the employee contribution is 7.90% of gross wages. For employees employed less than 960 hours per year, PERS participation is optional.

Staff Conduct

Certified and classified employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of District business.

In accordance with state law (41-3-205, MCA), an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed as such, as determined by state law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process or the operations of the District may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- Conduct that threatens the health, safety, or welfare of others;
- Conduct that may damage public or private property (including the property of students or staff);
- Illegal activity;
- Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the District, school and school-related activities or District operations.

Complaints

Parent/Student:

District employees will endeavor to respond to and resolve all complaints and concerns without the need to resort to the grievance procedure. Concerns and complaints should be addressed promptly and equitably. Should a concern arise at school, the teacher or staff member involved is the first to be consulted. Teachers and staff members should encourage parents through disclosure documents and parent/teacher meetings to respond directly to them first so misunderstandings or concerns can be resolved. If an amicable solution cannot be met, the parent and teacher may request a conference with the Superintendent to seek alternative remedies. If the concern or disagreement is not resolved informally, formal grievance procedures may be initiated in accordance with Board policy.

Staff:

The District attempts to provide the best working conditions for its employees. Each employee is expected to follow established staff ethics, Board policies, and administrative procedures. Employees are encouraged to participate in an open and frank atmosphere in which any problems, complaints, suggestions, or questions may be answered and/or clarified through informal discussion for means of resolution. If the concern or disagreement is not resolved informally, formal grievance procedures may be initiated in accordance with Board policy.

Harassment/Discrimination

The Board intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment or bullying of employees, discrimination against employees, or any act prohibited by Board policy that disrupts the work place and/or keeps employees from doing their jobs.

Employees are expected to be civil, respectful, and act in an orderly manner toward one another. Workplace harassment and bullying may be defined as the deliberate, hurtful, repeated mistreatment of an employee, driven by a desire to abuse or control that individual.

Common behaviors include, but are not limited to:

- Injuring, threatening, harassing or intimidating a staff member, Board member, or any other person;
- Defamation of character and/or reputation;
- Yelling, shouting, and screaming at fellow employees;
- Hostile glares and other intimidating gestures toward fellow employees;
- Damaging or threatening to damage another's property;
- The deliberate sabotage and undermining of another's work performance;
- Impeding, delaying, or otherwise interfering with the orderly conduct of the District employee program or any other activity occurring on school property;
- Operating a motor vehicle in a risky manner to scare or intimidate;
- Exclusion or social isolation; and
- Other inappropriate behavior that intimidates, offends, degrades or humiliates a co-worker, including occurrences in front of another co-worker, students, parents, contractors or visitors.

Any employee who believes that he or she, or any other employee or student, is being subjected to harassment or discrimination should bring the matter to the attention of the Superintendent. The District will investigate any such concerns promptly and confidentially to the extent possible. Complaints will be addressed via the applicable grievance procedure.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. For additional information if an employee believes that he or she has been discriminated against or harassed on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, genetic information, or sex, please see Board policy.

Title IX, Section 504, and Title II-ADA Grievance Procedures

The Gallatin Gateway School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II, the Americans with Disabilities Act (ADA) and its amendments. Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts. Sexual harassment is a form of sex discrimination. Section 504 and the ADA prohibit the discrimination against individuals on the basis of disability or handicap. The Gallatin Gateway School District does not discriminate on the basis of sex or disability in its education programs and activities.

Title IX

All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- In the case of an employee, denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status; or

Has the purpose or effect of:

- Substantially interfering with a student's educational environment or employee's work environment;
- Creating an intimidating, hostile, or offensive educational or work environment;
- Depriving a student of educational aid, benefits, services, or treatment;
- Depriving an employee of the benefits of or deprives that employee of employment opportunities; or
- Making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion.

Section 504 and Title II-ADA

Section 504 and the ADA prohibit a school district from excluding an "otherwise qualified individual with a disability" from participation in, or denied the benefits of, or be subjected to discrimination on the basis of that disability. Under Section 504 and the ADA, an individual with a disability: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. All references to "disability" refer to disability or handicap and encompass both Section 504 and the ADA.

These procedures do not pertain to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services. Inquiries relating to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services should be directed to:

Counselor
Section 504 Case Manager
406-763-4415 ext. 28

Superintendent
Section 504 Coordinator
406-763-4415 ext. 13

Coordinators

Inquiries concerning the application of Title IX or discrimination under Section 504 or the ADA may be referred to:

Counselor
Section 504 Case Manager
406-763-4415 ext. 28

Superintendent
Section 504 Coordinator
406-763-4415 ext. 13

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

Filing a Complaint

An individual believing that he or she has been the victim of sex or disability discrimination should file a complaint with the building administrator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see Formal Complaint section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

Informal Resolution

An individual alleging sex or disability discrimination by an employee, student, or third party may access an informal mechanism to attempt to resolve the situation. The individual making the complaint is not required to invoke any informal mechanisms to resolve the situation. The decision to invoke the informal resolution process is voluntary.

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution.

The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

The informal process, including mediation, will not be available to individuals alleging sexual assault.

Formal Complaints

~~An individual may make a formal complaint of sex or disability discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute sex or disability discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.~~

Investigation

~~The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still conduct an investigation to determine whether sex or disability discrimination has occurred when it has knowledge of allegations of sex or disability discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that sex or disability discrimination occurred).~~

~~Parties (the alleged victim and alleged perpetrator[s]) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the alleged victim and alleged perpetrator to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law.~~

~~Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.~~

Notice of Outcome

~~Both the alleged victim and alleged perpetrator shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual~~

found to have engaged in harassment when that sanction directly relates to the individual. This may include an order that the harasser stay away from the victim.

Time Frames

The District shall complete its investigation within 60 days of receipt of the complaint or knowledge of allegations of sex or disability discrimination. With the consent of the parties and the Superintendent, the investigation may be extended for an additional 15 days in extenuating circumstances. The investigator shall contact both parties once it appears that the investigation will require a longer period of time. The Notice of the Outcome of the investigation will be sent within that 60-day period, unless extended as described herein.

Appeals

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the nonappealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the nonappealing party may present argument opposing the appeal in writing. Within twenty (20) days of receipt of the initial appeal, regardless of whether the nonappealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

If either party is not satisfied with the Superintendent's written decision, that party may submit a written appeal to the Gallatin Gateway School Board of Trustees Chair within ten (10) days of receipt of the Superintendent's decision. The Board of Trustees shall hold a hearing to determine whether the Superintendent's decision shall be affirmed or rejected. Depending on the unique circumstances of the complaint, the Board of Trustees may arrange for alternative means of participation for one of the parties. The Board of Trustees shall issue a written decision within thirty (30) days of the hearing affirming or rejecting the Superintendent's decision.

Remedies

The District shall take reasonable and necessary actions to prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Any individual participating in a sex or disability discrimination investigation shall notify the appropriate Coordinator if he or she believes that he or she is being retaliated against for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.

Gallatin Gateway School District Policy 1700 on the Uniform Complaint Procedure states:

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:

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. *An individual complaining of alleged sexual harassment is not required to attempt to resolve the matter informally with the alleged perpetrator of sexual harassment prior to reporting the alleged harassment.*

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

Level 2:

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*, 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.

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 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.

If the complaint alleges violations against the Superintendent, the complaint shall be filed with the Board Chair using *Uniform Complaint Form 1700F*. The complaint will proceed to Level 3 of this procedure.

Level 3:

Upon receipt of written request for appeal of the Superintendent's decision in Level 2, the Board Chair will place the appeal on the agenda of a regular or special Board meeting. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting. 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 a *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 of the Board, requesting the Complainant and the Superintendent to be present, where the Board will 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

meet to deliberate 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

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 may 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.

Personnel Records

Official employee records established for each person employed by the District include: 1) *Personnel file* - maintained by the district clerk and business manager, may contain such information as applications for employment, references, records relative to compensation, payroll deductions, leave requests, job assignments/transfers, transcripts, licensing, etc.; 2) *Evaluation file* - maintained by Superintendent which may contain such information as evaluations and plans of improvement; 3) *Complaint/Discipline Action File* - maintained by the Superintendent which may contain complaints, grievances, and written disciplinary actions; and 4) *Medical Info File* - all records containing medical condition information, such as workers' compensation reports and release/permission to return to work forms, which will be kept confidential and in a separate file from personnel records and evaluation records.

All personnel records are considered confidential and not open to public inspection. Access to personnel files/evaluation files is limited to use and inspection only by the following or as otherwise required by law:

- The individual employee. An employee or designee may arrange with the Superintendent to inspect the contents of his/her personnel file on any day the office is open for business;
- Others designated in writing by the employee;
- The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
- A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
- Superintendent or District administrators who supervise the employee;
- Attorneys for the District or the District's designated representative on matters of District business.

The Superintendent may permit persons other than those specified above, to use and to inspect the personnel file when, in his/her opinion, the person requesting access has a legitimate official purpose. The Superintendent will determine, in each case, the appropriateness and extent of such access.

In accordance with federal law, the District is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child. Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

No material derogatory to an employee's conduct, service, character, or personality shall be placed in the file, unless the employee has had the opportunity to review the material. The employee shall be entitled to respond to the material and to have that response placed in the file, if requested in a reasonable period of time, not to exceed 10 working days.

Personnel records will be maintained for ten (10) years after the employee has left the District's employment. After ten (10) years, employment records will be destroyed.

Release of General Staff Information

A staff member's address and personal phone number will not be released by the District. Such information may be disclosed if a staff member authorizes in writing for the District to do so.

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours.

Confidentiality

In certain circumstances employees may receive confidential information regarding students' or employees' medical, discipline or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. If employees have any questions about access to confidential information, they should speak to Superintendent.

Staff Dress and Grooming

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand. No mode of attire will be considered proper if it distracts from or is disruptive of the positive learning environment of the school to which the employee is assigned or the District office.

As professionals, teachers are expected to observe standards of dress and appearance comparable to that which is generally found acceptable within our business and professional communities. Open-toed sandals, spaghetti strap tops, low neck lines, and muscle shirts are not acceptable attire for school days. Jeans, including colored, are not acceptable except on Fridays in exchange for \$2 donation (amount not to be prorated for part-time employees or early release days) to a pre-selected non-profit organization. Clothing acceptable in a physical education setting is not acceptable for classroom instruction.

Staff Meetings

All certified staff are expected to attend staff meetings unless prior arrangements have been made with the Superintendent. Reserve Wednesday afternoons beginning at 3:30 pm for staff meetings. Teacher-requested items for the staff agenda should be discussed with the Superintendent at least one week prior to the meeting; however, the Superintendent has final authority of all items discussed at the staff meeting. Teachers can assist by being on time and staying on task. Staff meetings are scheduled for the purpose of professional development or organization and communication of business that typically cannot be handled through email, staff bulletins, or committee structure. Social committee or other committee meetings of the staff should be arranged for days other than Wednesday after school.

Telephones

Telephones are available throughout the building for staff convenience. Long-distance calls for District business and personal use may be placed from a telephone with an unrestricted line located in the office. Staff members are responsible for all costs related to long-distance calls made for personal use.

Cell Phone Use

Cell phones are to be kept on silent while at school. They may be used before school, during the lunch hour, and after school. If attending a field trip, teachers may not use cell phones while driving students. Please refrain from use in hallways, during class time, and during recess duty. Do not give your phone number to students unless approved by the Superintendent for a specific event; situations where this may possibly be warranted include ski day and field trips.

Gifts and Solicitations

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the school, nor may anyone distribute flyers or other materials related to fund drives through the school without Superintendent approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without Superintendent approval. Any solicitation should be reported at once to the Superintendent.

Employee Email and Online Services Usage

Email is defined as a communications tool whereby electronic messages are prepared, sent and retrieved on school computers. Online services (i.e., the Internet) are defined as a communications tool whereby information, reference material and messages are sent and retrieved electronically on personal computers. Staff members are expected to check email accounts at least twice daily to ensure timely retrieval of information and by 3:00pm to retrieve messages for students.

Because of the unique nature of email/Internet, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address email/Internet usage by all employees:

- The District email and Internet systems are intended to be used for educational purposes only.
- Use for informal or personal purposes is permissible within reasonable limits.
- All email/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them.
- Additionally, email/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process.
- Employees should always ensure that the educational information contained in email/Internet messages is accurate, appropriate and lawful.
- Email/Internet messages by employees may not necessarily reflect the views of the District.
- Abuse of the email or Internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

While the District does not intend to regularly review employees' e-mail/Internet records, employees have no right or expectation of privacy in e-mail or the Internet. The District owns the computer and software making up the e-mail and Internet system and permits employees to use them in the performance of their duties for the District. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent.

The on-campus and off-campus conduct of employees may impact their ability to function professionally and effectively in the District. Given student and parent interest in and use of electronic media, this is especially true as related to employees' action on electronic social networking websites. Employees may not set up or update their personal electronic social networking websites using the District's computers, network, equipment, or work hours. Employees who set up personal electronic social networking webpages on their home or personal computers are responsible for the content of their webpages, including but not limited to: content added by employees, their friends or members of the public who can access their webpages; or content that is linked to the employees' webpages.

Employees who set up personal websites or webpages do so at their own risk; however, employees are strongly encouraged to keep their personal webpages private and to prevent students and the parents of students from accessing their personal webpages. Maintenance of personal media sites is prohibited during work hours.

All staff members must complete an *Internet Use Agreement* yearly and return it to the district clerk.

Travel for District Business

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved in advance by Superintendent. Reimbursement for mileage and expenses incurred in travel for the District is made in accordance with statutory limitations. Staff should submit a *Travel Reimbursement Form* and as warranted, a *Reimbursement Claim Form* and *Professional Development Application* to the Superintendent to receive reimbursement for travel expenses.

District employees will be reimbursed for meals, mileage, and lodging while away from the building and while engaged in official District business. Reimbursement rates for meals will be in accordance with 2-18-501, MCA:

- up to \$5 for the morning meal, up to \$6 for the midday meal, and up to \$12 for the evening meal (not including alcoholic beverages or gratuity);
- All claims for meal(s) and lodging reimbursement must be documented by an original itemized receipt.

Participation in Political Activities

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of District duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the District's official viewpoint.

No staff member may use District facilities, equipment, or supplies in connection with his/her campaigning, nor may he/she use any time during the work day for campaign purposes.

District Property

Care/Use of District Property

All staff members are encouraged to exercise continuous and vigilant care of all District-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage. Incidents of theft or willful destruction of District property through vandalism or malicious mischief should be reported immediately to the Superintendent.

Certain District-owned equipment, including laptop computers as designated for check out, may be borrowed by the staff. Such equipment may not be used for personal financial gain. There are no equipment use fees.

Documents and information created in the course and scope of the employee's duties and regularly stored in electronic format on District computers are the property of the District. Any employee who is leaving the District's employment may not erase or delete this information without permission of the Superintendent.

This would pertain to lessons designed by District staff, materials designed for teaching lessons, rubrics for scoring or grading, pictures of projects/students, and communication about students and other such items for student instruction and evaluation. These guidelines are outlined in the *Notice to Employees: Property Rights Form*, which is signed annually.

Keys

Keys are issued to staff by the Superintendent or designee. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

- The duplication of keys is prohibited;
- Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
- Keys may not be loaned to students or to individuals not employed by the District. Under no circumstance should staff provide keys to students to "run errands," "unlock/lock" doors, etc. If students need to gain admittance to locked areas, teachers should accompany students and ensure door is locked afterward.
- Lost or stolen keys must be reported to the Superintendent within 24 hours of discovery of the loss or theft so that measures may be taken to protect District property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;

- Upon completion of a *Lost/Stolen/Damaged Key Report Form*, presentation of the broken or damaged key(s), and submission of assessed fees, replacement keys will be issued;
- Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued (\$10/key & \$30/door to rekey building);
- All keys are to be checked in at the end of the school year. Staff may make arrangements with the Superintendent to keep their keys as appropriate for summer months;
- Teachers are responsible to lock and secure their rooms nightly. All access doors *and windows* to each room must be closed tightly and locked. No doors should be left unlocked. Substitutes must be directed to lock doors before leaving the building;
- Each lock in the school is unique. Teachers can access their own room and common use areas only. Access to other rooms will not be given by the clerk or custodian at any time.

Mailboxes

Check and empty staff mailboxes prior to the end of each school day to ensure that all messages placed in them for students are delivered accordingly. Students may be assigned to pick up and deliver to the teacher the mail at the end of the day. In addition to mail, staff may receive daily email, bulletins, phone messages, and memoranda to distribute daily. Do not use the mailbox for filing; empty it daily.

Employee Parking

Employees are to park their vehicles on the west end of the school. Overflow parking is available using the back entry. Do not park in visitor/parent parking on north side of school.

Outgoing Mail

Employees should place all school-related outgoing mail in the office for postage. Personal mail may be left in the office with the adequate postage for delivery to the post office.

Voicemail

The Gallatin Gateway School phone system allows individuals calling and reaching voicemail to select an extension, allowing parents and students to access teacher voice mail.

Staff members are required to set up their voice mail at the beginning of the year. Voicemail is available to all classroom teachers for the convenience and ease of communication with parents and students. Directions for setting up and updating voice mail can be found in the appendix of this manual.

Website Updates

Each classroom teacher has a website to facilitate communication with parents and the public. These websites are to be maintained and current.

Email Use and Instruction

Teachers are expected to check email frequently throughout the work day for messages pertinent to student absences, transportation, etc. and at the end of day before student release for messages about bus riding and/or afterschool care or plans.

Copy Machines

There is a copy machine in the office for staff instructional use. Each staff member is given a code to use on the copier. Staff are responsible for all copies made using that code. If the machine is not working properly, please notify the office immediately for assistance.

Please use the copy machine during preparation times to avoid unnecessary interruptions to student instruction.

Laminator

A laminator is available in the library for teacher and staff use. Please abide by and consider the following items when using the laminator:

- The laminator takes about 20 minutes to heat up and should be at 220 degrees to work properly.
- Items should not be laminated if they are heavier than construction paper.

- Multiple thickness posters will not laminate without leaving many air bubbles (two thin layers are acceptable.)
- All staples should be removed (try glue instead.)
- Heavy crayon coloring melts as it goes through the laminator thereby ruining the picture.
- Black paper absorbs heat differently than most other colors and does not laminate well.

Donations

All community donations should be made through the office using a donation form. All donations accepted without office approval will be the responsibility of the individual accepting the donation. All donations are property of Gallatin Gateway School and must be added to the appropriate classroom inventory.

Reimbursable Classroom Expenses

Reimbursement will not be given without prior approval of the Superintendent and proper business receipts. Request for reimbursement must be submitted at the time of purchase or within 30 days. All non-consumable items purchased with support organization funds must be added to the classroom inventory.

Inventory

Each classroom will have an annual inventory. Individuals in charge of an inventory must reconcile an inventory list at the beginning of the school year and again at the end of the school year. Inventory will include all non-consumable items. Inventory must follow the format established by the school clerk. Items donated, purchased by support organizations, or purchased by the District will be added to an inventory as received. Inventories at the year's end will be as current as possible before final reconciliation by the teachers. The District may conduct a random audit of one to three classrooms each year.

Classroom teachers are encouraged to maintain an inventory of consumable items to ensure efficient ordering at the end of each year.

Staff Common Area

A microwave (cafeteria), a refrigerator (cafeteria), and a hot water dispenser and sink (conference room) are provided for staff use. All staff members are expected to "pitch in," as needed, to keep common areas clean and orderly.

Community Spaces

The staff and students are responsible for maintaining areas in which we share. These spaces include the office, hallway, library, tech lab, art room, cafeteria, staff fridge, costume containers, learning lab, upstairs storage area, basement, maintenance/mechanical room, and playground. Please ensure that after each use, the area is completely cleaned and organized. Report any missing or damaged items to the Superintendent immediately. Thank you for helping us in this effort!

Classroom Security

Classrooms and items within them are property of the District. Classrooms may be rented by others and/or an organization and should be left clean and orderly at the end of each day. When leaving the classroom, gym, locker room, or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors and windows.

All staff are asked to refrain from keeping personal items in or about their desks or classrooms. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The District will not be responsible for the loss of, or damage to, personal property due to causes such as fire, theft, accident, or vandalism. All personal effects should be removed at the end of each school year.

Maximum Classroom Furniture

Classroom design plans shall be discussed with the Superintendent prior to each school year and/or before any major reorganization. Items not used for daily instruction should be stored upstairs or, if personal, taken home.

K-8th Classroom Furniture and Items

- One TV with cable access, local channels and VCR/DVD access
- Three networked student computer

- White Boards on two walls (new bldg)
- Three bulletin Boards
- Maps of all continents (if needed)
- Document camera with cart
- One teacher work area
- No more than two file cabinets (any size)
- Two tables (computer table & one other)
- One student desk with chair per student in class-all desks and chairs match-no mismatched sets. (extras stored in basement)
- No microwaves
- No refrigerators
- No large storage containers in classrooms
- No small appliances, i.e. coffee makers
- No desks used as tables

Additional- Special Education Classroom Items

- Vary based on student need/numbers

Use of Private Vehicles for District Business

The Gallatin Gateway School District appreciates work performed by employees to assist with student activities. As part of these activities, there are times when employees may be asked to use personal vehicles to transport students to or from activities.

Before staff or volunteers are authorized to transport children other than their own, the Gallatin Gateway School District requires:

1. Minimum of \$300,000 liability on vehicle insurance
2. A valid Montana Driver's License
3. An acceptable driving history
4. Age 21 or older

Employees transporting students for student activities must complete an *Employee and Volunteer Auto Insurance Request Form* annually.

Lockers

Students are responsible for the care and condition of the locker. If the locker needs repairs due to student misuse, the student will be billed.

School authorities may inspect and search school property and equipment owned or controlled by Gallatin Gateway School (such as lockers and desks), as well as personal effects left there by the student, without notice or consent of the student. School officials may search the property of a student when there is reasonable ground for suspecting that the search will produce evidence that the particular student has violated or is violating the law or the District's student conduct rules.

Cash

Money collected by staff and students as a result of fundraisers or other school-related purposes is to be deposited at the office whenever the sum accumulated in any one day, by a class, staff member, or others, exceeds \$25. At no time are substantial amounts of money to be kept overnight, held during holidays, or left for long periods of time in classrooms.

Staff members are asked to emphasize to students the importance of promptly depositing fundraiser money, with appropriate school officials. The group sponsoring the fundraiser must complete a *Fundraiser Form*. This form must be signed by a student representative, clerk, and sponsoring teacher/supervisor.

Fundraising

“Fundraising” means sales made by a school or made by a student that are for the purpose of raising funds for the school to purchase equipment, materials, field trips, support activities of the GGS support groups P.I.E or Boosters, or provide transportation, etc. and that are part of an officially sanctioned school activity.

Staff members and/or advisors of school clubs or school activities involved in fundraising must properly document the activities by submitting a *Fundraising Request Form* to the Superintendent/designee and properly accounting for money received and expended through proper documentation.

Classroom Maintenance

Gallatin Gateway School contracts with a custodial services company in order to effectively and efficiently maintain a clean and healthy environment. Therefore, teachers and students are asked to assist within their scope as noted below. Any additional needs should be coordinated through the superintendent:

Teacher:

- Report stains or spills to Superintendent immediately for cleaning
- Vacuum if needed between custodial services vacuuming
- Clean student desks frequently
- Keep storage, papers, and books away from heaters and exits
- Supervise student lockers for disposal of unneeded items
- Clean white boards and trays frequently
- Clean all table surfaces regularly
- Clean electronic devices to avoid excess dirt and dust

Student

- Move student chairs for vacuuming
- Close lockers and clean of smelling objects, i.e. food, dirty clothes, etc.
- Remove clothing from locker rooms

Purchase Orders

Order all supplies and equipment using a *Requisition/Purchase Order Form*. Once completed, the purchase order should be submitted to the office for Superintendent approval.

Purchase order requests for the following school year must be submitted to the Superintendent each spring and approved purchase orders will be purchased prior to the start of the school year.

Teachers and students (students involved with clubs or organizations with accounts in the activity fund) are not authorized to purchase anything in the name of the school without a purchase order. A purchase order must be obtained and approved prior to the purchase of items.

Reimbursement for Purchases by Employees for District

On occasion it may be to the benefit of the District for an employee to purchase pre-approved items and be reimbursed for those purchases upon presentation of invoice and/or receipt. No reimbursements will be made without itemized receipts. Reimbursement requests need to be made within 30 days of purchase.

Wellness Procedures

Sharing Foods and Beverages

Gallatin Gateway School will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children’s diets.

Foods and Beverages

Staff may use the designated microwave and refrigerator in the cafeteria. It is the obligation of the staff to create a rotation or a method for keeping equipment clean and sanitary throughout the school year. Foods and beverages should be labeled.

As a staff, we are the role models for our students. In following USDA standards, foods sold outside of reimbursable school meals, such as through vending machines, fundraisers, school stores, etc. may include water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USDA). In addition foods should follow USDA standards for salt and fat intake when used outside of reimbursable school meals.

Those foods and beverages not to be sold at school include soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine); snacks high in salt or fat.

Fundraising Activities

To support children's health and school nutrition-education efforts, Gallatin Gateway School will encourage fundraising activities that promote physical activity and healthy nutrition.

Rewards

Gallatin Gateway School will not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations

Gallatin Gateway School Staff will make efforts to limit celebrations that involve food during the school day. The District will distribute a list of healthy celebration ideas to parents and teachers.

Integrating Physical Activity into the Classroom Setting

For students to receive physical activity and for students to fully embrace regular physical activity as a personal behavior, students may receive opportunities for physical activity beyond the state required minimum for physical education class. Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television; and
- Opportunities for physical activity will be incorporated into other subject lessons; and classroom teachers may provide short physical activity breaks between lessons or classes as appropriate.

Staff Wellness

Gallatin Gateway School highly values the health and well-being of every employee. Effort will be made to inform staff of activities that support a healthy lifestyle.

Safety Procedures

Safety Committee

A building safety committee has been established to assist the implementation of the District's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff, and others while on District property.

The building safety committee meets quarterly, or as needed, and conducts workplace safety inspections to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are reviewed to help prevent similar events from recurring.

All potential hazards are to be reported immediately to the Superintendent.

Workers' Compensation Benefits

All employees of the District are covered by Workers' Compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment if emergency prevails;
2. Correct, or report as needing correction, the hazardous situation as soon as possible after the emergency is stabilized;
3. Report the injury or disabling condition (whether actual or possible) to the Superintendent within forty-eight (48) hours on the *Employers First Report of Occupational Injury or Disease* which can be found at <http://msgia.org/Employees.aspx>; and
4. Call or visit the administrative office after medical treatment if needed to complete the necessary report of accident and injury.

An employee who is injured in an industrial accident may be eligible for Workers' Compensation benefits. By law, use of sick leave must be coordinated with receipt of Workers' Compensation benefits on a case-by-case basis by contacting the Workers' Compensation Division, Department of Labor and Industry.

The District will not automatically and simply defer to a report of industrial accident. The District shall investigate as it deems appropriate to determine: (1) whether continuing hazardous conditions exist that need to be eliminated, and (2) whether in fact an accident attributable to the District's working environment did occur as reported. The District may require the employee to authorize the employee's physician to release pertinent medical information to the District or to a physician of the District's choice, should an actual claim be filed against the Workers' Compensation Division which could result in additional fees levied against the District.

Accident Reporting

If you witness a student injury, follow the procedure outlined below:

1. Assist the student.
2. If the injury appears serious, do not move the student unless absolutely necessary.
3. Contact the administration yourself or have someone do so for you at the earliest possible moment.
4. If necessary, contact EMS by calling 911.
5. Contact parents.
6. Complete *School Accident/Incident Report Form* and give to the Superintendent. (All staff are encouraged to be trained in first aid, concussion procedures, and emergency procedures.)

A *School Accident/Incident Report Form* should be completed in the following instances:

1. When a recommendation to seek medical or dental attention has been made. Examples include lacerations needing possible sutures, a foreign body in the eye, tooth damage or loss, etc.
2. When the nature of the injury is such that it MAY require a visit to a physician or dentist. Examples include a possible sprain, wound, or seizure.
3. In the event of head injuries.
4. In the event of poisoning, internal or external.
5. When suspected fractures have occurred.
6. If human bites are involved.
7. When puncture wounds have occurred.
8. When injuries are sustained from fighting.
9. When injuries are sustained from equipment failure.

Staff Health and Safety

In order to assure the safety of staff and students, information and/or training, as necessary, is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

All staff members are expected to conduct their work in compliance with first aid and infectious materials procedures established by the District and the following safety rules of the District:

1. All injuries shall be reported immediately to the Superintendent of the District;

2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair, or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral or written) to the Superintendent.

Weapons

Carrying, bringing, using, or possessing any weapon or dangerous instrument in any District building, school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the District prohibits carrying concealed weapons on District property. Staff members who violate this policy are subject to disciplinary action, including termination.

Emergency Drills

All teachers grades K-8 are required to provide instruction on fire and earthquake dangers and drills in accordance with the requirements of the law. Please see your *Emergency Procedures Manual* for specific procedures to follow in emergency situations.

Drills will occur on a regular basis as required by state law. There will be at least eight (8) drills a year.

It is required that all staff post a map/diagram of the fire escape route to be followed in the classroom doorways. Staff are required to review emergency procedures with students. The warning signal for a fire alarm/drill is a pulsating alarm. Upon the sounding of a fire alarm, teachers and students are required to follow these procedures:

1. At the sound of the fire alarm, occupants must walk rapidly out the exit designated by the emergency exit chart near the door in each room. The teachers will pick up their emergency backpacks, check to see that students are out of the room, turn off the lights, and close the windows and door.
2. The first students outside should move away from the building, so they do not block the exit for those following.
3. When outside, students should meet at the designated location. Teachers should take attendance and identify any missing students to the Superintendent by radio channel 14 or by cell phone (539-0545).
4. In the event an alternate site is needed, occupants will proceed to Superintendent's designated location.

Emergency Closures

In the event of hazardous or emergency conditions, school may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

Employees should refer to the *Emergency Procedures Manual* in the event of delayed openings or school closures. Employees will not be required to report to work on school closure days unless it is determined necessary by the Superintendent.

Emergency Procedures and Disaster Plans

All staff will be provided with a copy of the District's *Emergency Procedures Manual* which includes detailed staff responsibilities in the event of such emergencies as natural disasters, fire, hazardous materials, assault/terrorism, illness or injury of a student or staff member, vandalism, and nuclear warnings. Each staff member will be provided with a District Safety Plan. Additional copies of the District Safety Plan are available in the office.

Asbestos

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give some background, asbestos has been used as a building material for many years. It is a naturally-occurring mineral that is mined primarily in Canada and South Africa. Asbestos' properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. The Environmental Protection Agency (EPA) began action to limit uses of asbestos products in 1973. Building facilities were then inspected by a certified inspector as required by AHERA. Gallatin Gateway School hired an inspector to locate, sample, and rate the condition and hazard of the asbestos in the school. The inspection and laboratory analysis were then turned over to a certified engineer who developed an asbestos management plan for Gateway School, which is on file in the school office and on the District website.

Communicable Disease/Bloodborne Pathogens/Infection-Control Procedures

The District provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Montana Code Annotated and the Administrative Rules of Montana. Infection-control procedures, including provisions for handling and disposing of contaminated fluids, have also been established.

All staff shall comply with measures adopted by the District and with all rules set by the Montana State Health Department and the county health department.

Staff members have a responsibility to report to the District when infected with a communicable disease unless otherwise stated by law.

Communicable Diseases/Students with HIV, HBV, AIDS

Protection from communicable disease is generally provided through immunization, exclusion, or other measures provided for in Montana Code Annotated and rules of the county health department. Educational services generally will not be provided to students excluded from the classroom unless otherwise required by law.

In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the District will inform the appropriate staff member to protect against the risk of exposure.

Resuscitation

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of District staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained District staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care, until relieved by paramedics or other appropriate medical personnel.

Concussion Procedures

A concussion is a type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is jostled or twisted inside the skull as a result of a blow, bump, or jolt to the head or body. Even minor blows to the head can cause a concussion, and the majority of concussions do not result in loss of consciousness. Less than 10% of individuals sustaining a concussion lose consciousness. Concussions are also not generally able to be detected through scans or other tests. It is important to remember that there is no such thing as a minor brain injury.

Research now shows that young athletes are particularly vulnerable to the effects of concussions. These effects can result in short- or long-term changes in brain function, or in some cases, death. After a concussion, the brain is vulnerable to further injury and very sensitive to any increased stress until it fully recovers.

Symptoms of Concussions

District personnel are not responsible for diagnosing a student or athlete with a concussion; only a qualified health care provider can diagnose a concussion. District personnel are responsible for recognizing the signs and symptoms of concussions and act immediately when these are present as provided herein.

If District personnel know that a student/athlete received a blow or bump to the head or body, they should remove the student from activities and watch the student/athlete closely to determine if they exhibit any of the following:

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion
- Appears dazed or stunned
- Is confused about what to do
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly

- Loses consciousness
- Shows behavior or personality changes
- Cannot recall events prior to hit
- Cannot recall events after hit

Even if District personnel are unaware of a student/athlete sustaining a blow or bump to the head or body, they should act in accordance with these procedures if they observe or hear of a student/athlete exhibiting these symptoms. It is better to err on the side of caution when acting on suspicions of a concussion.

Actions When Concussion is Suspected

District personnel must use their own judgment in determining when they must take action on a suspected concussion. This is a matter of when the staff member actually suspects a concussion. There may be situations when the student/athlete suffers a significant blow, bump, or jolt to the head, and action should be taken immediately. However, the signs, symptoms, and behaviors of a concussion are not always apparent immediately after a bump, blow, or jolt to the head or body and may develop over a few hours. Therefore, a student/athlete should be observed following a suspected concussion and should never be left alone. Because extreme caution should be exercised in the event a concussion is suspected, District personnel should remove students/athletes from participation or play in physical activities until the student/athlete is cleared (“When in doubt, sit them out!”).

There may be rare emergency situations where it may be necessary to seek immediate medical care of a student/athlete suffering a blow, bump, or jolt to the head or body. District personnel must call 911 if the student/athlete loses consciousness, has a decreasing level of consciousness, looks very drowsy or cannot be awakened, if there is difficulty getting his or her attention, irregularity in breathing, severe or worsening headaches, persistent vomiting, or any seizures.

When a concussion is suspected, District personnel must take the following actions:

1. Remove the student/athlete from participation or play in all physical activities.
2. Inform the athlete’s parents or guardians about the possible concussion and give them information on concussion.
3. Ensure that the athlete is evaluated by an appropriate health-care professional.
4. Keep the athlete out of play the day of the injury and until an appropriate health-care professional says he or she is symptom-free and gives the okay to return to activity.

Steps two and three may occur in a different order and/or simultaneously depending on the circumstances. It is important that both steps are followed, regardless of whether they are completed second or third in the order.

Students/athletes are not allowed and must not be encouraged to “tough it out” or “play through” a suspected concussion. District personnel are prohibited from praising students/athletes for playing despite exhibiting symptoms of a concussion. Discipline may be taken against any District staff member that knowingly allows a student/athlete to continue to participate in a physical activity despite consciously recognizing the student/athlete exhibiting symptoms of a concussion or encouraging a student/athlete to continue participation despite complaining of or exhibiting symptoms of a concussion.

Recovery from Concussion

If a student/athlete returns to activity before being fully healed from an initial concussion, the student/athlete is at risk for a repeat concussion. A repeat concussion that occurs before the brain has a chance to recover from the first can slow recovery or increase the chance for long-term problems. In rare cases, a repeat concussion can result in severe swelling and bleeding in the brain that can be fatal.

The first step in recovering from a concussion is rest. Rest is essential to help the brain heal. Students/athletes with a concussion need rest from physical and mental activities that require concentration and attention as these activities may worsen symptoms and delay recovery. Students/athletes with concussions often have difficulty in school with short- and long-term memory, concentration, and organization.

District personnel shall accommodate students/athletes with a concussion. Such accommodation could include, without limitation, excusal from all physical activities until a medical release is provided, extension of deadlines on

projects requiring concentration/attention, shortened or lightened schedule, or allowing student/athlete to take breaks or a rest period.

Return to Participation

After suffering a concussion, no student/athlete should return to play or practice or physical activity on that same day. Even if it appears a student's/athlete's symptoms have been alleviated within 15 minutes, the student/athlete may not return to participation unless he or she has been released by a qualified health care provider. In order to return to participation in an activity or sport, a student/athlete must be free from any symptoms and obtain a release from a qualified health care provider.

In most cases, the student/athlete should not be allowed to return to full participation in the activity or sport immediately upon release. Instead, District personnel must ensure that the student/athlete proceeds in a gradual step-by-step fashion to allow the student's/athlete's brain and body to re-adjust to exercise. Most students/athletes will be able to progress one step each day/practice. The following program should be implemented for a student's return to full participation; however, such program should be tailored to meet the student's unique injury, condition, and medical release:

- Step 1: Light aerobic exercise- 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training, or any other exercises.
- Step 2: Moderate aerobic exercise- 15 to 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment.
- Step 3: Non-contact training drills in full uniform- may begin weight lifting, resistance training, and other exercises.
- Step 4: Full contact practice or training.
- Step 5: Full game play.

If symptoms of a concussion recur, or if District personnel observe concussion signs and/or behaviors at any time during the return to activity program, the student/athlete must discontinue all activity and be re-evaluated by a health care professional.

Staff Training for Concussions

Athletic directors, coaching staff, and recess monitors will complete the online training entitled *Heads Up! Concussion in Youth Sports Training for Coaches* and turn in a copy of their completion certificate to the office. This training must be completed on an annual basis and prior to the beginning of any coaching duties. The online training can be viewed at: <http://www.cdc.gov/concussion/HeadsUp/Training/HeadsUpConcussion.html>

Athlete Training/Notification for Concussions

It is recommended that at the beginning of each season the coach dedicates part of one practice to discuss concussions with athletes and the importance of reporting signs and symptoms to the coaching staff.

Resources for students:

- *Keeping Quiet Can Keep you Out of the Game* video:
<http://www.youtube.com/watch?v=yIqZIDbk3M40>
- *Concussions: A Fact Sheet for Athletes* handout (GGS Athletic Handbook)

Parent/Guardian Training/Notification

It is recommended that at the beginning of each season, during the parent meeting, the coach and/or athletic directors discuss concussion procedures with parents and the importance of reporting signs and symptoms to the coaching staff.

Resources for parents:

- *Keeping Quiet Can Keep you Out of the Game* video
http://www.youtube.com/watch?feature=player_detailpage&v=uO-ordcPWSU
- *Concussions: A Fact Sheet for Parents* handout (GGS Athletic Handbook)

Instruction-Related Information

Preparation

While meeting student needs in a fast-paced environment, teachers must maximize planning and instructional time. Areas where this is of highest demand include:

- Lesson plan submission by Monday at 9:00am using PlanbookEdu
- Assembly of all lesson materials prior to the day of instruction (including copy machine needs for the day's lessons — the copy machine has been known to break down!)
- Substitute plans complete and submitted to Superintendent prior to the day of instruction
- Practice and student understanding of emergency procedures
- Submission of daily attendance and lunch count by 8:30am through PowerSchool
- Updated grade reports in PowerSchool
- Updated and informative website

Class Interruptions

The District is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without prior authorization from Superintendent or the classroom teacher. Intercom use is restricted to administrative use or administrative-approved use only.

Lesson Plans

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with District curriculum and appropriate to the individual needs of students. Gallatin Gateway School teaching staff will use PlanbookEdu.

Teachers are expected to prepare lesson plans on a weekly basis. Digital copies of lesson plans are to be submitted to the Superintendent no later than 9:00am Monday morning, for the upcoming week.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the Superintendent may monitor instruction to ensure that the educational program in a particular class or activity is consistent with the District-approved course of study.

Grade Books

List the names of your students in your grade book in alphabetical order for each of your classes. For each grading period in your class record book insert the dates for the period covered. Identify nine-week and final grade columns. Record in the grade book your formula for calculating the end of the period grades.

The Montana Law (20-4-301, MCA) states that a teacher's record of attendance is the official record for a school in legal matters, etc. The office will reconcile with teachers periodically to confirm the office attendance records. At the end of the school year, the office will ask teachers for the year's attendance records for the permanent school files.

Teachers are required to submit year-end grading records with attendance and yearly lesson plans to the Superintendent using www.planbookedu.com

Expectations for Grading and Attendance

K- 8 teachers will verify their official record of student attendance with attendance clerk before each quarter's report card is sent home to parents.

Third to eighth grade students and parents can view daily grades online through PowerTeacher. Teachers grades 3-8 will update grades a minimum of once a week. Each teacher's disclosure document must inform parents of the day of the week to expect all grading to be current online.

Third to eighth grade teachers must verify final grades, comments, and grade point averages with the PowerSchool clerk before each quarter's report card is sent home to parents. All report cards must be reviewed by the Superintendent before being sent home to students and parents. Midterm or quarter grades of "D" or "F" will also have parent notification (usually by phone or meeting) with the student and the parents to find ways to improve academic deficiencies.

Report cards and midterms should all be sent home on the same day for all grades. K-8 report cards and midterms are sent home the Friday following the end of the quarter unless directed otherwise by the Superintendent.

Master Calendar

The Master Calendar is located online using Google Calendar application. It will include all school events for staff, students, and the community. The calendar will be used in planning appropriate future dates to schedule events. Teachers must confer with the Superintendent in order to set a date for a field trip, special classroom event, evening program, etc. In order for all events to go smoothly, it is crucial that planning occur weeks in advance of the date of the event. The Superintendent will assist you as you set dates and logistic arrangements for your special programs.

Pledge of Allegiance

In accordance with Section § 20-7-133, recitation of the Pledge of Allegiance is required. The recitation required in subsection (1) states that must be conducted at the beginning of the first class:

- of each school day in kindergarten through grade 6
- of each school week in grades 7-12

The recitation must be conducted by each individual classroom teacher or the teacher's substitute.

School Lobby Bulletin Board

Each month a homeroom class in grades 3-8 or a specialist will be scheduled to design a display on the school lobby bulletin board. Other bulletin boards will be designated for K, 1, & 2.

Requesting a Substitute

The Board authorizes the use of substitutes as necessary to replace teachers who are temporarily absent. The Superintendent or assigned designee shall arrange for the substitute; under no condition is an employee to select or arrange for a substitute.

Certified Employees:

1. In the event that it is necessary to be absent from teaching, arrangements must be made as far in advance as possible, except in the case of illness or emergency. If absence is known prior to the day of absence, a *Certified Request for Approval of Leave Form* must be submitted to the Administrator for approval.
2. In the event of **illness or emergency** certified employees should notify the staff member(s) designated to arrange substitutes as soon as it is known that he/she will not be able to attend work:
 - a. If a text is sent or voicemail left, employees are expected to follow up if an immediate response is not given. A detailed voicemail message should be left, including reason of absence, location of lesson plans and substitute folder, and a number that can be reached during the day. Lesson plans must be submitted to the Superintendent and a copy left for the substitute in the teacher's District Substitute Folder/Binder. Teachers must sign out at the office and remind an office person prior to leave day(s). If leaving or returning from a half-day leave, sign in or out at the office and visit with an office person about leaving or arriving to school.
 - b. Send a copy of the completed *Certified Request for Approval of Leave Form* to *Leave Form* using the office copy machine. This email will be the time and date used for the 48-hour window. Submit the hard copy to the office mailbox labeled *Leave Form*.
 - c. Certified employees are requested to call prior to or as close to 6:00am as possible and by 3:00pm of the day of absence to notify the Administrator if additional days are needed or if the employee is returning on the following day.
 - d. Upon return to work following an illness or emergency absence, certified employees must submit a *Certified Request for Approval of Leave Form* to the *Leave Form* mailbox for the absence.

Classified Employees:

1. In the event that it is necessary to be absent from the kitchen, paraprofessional or office duties, or bus routes, arrangements must be made as far in advance as possible, except in the case of illness or emergency. If absence is known prior to the day of absence, a *Classified Request for Approval of Leave Form* must be submitted to the Administrator for approval.
2. In the event of **illness or emergency** classified employees should notify the staff member(s) designated to arrange substitutes as soon as it is known that he/she will not be able to attend work:
 - a. If a text is sent or voicemail left, employees are expected to follow up if an immediate response is not given. A detailed voicemail message should be left, including reason of absence, location of lesson plans/substitute folder, and a number that can be reached during the day. Classified employees should have a substitute folder with common daily procedures described in the event that a substitute will need to cover all duties. Lesson plans, if needed, must be submitted to the Superintendent and a copy left for the substitute. Staff must sign out at the office and remind an office person prior to leave day(s). If leaving or returning from a half-day leave, sign in or out at the office and visit with an office person about leaving or arriving to school.
 - b. Send a copy of the completed *Classified Request for Approval of Leave Form* to *Leave Form* using the office copy machine. This email will be the time and date used for the 48 hour window. Submit the hard copy to the office mailbox labeled *Leave Form*.
 - c. Classified employees are requested to call prior to or as close to 6:00am as possible and by 3:00pm of the day of absence to notify the Administrator if additional days are needed or if the employee is returning on the following day.
 - d. Upon return to work following an illness or emergency absence, classified employees must submit a *Classified Request for Approval of Leave Form* to the *Leave Form* mailbox for the absence.

To Prepare for a Substitute Teacher

Students should be informed that there will be a substitute. Expectations of student behavior should be provided to the students for when the substitute is present.

1. Assign responsible students to assist the substitute
2. Prepare a substitute folder
 - a) Description of attendance and lunch count reporting procedures
 - b) A seating chart
 - c) Duty assignment (bus duty, etc.) and hallway procedures
 - d) The daily class schedule
 - e) The location of teaching guides and supplies
 - f) Name of responsible students in each class
 - g) Name of a team teacher familiar with the classroom
 - h) Classroom behavior expectations and any specific student behavior plans
 - i) Any other information that would be needed by a substitute
3. Do not assign project work or group work for substitutes; assign a teachable lesson
4. Have an emergency lesson plan for each class in case students get done early or extra time is available Attendance procedures and cards
5. Fire exit information
6. Have a teacher familiar with procedures who could assist the substitute
7. If papers should be corrected, leave instructions
8. Read report left by the substitute
9. Follow up on any incident that was a problem in the class with Superintendent, students, parents, and the substitute
10. Complete the substitute survey upon return

News Releases

Visit with the Superintendent and review articles or announcements you would like to make public. Look for opportunities to emphasize the positive contributions of our students.

Curriculum

Sequential curriculum for each program area that aligns to content standards, specific grade-level progressions, and program area standards are available in the library.

The curriculum established for the courses and grade levels of this District provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles. The Superintendent also carries the duties of the Curriculum Director.

Deviations from established curriculum, textbooks, and instructional materials are not permitted without Superintendent approval. Teachers with questions should contact the Superintendent/Curriculum Director.

Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction. The District may receive and/or provide distance, online, and technology-delivered learning programs, as provided in Montana law and set forth in District procedures. 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.

Indian Education For All (IEFA)

The District is committed to working cooperatively with Montana when providing instruction, when implementing educational goals or adopting rules relating to education of students in the District. The District will periodically review its curriculum to ensure the inclusion of cultural heritages of Native Americans, which will include, but is not necessarily limited to considering methods by which to provide books and materials reflecting authentic historical and contemporary portrayals of Native Americans, and taking into account individual and cultural diversity and differences among students.

Student Assessment

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the District and the home. As a close working relationship between the District and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades in the classroom disclosure document. Classes are weighted depending on instructional time. Core classes (math, science, English and social studies) meet every day and are worth one credit per year. Other classes, based on instructional time, may be valued at less than one credit per year.

The issuance of grades and progress reports on a regular interval serves as the basis for continuous evaluation of the student’s performance and determining changes that should be made to affect improvement. These reports shall be designed to provide information that will be helpful to the student, teacher, counselor and parent. Progress reports or midterms are issued midway of the first, second, third, and fourth quarter grading periods, indicating academic and citizenship progress to date.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers. Teachers should keep parents and guardians up-to-date on student progress using phone calls, email, website, PowerSchool, day planner, and personal conferences as well as written grade reports. Midterm or quarter grades of “D” or “F” will also have parent notification (usually by phone or meeting) with the student and the parents to find ways to improve academic deficiencies. Where the parents are divorced or separated, both will be permitted to receive the student’s report card/progress reports, unless a court order indicates otherwise.

A student who has not completed work by the end of the marking period and who, in the instructor’s judgment should be given an incomplete on the report card, will make up the work by the date specified by the teacher.

Grading Scale: (K-2)

Letter

AP Above Average (Advanced Proficient)

P Satisfactory (Proficient)

NP Below Average/Needs Improvement (Nearing Proficient)

N Unacceptable (Novice)

Grading Scale: (3-8)

Letter	%	Grade Point
A+	100-99	4.0
A	98-94	4.0
A-	93-90	4.0
B+	89-88	3.0
B	87-84	3.0
B-	83-80	3.0
C+	79-78	2.0
C	77-74	2.0
C-	73-70	2.0
D+	69-68	1.0
D	67-64	1.0
D-	63-60	1.0
F	59-00	Failing

Due process will be provided to all students. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability, or an excused absence as determined by District policy. Such notice is to be included in each teacher's disclosure document and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP).

Textbooks

Board-approved textbooks are provided free of charge for each class. Books must be covered by each student, as directed by the teacher, and treated with care. If the book is damaged when issued to the student, damage must be reported to the teacher. Any student who damages or fails to return a book issued by the school may be charged a fee to replace or repair the book. A student's grades or diploma may be withheld until restitution is made. The Librarian must sign off on the *Book Damage Fee Notice*. All notices will be kept in the library. *Book Damage Fee Notices* must be sent home with students no later than May 15 to allow ample time for fees to be collected before the end of the school year.

Section 504/ADA of the Rehabilitation Act of 1973

Section 504/ADA is an Act that prohibits discrimination against persons with a disability in any program that receives federal financial assistance. All qualified persons with disabilities within the jurisdiction of a school district are entitled to a free appropriate public education (FAPE).

Intervention Meetings

Classroom teachers have essential functions in the identification of educationally disabling conditions and development of educational plans to address the student's needs. Classroom teachers also have specific data regarding the child's performance. Portfolio, anecdotal or assessment data will be provided by the classroom teacher and shared with the team. When requesting a student intervention, submit written reports the day before the meeting to the Superintendent. Make certain comments sufficiently detail the student's strengths and weaknesses.

Computer Lab

The computer lab is available for class use. Scheduling may be made by contacting the technology teacher.

Teachers and students will help keep the computer lab clean by:

- Wearing clean, mud-free shoes
- Cleaning up all paper and supplies
- Erasing whiteboard after lesson
- Pushing in chairs when leaving the lab
- Reporting problems with printers or computers using a *Technology Request Form*.

Teaching about Religion

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters.

However, as religion influences many areas of education, such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions. Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

Staff members may teach objectively about religious holidays and about the religious symbols, music, art, literature, and drama that accompany the holidays. They may celebrate the historical aspects of the holidays, but may not observe them as religious events.

Field Trips

Field trips are defined as travel away from school premises, under the supervision of a teacher of an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom.

The staff member shall submit a completed *Planning a Field Trip Request Form* and *Bus Use Form*, if needed, to the Superintendent prior to the field trip. This shall include all objectives and post activities. The Superintendent will approve the trip as warranted.

The staff member shall contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies. The teacher should have each parent complete a consent form.

There should be two adults (ex: bus driver and teacher) for each bus except where additional supervision is warranted.

Overnight field trips must be submitted to the Superintendent at least six weeks prior to the proposed date of the trip and before the trip is discussed with students or parents. Any out-of-state or out-of-the-country travel or field trips that extend overnight must be approved by the Board. Field trips planned over a weekend or with extended hours do not receive additional compensation.

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines to the office prior to departure for the scheduled activity.

Use of Seating Charts

Seating charts will be used in the classroom, cafeteria, and the bus. In the case of a communicable disease outbreak, the Health Department may inquire to determine students in close contact with those with a disease. Whenever possible, teachers should implement seating charts, which may be vital for determining students at the greatest risk. In the event of an outbreak, copies of seating charts will be provided to the Health Department.

Supervision of Students

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. All teachers are expected to be in the hall entrance to their classroom prior to the arrival of their students unless on morning supervising duties.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

No other staff member may leave their assigned group unsupervised except as when appropriate supervision arrangements have been made to take care of an emergency.

During school hours or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

Supervision: Before/After School

Teachers serve before-school bus supervision duty from 8:00-8:10am and after-school supervision duty from 3:10-3:20pm or when the last bus leaves. It is most important to be at the duty station between the allotted times.

All staff should monitor student behavior before school between 8:00-8:10am, meet students promptly at 12:30pm in hall areas, and after school between 3:10-3:20 pm in the hallways. In the morning, students are not permitted in the hallways unless they have a pass from a teacher or the office staff. In the afternoon, students are to exit the building by 3:20pm unless they are attending Learning Lab until 4:00pm, attending sports practice, or staying with their teacher.

In general, responsibilities include supervision of all students arriving or departing from the school grounds. Specifically, watch for fights, damage to property, trouble at the bike rack, and bus loading and unloading.

If you have a meeting of any kind, including curriculum meetings, parent conferences, or special education meetings, it is your responsibility to see that your duty is covered by a substitute, or you should excuse yourself from the meeting. Swapping is encouraged in order to avoid uncovered duty stations and/or unattended meetings.

Hall Passes

All students in the hallways must have written passes issued by teachers, staff, or administration. The times the student leaves and returns must be recorded.

Hallways

Staff is expected to be in the hallways at 8:10am, during all passing times, at 12:30pm as students return from lunch, and again after school. A special effort is needed at 3:10pm as students exit the building. Please watch and encourage proper behavior.

Misbehavior can be decreased or eliminated by the presence of an adult. Make it a policy as frequently as possible to precede classes to the classroom door as the periods end and remain present during the passing interval, observing student conduct in the vicinity of and in the classroom and greeting students as they arrive.

Require your students to remain in their seats until the end of the period. Classes may not leave until they are dismissed. These expectations should be included in substitute plans.

Assemblies

Teachers shall sit with their students at assemblies and reinforce positive expectations. Any teacher may discipline any student displaying disruptive behavior during an assembly. Staff members have the option of removing a student from an assembly.

Family Engagement

The District's Board of Trustees recognizes the importance of engaging families in the education of children. The Superintendent and staff shall undertake activities designed to:

- 1) Encourage families to actively participate in the life of their children's schools;
- 2) Ensure families feel welcomed, valued, and connected to one another, school staff, and to what students are learning and doing in class;
- 3) Encourage families and school staff to engage in regular, two-way meaningful communication about student learning;
- 4) Ensure continuous collaboration between families and school staff to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
- 5) Empower families to be advocates for their own and other children to ensure that students are treated equitably and have access to learning opportunities that will support their success;
- 6) Allow families and school staff to partner in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and
- 7) Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic preparation.

Child Custody: Staff/Parent Relations

The District encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the District any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to the student and to consult with teachers concerning the student's welfare and education. Teachers will communicate with both parents and provide each with reports, invitations, announcements, newsletters, and any other information which may aid in the educational success of the child.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide the District, in writing, any special legal requests or clarifications in areas concerning the student and the District's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff as appropriate.

Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the office.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled at the end of the first quarter to update parents on the academic and social progress of their child. Teachers should openly address any child progress concerns with the parents. Teachers are encouraged to meet with parents as concerns arise and not wait until the end of the quarter. This will ensure that parents are kept well-informed of the behavior and academic progress of their child and early intervention can be enacted, if necessary.

Confidentiality and Supervision

The guidelines below will be followed to allow for the safety and privacy of our students:

1. Students are not to be taken from a classroom by anyone other than Gallatin Gateway School personnel known to the teacher. If questioned, do not acknowledge that the student requested is in a specific class or that he/she attends Gallatin Gateway School. Refer all inquiries to the office.
2. The school is legally required to provide information to non-custodial parents, but would like their requests to be channeled through the office for the protection of all school personnel and the students involved.

Child Abuse Reporting

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Montana Department of Public Health and Human Services or local law enforcement agency. The Superintendent is also to be immediately informed that a report has been made.

Montana's statewide toll-free child abuse hotline at 1-866-820-KIDS (1-866-820-5437). This hotline is available 24 hours a day, seven (7) days a week.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination. An employee does not discharge the obligation to personally report by notifying the Superintendent or building administrator.

A staff member who, based on reasonable grounds, participates in making a child abuse report in good faith shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

In the event that a DPHHS reveals information to an employee after he or she makes a report or requests that information be shared with another employee, employees receiving such information shall keep the information confidential.

Guest Speakers/Controversial Speakers

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the Superintendent of the date, time, and nature of the presentation whenever such use is planned. Prior Superintendent approval is required each time a guest speaker is requested to come to the building or activity.

Materials Distribution

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home are to be referred to the Superintendent. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the District.

Special Interest Materials

Supplementary materials from non-school sources require Superintendent approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources. Generally, materials that are of obvious educational quality supplement and enrich instructional and reference materials for definite school courses, and are timely may be considered for approval. Staff members wishing to show a video presentation longer than 5 minutes in their classroom must first submit *Request to Show Video in Classroom Form* for Superintendent approval.

Instructional Materials

Textbooks and instructional materials, including instructional/curricular support software, should provide quality learning experiences for students and:

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
- Provide background information to enable students to make intelligent judgments;
- Present opposing sides of controversial issues;
- Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
- Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.
- Staff must follow all applicable copyright laws.
- District personnel may not show any video presentation with a MPAA rating over PG.
- All videos over 5 minutes must be approved by Superintendent prior to use within classroom.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science, and social studies should be reviewed at intervals not exceeding five (5) years. All instructional materials must be sequential, and must be compatible with previous and future offerings.

Instructional materials are made available for loan to students when the best interest of the District and student will be served by such a decision. Students will not be charged for normal wear. They will be charged replacement cost, however, as well as for excessive wear, unreasonable damage or lost materials. The professional staff will maintain records necessary for the proper accounting of all instructional materials.

Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards required of staff and students.

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office.

“Fair use” guidelines are as follows:

I. Printed Materials

1. Permissible uses — District employees may:
 - a) Make a single copy of the following for use in teaching or in preparation to teach a class:
 - i) A chapter from a book;
 - ii) An article from a periodical or newspaper;
 - iii) A short story, short essay, or short poem, whether or not from a collective work;
 - iv) A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
 - b) Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
 - i) A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
 - ii) A complete article, story, or essay of less than 2,500 words;
 - iii) Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
 - iv) One chart, graph, diagram, cartoon, or picture per book or per issue of a periodical;
 - v) An excerpt from a children’s book, containing up to 10 percent of the words found in the text.
2. All permitted copying must bear an appropriate reference. References should include the author, title, date, and any other pertinent information.
3. Prohibited uses — District employees may not:
 - a) Copy more than one work or two excerpts from a single author during one class term;
 - b) Copy more than three works from a collective work or periodical volume during one class term;
 - c) Copy more than nine sets of multiple copies for distribution to students in one class term;
 - d) Copy to create or replace or substitute for anthologies or collective works;
 - e) Copy “consumable” works, such as workbooks, exercises, standardized tests, and answer sheets for any reason other than emergency replacement;
 - f) Copy the same work from term to term;
 - g) Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
4. All sound recordings, including phonograph records, audiotapes, compact discs, and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

II. Sheet and Recorded Music

1. Permissible Uses — District employees may:
 - a) Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies will be substituted in due course;
 - b) Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement, or aria, but in no case no more than 10 percent of the whole work;
 - c) Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement, or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
 - d) Edit or simplify printed copies which have been purchased, provided the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
 - e) Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
 - f) Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;

- g) Make a single copy of a sound recording, such as a tape, disc, or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.
2. Prohibited uses — District employees may not:
- a) Copy to create or replace or substitute for anthologies, compilations, or collective works;
 - b) Copy works intended to be “consumable”, such as workbooks, exercises, standardized tests, and answer sheets;
 - c) Copy for the purpose of performance, except as noted above (A. 1.) in emergencies;
 - d) Copy to substitute for purchase of music except as noted above (A. 1., 2., and 3.);
 - e) Copy without inclusion of the copyright notice on the copy.

III. Television-Off-the-Air Taping

1. Permissible uses — District employees may:
- a) Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite retransmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.
 - i) A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.
 - ii) Unless authorized by the [library/media supervisor], at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.
 - iii) Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the “Request for Off-Air Video Taping” form to the librarian for each program videotaped. The librarian will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.
 - b) Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
 - c) Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive-calendar-day retention period;
 - d) Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days, up to the end of the 45-consecutive-calendar-day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
 - e) Use off-air recordings made from a satellite dish, if they conform to the 45-consecutive-calendar-day retention period established for broadcast or cable programming and are not subscription channels;
 - f) Use copies of all-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
 - g) Request that a library/media center record and retain for research purposes commercial television news programs from local, regional, or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format, and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.
 - i) Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).
2. Prohibited Uses — District employees may not:
- a) Tape off-air programs in anticipation of an educator’s requests;
 - b) Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
 - c) Use the recording for instruction after 45 consecutive calendar days;
 - d) Hold the recording for weeks or indefinitely because:
 - i) Units needing the program concepts are not taught within the 45-day use period;
 - ii) An interruption or technical problem delayed its use; or
 - iii) Another teacher wishes to use it, or any other supposedly “legitimate” educational reason;
 - e) Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
 - f) Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;

- g) Exchange program(s) with other schools in the District or other school Districts without the approval of the [media/library supervisor]; Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;
- h) Use the recording for public or commercial viewing;
- i) Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools. "Pay" programs received via satellite dish are also subject to these prohibitions.

IV. Rental, Purchase, and Use of Videos

1. Permissible uses — District employees may:
 - a) Use purchased or rented videos such as feature films as part of a systematic course of instruction, in accordance with District policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
 - b) Use only rented, lawfully-made videos;
 - c) Arrange for the local school to transmit videos over their closed circuit television systems for direct instruction;
 - d) Use off-air videos made at home for classroom instruction and only in accordance with television-off-air guidelines and District policy.
2. Prohibited uses — District employees may not:
 - a) Use rented or purchased videos where a written contract specifically prohibits such use in the classroom or direct teaching situation;
 - b) Use rented or purchased videos such as feature films for assemblies, fundraising, entertainment, or other applications outside the scope of direct instruction without public performance rights.

V. Computer Software

1. Permissible uses — District employees may:
 - a) Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
 - b) Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
 - c) Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
 - d) Use a purchased program sent from a manufacturer labeled "archival", simultaneously with the original copy of the program, provided its use is permitted (not excluded) by the terms of the sales agreement;
 - e) Make an archival copy of a rightfully-owned disk that is labeled "archival" by the software manufacturer;
 - f) Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user, if not otherwise prohibited by terms of a sales agreement;
 - g) Adapt a copyrighted program from one language to another for which it is not commercially available, or add features to a program to better meet local needs.
2. Prohibited uses — District employees may not:
 - a) Load the contents of one disk into multiple computers at the same time, in the absence of a license permitting the user to do so;
 - b) Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
 - c) Make or use illegal copies of copyrighted programs on District equipment;
 - d) Allow any student to surreptitiously or illegally duplicate computer software or access any data base or electronic bulletin Board;
 - e) Make copies of software provided by a software publisher for preview or approval;
 - f) Make multiple copies of copyrighted software (or a locally produced adaptation or modification), even for use within the school or District;
 - g) Make replacement copies from an archival or back-up copy;
 - h) Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted, or even given away to other users;
 - i) Make multiple copies of the printed documentation that accompanies copyrighted software.
3. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

VI. *Reproduction of Works for Libraries/Media Centers*

1. Permissible uses — District employees may:
 - a) Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
 - b) Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
 - c) Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship, or research;
 - d) Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
 - e) Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
 - f) Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture, or other audiovisual work, if the current copy owned by the library/media center is damaged, deteriorated, lost, or stolen, and it has been determined that an unused copy cannot be obtained at a fair price.
2. Prohibited uses — District employees may not:
 - a) Make copies for students, if there is reason to suspect that the students have been instructed to obtain copies individually;
 - b) Copy without including a notice of copyright on the reproduced material.

VII. *Performances*

1. Permissible uses — District employees must:
 - a) Contact the copyright holder, in writing, for permission when copyrighted works such as plays and musical numbers are to be performed. This is particularly important if admission is to be charged or recordings of the performance are to be sold.

Research/Copyrights and Patents

Staff members engaged in research projects during the work day or who use District resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the Superintendent. Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models, and other devices prepared by staff members for District use with District time, money, and facilities, as part of the employee's job responsibilities, remain the property of the District. In the event that a staff member produces items described above partly on his/her own time and partly on District time, the District reserves the right to claim full ownership. The employee may petition the District for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the District.

Student/Classroom Information

Student/Parent Handbook

A *Student/Parent Handbook* is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the District at other times of the year.

Employees are expected to familiarize themselves with the administrative procedures pertaining to students, as set forth in the *Student/Parent Handbook* and in Board policy.

Teachers are expected to review the handbook with students during the days/times designated by the Superintendent.

Attendance

A student's parent should explain the reason for an absence either by a written note or phone call, unless the absence has received prior Superintendent approval. Illness, bereavement, medical, legal, or similar professional appointments will constitute as valid reasons for student absences. We encourage the use of early release days for medical

appointments. Under Montana law (20-5-102, MCA) the State of Montana has made education compulsory for all children from the ages of seven to sixteen years of age through the 8th grade.

Students may arrange for absences in advance with teacher(s) to satisfactorily complete pre-assigned class work. Therefore, if a student plans to be absent from school, a parent should send a written message to the teacher and Superintendent.

All teachers are required to submit attendance at 8:15am and at 12:30pm. All teachers must record attendance using PowerTeacher prior to 8:30am each day. If a teacher receives notes for extended vacations, family occasions, sickness, etc., send them to the office. A student who has an absence from class is to be permitted to make up those assignments that he/she has missed. A student shall be allowed one makeup day for each day of absence. (Example: If a student is absent on Monday his/her work assignments will be due on Wednesday rather than Tuesday.) Students absent as a result of in-school-suspension or out-of-school-suspension shall have the right to complete assignments missed according to scheduled due dates during the time they were denied entry to the classroom.

Students who are absent from school because of a school extracurricular activity are still responsible to make up their assignments. It is the responsibility of these students to get their assignments from their teachers and to complete their assigned make-up work within the time given them by their teachers. It is the responsibility of the coach or teacher to distribute a list of the names of those students who will be absent because of the activity to the teachers' mailboxes, to the office, and Superintendent.

To record attendance please use the following format:

Short Code	Long Code	Type
A	Absent	Excused by parent call/note
T	Tardy	Tardy to your class (<i>*Student should have a pass to enter class.</i>)

Attendance will be monitored once per week by the School Counselor and letters will be sent home weekly.

Student Records

School student records are confidential. The District will not release, disclose, or grant access to information found in any student record except under the conditions set forth in District policy. The parents of a student under 18 years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the Superintendent. Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. Access to the records will be granted to other individuals or entities as provided by law and/or District policy.

The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship. A record of all releases of information from student records will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person.

Types of Student Records

The District maintains two sets of school records for each student: a permanent record and a cumulative record.

The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction

The cumulative record may include, but is not limited to:

- Intelligence and aptitude scores
- Psychological reports

- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary action taken against the student, which is educationally related

Teacher-Required Public Relations

Certified employees: collective bargaining agreement.

The classified contract details the exact hours for employment. The District does not require or request classified staff to be at events or meetings other than described in the contract. There may only be additional hours beyond the contract hours if mutually agreed with the Superintendent. Additional hours may not be assigned to paraprofessionals from the teaching staff.

Open House

Each teacher is required within the first four weeks of school to hold an open house preferably in the evening. By means of this manual, written notification is provided to all certified staff to attend open house.

Open house should:

- Encourage students in grades K-8 to attend with parents
- Cover class procedures and expectations for academics, behavior, and safety
- Cover key parts of student handbook
- Cover teacher disclosure document
- Give parents methods of communication (i.e. phone, website, email, etc.)
- Explain discipline procedures:
 - a) Class rules
 - b) Detention
 - c) Extended day

Christmas/Winter Program

Certified employees are required to assist with the supervision of students as assigned by administration. Classified employees are not required to attend the Christmas Program, but may attend for their own enjoyment.

Disclosure Document

It is teachers' responsibility to inform students at the beginning of the school year of the rules and procedures that will be operative in the classroom. Students and parents should be informed of the goals the teacher and the school have for students in a disclosure document. The topics that must be addressed are: (1) Course Description, (2) Course Objectives, (3) Course Outline, (4) Learning Strategies, (5) Materials Required, (6) Grading Criteria and Procedures, (7) Classroom Rules and Discipline, (8) Homework/Make-up Expectations Policy (9) Use of Day Planners, (10) Online Grading and (11) Voicemail, Website, and Email Contact.

A partial example of a disclosure document appears in the appendix. Use the headings that appear in the example. Submit a copy to the Superintendent before distributing to your students and parents within the first two weeks of school. Disclosures must be reviewed and agreed upon among the teacher's team and the Superintendent prior to distributing or discussing with parents and students at open house.

Homework

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the student. Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home. Homework is

expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

Day Planners

Day planners must be used daily in all core classes for grades 2nd through 8th grade. Day planner expectations should be included in each classroom's disclosure document.

Make-up Work

A student who has an absence from class is to be permitted to make up those assignments that he/she has missed. A student shall be allowed one makeup day for each day of absence. (Example: If a student is absent on Monday his/her work assignments will be due on Wednesday rather than Tuesday.) Students absent as a result of in-school-suspension or out-of-school-suspension shall have the right to complete assignments missed according to scheduled due dates during the time they were denied entry to the classroom.

Student Participation in Sports Programs

All students may participate in sports programs. See *Athletic Handbook* for more information.

Moving Class/Holding Classes Outdoors

As holding classes outdoors often presents a distraction to students in the class, as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned or approved by the Superintendent.

From time to time, certain class assignments may be more appropriately conducted outdoors. Collaboration amongst grade-levels/classrooms is encouraged, but combining classrooms for activities/instruction should be pre-approved by the Superintendent.

Dismissal of Classes

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

Afterschool Snack Cart

Serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits, and helping to prevent costly and potentially-disabling diseases, such as heart disease, cancer, diabetes, high blood pressure and obesity. Gallatin Gateway School offers a variety of afterschool snacks such as: fruit, milk, granola bars, vegetables, sandwiches, and string cheese for our students and parents to purchase after school. Each item on the snack cart is 50 cents. The afterschool snack cart is open Monday- Friday from 3:10-3:25pm.

Learning Lab

The Learning Lab is available for students to complete or receive assistance on homework and school-related assignments from 7:30am-8:10am Monday through Friday and 3:15pm-4:00pm Monday through Thursday. The GGS Learning Lab is available to assist students and parents before and after school by offering assistance and extra instructional support. Students will be asked to leave the Learning Lab and call home for a ride if they do not have homework to complete. At the end of the day, parents should be on time to pick up children. The Learning Lab and school close at 4:00pm.

Administering Medication to Students

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must complete a *Permission for Medication to be Given at Gallatin Gateway School Form*, signed by the parent and physician.

All medications will be kept in locked storage in the office unless a student is authorized to carry medication on his/her person during the school day. Parents of students who must carry and self-administer medication must complete the *Montana Authorization to Carry and Self-Administer Asthma Medication* form and return it to the office.

Teachers may be expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented as to date and time. No employee except a qualified health care professional may administer a drug or prescription drug to a student under this policy except in an emergency situation. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse may administer medication to any student in the school or may delegate this task pursuant to Montana law. Under no circumstances should unauthorized school personnel provide aspirin or any other medicine to students.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse license requirement under 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection. There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an *Individual Student Medication Record*.

Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

- A physician or dentist provides a written order for self-administration of said medication.
- There is written authorization for self-administration of medication from the student's parent or guardian.
- The appropriate staff members are informed that the student is self-administering prescribed medication.

Any school employee authorized in writing by the school administrator may assist with self-administration of medications provided that only the following acts are used:

- Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medication.
- Handing a pre-filled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student.
- Opening the lid of the above container for the student.
- Guiding the hand of the student to self-administer the medication.
- Holding and assisting the student in drinking fluid to assist in the swallowing of oral medications.
- Assisting with removal of a medication from a container for students with physical disability which prevents independence in the act.

Handling and Storage of Medications

All medications, including those approved for keeping by students for self-medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

- Examine any new medication to insure that it is properly labeled with dates, name of student, medication name, dosage, and physician name.
- Record on the *Student's Individual Medication Record* the date the medication is delivered and the amount of medication received.

- Store medication needing refrigeration at 36°F-46°F.
- Store prescribed medicinal preparations in a securely-locked storage compartment. Controlled substances will be contained in a separate compartment, secured and locked at all times.
- No more than a forty-five school day supply of a medication for a student will be stored at the school. All medication, prescription and nonprescription, will be stored in its original container.

Disposal of Medication

School personnel must either return to the parent or destroy any unused, discontinued, or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven-day period of notification by school authorities will be destroyed.

Substance Abuse Policy

To promote positive health, tobacco, alcohol, illegal drugs, or mind-altering substances will not be allowed in the school building, on the school grounds, or during school-sanctioned functions. The school playground and surrounding property is signed as a drug-free school zone.

Visitation

Parents and guardians are always welcome to visit their child's classroom to observe the educational process. Parents or guardians having particular concerns to discuss with the teacher are asked to arrange a conference time between 3:15pm and 4:00 pm, Monday through Thursday.

Students may bring guests to school after receiving their Administrator's and homeroom teachers' approval. All guests and visitors must check in at the office and receive a visitor badge.

All parents, volunteers, and visitors are to sign in upon arrival at the school at the office. After signing in, each will be given a volunteer/visitor badge to wear. This badge confirms that each visitor/volunteer has checked in with the office staff. Staff will remind volunteers and visitors who are not wearing a badge to return to the office to sign in. At the conclusion of his/her visit to the school each the day, each parent/volunteer/visitor should sign-out and turn in his/her badge.

There are important reasons for this procedure:

- To certify one's presence in the building.
- School volunteers are covered by liability insurance.
- School volunteers are covered by workers' compensation insurance and the carrier needs to know when they are in the building and what activities they are conducting.
- In the case of an emergency, parents, volunteers, and visitors can be located on school grounds in the locations they designate on the volunteer sign-in sheet.
- In the case of an evacuation, the district can provide emergency services with an accurate number of people in the building.

And most importantly, STUDENT and STAFF SAFETY!

Expectations for Student Behavior

Student Conduct

In addition to adopted Board policies governing student conduct, administrative procedures specifying student-conduct expectations have been established. All teachers are expected to review the student conduct rules contained in the *Student/Parent Handbook* with their students during the first weeks of the school year. These rules apply to actions which occur on District property, at any District-sponsored activity regardless of location; or when traveling to or from school for District-sponsored activities. Disregard of these rules constitutes grounds for reasonable disciplinary action.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with District policy and local building administrative procedures governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms and teacher webpage, and made available to parents by means of the disclosure document.

Lunchroom Rules/Procedures

To ensure a pleasant lunchroom setting, the following rules must be followed:

- Students remain seated unless getting seconds or cleaning up.
- Students wait for permission to leave the lunchroom (minimum 20 minutes for eating).
- Students speak in a soft voice.
- Students are not permitted to return to their classrooms or lockers to retrieve items once they have arrived in the cafeteria.

Teachers are expected to follow these guidelines while in the cafeteria during lunch:

- Maintain quiet voices.
- Lead by example and when the students are asked to turn off voices and listen for directions- staff should do so as well.
- Teachers who pick up students from the cafeteria at the end of the lunch period should arrive promptly at 12:30pm and assist with the management of the cafeteria environment.
- On early release days, students are the teacher's responsibility and teachers should assist in monitoring and maintaining the students during the lunch period. Teachers should refrain from standing in a group and visiting with each other.

Appendix

PERSONNEL

Employee Electronic Services

The District provides computers, networks, and Internet access to support the educational mission of the school system and to enhance the curriculum and learning opportunities for students and school system staff. Employees are to utilize the school system's computers, networks, and Internet services for school system related purposes and performance of job duties. Incidental personal use of school system computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users. "Incidental personal use..." is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules.

General examples of *unacceptable* uses that are prohibited include, but are not limited to the following:

1. Any use that is illegal or in violation of other policies, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc.;
2. Any use involving materials that are obscene, pornographic, sexually explicit, or sexually suggestive;
3. Any inappropriate communications with students or minors;
4. Any use for private financial gain or commercial advertising or solicitation purposes;
5. Any use as a forum for communicating by e-mail or other medium with other school users or outside parties to solicit, proselytize, advocate, or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school purpose, whether profit or non-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students, and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from their immediate supervisor;
6. Any communication that represents personal views as those of the school system or any school unit or that could be misinterpreted as such;
7. Any use of unauthorized, personal networking hardware;
8. Downloading or loading of software applications without permission;
9. Opening and forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;
10. Sending or facilitating mass e-mails to school users or outside parties for school or non-school purposes without permission;
11. Any misuse or damage to the school system's computer equipment; and
12. Misuse of computer passwords or accounts, including providing personal passwords to non-school system personnel;

The employee is responsible for his/her actions and activities involving school unit computers, network, and Internet services, and for his/her computer files, passwords, and accounts. The school system retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school system. The school system reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

Teachers, staff members, and volunteers who utilize school computers for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members, and volunteers are expected to be familiar with the school system's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building Superintendent or other appropriate administrator.

~~Employees shall be responsible for any losses, costs, or damages incurred by the school system related to violations of this policy and/or rules.~~

~~The school system assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment, and line costs, or for any illegal use on its computers.~~

~~Legal References: _____~~

~~Cross References:~~

~~Policy History:~~

~~Adopted on: August 20, 2012~~

~~Revised on:~~

The OSHA Bloodborne Pathogens Standard

OSHA Safety Rules Checklist for Employees

All employees must obey these rules for their safety and to comply with OSHA safety rules.

You must do the following:

- Know your job classification concerning exposure to biohazards.
- Treat **ALL** blood, body fluids, and other infection agents as potentially infectious.
- Know where the copy of OSHA regulations and the exposure control plan are kept. Read them!
- Handle blood and other body fluids in a way that avoids splashing, spraying, or droplets.
- Wear gloves and a lab coat or other appropriate outer protective garments when coming in contact with blood, other potentially infectious material, mucous membranes, or nonintact skin.
- Remove gloves, lab coats, and any other protective equipment before leaving the work area.
- Wash hands with soap and water after removing gloves.
- Keep all work areas clean.
- Clean contaminated work surfaces with disinfectant such as 10% household bleach (Clorox) after any spill and at the end of each work shift.
- Place regulated waste in appropriately labeled containers.
- Dispose of regulated waste according to regulations.
- Place blood specimens and other potentially infectious materials in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping.
- Employers must offer hepatitis B vaccination unless antibody testing shows that the employee has immunity. Vaccination is provided at no cost to the employee. (If the employee declines vaccination, a statement must be signed indicating that the employee has declined.)
- If exposure to potentially infectious material occurs (such as a needlestick or cut), you must complete an accident report and notify your supervisor or superior immediately.
- You must have appropriate biosafety training to perform your job.
- Employers must keep training records showing annual training.
- Place all contaminated needles and other sharps in containers that are puncture-resistant, leakproof, and appropriately labeled or color coded.

Remember:

- **Do NOT** bend or recap needles or other sharp items.
- **Do NOT** eat, drink, smoke, apply cosmetics or lip balms, or handle contact lenses where exposure might occur.
- **Do NOT** keep food or drink in any place in which blood and other infectious material might be kept or placed.
- **Do NOT** pipette or suction blood or other potentially infectious materials by mouth. This is **strictly prohibited**.
- **Do NOT** pick up broken glass with hands.
- **Do NOT** place your hands where used needles or sharps are placed.

Housekeeping Checklist

All employees should be made aware of the following housekeeping requirements of the *OSHA Bloodborne Pathogens Standard*.

1. **Decontamination of Surfaces**

- Immediately after completion of procedures.
- Immediately after end of work shifts.
- Immediately after a person becomes overtly contaminated with blood or other potentially infectious material.

2. **Protective Covering of Equipment and Environmental Surfaces**

- Use protective covering (plastic wrap, aluminum foil, imperviously-backed absorbent paper).

- Remove and replace at end of the work shift.
 - Replace when they are overtly contaminated with blood or other potentially infectious materials.
3. **Decontamination of Equipment**
 - Routinely check for contamination.
 - Decontaminate when equipment is contaminated with blood or other potentially infectious materials.
 - Decontaminate prior to servicing or shipping.
 4. **Decontamination of Receptacles**
 - Inspect, clean, and disinfect on a regularly scheduled basis any reusable bins, pails, cans, and similar receptacles that have a potential of being contaminated.
 - Clean and decontaminate receptacles immediately or as soon as possible when they are visibly contaminated.
 5. **Cleanup**
 - Do not use your hands to pick up broken glassware that may be contaminated.
 - Use mechanical means (brush and dustpan, tongs, or forceps) to pick up potentially contaminated broken glassware.
 6. **Handling of Specimens**
 - Place specimens in a closeable, leakproof container prior to storage or transport.
 - Color code or label containers or bags according to the *OSHA Bloodborne Pathogens Standard*.
 - If it is likely that the primary container will be punctured, place the primary container in a leakproof, puncture-resistant secondary container.
 - Color code or label the second container in same manner as the primary container.
 7. **Reusable Items**
 - Decontaminate items prior to washing or reprocessing if they are contaminated with blood or other potentially infectious materials.
 8. **Handling of Infectious Waste**
 - Place in closeable, leakproof containers or bags prior to disposal.
 - Color code or label containers or bags according to the OSHA standard.
 - Place a second closeable, leakproof container or bag over the outside of the first container or bag if it is likely that outside contamination of the primary container or bag will occur.
 - Close and color code or label the secondary container or bag in the same manner as the primary container.
 - Observe all federal, state, and local laws when disposing of infectious waste.
 - Dispose of sharps immediately after use.
 - Dispose of sharps in a closeable, puncture-resistant, disposable container that is leakproof on the sides and bottom.
 - Label sharps disposal containers according to the OSHA standard.
 - Make sharps disposal containers easily accessible in the immediate area of sharps use. Routinely replace sharps disposal containers.
 - Do not allow sharps disposal container to overfill.
 9. **Handling of Laundry**
 - When laundry is contaminated with blood or other potentially infectious materials or may contain contaminated sharps, treat it as if contaminated.
 - Handle such laundry as little as possible and minimize agitation of laundry.
 - Bag contaminated laundry at area of use.
 - Do not sort or rinse contaminated laundry in patient areas.
 - Label or color code bags in which contaminated laundry is placed and transported.
 - Place and transport contaminated laundry in a leakproof bag if the laundry is wet or can soak through or leak from the bag.
 - Ensure that laundry workers wear protective clothing and other personal protective equipment to prevent occupational exposure during handling and sorting of laundry.

How to Reduce Your Risk from Bloodborne Pathogens

What it means

An Exposure Control Plan is a set of actions you can follow to reduce your risk of being infected by bloodborne pathogens.

How it affects you

Your company's Exposure Control Plan may change the way you do your job. Some of the actions you must take may seem time-consuming. Don't cut corners! Do exactly what the plan requires.

- Clearly identify who must follow the plan.
- Clearly identify any task or procedure where exposure to bloodborne pathogens may take place.
- Clearly identify all employees who have jobs or tasks that bring them into contact with employees who risk exposure to bloodborne pathogens.
- Provide a place to wash your hands and face.
- Develop and communicate procedures and equipment that reduce employee exposure to bloodborne pathogens.
 - How to handle sharp objects that may be contaminated.
 - How to use personal protective equipment.
- Describe what to do if you are exposed to bloodborne pathogens.

Universal Precautions

What they mean

"Universal Precautions" is the name that the Centers for Disease Control and Prevention (CDC) uses to describe a very aggressive plan that treats all blood and body fluids as a possible source of contamination and infection.

Materials that require Universal Precautions

- Human blood and any products that include human blood or parts made from human blood.
- Semen, vaginal secretions.
- Cerebrospinal, synovial, pleural, pericardial, peritoneal, amniotic fluids.
- Saliva in dental procedures.
- Any body fluid that is visibly contaminated with blood.
- Any unidentifiable body fluid.

How Universal Precautions affect you

Workers who fall under the Universal Precautions guideline must wear gloves and other protective equipment to lower the risk of exposure to blood and body fluids.

Specific precautions must be taken with dirty linen, trash, and used sharp objects.

If a worker is exposed to blood or body fluids, he or she has the right to insist on hepatitis B immunization and periodic hepatitis B virus and HIV testing.

Prevention measures to minimize the chances of accidental exposure

- Always wear gloves when giving first aid for wounds.
- If possible, help injured persons care for themselves. (Example: Allow a student to hold tissue to own bloody nose. Open a zip bag for them to dispose of tissue and zip shut.)
- Create a barrier between yourself and blood and body fluids. (Example: hold a wad of tissue, a sweatshirt, etc. between you and the fluid.)
- Immediately wash your hands after accidental contact with blood or body fluids. Wash your hands as soon as possible after removal of gloves or other personal protective clothing or equipment. **FREQUENT HANDWASHING REDUCES THE SPREAD OF INFECTIONS.**
- Call the custodian to clean up body fluids.

- Wear gloves when emptying waste receptacles.
- Clean contaminated surfaces by disinfecting with an EPA registered germicidal cleaner (bleach solution = 1 part bleach to 10 parts water).
- Do not pick up broken glass, or other sharps, directly with the hands.
- Dispose of sharps (hypodermic needles, lancets, etc.) in red biohazard leakproof and puncture-resistant containers. When these containers are full, authorized safety personnel must dispose of them.

Voicemail Information

****** Follow these written instructions- Not the voice prompts!**

To change the homework message for your classroom extension:

1. Press 777
2. Enter your extension and #
3. Enter your password and #
4. Press 3 to administer message or name
5. Press 1 to administer message
6. Enter it as greeting 1
7. To record personal greeting press 1
8. Record greeting
9. When finished press 1 (Optional) To listen to recorded message press 23
10. To approve press * #

To change your mailbox name:

1. Press 777
2. Enter your extension and #
3. Enter your password and #
4. Press 3 to administer greeting or name
5. Press 2 to record name
6. To record press 1
7. Record name
8. When finished press 1 (Optional) To listen to recorded message press 23
9. To approve press * #

To change your password:

1. Press 777
2. Enter your extension and # sign
3. Enter the previous password and #
4. Press 5
5. Follow directions

To check your messages from school:

1. Press 777
2. Enter your extension and #
3. Enter your password and #
4. Press 2

To check your messages from outside of school:

1. Dial school's number
2. Press *7 when you hear the school's greeting
3. Enter you extension and #
4. Enter our password and #
5. Press 2

Phone Extensions

- Dial 9 to call out of the building. You cannot make long distance and toll free calls from your room.
- Press extension number to call an extension.

13 - Superintendent
27 - Kindergarten
31 - 1st Grade
26 - 2nd Grade
18 - 3rd Grade
20 - 4th Grade
19 - 5th Grade
16 - 6th Grade
15 - 7th Grade
21 - 8th Grade
22 - Library
23 - Computer Lab
24 - Title 1 Room
29 - Special Education
30 - Music Room
28 - Counselor
33 - Art Room
10 - Office
11 - Office
12 - Office
17 - Student Phone
25 - Conference Room
32 - Kitchen
34 - Primary Care Clinic
36 - Business Manager/District Clerk

PARTIAL EXAMPLE SEVENTH GRADE DISCLOSURE DOCUMENT

Course Description:

This is a general English course designed to provide students with a variety of language experiences. These experiences will include student participation in reading, writing, speaking, listening, and thinking.

Course Objectives:

- Students will read and respond to various literary works.
- Students' writing focuses on sentence and paragraph development.
- Students learn the eight parts of speech, rules of punctuation and capitalization, and rules of usage.
- Students use library resources with an emphasis on the card catalog and the Reader's Guide.

Course Outline:

- History of our language using the dictionary to study etymologies
- Note taking
- Mystery and suspense unit of literature book using drama, short story, and poetry
- Punctuation
- Capitalization

Learning Activities:

A variety of learning activities will be used during the class to incorporate all learning styles. There will be large group discussions and cooperative learning activities.

Materials Required of Students:

1. Student Planner
2. A three ring loose leaf notebook will be needed to keep all papers on file. The notebook needs to be divided into five parts with a division page for each part. The divisions are to be marked: Assignment sheets, vocabulary, notes, homework, and handouts.
3. An up-to-date assignment sheet for the entire quarter is to be in the Assignment sheet section.
4. In the vocabulary section, the words for the entire year are to be kept. A word a day will be given. All homework papers and tests are to be filed in the homework section.
5. Wide-line loose leaf notebook paper is to be used for English. No spiral notebook paper or narrow-line paper will be accepted.
6. A pencil and a blue or a black pen should be in class at all times.
7. *English* and *Daybook of Critical Reading & Writing* are the two basic texts which will be assigned.

Grade Criteria and Grading Procedures:

1. Each grading period, three grades will be assigned. The academic grade is based upon the number of points earned during a grading period. Each homework assignment is worth five points. Tests vary from 50-100 points. During a given quarter, the total number of points possible is figured and a letter grade assigned to each student at the end of the quarter. The letter grade is from the school's scale.

Classroom Rules/Pupil Management Policies:

1. Students are expected to be well organized.
2. Except for absences or unusual circumstances, no late papers are accepted.
3. No talking in class unless the student has raised his/her hand.
4. No gum or candy will be allowed.
5. The student will not be allowed to return to locker for forgotten items after the class has started.
6. The penalty for being tardy to class is 15 minutes after school.
7. The rules set forth in the student handbook and those established by the teacher will be followed in this class.

Homework Policy:

Homework is given almost every night except for the Wednesday night and weekends. Tests are announced in advance. Every assignment and test should be written down on the assignment sheet found in the English notebook. No extra credit work is given. Make up work according to page 15 of the student handbook.

Write a Lesson Plan Guide

How to Develop a Lesson Plan

To begin, ask yourself **three basic questions**:

1. Where are your students going?
2. How are they going to get there?
3. How will you know when they've arrived?

Then begin to think about each of the following categories which form the organization of the plan. While planning, use the questions below to guide you during each stage.

Goals

Goals determine purpose, aim, and rationale for what you and your students will engage in during class time. Use this section to express the intermediate lesson goals that draw upon previous plans and activities and set the stage by preparing students for future activities and further knowledge acquisition. The goals are typically written as broad educational or unit goals adhering to State or National curriculum standards.

What are the broader objectives, aims, or goals of the unit plan/curriculum? What are your goals for this unit? What do you expect students to be able to do by the end of this unit?

Objectives

This section focuses on what your students will do to acquire further knowledge and skills. The objectives for the daily lesson plan are drawn from the broader aims of the unit plan but are achieved over a well-defined time period.

What will students be able to do during this lesson? Under what conditions will students' performance be accomplished? What is the degree or criterion on the basis of which satisfactory attainment of the objectives will be judged? How will students demonstrate that they have learned and understood the objectives of the lesson?

Prerequisites

Prerequisites can be useful when considering the readiness state of your students. Prerequisites allow you, and other teachers replicating your lesson plan, to factor in necessary prep activities to make sure that students can meet the lesson objectives.

What must students already be able to do before this lesson? What concepts have to be mastered in advance to accomplish the lesson objectives?

Materials

This section has two functions: it helps other teachers quickly determine a) how much preparation time, resources, and management will be involved in carrying out this plan and b) what materials, books, equipment, and resources they will need to have ready. A complete list of materials, including full citations of textbooks or story books used, worksheets, and any other special considerations are most useful.

What materials will be needed? What textbooks or story books are needed? (please include full bibliographic citations) What needs to be prepared in advance? (typical for science classes and cooking or baking activities)

Lesson Description

This section provides an opportunity for the author of the lesson to share some thoughts, experience, and advice with other teachers. It also provides a general overview of the lesson in terms of topic focus, activities, and purpose.

What is unique about this lesson? How did your students like it? What level of learning is covered by this lesson plan? (Think of Bloom's Taxonomy: knowledge, comprehension, application, analysis, synthesis, or evaluation.)

Lesson Procedure

This section provides a detailed, step-by-step description of how to replicate the lesson and achieve lesson plan objectives. This is usually intended for the teacher and provides suggestions on how to proceed with implementation of the lesson plan. It also focuses on what the teacher should have students do during the lesson. This section is divided into several components: an introduction, a main activity, and closure. There are several elaborations on this. We have linked to some sample lesson plans to guide you through this stage of planning.

Introduction

How will you introduce the ideas and objectives of this lesson? How will you get students' attention and motivate them in order to hold their attention? How can you tie lesson objectives with student interests and past classroom activities? What will be expected of students?

Main Activity

What is the focus of the lesson? How would you describe the flow of the lesson to another teacher who will replicate it? What does the teacher do to facilitate learning and manage the various activities? What are some good and bad examples to illustrate what you are presenting to students? How can this material be presented to ensure each student will benefit from the learning experience?

Rule of Thumb # 1:

Take into consideration what students are learning (a new skill, a rule or formula, a concept/fact/idea, an attitude, or a value).

Choose one of the following techniques to plan the lesson content based on what your objectives are:

Demonstration ==> list in detail and sequence of the steps to be performed

Explanation ==> outline the information to be explained

Discussion ==> list of key questions to guide the discussion

Closure/Conclusion

What will you use to draw the ideas together for students at the end? How will you provide feedback to students to correct their misunderstandings and reinforce their learning?

Follow up Lessons/Activities

What activities might you suggest for enrichment and remediation? What lessons might follow as a result of this lesson?

Assessment/Evaluation

This section focuses on ensuring that your students have arrived at their intended destination. You will need to gather some evidence that they did. This usually is done by gathering students' work and assessing this work using a grading rubric that is based on lesson objectives. You could also replicate some of the activities practiced as part of the lesson, without providing the same level of guidance as during the lesson. You could always quiz students on various concepts and problems as well.

How will you evaluate the objectives that were identified? Have students practiced what you are asking them to do for evaluation?

General Rule of Thumb:

Your plan should be detailed and complete enough so that another teacher knowledgeable in your subject matter could deliver the lesson without needing to contact you for further clarifications. Please do not forget to edit and spell check your work before submission to the Educator's Reference Desk Collection.

Rule of Thumb # 2:

Be sure to provide students with the opportunity to practice what you will be assessing them on. You should never introduce new material during this activity. Also, avoid asking higher-level thinking questions if students have not yet engaged in such practice during the lesson. For example, if you expect students to apply knowledge and skills, they should first be provided with the opportunity to practice application.

Resources for Lesson Plan Ideas

The Gateway SM Collections List <http://www.thegateway.org>

Discovery Channel School <http://school.discovery.com/>

Education World® - Lesson Planning Center http://www.education-world.com/a_lesson/

Education World® - National Standards <http://www.education-world.com/standards/national/index.shtml>

Learning Objectives May be Used in Lesson Plans

Suggestions for Improving Statements of Learning Objectives:

1. Consider the school mission
2. Consider the school goals set by the school Board
3. Consider the purpose of your instruction
4. Consider your use of instructional minutes
5. Consider the State standards, benchmarks, and District curriculum for each lesson
6. Consider the instructional outcome(s) to be achieved (Why are you teaching this lesson or series of lessons?)
7. Consider the assessment goals to be achieved (Know your assessment before you instruct – where are you going with your instruction and why are you going there? – Be able to communicate your intentions for your instruction)
8. Use active voice. For example: Students develop familiarity, NOT students will become familiar with
9. Specify and explicate broadly-drawn expectations such as understand, develop, appreciate. Think about the expectations in terms of thresholds: how would you know if a student understands or appreciates?

Alternatives might include the following: know, recognize, describe, use, demonstrate

- a. Example 1: Students will understand the fundamental principles; *better*: Students will be able to describe the fundamental principles
 - b. Example 2: Students will develop essential thinking and problem solving skills; *better*: students will be able to demonstrate thinking and problem solving skills in specific ways
 - c. Example 3: Students will be introduced to major figures; *better*: students will recognize and will be able to discuss the writings of major figures
 - d. Example 4: The concentration provides comprehensive exposure to a range of topics; *better*: students study diverse topics and will be able to describe the issues and use the methods of the field
 - e. Example 5: Courses provide comparative analyses; *better*: students read, write, and practice theoretical approaches and will be able to discuss their critical understandings of the respective strengths and weaknesses of those approaches
 - f. Example 6: Students are expected to understand fundamental conceptual and theoretical propositions; *better*: students will be able to describe fundamental conceptual and theoretical propositions
 - g. Example 7: Students comprehend; *better*: Students will be able to describe
 - h. Example 8: Students are taught the forms; *better*: Students will know and will be able to describe forms
10. Describe expectations positively (as a necessity) rather than conditionally: students should be able to; *better*: students will be able to
 11. Identify the most central student learning expectations rather than a laundry list of possible expectations – know where your instruction is headed and why
 12. It may be useful to distinguish lower level expectations from higher level expectations, using Blooms taxonomy
 13. Describe learning experiences that allow students to meet the expectations

Hint – Learning Objectives DO NOT include:

1. Less than professional language and grammar – You are a professional educator
2. Due dates for assignments
3. Parent notes or reminders
4. Listing of individual assignments or chapter
5. Field trips
6. What you didn't achieve in your previous month
7. This month.....(the month is listed at the top of each Excel sheet)
8. Students will continue – if you did not complete your instructional expectation then it is a new expectation in a new month
9. Restatement of lesson plans – Learning objectives are your lesson plan objectives –not individual assignments

Daily Schedule

7:30 – **Academic Learning Lab:** Monday – Friday, with office pass. ****No tech lab available.**

7:50 – **Breakfast** will be served – must have a pass from office.

8:10 – **Morning Bell** – students enter the building from recess.

8:15 – **Tardy Bell** – students must get a tardy slip from the office – office may excuse breakfast eaters. Chronic student tardiness will be monitored.

9:00 – **Second Chance Breakfast** for grades 3-8

11:45 – **Lunch Bell** for grades 4th, 5th, 6th, 7th, 8th, and **Recess Bell** for grades K, 1st, 2nd, 3rd,

12:05 – **Lunch Bell** for grades K, 1st, 2nd, 3rd, and **Recess Bell** for grades 4th, 5th, 6th, 7th, 8th

12:30 – **Bell** for all students to return to class. Students line up outside or in the lunchroom and enter class with the teacher. Teachers, please be prompt.

2:00 – K-3 recess until 2:20.

3:10 - **Dismissal Bell**

3:20 - **Buses depart.** Students have 10 minutes to catch the bus. Bus **WILL** leave at 3:20 – Teachers will instruct students to return to the office if they miss the bus.

3:10 – 4:00 Learning Lab on Monday, Tuesday, Wednesday, and Thursday.

4:00 – School's front doors close – Office is closed – Athletes use gym entrance. On Fridays and school days preceding holidays, the school closes at 3:30pm.

Thank you for spending your day at Gallatin Gateway School!

Reminders:

1. School office and classroom phones may or may not be answered after 4:00 pm depending on staff availability. **Please** make after school arrangements with your child(ren) the night before. ****If** parents cannot be reached, emergency contacts will be called for students without rides.
2. Learning Lab is meant for students who need help completing homework – it is not intended for students to wait for a ride, avoid going outside before school, or to wait for a game to start after school.
3. Snack cart open after school – fruits, vegetables, and protein snacks.
4. Athletes will use the GGS gym entrance for parent pickup from practices.
5. Athletes must take all needed items from lockers when leaving for athletic practices or events.

Master Agreement

Between

The Gallatin Gateway Board of Trustees, School District No. 35

And

The Gallatin Gateway Education Association, MEA-MFT

2016-2017

MASTER AGREEMENT

This agreement is entered into this 30th day of May, 2017, by and between the Board of Trustees, School District No. 35, Gallatin Gateway, Montana, hereinafter called the Board, and the teaching faculty of Gallatin Gateway School as the Gallatin Gateway Education Association/Gallatin County Rural Education Association/Montana Education Association/National Education Association, hereinafter called the Association.

PREAMBLE

- WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the School District is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teaching service and the morale of the school community;
- WHEREAS, the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve the educational standards;
- WHEREAS, the Board has an obligation pursuant to law to bargain collectively with the exclusive representative of public employees with respect to wages, hours, fringe benefits, and other conditions of employment;
- WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the foregoing mutual covenants, it is hereby agreed as follows:

Article 1- Association Recognition- The Board hereby recognizes the Association as the exclusive representative for collective bargaining with respect to wages, hours, fringe benefits, and other conditions of employment for all certified teachers under teaching contract.

- 1.1 The Association shall have the right to use District computers, calculators, and all types of audio visual equipment when such equipment is not otherwise in use. When the use of District audio visual equipment is needed, a staff member shall coordinate its use through the Superintendent. The Association may use the District email, telephones, and employees' mailboxes for Association business. Respect shall be given to working outside school hours when conducting Association business via email, telephone, or other communications. The Association shall have the right to post notices of Association activities and schedules on the bulletin board used to post other District notices. Outdated notices shall be removed promptly. The Association may be given a copy number to use the copy machine for Association business. The Association will be invoiced for copier use at the end of the school year in accordance with District procedures. The Association shall be given time on the agenda of the orientation program for new teachers to explain Association activities and shall have the opportunity after the conclusion of staff meetings to present reports and announcements.

Article 2- Right to Organize- The Board agrees that the individual teacher shall have full freedom of association, self-organization, and the designation of representatives of his/her own choosing to negotiate the terms and conditions of his/her employment. The teacher shall be free from interference, restraint, or coercion by the Board or its agents in the designation of such representatives or in other concerted activities for the purpose of collective bargaining or other mutual aid protection.

Article 3- Just Cause- No teacher shall be disciplined, reprimanded, suspended, non-renewed, dismissed, or terminated without just cause. It is understood that this provision does not apply to the non-renewal of non-tenured teachers prior to the signing of the fourth (4th) contract as stated in Section 20-4-206, MCA.

Article 4- Uniform Application of Rules & Regulations- All rules and regulations governing employee activities and conduct shall be interpreted and applied uniformly throughout the District.

Article 5- Guarantee of Academic Freedom- Academic freedom shall be guaranteed to teachers. Teachers shall have the right to support or oppose political causes and issues outside the normal classroom activities.

Article 6- Authority & Responsibility- The Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this agreement.

Article 7- Definition of Seniority- Seniority is defined as the length of continuous service. Seniority is broken by resignation, termination, or failure to report in a reasonable amount of time upon recall.

Article 8- Reduction in Force

- 8.1 The District has the sole authority to determine the number of teachers to be employed. Prior to layoff of tenured teachers, the District shall determine which non-tenured teachers shall be laid off. While a non-tenured teacher may be retained if he/she is the sole possessor of a required endorsement, a tenured teacher shall not be subject to a layoff while a non-tenured teacher with the same endorsement is retained. For purposes of a reduction in staff, in the case of tenured teachers, seniority shall be the criterion.
- 8.2 If a laid-off teacher has displaced another, the teacher will remain eligible for recall in accordance with the provisions of this article.
- 8.3 Notice of recall will be given by registered mail to the last address given to the Board by a teacher. A copy of the notice of recall will be given to the Association. If a teacher fails to respond within ten (10) calendar days from the date of the notice, the teacher will be deemed to have refused the position.
- 8.4 A teacher who is laid off will remain on the recall list for one (1) year after the effective day of lay off, unless the teacher:
1. waives recall in writing;
 2. resigns;
 3. fails to accept recall to the position held immediately prior to layoff or to a substantially equivalent position; or
 4. fails to report to work in a position that he or she has accepted.
- 8.5 **Layoff Benefits-** All positions of substitute teacher shall be offered to qualified teachers on layoff who are on the substitute list before any other person is offered such a position. All benefits to which teachers were entitled at the time of their lay off, including but not limited to tenure, will be restored to them upon their return to active employment, and they will be placed on the step of the salary schedule for their current position according to their experience and education.

Article 9- Work Day

- 9.1 The regular workday for all full-time teachers will begin at 8:00am and end at 4:00pm. Part-time teachers will have that time prorated within their schedule. The time before and after the student day shall be for additional preparation and consultation with parents, students and others. On the day of a scheduled staff meeting, the teachers will stay until 4:30pm. On Fridays, teachers may leave at 3:30pm. With prior approval from Superintendent, teachers may leave at 3:00pm and will be docked one hour of annual leave.

On regularly scheduled staff meeting per month shall be designated for the purposes of teacher team meetings. Alternatively, teacher team meetings may be organized as one half hour of the regularly scheduled staff meeting twice a month.

- 9.2 On days preceding holidays or recesses, the teachers' day shall end when the last regular school bus has departed. PIR days are not a recess or holiday.

9.3 Preparation Time- All full-time teachers shall receive a minimum of two hundred twenty-five (225) minutes within the student day for preparation during a regular work week. The parties agree that preparation should be in optimal blocks. Part-time teachers will have that time prorated. When a work week is less than five (5) days, preparation time within the student day may be prorated. It is understood that events may from time to time cause the loss of some preparation time.

During the school year the Superintendent will attempt to schedule preparation time in no less than thirty (30) minute blocks.

9.4 Duty-free Lunch Period- All teachers shall receive a daily, duty-free lunch period of forty-five (45) minutes. Part-time teachers will be prorated but will have no less than 25 minutes.

9.5 PIR Days Seven (7) PIR days will be scheduled per school year, two (2) of which are the annual educator conferences in October. Teachers may trade a maximum of two (2) of the October conference days for equivalent training, completed during non-contracted hours, between the end of the prior school year and the conference days. Equivalent training shall mean six (6) OPI renewal credits to replace one (1) day or twelve (12) OPI renewal credits, or one (1) semester university credit to replace two (2) days of the October conferences. Semester credit used as equivalent training for October conference days cannot be used for movement on the salary matrix. The Professional Development Advisory Committee will review any questions regarding equivalency of OPI credits.

9.6 Early Release Days- A minimum of six (6) Early Release Days will be scheduled per school year. On Early Release Days, students will be released at 12:15 pm. The teachers' day will end at 4:00pm Mondays, Tuesdays, & Thursdays; 4:30pm on Wednesdays; and 3:30pm on Fridays. Teachers will have a forty-five-minute duty free lunch period following bus departure, unless previously assigned a designated lunch period. Instruction-related activities may include, but are not limited to, quarterly report card preparation, parent teacher conferencing, and professional training.

9.7 Obligations Outside the Regular Workday- Teachers will be required to attend and provide their professional abilities at one Open House and the Christmas program.

9.8 PIR Days for Part-Time Teachers- Part-time teachers will only be required to attend PIR days on prorated basis. The Superintendent and the teacher will mutually decide specific times and days. If the Superintendent deems it professionally necessary for the teacher to attend additional PIR days, the teacher will be compensated at the teacher's daily rate of pay. Written notification of additional days shall be given no later than thirty (30) calendar days prior to the PIR day. If not approved, a teacher may voluntarily go to any additional day(s) without pay.

9.9 Calendar- The school calendar shall reflect a teacher work year of one hundred and eighty-seven days, of which one hundred eighty (180) are scheduled pupil instruction days and seven (7) scheduled PIR days, of which two (2) are the annual educators' conferences. The teachers will be given an opportunity prior to Board adoption to provide input. This will be accomplished by having a discussion at a staff meeting and then each teacher initialing his/her preference.

Article 10- Personnel Records- No document may be placed in a personnel record that is not signed and dated by the author of said document. No document may be placed in personnel records without the acknowledgment of the teacher.

Article 11- Evaluations - The District evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities, and to receive administrative responses to them; to have formal and/or informal observations of the teaching of licensed staff; to receive verbal and written comments and suggestions for improvement from their supervisor and to have clear opportunities to make improvement within the specific timelines.

- 11.1 Formal Observation-** An observation by the Superintendent to an instructional or performance activity that has been pre-scheduled at the request of the Superintendent or the teacher. This includes a pre-observation conference, a scheduled observation, a written feedback report, and a post-observation conference between the Superintendent and the teacher. The post-observation conference shall occur within fifteen (15) working days of the formal observation.
- 11.2 Informal Observation-** Any non-scheduled visit or observation by the Superintendent to an instructional or performance activity. This includes a written feedback report and may include a post-observation conference between the Superintendent and the teacher. If the Superintendent has a concern with any observation, a post-observation conference shall be scheduled and completed within ten (10) working days.
- 11.3 Pre-Observation Conference-** A conference conducted between the teacher and the Superintendent before each formal observation so that the superintendent can be apprised of the teacher's objectives, methods, and materials for the activity to be observed. The Superintendent will announce the time period for formal observations.
- 11.4 Post-Observation Conference-** A conference held to provide an opportunity for feedback, identification of strengths, and directions for areas to be developed. This conference is documented by a written summary signed and retained by the teacher and the Superintendent.
- 11.5 Evaluation-** A written cumulative document of teacher performance based on at least one formal observation and one informal observation. The evaluation may include all aspects of employee performance, including what has been directly observed and/or what has been investigated and substantiated. This written summary shall be discussed with the teacher and signed by the teacher and the Superintendent, with one copy to the teacher and one copy to the teacher's personnel record. This evaluation discussion may also serve as a post-observation conference for the final observation.
- 11.6 Notification of Evaluation-** Teachers will be advised of the District's evaluation procedures at the beginning of each school year. Teachers joining staff after the commencement of the school year will be advised of the evaluation procedures by the Superintendent.
- 11.7 Evaluation of Non-Tenured Staff-** At least two (2) written cumulative evaluations shall be made for all non-tenured teachers each year. These evaluations will include classroom observations defined above. The first evaluation shall be completed by the first (1st) of January. The second evaluation shall be completed by the first (1st) of May.
- 11.8 Evaluation of Tenured Staff-** At least one written cumulative evaluation shall be made for all tenured teachers each year. These evaluations will include classroom observations as defined above. The evaluations shall be completed by first (1st) of May.
- 11.9** Should concerns arise regarding a teacher's performance; the teacher will be presented with a written plan of improvement from the Superintendent to address concerns along with corrective measures necessary to overcome them. Within thirty (30) working days, follow-up observations will be made, including a formal observation addressing written recommendations by the Superintendent. If adequate measureable progress is not demonstrated, the Superintendent will take additional action.
- 11.10 Right to Respond-** A teacher may submit a written response within fifteen (15) working days to any part of the evaluation procedure. This response shall be attached to the copy of the observation or evaluation in the teacher's personnel file.

Article 12- Grievance Procedure

- 12.1** A grievance is a teacher complaint regarding alleged violation of any provisions in this Agreement or other Board policy. A grievant is a teacher filing a grievance.

1. Within twenty (20) working days of the knowledge of the occurrence of an incident giving rise to a grievance, the grievant shall speak to the Superintendent informing the Superintendent of the grievance. Complaints must be declared as a grievance when that is the intent. The Superintendent shall arrange an initial grievance resolution meeting within five (5) working days. The grievant, and if desired, a representative of their choosing, shall meet with the Superintendent. Following the meeting, the Superintendent will provide the grievant and Association with a written answer to the grievance within two (2) working days.
2. If the grievant is not satisfied with the Superintendent's action or a written response has not been received after two (2) working days, the grievant shall present a written grievance to the Superintendent within five (5) working days. The Superintendent shall act upon the written grievance and provide the grievant and Association with a written response within five (5) working days.
3. If the grievant is not satisfied with the Superintendent's action or has not received a written response after five (5) working days, the grievant shall present a written grievance to the School Board. The School Board shall act upon the grievance and provide the grievant and Association with a written response within ten (10) working days.

12.2 Mediation- If the Association is not satisfied with the disposition of the grievance by the School Board, or if no disposition has been made within the period provided in the grievance process, and both parties agree, the grievance may be submitted for mediation using the following steps. Each party shall bear its own cost of the mediation, except that the fees and charges of the mediator shall be shared equally by the parties.

1. If the Association intends to pursue mediation, they shall notify the School Board within five (5) working days of receipt of the School Board's written response or expiration of the timelines involved in the grievance process.
2. Within ten (10) working days after written notice of submission for mediation, the Association shall, in writing, request the Montana Board of Personnel Appeals assign a mediator to the dispute.
3. The mediator shall consult with the parties in an attempt to bring about resolution to the grievance. The mediator shall not produce any records or testimony, nor make any statement with regard to any mediation conducted by him/her in any forum or proceeding before any court, board, investigatory body, arbitrator, or fact finder.
4. If the board of Personnel Appeals refuses to assign a mediator or if the assigned Mediator, determines that the grievance is not likely to be resolved, or after twenty (20) working days, whichever comes first, the Association may choose to seek a solution through binding arbitration.

12.3 Unresolved and Disputed Interpretations of Agreements- MCA 39-31-306(5) The grievant may have the unresolved grievance or disputed interpretations of the agreement resolved either by final and binding arbitration or by any other available legal methods and forum, but not by both. After a grievance has been submitted to arbitration, the grievant and the exclusive representative waive any right to pursue against the school an action or complaint that seeks the same remedy. If a grievant or the exclusive representative files a complaint or other action against the school, arbitration seeking the same remedy may not be filed or pursued under this section.

12.4 Binding Arbitration- If the Association is not satisfied with the disposition of the grievance by the School Board, or if no disposition has been made within the period provided in the grievance process, or the grievance has not been solved through mediation, the grievance may, at the exclusive option of the Association, be submitted for final and binding arbitration before an impartial arbitrator using the following steps:

1. If the Association intends to pursue final binding arbitration, they shall notify the School Board within twenty (20) working days of receipt of the School Board's written response or expiration of the timelines involved in the grievance and, if applicable, the mediation process.

2. Within ten (10) working days after written notice of submission for arbitration, the Association shall, in writing, request a list of five potential in-state arbitrators from the Montana Board of Personnel Appeals.
3. Within ten (10) working days the arbitrator shall be selected from the list provided as a result of each party alternately striking names from the list and the last name remaining being the arbitrator selected. The order of name strikes shall be determined by an initial coin toss. Should either party fail to participate in the arbitrator selection process, the other party may demand a Montana Board of Personnel Appeals appointment.
4. The arbitrator shall consider the grievance (using either the "expedited" or "ordinary voluntary arbitration rules" of the American Arbitration Association), conduct a hearing and/or receive the parties' briefs and have all necessary authority to render a full and effective award and issue a remedy for same which shall be final and binding upon the parties.

12.5 Arbitration Costs

1. Each party shall bear its own cost of arbitration except that the fees and charges of the Arbitrator shall be shared equally by the parties. If one of the parties wants a transcript of the arbitration proceedings, the party requesting the transcript will pay the costs of the transcript. If both parties request transcripts, they shall share equally the costs.
2. Should either party fail to implement an arbitrator's award, the award may be entered in any court of competent jurisdiction for immediate enforcement. All court costs, legal fees, other related expenses incurred as a result of failure to implement an arbitrator's award, and subsequent enforcement proceedings shall be paid by the party who refuses to implement an award.
3. If a motion to vacate the arbitrator's award is entered in a court of competent Jurisdiction, and the initiating party does not prevail in the litigation, such party shall bear the full costs of such action including, but not limited to, the adverse party's court costs, legal fee, interest on monetary awards, and other related expenses incurred as a result of defending such action.

12.6 Exceptions to Time Limits- The time limits provided in this policy shall be strictly adhered to unless extended by written agreement of the parties. Similarly, steps of the grievance process may be waived only by written mutual agreement of the parties and so indicated by written instrument.

12.7 Reprisals- The parties agree that no reprisals of any kind will be taken against any person because of participation in this grievance procedure.

12.8 Personnel Files- All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Article 13- Annual Leave

13.1 At the beginning of each school year, each full-time teacher shall be credited with fourteen (14) days/1 F.T.E. of annual leave at full salary. Part-time teachers shall be credited with a prorated amount. Unused days of annual leave may be paid to the teacher at the close of the school year at the current rate of substitute teacher's pay. The teacher may also choose to accumulate up to twelve (12) annual leave days (any days over twelve (12) would be reimbursed at substitute pay) per year to a maximum of eighty (80) days. Accumulated leave days will be used for illness or emergencies. When a teacher has reached a maximum of eighty (80) days, he/she will be credited with fourteen (14) days of annual leave to start the year. Any unused days will be reimbursed at the end of the year at the current substitute teacher's pay. Termination of employment from Gallatin Gateway School would then result in a lump sum payment for all days unused annual leave at the current substitute teacher's pay.

13.2 Annual leave may be used for personal reasons, personal illness, or immediate family illness. Annual leave days used for personal reasons must be arranged at least two (2) work days in advance. Any leave requested beyond four (4) consecutive work days must be approved by the Superintendent. If annual leave is denied, a written

explanation of the reason(s) why the annual leave was denied shall be forwarded to the teacher within five (5) working days of the denial.

1. Annual leave days may not be taken during the first five or last five instructional days of the school year.
2. Annual leave days may not be taken immediately preceding or following a holiday or vacation period.
3. Annual leave days may not be taken on PIR days.

Exceptions to these may be made at the discretion of the Superintendent.

- 13.3 Determination of accumulation and/or reimbursement for the ensuing year must be made at the beginning of the school year.
- 13.4 During the school year any teacher may, at the teacher's discretion, donate not more than two (2) days, nor less than one-half (1/2) day to one or more teachers who are in need and who have exhausted annual leave. The donor and recipient have no later than five (5) working days after the recipient's return to work to notify the Superintendent of the requested leave transfer. Donated leave shall be drawn in order of date of such receipt. A drawing shall be conducted to determine order of usage for donations bearing identical dates of receipt. Any unused annual leave shall be returned to the donor.

Article 14 - Professional Leave - Three (3) days of professional leave will be credited to each full-time teacher at the beginning of the school year. Part-time teachers will be credited with a prorated amount. Professional leave may be used to visit other schools, professional development, or attendance at educational workshops or conferences. Professional leave monies at current rate of substitute teacher pay per day will be paid to the teacher for workshops or training outside regular contracted hours. Professional leave must be requested at least two (2) work days prior to the day(s) being requested and approved by the Superintendent. Professional leave does not accumulate and will not be paid out if unused. Professional Leave will be available from September 1 to August 31 of each year. Training or credits gained using professional leave cannot be used as equivalency training to trade for the October conference days.

Article 15- Bereavement Leave- At the beginning of each school year, each teacher shall be credited with six (6) days of bereavement leave; one (1) of the before mentioned days may be used for non-family bereavement needs. The Superintendent may, upon request, grant approval for a seventh (7th) day if necessary. This leave will be prorated for part-time teachers.

Article 16- Maternity/Paternity Leave- A teacher will be granted maternity/paternity leave immediately following the birth or adoption of a child for eight (8) calendar weeks. If any of the leave period falls within the Contract Term, the leave shall be made up of accumulated annual leave days. For each day of additional leave the teacher will reimburse the district for substitute teacher's pay plus employer contributions (FICA, MEDICARE, Unemployment, Worker's Compensation, and Retirement). The leave period of eight (8) weeks shall commence immediately after the birth or adoption of the child unless it is medically necessary that the leave period commence prior to the birth or adoption of the child. In that case, the leave period of eight (8) weeks will commence upon a determination by a physician that it is medically necessary for the teacher to commence leave preceding the birth or adoption of the child. The teacher will be required to submit medical certification stating that leave preceding the birth of the child is necessary. This leave will be prorated for part-time teachers.

- 16.1 **Extended Maternity/Paternity-** A teacher may be granted extended maternity leave beyond the eight (8) weeks as determined appropriate to her/his situation by the physician and the teacher. Any extended leave will be without pay. Upon returning, seniority and tenure status shall resume as when leave began and she/he will be entitled to all benefits held by other teachers. This leave will be prorated for part-time teachers.

Article 17- Sabbatical & Extended Leave of Absence- Upon written application to the School Board, a teacher may be granted a sabbatical or extended leave of absence without pay for one (1) year, after the teacher has worked three (3) consecutive years for the District, if the reasons are determined appropriate by the Board and teacher, and if such leave would not place undue hardship upon the school. Teachers shall be entitled to all

benefits held by other teachers upon return. The returning teacher will be placed on the current salary schedule at the level earned at the time of departure.

Article 18- Additional Leave- In case of additional need of leave (i.e. medical, emergency, personal, family) a teacher may take up to sixteen (16) days beyond the fourteen (14) and any accumulated leave days may be approved by the Superintendent each year. For each day of additional leave, the teacher will reimburse the district for substitute teacher's pay plus employer contributions (FICA, MEDICARE, Unemployment, Worker's Compensation, and Retirement). After a teacher has totaled thirty (30) days of annual leave and additional leave, subsequent leave days will be without pay.

A teacher will be granted up to one calendar year leave of absence without pay as determined appropriate to his/her situation. The calendar year will begin when his/her annual leave and granted extensions have been depleted. Upon returning to teaching, seniority and tenure status shall resume as when leave began and she/he will be entitled to all benefits held by other teachers.

Article 19- Leave Without Pay- The Superintendent may grant up to five (5) days leave without pay at his/her discretion. Leave without pay may also be granted for any other circumstances not otherwise specified above at the discretion of the Board.

Article 20- Salary Schedule- The basic salaries of teachers covered by this Agreement are set forth in Appendix A which is attached to and incorporated in this Agreement. Implementation of any negotiated increase on the base of the salary schedule is contingent upon state funding for secondary students at the high school level and/or voter acceptance of the special mill levy, if required. Such salary schedule shall remain in effect during the designated period. Part-time teachers shall have their salaries prorated.

A maximum of five (5) years will be credited for prior teaching experience.

Article 21- Major Medical & Flexible Benefits Plan

- 21.1 The District will provide five hundred eighty-four dollars (\$584.00) toward a major medical plan for every teacher who is contracted for .5 FTE or above. In addition, twenty-five dollars (\$25.00) per month will be contributed by the District to each teacher who is contracted .5 FTE or above to the Flexible Benefits Plan. The Flex benefit will be prorated for part-time (less than .5 FTE) teachers.
- 21.2 All teachers contracted for .5 FTE or above shall be required to participate in the group health plan with at least single coverage. Teachers less than .5 FTE will have a choice to join or not.
- 21.3 The Flexible Benefit's Plan will be administered by a mutually agreeable, disinterested third party. The District will assume the cost to administer the program. Participation in the Flexible Plan itself by teachers will be voluntary and open to every teacher. Teachers will be provided information yearly on the flexible plan itself as well as, upon request, a monthly report on Flex transactions and other pay check deductions.

Article 22- Credit Recognition- Payment will be made for approved credits. These credits shall be in areas that develop general background information and/or teaching skills. All credits must be approved by the Professional Development Advisory Committee before applying for the salary step-up. The Professional Development Advisory Committee shall include the Superintendent, a Board Member, and teachers chosen by the Association. The committee will use the consensus approach in determining credits beneficial to the District's curriculum. If consensus cannot be reached, the committee members will make recommendations to the Board who will have the final decision. A teacher who completes approved college credit by the first (1st) of September shall receive the appropriate salary increment that school year. However, such teacher must notify the Superintendent in writing of his/her intent to gain credits before the first (1st) of April preceding the school year in which the planned increment will become effective. Each teacher shall file an official transcript of said credits with the Superintendent no later than the thirty-first (31st) of December. The appropriate salary increment shall be received as soon as an official transcript is provided to the Superintendent and shall be retroactive to the beginning of that school year.

Article 23- Stipends- The Board may pay stipends for duties and projects above and beyond the contractual day to teachers at a minimum of \$50 per day (less deductions). Project proposals may be suggested by the Superintendent or proposed by the teacher. Project proposals will be presented to the Board by the Superintendent's recommendation. Teachers may be reimbursed for travel and meals according to School Board Policy.

Article 24- Pay Periods- Each teacher may elect to receive his/her contract salary in ten (10) or twelve (12) payments. Payroll checks shall be issued by the fifth (5th) of each month. For employees electing the twelve-month option, the eleventh (11th) and twelfth (12th) direct deposits will be initiated or paper checks mailed as soon as possible, but no later than five (5) business days after the last contracted day.

Article 25- Change in Agreement- During its term this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.

Article 26- Compliance of Individual Contract- Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement duration shall be controlling.

Article 27- Savings Clause- If any provision of the Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provisions or application shall be deemed invalid except to the extent permitted by the law, but all other provisions or applications shall continue in full force and effect. If such provisions exist which are contrary to law, at the request of either party, negotiations shall immediately commence and agreement shall be reached in order to alter said section(s) providing the benefits according to the intent of the parties.

Article 28- Maintenance of Standards- All existing district policies involving terms and conditions of professional service, matters relating directly to the employer-teacher relationships, and other terms of employment not specifically referred to in this agreement shall be maintained at no less than the highest minimum of standards in effect in the District at the time this Agreement is signed, provided that such conditions shall be improved for the benefit of teachers as required by the express provisions of this Agreement. This Agreement shall not be interpreted or applied to deprive teachers of professional advantages heretofore enjoyed unless expressly stated herein.

Article 29- Nondiscrimination Clause- The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, physical disability, or marital status.

Article 30- Effective Period- This Agreement shall be effective as of July 1, 2017 and shall continue in full force and effect until June 30, 2018.

Article 31- Contingency- Should legislation or other circumstances in any way change the general fund revenue formulas, district budgeting authority, or School District revenue in any way, the parties agree to reopen negotiations.

Article 32- Renewal & Reopening of Agreement- Said Agreement will automatically be renewed and will continue in force for a period of one (1) years unless either party gives notice to the other party, not later than ninety (90) days prior to the expiration date or any anniversary thereof, of its desire to reopen the contract. Between July 1, 2017 and June 30, 2018, the agreement is made to only reopen negotiations to discuss salary, not wording.

Article 33- Assignment- All teachers shall be given notice of their tentative teaching assignments relative to grade level and subject area for the forthcoming year no later than the end of the school year. In the event that unforeseen changes in assignments are necessary after the end of the school year, affected teachers shall be given notice as soon as possible prior to the effective date. The affected teacher may request from the Superintendent up to five (5) paid days (at the current substitute rate of pay) for such assistance as moving

classrooms, time to prepare, conferring with appropriate colleagues, learning new curriculum, etc. If the requested assistance is denied, the teacher may appeal to the Board who will make the final decision.

Article 34- Date and Signatures

This Agreement is signed this 30th day of May, 2016.

IN WITNESS THEREOF:

For the Association:

For the Board of Trustees
of School District #35:

Association

Chairman

Appendix A

SALARY SCHEDULE 2017-2018 GALLATIN GATEWAY #35

STEP

QUARTER	BA	BA+15	BA+30	BA+45	BA+60/MA	MA+15
SEMESTER	BA	BA+10	BA+20	BA+30	BA+40/MA	MA+10

0		34,027		35,048		36,069		36,579		37,089		38,110
1		35,184		36,307		37,430		37,974		38,553		39,675
2		36,341		37,566		38,791		39,403		40,016		41,241
3		37,498		38,825		40,152		40,798		41,479		42,806
4		38,655		40,084		41,513		42,228		42,942		44,371
5		39,812		41,343		42,874		43,623		44,405		45,936
6		40,969		42,602		44,235		45,052		45,868		47,502
7		42,125		43,861		45,596		46,481		47,332		49,067
8		43,282		45,120		46,957		47,876		48,795		50,632
9		44,439		46,379		48,318		49,271		50,258		52,197
10		45,596		47,638		49,679		50,700		51,721		53,763
11		46,753		48,897		51,041		52,095		53,184		55,328
12		47,910		50,156		52,402		53,524		54,647		56,893
13				51,415		53,763		54,920		56,111		58,458
14				52,674		55,124		56,349		57,574		60,024
15				53,933		56,485		57,744		59,037		61,589
16						57,846		59,173		60,500		63,154
17						59,207		60,602		61,963		64,719
18								61,997		63,426		66,285
19								63,392		64,889		67,850
20								64,821		66,353		69,415

Gallatin Gateway School Salary Schedule Matrix Chart

Years Experience	QUARTER SEMESTER	BA BA	BA+15 BA+10	BA+30 BA+20	BA+45 BA+30	BA+60/MA BA+40/MA	MA+15 MA+10
0		1.000	1.030	1.060	1.075	1.090	1.120
1		1.034	1.067	1.100	1.116	1.133	1.166
2		1.068	1.104	1.140	1.158	1.176	1.212
3		1.102	1.141	1.180	1.199	1.219	1.258
4		1.136	1.178	1.220	1.241	1.262	1.304
5		1.170	1.215	1.260	1.282	1.305	1.350
6		1.204	1.252	1.300	1.324	1.348	1.396
7		1.238	1.289	1.340	1.366	1.391	1.442
8		1.272	1.326	1.380	1.407	1.434	1.488
9		1.306	1.363	1.420	1.448	1.477	1.534
10		1.340	1.400	1.460	1.490	1.520	1.580
11		1.374	1.437	1.500	1.531	1.563	1.626
12		1.408	1.474	1.540	1.573	1.606	1.672
13			1.511	1.580	1.614	1.649	1.718
14			1.548	1.620	1.656	1.692	1.764
15			1.585	1.660	1.697	1.735	1.810
16				1.700	1.739	1.778	1.856
17				1.740	1.781	1.821	1.902
18					1.822	1.864	1.948
19					1.863	1.907	1.994
20					1.905	1.950	2.040

GALLATIN GATEWAY
SCHOOL
SAFETY PLAN

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MONTANA SENATE BILL 348

- Requires at least 8 disaster drills per year (prior law had specified that at least 4 had to be fire exit drills). Defines "disaster" as the occurrence or imminent threat of damage, injury, or loss of life or property.
- Requires each local board to adopt a school safety plan on or before July 1, 2014, that addresses issues of school safety relating to school buildings and facilities, communications systems, and school grounds with the input from the local community and that addresses coordination on issues of school safety, if any, with the county interdisciplinary child information and school safety team provided for in 52-2-211.
- The trustees are to certify to the Office of Public Instruction on or before July 1, 2014, that a school safety plan has been adopted. The trustees are required to review the school safety plan periodically and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety.
- Also requires trustees to annually review its weapons policy and any policy adopted under this subsection (2)(a) and update the policies as determined necessary by the trustees based on changing circumstances pertaining to school safety.
- Addresses notification to schools when a juvenile has past or current drug/alcohol violations or the youth has admitted the allegation and the acts involve any offense in which another youth was an alleged victim and the admitted activity has a bearing on the safety of children.
- Notification under subsection (3)(a) terminates upon the end of the Youth Court's supervision or the discharge of the youth by the department of corrections. Includes the school safety team as part of the county interdisciplinary child information team.

REFERENCE:

GGS policy 7060 (Appendix C)

“The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents will be posted in compliance with Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents will be reported to the District office...”

SCHOOL SAFETY PLAN

School Safety Plans identify action to be taken during the phases of an emergency:

- Prevention/mitigation
- Preparedness
- Response
- Recover

The *Gallatin Gateway School Safety Plan* addresses issues of school safety relating to:

- School buildings and facilities
- Communications systems
- School grounds

GENERAL CONSIDERATIONS

A. Purpose

The purpose of this plan is to identify and clarify emergency roles and responsibilities for Gallatin Gateway School staff. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. The ultimate objective is to minimize the negative consequences of any incident on the school district and its staff, students, and parents/guardians.

Guidelines and procedures for responding to existing and potential student and school incidents are defined in this plan. The *School Safety Plan* and its appendices outline an organized, systematic method to prevent/mitigate, prepare for, respond to, and recover from incidents.

B. Scope

This plan outlines the expectations of faculty/staff; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, state, and federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses and recovery.

C. Identification of School Teams

Members of the **School Safety Team** include local law enforcement officials, school administration, a school safety representative, teachers, parents, community members, local ambulance, and other emergency response agencies. The members of the team and their positions or affiliations are as follows:

- ~~Paul Griffin~~, School Resource Officer, County Interdisciplinary Team
- ~~Kim DeBruycker~~ Superintendent/~~Superintendent~~, County Interdisciplinary Team, and School Safety Representative
- ~~Kim McCauley~~ School Counselor, County Interdisciplinary Team
- ~~Melissa Hanson~~ School Psychologist Madison/Gallatin SPED Coop
- ~~Michael Coon~~, Teacher
- ~~Debra Tysse~~, Teacher
- ~~Elizabeth Matthews~~, Teacher
- ~~Matt Elwell~~, Community member
- ~~Joe Knarr~~, Fish, Wildlife, & Parks Warden, Parent
- ~~Eric Yager~~, Community member
- ~~Kevin Lauer~~, Supervisor American Medical Response (AMR)

Members of the **Emergency Response Team** include local law enforcement officials, school personnel, representatives from local, regional, and/or state emergency response agencies, and other appropriate incident response teams. The members of this team wear orange reflective vests during response and their positions or affiliations are as follows:

- Paul Griffin, School Resource Officer
- Kim DeBruycker, Superintendent and School Safety Representative
- Kim McCauley, Counselor
- ~~Carrie Fisher, Gallatin Gateway School Office Manager~~, Gallatin Gateway School Business Manager
- Gallatin Gateway School Office Manager
- Gallatin Gateway Fire Chief ~~or 911~~
- Additional Team Resources
 - Payne West Insurance Representative
 - ~~Montana EMS and Trauma Systems, Kevin Lauer, 406-579-9859, 406-224-0925, 406-444-3746~~
 - County Disaster and Emergency Services, 406-582-2350
 - Poison Treatment 1-800-222-1222

Members of the **Post-incident Response Team** include local law enforcement, school personnel, mental health counselors, medical personnel, and others who can assist the school community in coping with the aftermath of a serious violent incident or emergency. The members of this team and their positions or affiliations are as follows:

- Paul Griffin, School Resource Officer
- Kim DeBruycker Superintendent and School Safety Representative
- Kim McCauley School Counselor
- Melissa Hanson School Psychologist Madison/Gallatin SPED Coop
- Barb Schaff, School Nurse
- ~~Gallatin County Sheriff's Team~~
- ~~Gallatin Gateway Fire Department~~
- Montana EMS and Trauma Systems

National preparedness efforts, including planning, are now informed by *Presidential Policy Directive (PPD) 8*, which was signed by the president in March 2011 and describes the nation's approach to preparedness. This directive represents an evolution in our collective understanding of national preparedness, based on the lessons learned from terrorist attacks, hurricanes, school incidents, and other experiences.

PPD-8 defines preparedness around five mission areas: Prevention, Protection, Mitigation, Response, and Recovery.

- **Prevention**, for our purposes means the capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action schools take to prevent a threatened or actual incident from occurring.
- **Protection** means the capabilities to secure schools against acts of violence and manmade or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.
- **Mitigation** means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. In this document, "mitigation" also means reducing the likelihood that threats and hazards will happen.
- **Response** means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.
- **Recovery** means the capabilities necessary to assist schools affected by an event or emergency in restoring the learning environment.

Emergency management officials and emergency responders engaging with schools are familiar with this terminology. These mission areas generally align with the three timeframes associated with an incident: before, during, and after.

PREVENTION, PROTECTION, MITIGATION

A. Risk reduction and prevention programs include:

- District Code of Conduct Programs– MBI procedures, education programs such as Steps of Respect, Second Step, I-safe, RIDE program, NetSmartz, DARE, Title IX, Title II.
- Anti-bullying – GGS Policy 3005; seating arrangements in classrooms, bus, and cafeteria; posters (informational text throughout the school); lessons (direct instruction throughout the school), supervision – (continual adult presence throughout the building and grounds).
- School nurse
- Staff training and professional development
- Practice drills with debriefing
- Facility security measures: cameras, locked doors, visitor badges, signing in/out, mirrored windows, bus cameras, fence and gate to the playground, internal facility gates, locked gates, and key procedures.
- School Resource Officer
- Routine uniformed officer presence in the building
- Community advisory through facility needs assessment, community planning (CERT), etc.
- Sheriff's Office Public Safety Academy training
- Community service projects - third-grade fire prevention
- Fire Marshall building inspections
- Western States Risk prevention
- Written *AED Plan*
- Written *School Emergency Procedures Manual* shared with 911 dispatch and Sheriff's Department
- Workman's Compensation risk reduction measures
- Bloodborne pathogens training
- Gallatin County Health Department/Bridger Care educational lessons
- Two Medicine Health/Fitness– Healthy Futures Program
- Parent notification annually of sexual offenders in the District boundaries
- Montana Department of Public Health and Human Services (DPHHS)
- MSDS – Material Safety Data Sheet binder for review (chemicals, pesticides, etc.)
- Reflective vest use at recess and disaster drill practice
- School Hazard Vulnerability Assessment Outcomes (Appendix D)
- Natural disaster reporting: Midland WR300 Weather Radio
- Clean air signage by bus parking and visitor parking areas
- Drug free signage inside and outside the school building
- First aid/CPR/ Concussion Training
- Evacuation maps posted in each room of the school

B. Training, Drills, and Exercises for employees and students:

- Safety/Disaster drills (8 per year)
- An annual review of the *School Safety Plan* and *Emergency Procedures Manual*
- Employee awareness or drill training for accidental death, bomb, earthquake, fire, hazardous material incidents, nuclear warning, suicide, violent intruder, lockdown, and shelter-in-place.
- Development with Sheriff and Fire Department of emergency management procedures
- Clarification of roles and responsibilities – see Incident Command System *Gallatin Gateway School Emergency Procedures Manual* (Appendix A). During all emergency situations communications will come directly from the

Superintendent or the next person in line in the Chain of Command, should Superintendent be absent or incapacitated

- School defense training provided by Gallatin County Sheriff's Office
- The District conducts drills and other exercises to test and evaluate the effectiveness of the District-wide *School Safety Plan*. The District will be required to complete a minimum number of student drills as follows:
- Fire Drills:
 - Eight (8) disaster drills a year
 - Drill procedures discussion with students at the beginning of each school year and review of procedures after each drill to debrief
 - Fire exit maps posted next to each exit door
 - Maintain a record of all drills
 - Drills held at different hours of the day
- The Board shall identify the local hazards existing within the District boundaries and design drills to address those hazards. (Pursuant to 20-1-401 – see *Gallatin Gateway School Emergency Procedures Manual* including: bomb, earthquake, fire, flooding, hazardous material incidents, infectious materials, pesticides, tornado, nuclear warning, and violent intruder)
- Identification of both internal and external hazards warranting protective actions, such as: evacuation and sheltering of the school population – (see *Gallatin Gateway School Emergency Procedures Manual* Appendix A)
- Additional resources for training (Appendix B)
- Gallatin Gateway School Policy, MCA, and FERPA regulations for training (Appendix C)
- Hazards Vulnerability Assessment Outcome for training (Appendix D)
- Tabletop exercises (Appendix E)

C. Implementation of School Security

The Superintendent-Superintendent or his/her designee, as the School Safety Representative, will have the following responsibilities:

- Support staff in the monitoring of the hallways, entrances, exits, and outside grounds during school hours for unusual occurrences or unauthorized visitors.
- Act as building liaison in communicating building level safety issues or concerns.
- Be a resource on school safety and security issues for building employees.
- Assist in the development and the review of plans and strategies for building security, crime and violence prevention, safety planning, and employee training.
- Participate in school incident investigations.
- Respond to school emergencies.
- Coordinate school safety multi-hazard training for students and employees. Multi-hazard training may include crisis intervention and emergency response and management.
- Provide employees and students training and drill practice on protocols for bomb threats, evacuation, shelter-in-place, lockdown, fire emergency, bus drills, and appropriate violence prevention strategies.
- Inform substitute-teaching employees of school safety protocols by attaching *Gallatin Gateway School Emergency Procedures Manual* to the substitute teaching plans.
- Provide non-teaching employees school safety protocols through *Gallatin Gateway School Emergency Procedures Manual*.
- Inform volunteers that school safety protocols are available through the *Gallatin Gateway School Emergency Procedures Manual*.
- Comply and encourage compliance with school safety and security policies and procedures established by the Board and Office of Public Instruction. (GGS Policies #5005, 7057, 7060)
- Attend professional development opportunities or training on school safety and violence prevention.
- Activate the *School Safety Plan*.

The School Resource Officer responsibilities based on collaborative agreement with local law enforcement are:

The GGS School Resource Officer (SRO) is certified by the National Association of School Resource Officers and, as a normal function, provides a triad of services: responding to law enforcement needs when a crime is committed on school property; counseling specific students in need of assistance overcoming maladaptive behavior; and presenting in-class instruction and material related to safety and law enforcement topics.

The SRO also assists with management when a student or school staff member passes away. This is facilitated by calling on and involving short-term and long-term counselors, the Gallatin County Sheriff's Chaplain and other church leaders, the local HOPE dogs (dogs who are trained to interact with grief-stricken people), and acting as a liaison between these resources and the school. The SRO also provides literature on handling grief, assists with developing a proper way to inform students of a tragic incident, and provides follow-up for students and staff who particular need.

Since the inception of the SRO position in 2002, countless hours have been spent presenting instructional materials on topics such as alcohol and drug abuse, bullying and harassment, good citizenship, Internet safety, law enforcement employment opportunities, bicycle safety, bus safety, and gang violence. Each plan and presentation is tailored to the grade in which it is presented, and is pre-approved by the teacher to ensure the lesson meets specified goals.

The SRO works closely with rural schools that request assistance developing and maintaining crisis management protocol that is tailored to each respective school. The SRO attends federal training whenever practicable in order to stay abreast of current directives related to school safety, as well as, implementing the directives locally if deemed to relate to the rural schools of Gallatin County. The SRO coordinates and schedules the School Defense training offered by the Gallatin County Sheriff's Office.

D. Early Detection of Potentially Violent Behaviors

The District has implemented procedures to include early detection of potentially violent behaviors.

1. Review the U.S. Department of Education's *Early Warning, Timely Response* and *Safeguarding Our Children: An Action Guide*. These documents relate to early identification of potentially violent behaviors: <http://cecp.air.org/guide/guide.pdf> and http://www2.ed.gov/admins/lead/safety/actguide/action_guide.pdf.
2. Escalating behavior chart and instruction provided to staff by SRO. (Appendix F)
3. Employee training on violent offender behaviors may be conducted by the Gallatin County Sheriff's Office and coordinated by the Superintendent.

E. Hazard Identification

The buildings and grounds associated with Gallatin Gateway School have the potential for an emergency or incident relating to the following hazards:

- bomb
- earthquake
- fire
- flooding
- hazardous material incidents
- infectious materials
- pesticides
- tornado
- nuclear warning
- violent intruder

Threat and Hazard Type	Examples
Natural Hazards	<ul style="list-style-type: none"> • Earthquakes • Tornadoes • Lightning • Severe wind • Hurricanes • Floods • Wildfires • Extreme temperatures • Landslides or mudslides • Tsunamis • Volcanic eruptions • Winter precipitation
Technological Hazards	<ul style="list-style-type: none"> • Explosions or accidental release of toxins from industrial plants • Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills • Hazardous materials releases from major highways or railroads • Radiological releases from nuclear power stations • Dam failure • Power failure • Water failure
Biological Hazards	<ul style="list-style-type: none"> • Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, <i>Staphylococcus aureus</i>, and meningitis • Contaminated food outbreaks, including <i>Salmonella</i>, botulism, and <i>E. coli</i> • Toxic materials present in school laboratories
Adversarial, Incidental, and Human-caused Threats	<ul style="list-style-type: none"> • Fire • Active shooters • Criminal threats or actions • Gang violence • Bomb threats • Domestic violence and abuse • Cyber attacks • Suicide

RESPONSE

School personnel are usually first on the scene of an incident in a school setting. Faculty and staff are expected to take action to manage the incident until it is resolved or command is transferred to an emergency response agency. Staff will seek guidance and direction from local officials in administering a response.

Response Protocols

The *Gallatin Gateway School Emergency Procedures Manual* (Appendix A) identifies:

- Chain of command
- Internal communications
 - Telephone tree
 - Staff lists
- External communications
 - Families
 - Media
 - Emergency telephone numbers

RECOVERY

A. District Support

The Post-incident Response Team will debrief after an incident make plans for needed improvement. ,

B. Disaster Mental Health Services

The Post-incident Response Team will coordinate available mental health services to mitigate immediate and ongoing concerns.

Appendix A:

Gallatin Gateway School
Emergency Procedure Manual

(Appendix A, Emergency Procedures Manual, is not the original formatted document – Content material is accurate, but formatting may not replicate the original copy.)

Copy of

Emergency Procedures Manual

Gallatin Gateway School

Emergency Procedures Manual
Gallatin Gateway School
Incident Command System

This second page of Emergency Procedures Manual is a flow chart of employees and their phone contact numbers

INCIDENT COMMAND SYSTEM

School employees have both a moral obligation and a legal responsibility to provide for the protection of public property and for the life of students, faculty, and staff in emergencies.

See the Chain of Command below for the name of the person in charge to succeed in the event of Superintendent absence or incapacitation. During emergency situations, communication will come directly from the Superintendent of Gallatin Gateway School or the next person(s) in line in the Chain of Command, should the Superintendent be absent or incapacitated. Once the Sheriff Dept. arrives on scene, the Sheriff Dept. will be in command.

Revision of the *Emergency Procedures Manual* occurs annually. Each school year employees are provided with two copies of the manual—one is to be kept at school and one at the employee's home.

Chain of Command: Call 911 for an emergency!

Emergency Response Team

Kim DeBruycker — Superintendent, <u>Superintendent</u> (School Safety Representative)	539-0545
Paul Griffin – SRO	539-4319
Kim McCauley - Counselor	1-208-305-1061-505-231-5981
Carrie Fisher - School Clerk	406-209-0156

COMMUNICATIONS PROCEDURE FOR INCIDENT COMMAND

Emergency Service 911

Additional Numbers:

Gallatin Gateway Fire Department	763-4318 (non-emergency)
County Sheriff Department	582-2100 option 2
County Disaster and Emergency Services	582-2350
Poison Treatment	1-800-222-1222
Building Emergency:	
Kim DeBruycker	539-0545
Carrie Fisher	209-0156
Paul Griffin	539-4319

Inform the dispatcher of the specific location that the person in charge can be found or contacted. Remain there until help arrives. *Do not hang up!* **100 Mill Street, Gallatin Gateway** (6 miles south of Four Corners).

If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a responsible person along to serve as a liaison between hospital and school with instructions to relay progress reports when possible.

Employees should follow safety procedures. It is imperative that staff immediately relay **factual** information regarding any emergency or disaster to the Superintendent or next person on the list.

Report Event or Incident to:

	<u>Office #</u>	<u>Home</u>
Kim DeBruycker <u>Superintendent</u>	763-4415 ext. 13	539-0545 (school cell)
Carrie Fisher	763-4415 ext. 1236	209-0156
Kim McCauley	763-4415 ext. 28	1-208-305-1061
Paul Griffin	582-2100 ext. 2	539-4319
North-Western Energy (gas & electricity)	1-888-467-2669	
Johnson Controls	1-866-680-8098	

CRISIS RELEASE FORM

Students will be released only to parents and those who have been identified on the *GGIS Emergency Release Form*.

_____ was picked up by _____
Student's First/Last Name Printed First/Last Name

_____ Phone #
Signature of Person Picking up Student

I will be taking _____ to _____
Student's Name Address

My relationship to the student: _____

The time is _____ and the date is _____

Signature of ~~Superintendent~~ Superintendent or
Homeroom Teacher

time: _____

This form must be completed and returned to the **homeroom teacher** before the student has permission to leave the premises.

MEDIA PROCEDURE

Radio is used to inform the public of any school closures or disaster event. The Superintendent or designee provides prompt and accurate information to the local radio stations when needed. Employees should not provide information to the media. Any misinformation may create confusion. Isolated quotes from individuals may be incomplete or misleading and therefore must be avoided.

RADIO NUMBERS:

- | | |
|-----------------|-----------------|
| A) Public Radio | 1(800) 441-2941 |
| B) CCC | 586-2343 |
| C) RBC | 587-9999 |

SCHOOL CLOSURE

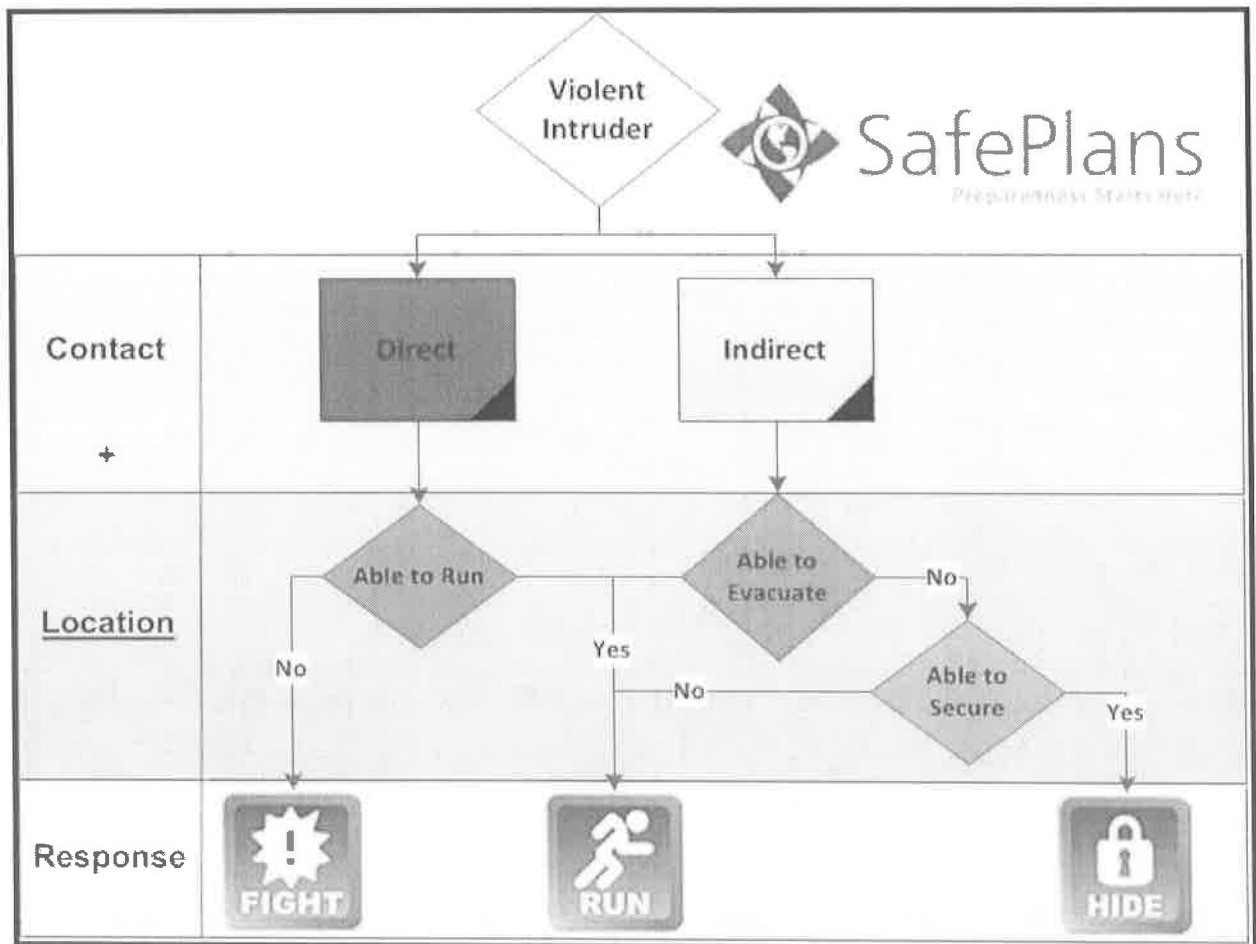
The Superintendent is authorized to close the school in an event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

Procedures:

- School closures will be announced to the parents and community by radio or local TV announcements. “Gallatin Gateway School is closed today due to weather and road conditions. Employees should follow emergency closure procedures. Unless otherwise announced, school will reopen tomorrow (or on Monday if it is a Friday closure).”
- The employee-calling tree will be activated to inform all employees (page2).
- Each homeroom teacher will contact by phone the families in his/her homeroom.

TEACHER'S CHECKLIST

1. **If advised by person in charge follow shelter-in-place or lockdown procedures.** (see internal calling tree)
 - Immediately take roll count of students.
 - Be prepared to provide this information to the person in charge.
2. **Take protective action if building is threatened.**
 - Keep students away from windows and outside walls.
 - Take shelter under desks, tables, and heavy furniture.
 - Move from under light fixtures and other suspended objects.
 - Shut off or disconnect any electrical or gas operated appliances.
 - Be alert to any developing threats such as broken water pipes or electrical wires.
 - Communicate roll count of students and situation to the person in charge.
3. **Be prepared to evacuate by following fire drill plan.**
 - Earthquake Only - Leave doors to room open to prevent jamming. Students should drop, cover, and hold on.
 - Nuclear Warning - Move to inner core of the building to the lowest level away from outside walls and any openings to the outside. Remember, shielding is required.
 - Plane Crash - Be prepared to evacuate if advised to do so following the fire drill plans with possible modifications.
 - Violent Intruder – follow chart below:



SCHOOL SAFETY REPRESENTATIVE CHECKLIST (Superintendent or Designee)

1. Check that an *Emergency Procedures Manual* is included in each emergency backpack.
2. Confirm that manuals have current names and phone numbers of the Emergency Response Team listed.
3. Determine command post in or near the school building (a location where an assigned person can be found at all times).
4. Assign a chain of command. Alert employees to their assignment .
5. Provide first aid supplies and instructions in designated areas of the building (mobile emergency backpacks & office).
6. Review teacher checklist with staff at the beginning of the year.
7. Ensure each member of the Emergency Response Team wears an orange reflective vest.
8. Arrange for Emergency Response Team to check all restrooms and locker rooms during a drill or evacuation.
9. Instruct office staff to lock the vault.
10. Confirm student roll count is reported to the command post.
11. Collect signed *Crisis Release Forms* after all students are released.

FIRE EVACUATION PROCEDURE

1. At the sound of the fire alarm, occupants must walk rapidly out the exit designated by the emergency exit chart near the door in each room. The teachers will pick up their emergency backpacks, check to see that students are out of the room, turn off the lights, and close the windows and door.
2. The first students outside should move away from the building, so they do not block the exit for those following.
3. When outside, students should meet at the designated location. Teachers should take attendance and identify any missing students to the Superintendent ~~by radio channel 14 or by cell phone (539-0545)~~.
4. In the event an alternate site is needed, occupants will proceed to Superintendent's designated location.

EARTHQUAKE PROCEDURES

Always have a working flashlight and extra batteries in emergency backpack. Be alert and stay calm; self-control is contagious.

1. The first indication of a damaging earthquake may be gentle shaking.
 - a. There may be jarring at first followed by a violent jolt.
 - b. There may be a low (and perhaps very loud) rumbling noise.
2. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters.
 - a. Students will drop, cover, and hold on. This means dropping to the floor (to prevent falling), making themselves as small a target as possible, and protecting head, neck, and chest.
 - b. Occupants should take cover under a sturdy desk or table or near an interior wall, covering head and neck with hands, unless they need to hold onto the legs of their shelter and move with it.
3. When no shelter is available:
 - a. Move to an inside wall.
 - b. Turn away from windows and kneel next to the wall.
 - c. Bend head close to knees, cover sides of head with elbows, and clasp hands behind neck. If a coat is available, hold it overhead for protection from flying glass and ceiling debris.
 - d. In the library: move away from windows and bookshelves and take appropriate cover.
 - e. In the gym: move to an inside wall, kneel next to the wall, bend head close to knees, cover sides of head with elbows, and clasp hands behind neck to protect head from flying ceiling debris.
4. In an aftershock, everyone should duck and cover until the shaking stops.
5. Leave all doors to rooms open to prevent them from jamming.
6. If outdoors:
 - a. Move away from the building to an open space.
 - b. Avoid overhead wires and utility poles.
 - c. Lie flat on the ground with your face down. Wait for the earth to stop moving. The rolling motion of the earth is frightening, but not dangerous.
 - d. Keep students assembled and take roll count of students. Be prepared to provide the roll count information to the person in charge.
 - e. Be alert for instructions from person in charge.

EARTHQUAKE PROCEDURES Continued

Evacuation should **NEVER** be automatic. Do not automatically rush out into the corridor or out an exterior door.

If time allows, the Superintendent will:

1. Assess the situation - inside and outside
2. Decide how much of the building needs to be evacuated - all or parts of the building
3. Choose the route(s) and the assembly place
4. Communicate directions to all teachers through radio, intercom, or cell phone.

Wait to hear from the Superintendent about what to do. In circumstances where a plan is not communicated, staff should make an evacuation decision for student safety:

1. Take an emergency backpack with you.
2. The lighting inside the building or your room will probably be out - it may be dark.
3. If you are in a dangerous classroom, you must assess the conditions before you move to safety. Be cautious of dangling lights, damaged or exposed ceiling struts, broken glass, slippery floors, etc.
4. Appoint someone to be in charge while you find the best way to get out and the safest place to go. There may not be a need to go outside, but merely move from one room to another.
5. Account for students, visitors, or other present employees before you leave the room.
6. There may be more danger outside the building or facility than there is inside.
7. There may be no safe assembly area outside. There may be no clear routes to get outside and alternate routes may need to be cleared.

AFTER THE EARTHQUAKE

1. Gather information and make decisions.
2. Insure that telephones are back on the hook.
3. Check neighboring classrooms for emergencies or needed assistance.

TORNADO PROCEDURES

DEFINITIONS:

Watch – conditions are favorable for tornado or severe weather.

Monitor - Weather reports should be monitored continuously using the emergency weather alert radios.

Warning – A tornado has been spotted or indicated by radar.

Take shelter – Take cover in designated rooms in building.

SIGNALS:

1. If a watch is in effect: alert staff, monitor conditions and prepare shelter areas.
2. Emergency Management will broadcast Watches and Warnings via Voice Alert Radio and Weather Radio.
3. Warning will be: The intercom system will be used to announce tornado warnings and take shelter announcements. In the event of a power outage, the bullhorn shall be used.

STEPS OF ACTION:

1. Take teacher's classroom emergency bag if taking students to a safer location. stay with students; if available, take cell phone, NOAA public alert radio, class roster, and flashlight.
2. Move all students and staff to designated areas (bathrooms, locker rooms, basement) or an interior corridor away from windows and doors. Bring students in from outside at first concern of tornado and keep inside.
3. Stay away from lobbies, walkways, atriums and other large glassed-in areas, and large open areas with a long roof span; if unable to get indoors and there is no shelter available outside, lie in a ditch or other earthen depression.
4. Crouch down along the wall and protect heads with hands from possible debris.
5. Wait for "all clear" signal before returning to classroom.
6. At Administration or designee discretion school buses and/or activity buses will not load in the event of threatening weather.

PERSONNEL ROLES:

Administration: *Designate command post, supervise student body, maintain contact with staff. Provide missing list to authorities, if needed, establish/deploy search teams. Identify in writing each student using pictures from teachers' rosters.

Secretary: *Remain near a centrally located telephone/monitor radio.

Teachers: *Monitor students.

Staff: *Report to the Superintendent from location, be prepared to turn off the gas or electricity.

BOMB THREAT PROCEDURES

1. Use the *Bomb Threat Checklist* found on the next page.
2. **If a bomb threat call is received in the office, do not disconnect the incoming call line.** (Use another phone to call 911)
3. The person receiving the call should immediately notify the Superintendent and give the details of the call.
4. The Superintendent will decide whether to evacuate the school immediately and search the facility or to conduct a preliminary search prior to any other action.
5. The Emergency Response Team may conduct a preliminary search of the building.
6. The bomb can be almost anything ranging from the most overt bundle of dynamite and clock to cleverly concealed ordinary objects. A briefcase, toolboxes, and pieces of pie have been used. You will be looking for something that doesn't belong.
7. If what appears to be a bomb is found, **DO NOT TOUCH IT.** A decision to evacuate the building or stay in lock down will occur. Upon arrival, the police/sheriff's department will take charge.
8. If the caller indicates the time the bomb is due to explode, and the Superintendent determines the threat is valid, the standard building evacuation procedure will occur with possible modifications.
9. Evacuate occupants to designated alternate site.
10. Compile a student and employee absentee list for reporting to the police/sheriff's department. Students and employees present are unlikely suspects.

BOMB THREAT CHECKLIST

IF BOMB THREAT IS RECEIVED AT SCHOOL OFFICE – DO NOT DISCONNECT INCOMING CALL LINE. Use another line to dial 911 – call/motion over another person in the office to assist.

Exact wording of the threat:

Pretend difficulty with hearing. Keep the caller talking. Be calm. Be courteous. Listen. Do not interrupt the caller. If the caller seems agreeable to further conversation, ask questions like:

What kind of bomb? _____

How will you set off the bomb? _____

What time is it set for? _____

Where is it? _____

What does it look like? _____

Why are you doing this? _____

Who are you? _____

Whom do you want to hurt? _____

How do you know so much about the bomb? _____

OBSERVATIONS (check/circle/mark all that apply):

<u>ORIGIN OF CALL</u>	✓
(best guess)	
LOCAL	
LONG DISTANCE	
PHONE BOOTH	
CELL PHONE	

<u>CALLER'S MANNER</u>	✓
CALM	
ANGRY	
RATIONAL	
IRRATIONAL	
COHERENT	
INCOHERENT	

<u>CALLER'S IDENTITY</u>	✓
MAN	
WOMAN	
CHILD	

<u>CALLER'S VOICE</u>	✓
LOUD	
SOFT	
HIGH PITCH	
DEEP	
RASPY	
PLEASANT	
INTOXICATED	
ACCENT	

<u>CALLER'S SPEECH</u>	✓
FAST	
SLOW	
STUTTER	
LISP	
NASAL	
SLURRED	

<u>BACKGROUND NOISE</u>	✓
MUSIC	
CHILDREN	
AIRPLANES	
TRAFFIC	
TYPING	
MACHINES	
PARTY	
QUIET	
OTHER:	

The person receiving the call should immediately give the above information to the Superintendent.

DATE:	TIME OF CALL:
CALL RECEIVED BY:	LENGTH OF CALL:

HAZARDOUS MATERIAL INCIDENTS

1. The main threats include toxic vapors, liquids or major fire/explosions.
2. The Superintendent will notify:
 - a. Montana Disaster and Emergency Services (406) 324-4777
 - b. Gallatin Gateway Fire Department 763-4318

FOR STUDENTS WHO ARE INSIDE:

1. Unless the threat is obvious or imminent, do not evacuate the building until advised by the Superintendent.
2. Close all doors and windows (try to make the building an airtight environment).
3. If evacuation is required, direct all evacuees out of the upwind side of the building. Move a safe distance from the building.
4. If necessary, parents will be notified for student pick-up.

FOR STUDENTS WHO ARE OUTSIDE:

1. If outside, move the students upwind.
2. Don't step in or get near spilled materials.
3. Determine if students should be moved inside.
4. If necessary, parents will be notified for student pick-up.

LOCKDOWN

There are many variables that could exist with a lockdown; therefore, it is difficult to establish preset guidelines. Try to keep everyone calm and keep in mind the safety of all parties involved.

If time and safety permits:

1. Notify the Superintendent. To contact the office from a phone within the school, ~~just dial ext 10, 11, 12, 13 or Counselor ext. 28.~~
2. The Superintendent will call 911 and then follow the chain of command (see page 2). The Superintendent will report specific details of the situation.

SPECIFIC PROCEDURES TO USE WHEN CONTACTING AUTHORITIES:

Clearly indicate specifics of the situation:

1. hostage(s) taken; being held (if known, specify location)
2. number of innocent people affected and where
3. weapons involved; shots fired; explosives on the premises
4. number and seriousness of injuries inflicted and/or fatalities
5. number and location of aggressors in the building or on the grounds
6. safety steps and precautionary measures taken
7. other details that affect the situation

TEACHERS

In all cases:

1. Exercise good judgment in making decisions concerning self, students, and colleagues.
2. Don't do anything that would increase the danger for anyone involved. Safety of everyone should be the guiding principle.
3. If possible/appropriate, calmly and quickly walk or run away from the situation with students (refer to chart)

IF EVACUATION IS NOT POSSIBLE:

1. Secure the individual classroom area and keep students and self out of sight from interior and exterior view. Turn out lights and lock doors if possible.
2. Keep students calm and under control. Avoid actions that could cause hysteria and confusion.
3. Unless notified otherwise by Superintendent, remain with students. As soon as possible and when safety permits, students and staff will be directed to a location where they can best be protected. This may include evacuation to alternate sites outside of the building.

SHELTER-IN-PLACE PROCEDURES

The appropriate steps depend on the emergency situation. The Superintendent will provide information and directions when shelter-in-place plans should be put into effect.

The Superintendent will:

1. Close the school and activate the school's emergency plan.
2. Hang a sign on the front doors stating "School is in a Shelter-In-Place Lockdown".
3. Instruct staff to follow reverse evacuation procedures bringing all students and staff indoors.
4. Provide for visitors' safety by requiring they stay in the school building.
5. Designate one staff member to answer calls from concerned parents.
6. If time or staff is not available, the school voice recording will indicate that the school is closed and that students and staff are remaining in the building until authorities say it is safe to leave.

The Teacher will:

1. Have all children, employees, and visitors take shelter in classrooms that have phone access, stored disaster supplies kits, and, preferably, access to a bathroom or emergency supplies. Shut the doors.
2. Rooms could be:
3. Classrooms with windows sealed and cannot be opened (phone access).
4. A gymnasium without exterior windows (no school phone—use cell phone).
5. Lock all windows, exterior doors and any other openings to the outside.
6. If told there is danger of explosion, close window shades, blinds or curtains.
7. If needed, due to the type of disaster requiring a shelter-in-place, turn off heating, ventilating, and air conditioning systems. Systems that automatically provide for exchange of inside air with outside air should be turned off, sealed, or disabled.
8. Unless notified otherwise by Superintendent, remain with students. As soon as possible and when safety permits, students, and staff will be informed that they are safe or they need to evacuate; this may include moving to alternate sites outside of the building.

SUICIDE

The initial response upon verification of a suicide should be to protect the **privacy of the family**. Do not refer to the death as a suicide. Require statements regarding the death to come from the designated spokesperson only. In the event of a suicide, the school's primary consideration is the prevention of additional suicides or attempted suicides. Appropriate treatment and care for students, particularly those affected, should continue for as long as needed. Provisions for long-term care should be developed on a case-by-case basis. The following plan is designed to meet the immediate needs of the student body in general.

DAY ONE:

1. Superintendent and counselor(s) meet.
2. Provide additional counselors from community resources:
 - a. Sheriff (Chaplin) 582-2100 option 2
 - b. Paul Griffin, SRO 539-4319 (cell); 579-6338 (home)
 - c. Melissa Hanson, Co-op Psychologist Madison/Gallatin SPED Coop
3. A staff meeting will be scheduled for the day of/after the incident. Response protocol and procedures will be discussed with the staff.

If school is in session when death occurs:

All classroom teachers and staff will receive a memorandum giving essential facts from the Emergency Response Team about the tragedy and instructions for relaying information to students.

If school is not in session when a death occurs (evening or morning):

The Superintendent will call a meeting with the staff, giving the facts about the tragedy and instructions for relaying information to students.

1. Have all students report to their first period class. Keep the school day as normal as possible.
2. Provide rooms and additional staff for students who wish to talk on an as-needed basis.
3. There would be an obvious void in the classroom with the student missing. The school will provide support staff to assist students throughout the day, if needed.
4. Send information home to parents concerning the situation and alert them to any dangers of which they should be aware.
5. Allow parents to take their children home for the day.
6. Teachers and secretarial staff need to be sure to closely monitor attendance.

If school is not in session when a death occurs (weekend/holiday):

The Superintendent will call a meeting with the teachers and staff giving facts about the tragedy and instructions for relaying information to students.

1. Provide rooms and additional staff for students or community who wish to talk on an as-needed basis

DAY TWO:

1. Have counselors and community resources available to assist students or staff having a particularly difficult time with the tragedy.
2. Provide extra supervision in non-instructional areas such as:
 - a. Restrooms
 - b. Playgrounds
 - c. Areas of the school infrequently used.
3. Encourage parents to attend the funeral with their children, if age appropriate.
4. A group made up of counselors, administrators, and other personnel with pertinent expertise will meet to formulate follow-up procedures regarding the tragedy.
5. Try to get things back to normal as soon as possible.

SUICIDE GUIDELINES FOR THE CLASSROOM TEACHER

1. Do not refer to the death as a suicide or allow anyone to describe the suicide as a heroic act.
2. Do not remove the student's desk. Leaving it as it was for several days will help acknowledge the death.
3. Do not observe a moment of silence in school. Do not hold large assemblies. Do not fly the school flag at half-mast.
4. Have all students report to their first period class. Keep the school day as normal as possible.
5. After receiving verification from the Superintendent, openly and honestly acknowledge what has happened. Students need to be told the facts in age-appropriate terms. This will help de-escalate the situation.
6. Model and provide proper outlets for expression of feelings. Give permission for a range of emotions. Provide activities to reduce trauma such as artwork, music, and writing. Set the curriculum aside as needed.
7. Identify and list traumatized students in your classes who need immediate attention, and assure them that help is on the way. Include yourself if needed. Give the list to the school counselor.
8. Do not have memorial services at school or an In Memory page in the yearbook. Do not glorify the death in any way.
9. Discuss funeral procedures. Students should be excused for the funeral, but classes should not be dismissed.
10. The staff should contact parents of students who are having a particularly difficult time coping to provide referral resources outside of the school.
11. Try to get things back to normal as soon as possible.

ACCIDENTAL DEATH OF A STUDENT/STAFF MEMBER

The initial response should be to protect the privacy of the family. Statements regarding the death should come from the designated spokesperson only. School personnel, preferably the Superintendent, should make contact with the family to provide support and discuss how information about the death should be relayed to students and staff. The school's primary consideration should be responding to the needs of the students and families. Providing an initial response to the student body is also a primary consideration. Treatment and care for students, especially those particularly affected, should continue for as long as needed. Provisions for long-term care should be developed on a case-by-case basis. The following plan is designed to meet the immediate needs of the students.

DAY ONE:

1. Administrator and counselor(s) meet.
2. Provide additional counselors from community resources:
 - a. Sheriff (Chaplin) 582-2100 option 2
 - b. ~~Paul Griffin~~, SRO 539-4319 (cell); 579-6338 (home)
 - c. ~~Melissa Hanson~~, Co-op Psychologist Madison/Gallatin SPED Coop
3. A staff meeting will be scheduled for the day of/after the incident. Response protocol and procedures will be discussed with the staff.

If school is in session when death occurs:

All classroom teachers and staff will receive a memorandum giving facts about the tragedy and instructions for relaying the information.

If school is not in session when a death occurs:

The Superintendent will call a meeting with the teachers and staff giving facts about the tragedy and instructions for relaying the information.

1. Have all students report to their first period class. Keep school day as normal as possible.
2. Provide rooms and additional staff for students who wish to talk on an as-needed basis.
3. There would be an obvious void in the classroom with the students missing. The school will provide support staff to assist students throughout the day, if needed.
4. Send information home to parents concerning the situation and provide them with information that may be helpful to them.
5. Allow parents to take their children home for the day.
6. Teachers and secretarial staff need to be sure to closely monitor attendance.

If school is not in session when a death occurs (weekend/holiday):

The Superintendent will call a meeting with the teachers and staff giving them the facts about the tragedy and instructions to share the information with their students.

1. Provide rooms and additional staff for students or community who wish to talk on an as-needed basis.

DAY TWO:

1. Have counselors and community resources available to assist students or staff having a particularly difficult time with the tragedy.
2. Provide extra supervision in non-instructional areas such as:
 - a. Restrooms
 - b. Playgrounds
 - c. Areas of the school infrequently used.
3. Encourage parents to attend the funeral with their children.

4. A committee made up of counselors, administrators, and other personnel with pertinent expertise will meet to formulate follow-up procedures regarding the tragedy.
5. Try to get things back to normal as soon as possible.

GUIDELINES FOR THE CLASSROOM TEACHER

1. Do not remove the student's desk. Leaving it as it was for several days will help acknowledge the death.
2. Crisis response team can provide guidance for follow-up procedures regarding issues such as observing a moment of silence in school, hosting assemblies, and acknowledging the tragedy in other ways.
3. Have all students report to their first period class. Keep the school day as normal as possible.
4. After receiving verification from the Superintendent, openly and honestly acknowledge what has happened. Students should be told the facts in age-appropriate terms. This will help de-escalate the situation.
5. Model and provide proper outlets for expression of feelings. Give permission for a range of emotions. Provide activities to reduce trauma such as artwork, music, and writing. Set the curriculum aside as needed.
6. Identify and list traumatized students in your class that need immediate attention, and assure them that help is available. Include yourself if needed. Give the list to the school counselor.
7. Superintendent and the Crisis Response Team will be available to aid in postvention procedures, including memorial services and tributes.
8. Discuss funeral procedures. Students should be excused for the funeral, but classes should not be dismissed.
9. The staff should contact parents of students who are having a particularly difficult time coping. Counselor may provide referral resources outside of the school.
10. Try to get things back to normal as soon as possible.

NUCLEAR WARNING

1. The primary means of warning of a nuclear attack will be by the Weather Alert Warning Radio located in the administrative office. Take immediate protective action.
2. In the event that a Public Shelter (marked with black and yellow “fallout shelter” sign) is not available, take the following steps:
 - a. **SHIELDING IS REQUIRED.** This means to move to the center of the building to the lowest level, away from outside walls or any openings to the outside.
 - b. The heavier, thicker, and denser the shielding material is between you and the outside, the better the protection.
 - c. Radiation is carried by physical particles of dust or dirt. If you keep this dust and dirt out, you are minimizing the amount of radiation exposure.
 - d. If at all possible, keep a portable radio and monitor the Emergency Broadcast station. If it is possible, be alert for attempts of Civil Defense officials to get information to you through special teams, public address systems, or on a door-to-door basis.

INFECTIOUS MATERIALS

Bloodborne Pathogen Information

Provided by Gallatin City-County Public Health Department

Gallatin Gateway School strongly encourages employees and volunteers to have available vaccinations. Contact Gallatin County Health Office at (406) 582-3100 for an appointment and location.
http://www.gallatin.mt.gov/Public_Documents/gallatincomt_hdhhs/immunizations/izmp

Hepatitis A

Transmitted from exposure to feces of someone with Hepatitis A.
Contaminated food and water.
Travel, close contacts, sex, daycares.
Acute illness that goes away by itself in 2-6 months.
Viable for up to 10 months in water and 30 days on dry surfaces.
Vaccine available.

Hepatitis B

Transmitted from exposure to blood, semen, or vaginal fluids of someone with Hepatitis B or from mother to baby at birth.
IV drug use, unprotected sex, tattooing, piercing, exposure to blood or body fluids on the job, sharing razors, toothbrushes, etc., of someone with Hep B.
Acute or chronic form (cirrhosis, liver cancer). Viable 7-10 days or longer on surfaces. Vaccine available.

Hepatitis C

Transmitted from exposure to infected blood, potential transmission during sex, mother to baby at birth.
IV drug use, tattooing, body piercing, blood transfusion, blood products, or organ transplant prior to 1992.
Can survive outside the body 16 hours but not longer than 4 days. Most people get the chronic form. No vaccine.

What is HIV? Human Immunodeficiency Virus.

Attacks the body's immune system, making it weak so it cannot fight off other deadly diseases or infections.
Will eventually lead to AIDS, which can be a fatal disease.
The virus is fragile and cannot survive very long outside the human body.

How is HIV transmitted?

Contact with infected human blood.
From exposure to contaminated needles, broken glass, or other sharps.
Unsafe sexual practices with an infected person.
Contact between broken or damaged skin and infected body fluids.
Contact between mucous membranes and infected body fluids.

Who is at risk?

If you are someone at risk of being exposed to blood, body fluids, or needles.
If you share needles or other items used for injecting drugs, tattooing, or piercing.
If you have sex with someone who is infected.
If you share or handle razors, toothbrushes, or other personal care items with someone who is infected.

- How can my job put me at risk?
Potential for exposure to blood or body fluids. Potential for needle sticks.
- How do I protect myself?
Use Universal Precautions: A prevention strategy in which all blood and potentially infectious materials are treated as if they are, in fact, infectious, regardless of the perceived status of the source individual.
- Personal Protective Equipment (PPE)
The first thing you should do in a situation where you could potentially be exposed to Bloodborne pathogens is to ensure that you are wearing the appropriate personal protective equipment.

- Rules to follow with PPE
Always wear it if you are in a potential exposure situation.
Examine your PPE before wearing. If it is torn, punctured, or lost its ability to function as a barrier then it needs to be replaced or discarded.
Do not take used PPE out of the work area. Remove it before leaving.
- What are the types of PPE?
Gloves
Should be made of latex, nitril rubber, or other waterproof material.
If cuts or sores are on your hands, cover them with a bandage before putting the gloves on.
Inspect your gloves for tears or punctures before putting them on.
Take used gloves off carefully.
Goggles
Use anytime there is a risk of splashing or vaporization of contaminated fluids.
Face Shields
Can be used in addition to goggles to add extra protection against splashes to your nose and mouth
Aprons
Used to protect your clothing against blood or other contaminated fluids from soaking through to your skin.

Good Work Practice

Hand washing

One of the most important things you can do to help prevent the transmission of Bloodborne pathogens:

- Hands or other exposed skin should be washed as soon as possible following an exposure incident.
- Use a soft antibacterial soap if possible, as harsh, abrasive soaps can cause damage to your skin.
- If you work in an area where there is potential for exposure, you should never:
 1. Eat
 2. Drink
 3. Smoke
 4. Apply cosmetics or lip balm
 5. Handle contact lenses

Clean Up

Anything that comes in contact with blood or body fluids is considered infectious and should be decontaminated or sterilized as soon as possible.

- You should use a solution equivalent to household bleach/Clorox diluted between 1:10 and 1:100 with water. (At least one-quarter cup of bleach per one gallon of water). Lysol or other EPA-registered tuberculocidal disinfectant can also be used.
- Sharp Objects:
Needles: Must be disposed of in a sharps container.
Broken Glassware: If visibly contaminated with blood, disinfect before disturbed or cleaned up.

What To Do In An Emergency

Use Universal Precautions and minimize your exposure by using PPE

If you are exposed you should:

1. Wash the exposed area with soap and running water.
2. Report the exposure to your supervisor.
3. Check with your supervisor to see if there is an exposure report form.
4. Based on your type of exposure you may need Hepatitis B or HIV testing.
5. Hepatitis B vaccination:
People who have potential exposure to Bloodborne pathogens should receive the vaccine.
Three doses at 0, 1, and 6-month schedule.
Should not receive if you have medical contraindications.
Contact County Health if needed (406)582-3100.

ACTS OF VANDALISM and BUILDING SYSTEM FAILURES

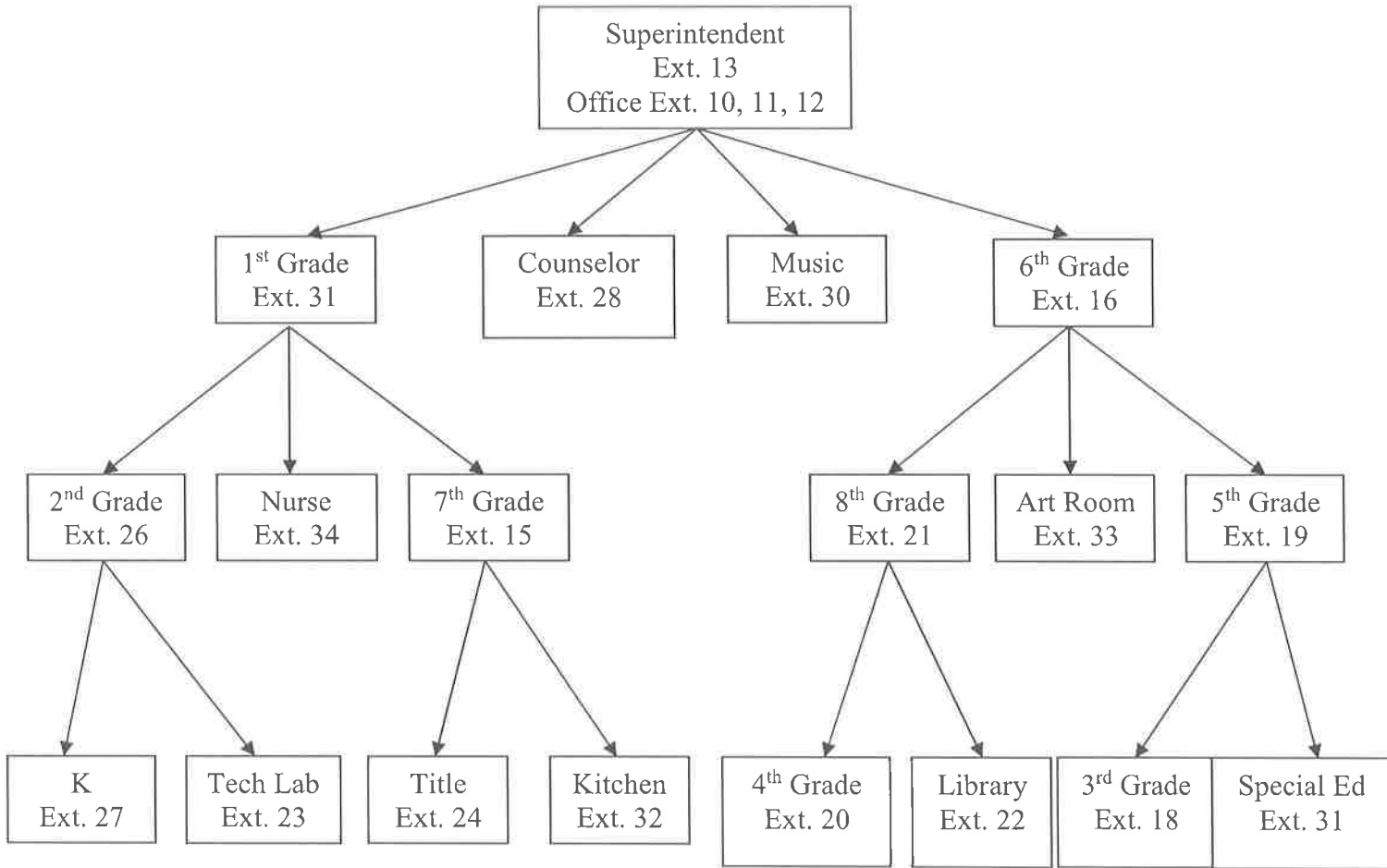
Upon discovery of an act of vandalism:

1. The scene and evidence associated with the act will be left undisturbed.
2. The Superintendent or designee will be contacted immediately. If this proves to be impossible, step 3 will be acted upon.
3. Law enforcement officers will be notified, the act will be reported, and an investigation will be requested.
4. Every possible step will be taken to accommodate the officers in their efforts, including video surveillance if available. If necessary, other school personnel will be contacted to make access to the school possible, as the officers require.

Upon discovery of a building system failure:

1. The Superintendent or member of the emergency response team will be contacted immediately. If this proves to be impossible, step 2 will be acted upon.
2. Services for making repairs will be obtained after evaluating the seriousness of the failure.

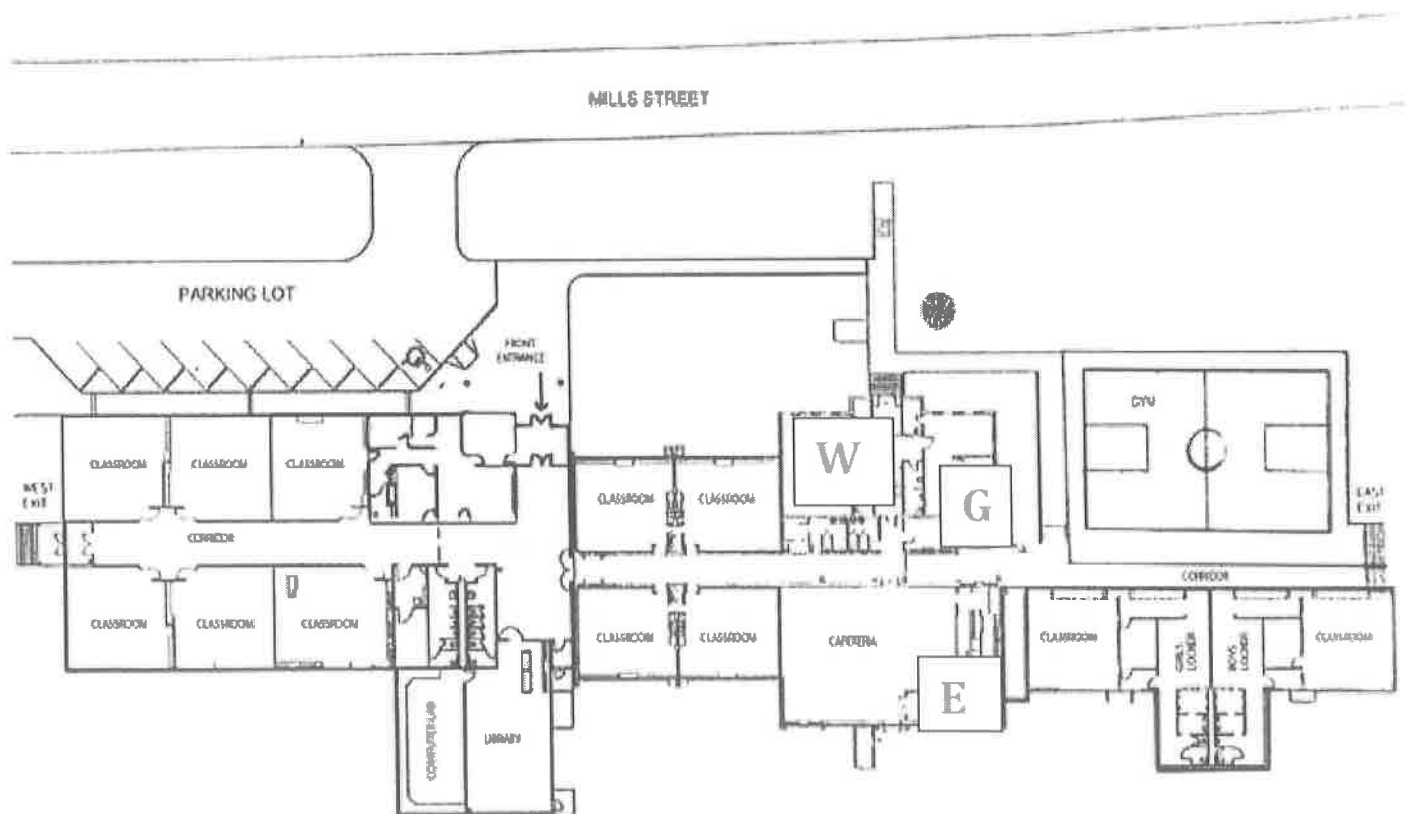
Gallatin Gateway School Emergency Internal Calling Tree



1. Call the person(s) connected under you.
2. State emergency situation.
3. Immediately get off the line.

EMERGENCY

Call 911



- E- The electrical shutoff is at the main panel in the cafeteria
- W- The water shutoff is in the basement at the pump
- G- The gas shutoff is outside by the doors to the gym

Appendix B:

Additional Resources

Additional Disaster Resources

1. Authorities and References:
Homeland Security Fact Sheet, Oct. 30, 2007, "Creating a Culture of Preparedness Among Schools."
<http://www.homelandsecurity.ms.gov/docs/CreatingaCultureofPreparednessAmongSchools.pdf>
2. Key Words:
 1. **Crisis** - An incident, or series of incidents, expected or unexpected, that has a significant effect on one or more persons, but may not involve the entire school or community.
 2. **Disaster** - Any incident, which results in multiple human casualties and/or disruption of essential public health services or any incident which requires an increased level of response beyond the routine operating procedures, including increased personnel, equipment, or supply requirements.
 3. **Emergency** - A sudden, generally unanticipated event that has the potential to profoundly and negatively impact a significant segment of the school.
3. Websites:
 1. MT Safety Culture Act: <http://erd.dli.mt.gov/safety-and-health/montana-safety-culture-act.html> and <http://www.safemt.com/index.php/work-injuries-in-montana/montana-safety-culture-act>
 2. Bomb Threat Response: www.threatplan.org
 3. Gang Publications Library: www.iir.com/nygc
 4. Montana Department of Public Health and Human Services: www.dphhs.gov
 5. Jane's Model: www.janes.com
 6. SMART School Tool (All-Hazards Planning Tool): www.smartschooltool.org
 7. U.S. Department of Education - Keyword: Practical Information on Crisis Planning: A Guide for Schools and Communities: www.ed.gov/emergencyplan.org
 8. U.S. Department of Homeland Security: www.dhs.gov
 9. U.S. Department of Justice – COPS Program: www.cops.usdoj.gov
 10. Early Warning/Timely Response, A Guide to Safe Schools: <http://cecp.air.org/guide/guide.pdf>
 11. NetSmartz Lessons: <http://www.netsmartz.org>
 12. i-SAFE lessons: <http://isafe.org>
 13. Pesticides MCA 80-8-107(1997), MCA 80-8-404 (1993)
 14. Health/Safety: <http://gallatingatewayschool.com/news/page.php?pageID=306>
 15. Guide for Developing High-Quality School Emergency Operations Plans
http://rems.ed.gov/docs/REMS_K-12_Guide_508.pdf
 16. FERPA <http://www2.ed.gov/policy/gen/reg/ferpa/index.html>
 17. Training resources, including the PFA-S Field Operations Guide,
<http://www.nctsn.org/content/psychological-first-aid-schoolspfa>
 18. School Climate Surveys <http://safesupportiveschools.ed.gov/index.php?id=133>
 19. DHS Active Shooter Pocket Card: www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf
 20. DHS Active Shooter Booklet: www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf
 21. AED Program Requirements in Schools - <http://leg.mt.gov/bills/mca/50/6/50-6-502.htm>
 22. US Dept of Education, A Guide to School Vulnerability Assessments: Key Principles for Safe Schools,
http://rems.ed.gov/docs/VA_Report_2008.pdf

Appendix C: Policy/Law

Code of Conduct/Weapons
GGS Policy 3311

Student Discipline
GGS Policy 3231, 3233, 3235, 3300, 3310

School Closure
GGS Policy 2221
MCA 20-9-801

Safety
GGS Policy 4332, 8301, 8450, 8225, 5226

Suicide Awareness and Prevention
GGS Policy 2150

Pesticides
MCA 80-8-107(1997), MCA 80-8-404 (1993)

AED Program
MCA 50-6-502

County Interdisciplinary Child Information and School Safety Team
MCA 52-2-211 (1991)

FERPA

STUDENTS

Student Discipline

Students are expected to conduct themselves within the bounds set by the Board and the administrative regulations set forth by the Superintendent. Consideration for the rights and well being of others, cooperation with all members of the school community, and respect for oneself and others are the basic principles guiding student behavior.

The primary responsibility for student discipline within the school rests with the Superintendent. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher. Corporal punishment shall not be used. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Disciplinary action may be taken against any student in violation of the Student Code of Conduct. Disciplinary action may range from conferring with a teacher to expulsion from school. Continued infractions will have a cumulative effect in terms of disciplinary action.

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation).
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including medical marijuana, look-alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function, or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Hazing or bullying, including cyber bullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

— These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including, but not limited to the circumstances set forth below:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when school is being used by a school group;
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school;
- Travel to and from school or a school activity, function, or event;
- Anywhere if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, a threat to the safety and welfare of the student population, or conduct that detrimentally affects the climate or efficient operations of the school.

Gun Free Schools

The Board is obligated to expel any student who uses, possesses, controls, or transfers a firearm for a definite period of time of at least one (1) calendar year, except that the Board may modify the disciplinary action on a case-by-case basis.

Possession of a Weapon in a School Building

The District will refer to law enforcement any person who possesses, carries, or stores a weapon in a school building, except as provided below. For the purposes of this section only, "school building" means all buildings owned or leased by the District; "weapon" means any type of firearm, a knife with a blade 4 or more inches in length, a sword, a straight razor, a throwing star, nun chucks, or brass or other metal knuckles. The Board may grant persons advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building.

Legal References:	§ 20-4-302, MCA	Discipline and punishment of pupils
	§ 20-5-202, MCA	Suspension and Expulsion
	§ 45-8-361, MCA	Possession of a weapon in school building
	§ 50-46-101, MCA	Montana Medical Marijuana Act
	20 USC § 7101	Safe and Drug Free Schools & Community Act
	20 USC § 7151	Gun-Free Schools Act

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on:

PERSONNEL

Sexual Harassment

The District shall provide employees an employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. Sexual harassment includes sexual violence, which are physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the use of drugs or alcohol or intellectual or other disability. Sexually violent acts could include rape, sexual assault, sexual battery, and sexual coercion.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances. A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Employees should report claims of sexual harassment to the Superintendent or Superintendent or the District's Title IX Coordinator and/or use the District's Title IX Grievance Procedures. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

Legal References:	42 USC § 2000(e) et seq.	Title VII of Civil Rights Act
	20 USC 1681 et seq.	Title IX
	§ 49-2-101, et seq. MCA	Human Rights Act
	§ 49-1-102, MCA	Freedom from discrimination
	§ 49-3-201, MCA et seq.	Governmental Code of Fair Practices

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on:

OPERATIONAL SERVICES

Use of Automated External Defibrillation

An Automated External Defibrillator (AED) will be available to faculty, staff, and students in case of a sudden cardiac arrest. The District will establish an AED Program in accordance with the standards established by the Montana Department of Public Health and Human Services (Department). The District will comply with all other requirements for AED implementation set forth by the Department.

As part of the AED program, the District will identify and train AED providers. All AED certified staff must maintain current certification. Use of the AED will be in accordance with § 50-6-505, MCA.

The District retains the discretion to use reasonable care and judgment in determining the location and number of AED units that may be available at building sites.

Legal References:	MCA § 50-6-501, <i>et seq.</i>	Automated External Defibrillator Programs
	37.104.601, ARM, et.al.	Automated External Defibrillators (AED)

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on:

OPERATIONAL SERVICES

School Safety

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents will be posted in compliance with Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents will be reported to the District office.

The Superintendent will develop a plan of fire, civil defense, tornado, and earthquake warning, protection, and evacuation. This plan and procedures will be discussed and distributed to each teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year. All teachers will discuss fire drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. A record will be kept of all fire drills. The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters. The Superintendent will develop safety and health standards that comply with the Montana Safety Culture Act.

School Closure

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Specific procedures for school closures may be found in the District's *Safety Plan*.

Hazardous and Infectious Materials

The Superintendent shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticide, and infectious materials. Specific procedures for handling hazardous or infectious materials may be found in the District's *Safety Plan*.

Legal References:	§ 20-1-401, MCA	Disaster drills
	§ 20-1-402, MCA	Number of disaster drills required
		time of drills to vary
	§ 20-1-801, et al., MCA	Emergency School Closure
	§§ 39-71-1501, MCA	Montana Safety Culture Act
	§§ 50-71-311, MCA	Montana Safety Act

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on:

PESTICIDES: MONTANA CODE ANNOTATED

Pesticides

MCA 80-8-404

MCA 80-8-107

MCA 80-8-404 (1993) requires the department of agriculture to develop a model school integrated pest management safety program that includes information on pests, environmental concerns, and recommendations for protecting school children from exposure to pesticides and the potential acute and chronic health effects. Further, MCA 80-8-107 (1997) requires school building operators to post notices of pesticide application at each access to the room.

Montana School Integrated Pest Management (IPM)

School districts around the U.S. grapple every year with the best and most cost-effective ways to deal with the encroachment of unwanted rodents and insects on school grounds. How do we know if the pest management practices in our schools are the lowest risk, most effective and cost-efficient available? Are our schools doing everything possible to discourage pest problems and shield our children from pest allergens and pesticide contact? The expanding use of a strategy known as “integrated pest management” (IPM) is now being used in many areas of the United States to tackle pest problems while simultaneously reducing pesticide risk and exposure to school children. Since children spend so much of their lives in school – over 1,000 hours a year for most students – the importance of healthy school environments is vital to defending children’s health.

The Montana School IPM program promotes the adoption of IPM principles in our schools and day care centers by providing information to school staff and administrators, parents, government regulators, state legislators, and commercial applicators operating on school grounds. The goal is to minimize pesticide exposure to children, reduce common asthma triggers stemming from uncontrolled pests and pesticidal residues, improve school staff ability to identify and monitor pests, promote adequate record-keeping, assess treatment thresholds, implement cultural controls, and aid in the selection of low-risk, targeted pesticide applications when strictly necessary.

<http://ipm.montana.edu/school.html>

<http://www.epa.gov/pesticides/ipm/>

AED PROGRAM: MONTANA CODE ANNOTATED

50-6-502. AED program -- requirements for AED use. In order for an entity to use or allow the use of an automated external defibrillator, the entity shall: ^[L]_[SEP]

- (1) establish a program for the use of an AED that includes a written plan that complies with this part and rules adopted by the department pursuant to 50-6-503. The plan must specify: ^[L]_[SEP]
 - (a) where the AED will be placed; ^[L]_[SEP]
 - (b) the individuals who are authorized to operate the AED; ^[L]_[SEP]
 - (c) how AED use will be coordinated with an emergency medical service providing services in the area where the AED is located; ^[L]_[SEP]
 - (d) the medical oversight that will be provided; ^[L]_[SEP]
 - (e) the maintenance that will be performed on the AED; ^[L]_[SEP]
 - (f) records that will be kept by the program; ^[L]_[SEP]
 - (g) reports that will be made of AED use; and ^[L]_[SEP]
 - (h) other matters as specified by the department; ^[L]_[SEP]
- (2) adhere to the written plan required by subsection (1); ^[L]_[SEP]
- (3) ensure that before using the AED, an individual authorized to operate the AED receives appropriate training approved by the department in cardiopulmonary resuscitation and the proper use of an AED; ^[L]_[SEP]
- (4) maintain, test, and operate the AED according to the manufacturer's guidelines and maintain written records of all maintenance and testing performed on the AED; ^[L]_[SEP]
- (5) each time an AED is used for an individual in cardiac arrest, require that an emergency medical service is summoned to provide assistance as soon as possible and that the AED use is reported to the department as required by the written plan; ^[L]_[SEP]
- (6) before allowing any use of an AED, provide the following to all licensed emergency medical services and any public safety answering point or emergency dispatch center providing services to the area where the AED is located: ^[L]_[SEP]
 - (a) a copy of the plan prepared pursuant to this section; and ^[L]_[SEP]
 - (b) written notice, in a format prescribed by department rules, stating: ^[L]_[SEP]
 - (i) that an AED program is established by the entity; ^[L]_[SEP]
 - (ii) where the AED is located; and ^[L]_[SEP]
 - (iii) how the use of the AED is to be coordinated with the local emergency medical service system; and ^[L]_[SEP]
- (7) comply with this part and rules adopted by the department pursuant to 50-6-503.

History: En. Sec. 3, Ch. 335, L. 1999; amd. Sec. 1, Ch. 291, L. 2007.

COUNTY INTERDISCIPLINARY: MONTANA CODE ANNOTATED

History: En. Sec. 3, Ch. 335, L. 1999; amd. Sec. 1, Ch. 291, L. 2007. **County interdisciplinary child information and school safety team 52-2-211.**

- (1) The following persons and agencies operating within a county shall by written agreement form a county interdisciplinary child information and school safety team:
 - (a) the youth court;
 - (b) the county attorney;
 - (c) the department of public health and human services;
 - (d) the county superintendent of schools;
 - (e) the sheriff;
 - (f) the chief of any police force;
 - (g) the superintendents of public school districts; and
 - (h) the department of corrections.
- (2) The persons and agencies signing a written agreement under subsection
 - (1) may by majority vote allow the following persons to sign the written agreement and join the team:
 - (a) physicians, psychologists, psychiatrists, nurses, and other providers of medical and mental health care;
 - (b) entities operating private elementary and secondary schools;
 - (c) attorneys; and
 - (d) a person or entity that has or may have a legitimate interest in one or more children that the team will serve.
 - (3)
 - (a) The members of the team or their designees may form one or more auxiliary teams for the purpose of providing service to a single child, a group of children, or children with a particular type of problem or for any other purpose. Auxiliary teams are subject to the written agreement.
 - (b) A member of an auxiliary team must be a person who has personal knowledge of or experience with the child or children in the member's respective field.
 - (4) The purpose of the team and written agreement is to facilitate the exchange and sharing of information that one or more team members may be able to use in serving a child in the course of their professions and occupations, including but not limited to abused or neglected children, delinquent youth, and youth in need of intervention, and of information relating to issues of school safety. Information regarding a child that a team member supplies to other team members or that is disseminated to a team member under 41-3-205 or 41-5-215(2) and (3) may not be disseminated beyond the organizations or departments that have an authorized member on the team under subsection (1) or (2).
 - (5) The terms of the written agreement must provide for the rules under which the team will operate, the method by which information will be shared, distributed, and managed, and any other matters necessary to the purpose and functions of the team.
 - (6) The terms of the written agreement must state how the team will coordinate its efforts with interdisciplinary child protective teams as provided in 41-3-108 and youth placement committees as provided for in 41-5-121.
 - (7) To the extent that the county interdisciplinary child information and school safety team is involved in a proceeding that is held prior to adjudication of a youth in youth court, the team satisfies the requirements of 20 U.S.C. 1232g(b)(1)(E)(ii)(I) of the Family Educational Rights and Privacy Act of 1974. Montana school districts may release education records to the team. The terms of the written agreement described in subsection (5) must include a requirement that the officials and authorities to whom the information is disclosed certify in writing to the school district that is releasing the education records that the education records or information from the education records will not be disclosed to any other party without the prior written consent of the parent or guardian of the student.

History: En. Sec. 1, Ch. 510, L. 1991; amd. Sec. 26, Ch. 458, L. 1995; amd. Sec. 7, Ch. 466, L. 1995; amd. Sec. 341, Ch. 546, L. 1995; amd. Sec. 58, Ch. 550, L. 1997; amd. Sec. 2, Ch. 564, L. 1999; amd. Sec. 7, Ch. 364, L. 2013.

*Notes for Gallatin Gateway School

Written agreement and *Statement of Confidentiality Form* of the Gallatin County Interdisciplinary Child Information Team on file at Gallatin Gateway School.

Multidisciplinary Team (County Attorney) be made an auxiliary team of the *Gallatin County Interdisciplinary Child Information Team* – voted 3/6/2014

Meetings are held the first Thursday of November, January, March, and May 7:00am

The Gallatin Gateway School Superintendent and Counselor will be designees of the Gallatin County Superintendent by signature on the Addendum “A1” Designees.

What Is FERPA?

FERPA is a federal law that protects the privacy of student *education records*. The law applies to all educational agencies and institutions that receive funds under any U.S. Department of Education program (termed “schools” below). *FERPA* gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.” The Family Policy Compliance Office at the U.S. Department of Education administers *FERPA*.

FERPA protects the rights of parents or eligible students to

- Inspect and review education records;
- Seek to amend education records; and
- Consent to the disclosure of personally identifiable information (PII) from education records, except as specified by law.

What Are “Education Records?”

Different types of records and information may be protected by *FERPA* if determined to be “education records.” Education records are protected by *FERPA* and are broadly defined as records that are directly related to a student and maintained by an educational agency or institution, or by a party acting for the agency or institution. **The non-exhaustive chart below shows several examples of what types of records generally are and are not considered to be education records.**

Education Records	Not Education Records
Transcripts	Records that are kept in the sole possession of the maker and used only as personal memory aids
Disciplinary records	Law enforcement unit records
Standardized test results	Grades on peer-graded papers before they are collected and recorded by a teacher
Health (including mental health) and family history records	Records created or received by a school after an individual is no longer in attendance and that are not directly related to the individual’s attendance at the school
Records on services provided to students under the <i>Individuals with Disabilities Education Act (IDEA)</i>	Employee records that relate exclusively to an individual in that individual’s capacity as an employee
Records on services and accommodations provided to students under <i>Section 504 of the Rehabilitation Act of 1973</i> and <i>Title II</i> of the	Information obtained through a school official’s personal knowledge or observation and not from the student’s education records

See the discussion under “Balancing Safety and Privacy” below for more detail on law enforcement units under *FERPA*, what constitutes a law enforcement unit record, and how these records may be used.

Who May Access *FERPA*-Protected Education Records?

“School officials with a legitimate educational interest” may access *FERPA*-protected education records. Schools determine the criteria for who is considered a school official with a legitimate educational interest under *FERPA* regulations, and it generally includes teachers, counselors, school administrators, and other school staff. The term “school official with a legitimate educational interest” may also include contractors, consultants, volunteers, and other parties if those individuals

- Perform an institutional service or function for which the agency or institution would otherwise use employees;
- Are under the direct control of the agency or institution with respect to the use and maintenance of education records; and
- Are subject to the requirements of 34 CFR § 99.33(a), which specifies that individuals who receive information from education records may use the information only for the purposes for which the disclosure was made and which generally prohibits the redisclosure of PII from education records to any other party without the prior consent of the parent or eligible student. There are, however, exceptions to this prohibition.

In addition, schools must annually notify parents and eligible students of their rights under *FERPA*, and must include in this notification the criteria for who constitutes a school official and what constitutes a legitimate educational interest. The U.S. Department of Education provides model notification statements on its website at <http://www2.ed.gov/policy/gen/guid/fpco/FERPA/lea-officials.html>.

This means that if a school wishes to consider non-employee members of its threat assessment team (TAT), its contracted counseling, nursing, service, or security staff, its school resource officers (SROs), and other non-employees as “school officials” who may have access to education records, the school must ensure that these individuals meet the criteria in the bullets above and the criteria in the school’s annual notification of *FERPA* rights. Schools are encouraged to train all school officials who may have access to education records, including contractors, on *FERPA* as well as other applicable laws.

***Balancing Safety and Privacy**

School officials must balance safety interests and student privacy interests. *FERPA* contains exceptions to the general consent requirement, including the “**health or safety emergency exception,**” and exceptions to the definition of education records, including “law enforcement unit records,” which provide school officials with tools to support this goal.

The Health or Safety Emergency Exception to the Consent Requirement *FERPA* generally requires written consent before disclosing personally identifiable information (PII) from a student’s education records to individuals other than his or her parents. However, the *FERPA* regulations permit school officials to disclose PII from education records without consent to appropriate parties only when there is an actual, impending, or imminent emergency, such as an articulable and a significant threat. **Information may be disclosed only to protect the health or safety of students or other individuals. In applying the health and safety exception, note that:**

1. Schools have discretion to determine what constitutes a health or safety emergency.
2. **Appropriate parties”** typically include law enforcement officials, first responders, public health officials, trained medical personnel, and parents. This *FERPA* exception is temporally limited to the period of the emergency and does not allow for a blanket release of PII. It does not allow disclosures to address emergencies that *might* occur, such as would be the case in emergency preparedness activities.
3. **The information that may be disclosed is limited to only PII from an education record that is needed based on the type of emergency.**
4. **Disclosures based on this exception must be documented in the student’s education records to memorialize the**
 - **Emergency that formed the basis for the disclosure; and**
 - **Parties with whom the school shared the PII.**

The U.S. Department of Education would not find a school in violation of *FERPA* for disclosing *FERPA*-protected information under the health or safety exception as long as the school had a rational basis, based on the information available at the time, for making its determination that there was an articulable and significant threat to the health or safety of the student or other individuals.

For more information on the health or safety exception, see: “Addressing Emergencies on Campus,” June 2011, available at <http://www2.ed.gov/policy/gen/guid/fpco/pdf/emergency-guidance.pdf> and 34 CFR §§ 99.31(a)(10) and 99.36.

Appendix D

Hazards Vulnerability Assessment Outcome

School Hazard Vulnerability Assessments Outcomes

Upon review of Risk and Hazard Vulnerability Assessments, Gallatin Gateway School has implemented the following:

1. A visitor badge system is in place, which is strictly enforced, with visitors showing picture ID if they are unknown to staff. (GGS Policy 4301)
2. Receptionist or office staff has a clear unobstructed line of sight of persons entering the facility.
3. School employees wear standardized identification badges and lanyard with keys to the building.
4. Access to the school is restricted while school is in session by locking entry points. The only unlocked entrance is the front doors of the building.
5. Security cameras are placed at key indoor areas at all middle and high schools. (GGS Policy 3235)
6. Emergency backpacks exist and are inventoried as needed.
7. Emergency responders are provided with facility information including location of utility shut-offs, building diagrams, binder documenting the storage of hazardous materials (MSDS), and other emergency information requested. (Knox box and *Emergency Procedures Manual* provided to dispatch)
8. Rooms are easily identified inside and outside each door for emergency responders.
9. Procedures exist for facility lockdown that differentiate if attacker is inside or outside of facility. (*Emergency Procedures Manual*)
10. A means of locking doors from the inside exists that does not violate municipal fire codes. (Class Doorman <http://teacheropolis.blogspot.com/p/the-class-doorman.html>)
11. Procedures exist for evacuation to local and remote assembly area.
12. Procedures exist and school has identified a shelter-in-place area for school personnel to gather in the event of a threat from contaminated outside air. (*Emergency Procedures Manual*)
13. School has access to personnel designated and trained to assess security threats in accordance with U.S. Secret Service's Safe School guidelines. (School Resource Officer or Sheriff's Dept)
14. A random school locker and school district/school building inspection program utilizing canine units exists to locate drugs, weapons and other contraband. (Policy 3231)
15. Each school tests school alarms (e.g., security, fire, fire alarm pull stations) to ensure operability and personnel familiarity.
16. Fire department fire prevention: proper use of fire extinguishers, fire evacuation procedures, common fire code violations in schools, and special concerns for cafeteria personnel.
17. School has taken steps to properly secure all computers, audio/visual equipment, and valuable equipment. Security measures include steps to secure computers against unauthorized access. (*Parent/ Student Handbook*)
18. Vegetation outside of building is not overgrown such that it blocks the view of law enforcement.
19. School classrooms that are not in use are kept locked.
20. The school has a system in place to ensure that serial numbers are on file for technology equipment.
21. Valuable school property has been clearly identified as school property and inventoried.
22. School has established a system to locate, photograph, remove, and report all graffiti to law enforcement in a timely manner. (6th grade community service project)
23. School uses an **Internet filtering system**. These filtering systems prevent access to sites containing pornography, hate groups, and sites relating to weapon- and bomb-making materials. The filters are tested through use to make sure they work while not blocking sites needed by students for schoolwork. (Policy 3612)
24. The school has a designated vault that is heavily secured.
25. The school safety and/or facility team may conduct a CPTED (crime prevention through environmental design).

Appendix E: Forms

1. Incident Collection Forms
 - Offenders
 - Victims
2. Exercise the Plan
3. Staff Survey

School Safety Incident Collection Form
Gallatin Gateway School District #35

Date of Incident: _____

Time of Incident: _____

Where was the place of occurrence?

- On school property/grounds (e.g., school building, athletic fields)
- At an offsite alternative placement facility
- At a school-sponsored event or at an event within the school's jurisdiction (e.g., athletic competition)
- Off school grounds at an activity under the jurisdiction of another school (e.g., another school's play)
- Off school grounds at an activity, function or event sponsored by the school (e.g., visit to a museum)
- On district-provided public conveyance providing transportation to and from school
- On district-provided public conveyance providing transportation to a school sponsored activity, event, or function
- Off school grounds, en route to or from school
- Other: (please explain)

Notes:

Offender(s) information

Section I

<p><u>Offender's Status:</u></p> <ul style="list-style-type: none"> <input type="radio"/> Adult Visitor/Intruder <input type="radio"/> District Employee <input type="radio"/> Other or Unknown <input type="radio"/> Parent <input type="radio"/> Student <input type="radio"/> Student from another school <input type="radio"/> Student with IEP <p><u>Offender's Disability (if applicable):</u></p> <ul style="list-style-type: none"> <input type="radio"/> Mental Retardation <input type="radio"/> Hearing Impairments <input type="radio"/> Speech/Language Impairments <input type="radio"/> Visual Impairments <input type="radio"/> Emotional Disturbance <input type="radio"/> Orthopedic Impairments <input type="radio"/> Specific Learning Disabilities <input type="radio"/> Deaf/Blindness <input type="radio"/> Multiple Disabilities <input type="radio"/> Autism <input type="radio"/> Traumatic Brain Injury <input type="radio"/> Developmental Delay <input type="radio"/> Other Health Impairments <p><u>Local Offender #:</u> (if known)</p> <p>_____</p>	<p><u>First Name:</u> (if known)</p> <p>_____</p> <hr/> <p><u>Last Name:</u> (if known)</p> <p>_____</p> <hr/> <p><u>Birthdate:</u> (if known)</p> <p>_____</p> <p style="text-align: center;"><i>(month, day, year)</i></p>
	<p><u>Grade:</u> (if applicable)</p> <p>_____</p> <hr/> <p><u>Gender:</u></p> <ul style="list-style-type: none"> <input type="radio"/> Male <input type="radio"/> Female
<p>**This Offender Form may be copied for additional offenders as needed**</p>	

Offender(s) information

Section II - Misconduct type – Mark all that apply

<p>Against a Person</p> <ul style="list-style-type: none"> <input type="radio"/> Assaults on student(s) <ul style="list-style-type: none"> <input type="radio"/> Aggravated assault <input type="radio"/> Simple assault <input type="radio"/> Assaults on school employee <ul style="list-style-type: none"> <input type="radio"/> Aggravated assault <input type="radio"/> Simple assault <input type="radio"/> Racial/ethnic intimidation <input type="radio"/> All other forms of harassment/intimidation (explain) <input type="radio"/> Fighting <input type="radio"/> Minor altercation <input type="radio"/> Sexual offense(s) <input type="radio"/> Stalking <input type="radio"/> Kidnapping/interference with custody of a child <input type="radio"/> Unlawful restraint <input type="radio"/> Threatening school official/student <input type="radio"/> Reckless endangering <input type="radio"/> Robbery/theft <input type="radio"/> Attempt to commit or commission of any of the following: <ul style="list-style-type: none"> <input type="radio"/> Homicide <input type="radio"/> Murder <input type="radio"/> Voluntary manslaughter <input type="radio"/> Involuntary manslaughter <input type="radio"/> Suicide <ul style="list-style-type: none"> <input type="radio"/> Attempted <input type="radio"/> Committed <input type="radio"/> Bullying 	<p>Against Property</p> <ul style="list-style-type: none"> <input type="radio"/> Burglary <input type="radio"/> Arson <input type="radio"/> Vandalism <input type="radio"/> Criminal Trespass
<p>Illegal Possession (other)</p> <ul style="list-style-type: none"> <input type="radio"/> Possession or use of a controlled substance <input type="radio"/> Sale/distribution of a controlled substance <input type="radio"/> Sale, possession, use, transfer, or under the influence of alcohol <input type="radio"/> Possession, use, or sale of tobacco 	<p>Against Society</p> <ul style="list-style-type: none"> <input type="radio"/> Rioting <input type="radio"/> Bomb Threats <input type="radio"/> Terroristic threats (excl. Bomb threats) <input type="radio"/> Failure of Disorderly persons to disperse upon official order <input type="radio"/> Disorderly conduct <p>Illegal Possession of a Weapon</p> <ul style="list-style-type: none"> <input type="radio"/> Possession of firearm <ul style="list-style-type: none"> <input type="radio"/> Handgun <input type="radio"/> Rifle/shotgun <input type="radio"/> Other (starter gun, etc.) <input type="radio"/> Possession of Knife <input type="radio"/> Possession of other weapon <ul style="list-style-type: none"> <input type="radio"/> Cutting instrument <input type="radio"/> Explosive <input type="radio"/> BB/pellet gun <input type="radio"/> Other weapon <p>Other forms of misconduct:</p> <ul style="list-style-type: none"> <input type="radio"/> All other incidents as defined in local student codes of conduct and/or handbook <input type="radio"/> Explain:

Offender(s) information

Section III

Local Law Enforcement Notified

Time: _____ a.m. p.m.

Name (of person called):

Information:

Arrest

Note: Arrest does not mean taking a person into custody. Removal of student, by police, does not constitute an arrest. There will be many situations in which law enforcement officials take a student into custody and may not initiate criminal charges against the student.

Arrest occurred:

- *Yes
- No
- Pending

*If Yes is selected:

Offender charged with one of the following weapons possession offenses:

- Possession of firearm by minor
- Possession of weapon on school property
- Possession of prohibited weapons
- Carrying explosives on school grounds.

Adjudication:

- Adjudicated delinquent
- Convicted as adult
- Probation
- Citation
- Fined

Section III: (continued)

<p><u>School Sanction(s):</u></p> <ul style="list-style-type: none"> <input type="radio"/> None <input type="radio"/> Detention <input type="radio"/> In school suspension <input type="radio"/> Out of school suspension <input type="radio"/> Expulsion – less than one calendar year <input type="radio"/> Expulsion – one calendar year <input type="radio"/> Expulsion – more than one calendar year <input type="radio"/> Other <p><u>Number of days suspended/Expelled:</u></p> <hr/> <p>Received Educational services during expulsion?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No 	<p>Assigned to alternative education:</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No <p>Was the student removed to an alternative education setting based on a State Hearing officer's determination regarding likely injury? <i>(if applicable)</i></p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No <p>Was physical injury involved as a result of this incident? <i>(if applicable)</i></p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No <p>Did this injury require medical treatment? <i>(if applicable)</i></p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No <p>Limited English proficiency status: <i>(if applicable)</i></p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No
<p><u>Type of Parental Involvement:</u></p> <ul style="list-style-type: none"> <input type="radio"/> None <input type="radio"/> Written notification <input type="radio"/> Telephone conference <input type="radio"/> School conference <input type="radio"/> Family counseling <input type="radio"/> Law enforcement/legal involvement <input type="radio"/> Other: <hr/>	<p><u>Remedial Program:</u></p> <ul style="list-style-type: none"> <input type="radio"/> None <input type="radio"/> Alternative education <input type="radio"/> Homebound instruction <input type="radio"/> Student assistance referral <input type="radio"/> Drug/alcohol counseling <input type="radio"/> Guidance counseling <input type="radio"/> Psychological evaluation <input type="radio"/> Peer mediation/conflict resolution <input type="radio"/> Anger management <input type="radio"/> Other: <hr/>

Victim(s) Information

<p><u>Victim's Status:</u></p> <ul style="list-style-type: none"><input type="radio"/> Adult visitor/intruder<input type="radio"/> Against school/school building<input type="radio"/> District employee<input type="radio"/> Other or Unknown<input type="radio"/> Parent<input type="radio"/> Student<input type="radio"/> Student from another school<input type="radio"/> Student with IEP	<p><u>Age:</u> _____</p> <p><u>Gender:</u></p> <ul style="list-style-type: none"><input type="radio"/> Male<input type="radio"/> Female<input type="radio"/> Unknown
<p><u>School Grade:</u></p> <p>_____</p>	<p><u>Race/Ethnicity:</u></p> <ul style="list-style-type: none"><input type="radio"/> American Indian or Alaska Native<input type="radio"/> Asian<input type="radio"/> Black or African American<input type="radio"/> Hispanic or Latino<input type="radio"/> Multi-Racial<input type="radio"/> Native Hawaiian or Other Pacific Islander<input type="radio"/> Other Race<input type="radio"/> Unknown<input type="radio"/> White
<p><u>Required Medical Treatment:</u></p> <ul style="list-style-type: none"><input type="radio"/> *Yes<input type="radio"/> No <p><u>*Reasons for Medical Treatment:</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

** This victim form may be copied for additional victims as needed.**

Gallatin Gateway School District Staff Survey

The following survey is used:

- In conjunction with plan development, as a benchmark of safety and an indicator of possible problems to be addressed.
- Once the safety plan is initially deployed to measure any change in perceptions of safety the plan may bring.
- Yearly, to monitor the progress of the plan in improving the perception of safety and to identify any additional problem areas.

Please check (✓) the box with the answer that most applies to YOUR experiences this school year.					
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
My school is generally clean					
Arguments among students in school are common					
Fights among students are rare at school					
Threats by students against one another are rare					
Some students are regularly beaten up by other students					
Some students are regularly picked on, called names, or teased by other students					
Robbery/theft of school and personal property are common at school					
I generally feel safe at school					
I feel safe on school grounds before school					
I feel safe on school grounds after school					
I feel safe in the school cafeteria					
I feel safe in the school hallways					
I feel safe in the school bathrooms					
I feel safe in classrooms					

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I feel safe on the school playground					
I feel safe going to and from school					
Some students are getting away with too much					
Students know what behavior is expected of them					
Staff enforce the rules when there is an incident					
Staff monitor hallways during period changes					
The consequences for students are fair					
Students feel comfortable telling staff about potential violence					
Teachers listen to students when they have a problem					
Administration apply discipline rules fairly					
My school holds drills in accordance with state-level legislation (8/year)					
My school is prepared for any emergency					
My school provides guidance and counseling services for students					
Parents are involved in activities at school					
Staff has input into decision making at my school					
Teachers respect students in this school					
Teachers enjoy being here					
I feel I belong at this school					
Most students are proud of this school					
I am proud of this school					

During this school year, how many times have YOU experienced and/or witnessed the following problems in your school? Please check (✓) the box with the answer that most applies to YOUR experiences this school year.					
	8 or more	5 to 8	3 to 5	1 to 3	0
Verbal threats on school grounds					
Physical violence on school grounds					
Students with weapons on school grounds					
Students smoking, drugs, alcohol on school grounds					
Teasing or bullying on school grounds					
Gang activity on school grounds					
Stealing on school grounds					
Vandalism of school property					
Discrimination or bigotry at school					
Violence in the community around the school					
Cheating on homework or tests					
Students skipping class					
Truant students					

How effective do you feel these strategies are for making your school SAFE. Please check (✓) the box with the answer that most applies to YOUR experiences this school year.					
	Very Effective	Somewhat Effective	Neutral	Somewhat Ineffective	Totally Ineffective
Suspending/Expelling students who commit acts of violence					
In school suspension for students who commit acts of violence					
Putting more security devices/cameras in school					
Police Presence (SRO)					
Bringing drug and/or weapon sniffing dogs to school					

Exercise the Plan

The more a plan is practiced and stakeholders are trained on the plan, the more effectively they will be able to act before, during, and after an emergency to lessen the impact on life and property. Exercises provide opportunities to practice with community partners (e.g., first responders, local emergency management personnel), as well as to identify gaps and weaknesses in the plan. The exercises below require increasing amounts of planning, time, and resources. Ideally, schools will create an exercise program, building from a tabletop exercise up to a more advanced exercise, like a functional exercise:

- **Tabletop exercises:** Tabletop exercises are small-group discussions that walk through a scenario and the courses of action a school will need to take before, during, and after an emergency to lessen the impact on the school community. This activity helps assess the plan and resources, and facilitates an understanding of emergency management and planning concepts.
- **Drills:** During drills, school personnel and community partners (e.g., first responders, local emergency management staff) use the actual school grounds and buildings to practice responding to a scenario.
- **Functional exercises:** Functional exercises are similar to drills but involve multiple partners; some may be conducted district-wide. Participants react to realistic simulated events (e.g., a bomb threat, or an intruder with a gun in a classroom), and implement the plan and procedures using the ICS.
- **Full-scale exercises:** These exercises are the most time-consuming activity in the exercise continuum and are multiagency, multijurisdictional efforts in which all resources are deployed. This type of exercise tests collaboration among the agencies and participants, public information systems, communications systems, and equipment. An Emergency Operations Center (EOC) is established by either law enforcement or fire services, and the ICS is activated.

Before making a decision about how many and which types of exercises to implement, a school should consider the costs and benefits of each, as well as any state or local requirements. For example, while a tabletop exercise may be less costly and less time-consuming to run, a full-scale exercise provides a more realistic context for the simulated response to an emergency situation, thus providing more constructive feedback to improve the plans. If students are involved, the school should also consider the age of the student population when selecting the appropriate exercise. Schools should also consider whether to include parents and should take into account the cultural diversity of their populations when designing exercises and training.

It is up to the planning team to decide how often exercises should be conducted. While frequent exercise is important, it is imperative that exercises are of high quality.

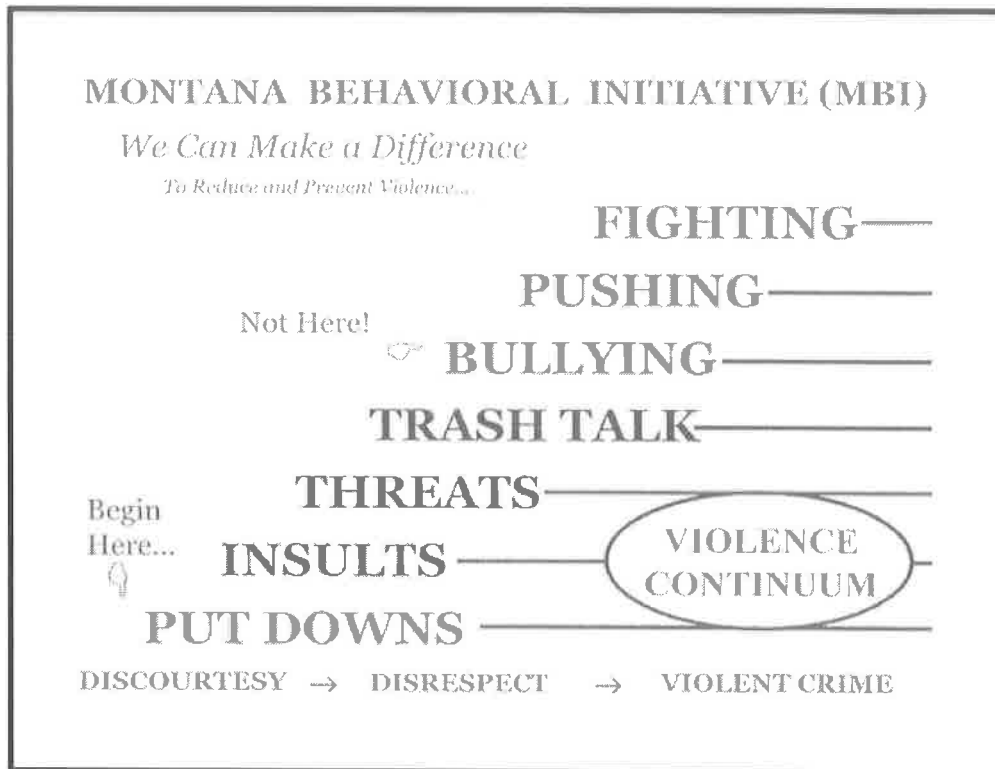
To effectively execute an exercise

- Include community partners such as first responders (law enforcement officers, EMS practitioners, and fire department personnel) and local emergency management staff;
- Communicate information in advance to avoid confusion and concern;
- Exercise under different and non-ideal conditions (e.g., times of day, weather conditions, points in the academic calendar, absence of key personnel, and various school events);
- Be consistent with common emergency management terminology;
- Debrief and develop an after-action report that evaluates results, identifies gaps or shortfalls, and documents lessons learned; and
- Discuss how the school EOP and procedures will be modified, if needed, and specify who has the responsibility for modifying the plan.

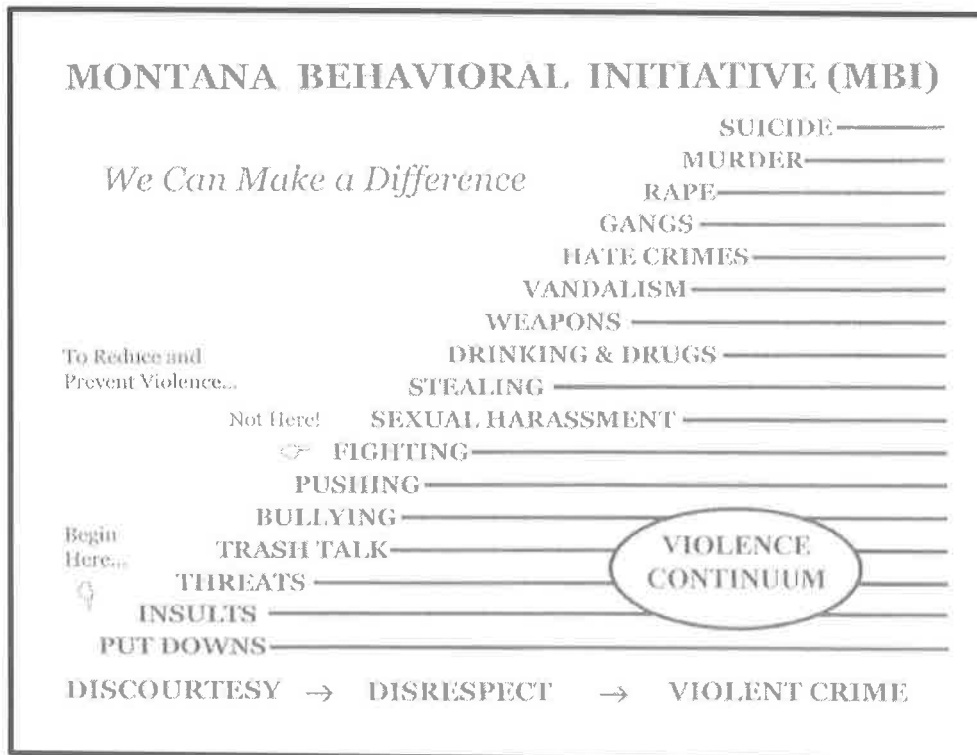
For additional information on conducting exercises, please see the *Homeland Security Exercise and Evaluation Program Guide* at https://hseep.dhs.gov/pages/1001_HSEEP10.aspx.

Appendix F: Violence Continuum

Violence Continuum Grade K-3



Violence Continuum Grade 4-8



Appendix G: Response Team Members and Contact Information Form

<u>Response Team Member</u>	<u>Name</u>	<u>Contact Information</u>
Superintendent		
School Resource Officer		
School Counselor		
GGs Business Manager		
GGs Administrative Secretary		
Gallatin Gateway Fire Chief		
Payne West Representative		
Madison/Gallatin SPED Coop		
School Nurse		
Teacher Representative		
Teacher Representative		
Community Member		
Community Member		
GGs Board Chair		
GGs Board Vice Chair		

Athlete's Name _____

Gallatin Gateway Gator Athletic Handbook



Gallatin Gateway School District #35
Grades K-8

We have read the Athletic Handbook and understand its contents. We understand that it is our responsibility to follow the recommended guidelines for athletic success.

Custodial Parent/Legal Guardian (Print):

_____ Phone _____
_____ Phone _____

Custodial Parent/Legal Guardian Signature(s):

_____ Date: _____
_____ Date: _____

Student Name (Print): _____

Student Signature: _____ Date: _____

Parents and students sign and date page: 1, 13

Parents complete and sign pages: 14, 15, 16, 17

Athletic Evaluation conducted by medical examiner page: 17

Do not take Athletic Handbook apart; keep all pages stapled

TO: Parents of Student Athletes

FROM: Travis Anderson, Superintendent
Mr. Mike Coon, Athletic Director
Ms. Erica Clark, Assistant Athletic Director

RE: Gallatin Gateway School Athletics

Welcome to Gallatin Gateway School Athletics! We are excited about the opportunity to be involved with your child's extra-curricular activities. Our school athletics are designed for every student's enjoyment and growth. The coaches, Athletic Directors, along with our athletic support group, Boosters, look forward to building a very positive athletic environment for you and your student athletes.

Sports available at Gallatin Gateway School are volleyball, cheerleading, boys' basketball, girls' basketball, wrestling, and track/field. It will be a very busy year!

Student athletes are required to have a physical and provide proof of health insurance coverage each school year.

Please read ALL the information carefully, sign where appropriate, and turn in this entire handbook to the school office.

Both student and parent must sign and date:

Page 1
Page 13 (and initial)

Parents must complete:

Page 14
Page 15
Page 16
Page 17

You can't hide that Gator pride!!!

Athletic Handbook

Gallatin Gateway School District #35

I. Athletic Participation Philosophy

Gallatin Gateway School District #35 recognizes the value of athletic programs as an integral part of the student's total education experience. All athletes will be subject to the athletic policies and procedures contained herein. If a special incident arises, which may not be covered in this handbook, the issue shall be submitted to the Superintendent, who will follow the District's Grievance Procedure for a determination and resolution.

Participation in the athletic program offered by Gallatin Gateway School is a privilege available to all students and carries with it responsibilities to the school, other participants, and the community. Gallatin Gateway School believes that every student has the right to the best education this community can provide. Responsibility for this rests through active participation of students, parents, and school staff. Academic schoolwork must come first.

The athletic program is designed to teach students the fundamentals of a variety of sports and to provide experiences that will assist each participant in developing athletic skills and a positive self-image, emotional maturity, sound moral values, social competence, discipline and responsibility, and the ability to deal with success and adversity.

II. Athletic Participation and Eligibility Guidelines

Athletes enrolled academically full time: All students attending from 8:10am to 3:10pm are eligible for participation in all sports.

Athletes enrolled academically part time: All part-time students are eligible for participation in all sports.

Athletes living in the GGS District #35, but not enrolled in Gallatin Gateway School: Any student who resides in the Gallatin Gateway School District, but is not actively enrolled in Gallatin Gateway School, and wishes to participate in any sports activity must write a letter addressed to the Superintendent stating his/her reasons for wanting to join a team. This request must be provided to the Superintendent at least seven days prior to any regular School Board meeting. The Board shall make the final decision on the acceptance of such students. The District will not admit any students when it causes overcrowding or discipline concerns on any sports program. One year's acceptance does not guarantee another year's acceptance.

Athletes not living in the Gallatin Gateway School District #35 not enrolled in Gallatin Gateway School: All students outside the district who are not academically enrolled are not eligible to participate in any sports.

Athletes wishing to join after the start date of a season: For team sports such as volleyball, basketball, and cheerleading, athletes will not be permitted to join the sport after the first game, event, or competition. Accommodations may be made for students who transfer to the District during the team-sport season. For individual sports such as track and wrestling, athletes may join during the season; however, Booster participation fees will not be prorated.

Participation Fee: No refunds will be given after the first practice. If an athlete participates in the first practice, and then decides not to continue, they will not be refunded their participation fee. (The only exception to this, would be for a medical issue. A signature from a Doctor is required.)

Eligibility Requirements for Athletics and Extracurricular Activities – 5th-8th grade

At Gallatin Gateway School, we strive to have all students working to intellectual capacity. One of our primary tasks is to assist students in attaining, and then maintaining, a self-disciplined, responsible, and rigorous approach to their studies. In order to be eligible for athletics and certain extracurricular activities, a student must be functioning at a high level of self-discipline and responsibility. The following outlines the procedures used to determine eligibility and the consequences of an ineligibility determination:

1. Turn work in on time. Teachers will keep track of late work:

- a. If the student does not complete past-due assignments prior to the scheduled activity, he/she may not be able to participate.
 - b. Late assignments will affect grades and eligibility for participation in school sports and activities.
2. Grades - Student-athletes participating in extracurricular activities are expected to maintain good grades during the entire season. If a student has an "F" in any subject, or two or more "D's," he/she will be required to report to after school academic support until the grade(s) are improved to a "C" or better. After school support will occur on Monday, Tuesday, Wednesday, and Thursday from 3:15-4:00.
3. Students with Curriculum Accommodations. For students with an Individual Education Plan (IEP), accommodations are made according to the IEP and our Special Education staff. The Special Education teacher makes the final determination of ineligibility.

III. Goals of the Athletic Program

The objectives of the athletic program are as follows:

- 1) To provide an athletic program, which encourages students to explore various sports activities and develop new interests, talents, and leadership and interpersonal skills.
- 2) To provide a program that is fun, encourages participation, and has a "no-cut" policy.
- 3) To ensure all athletes are given opportunities to participate in games.
- 4) To emphasize while playing to win in competition is healthy, team cooperation, and performance is more important than winning the contest.
- 5) To encourage positive attitudes and sportsmanship toward teammates, coaches, and opponents.
- 6) To provide a competent level of coaching for each sport offered and emphasize a coach's role in the personal and social growth of student athletes.

IV. Athletic Evaluation (Physicals)

No student shall be eligible to participate in the athletic program without having undergone a physical examination prior to the first practice. The physical evaluation form is attached and shall be valid for a period of one school year. A physical examination conducted before June 1st is not valid for participation for the following school year.

The athletic evaluation will include the following:

- Medical History (see *Athletic Evaluation Form*)
- Physical Examination:
 - Height, weight, blood pressure, pulse
 - Vision check if necessary
 - Exam of heart, lungs, abdomen, ears, nose, throat
 - Brief genital exam in boys to rule out hernia
 - Evaluation of posture, joints, strength, and flexibility
 - Counseling on nutrition, supplements, injury recovery, and concussion

Parents may attend the examination, but it is not necessary. Students will need to be partially unclothed during portions of the exam. Privacy is assured. If you choose to waive any part of the examination, a note must be signed by the parent.

V. Sports Offered

Boys' Basketball

All boys in grades 5 through 8 are eligible to play basketball. The boys' season starts in January and continues until through February. Games are played at home and away, with the Gators playing teams throughout the Gallatin Valley and surrounding areas. Boys who participate at this level will be prepared for high school try-outs if they wish to continue after middle school.

Cheerleading

All students in grades 5 through 8 can join the cheering squad. Cheerleaders attend all home boys' basketball games to support the Gallatin Gateway Gators! Go Gators!

Girls' Basketball

All girls in grades 5 through 8 are eligible to play basketball. The girls' season starts in October and continues until mid-December. Games are played at home and away, with the Gators playing teams throughout Gallatin Valley and surrounding areas. Girls who participate at this level will be prepared for high school try-outs if they wish to continue after middle school.

Track & Field

All students in grades 5 through 8 are eligible to participate in track & field. The track season starts in late March and continues until mid-May. Track meets are held throughout Gallatin Valley and surrounding areas. Students have the opportunity to compete in several different events as individuals and in small teams. Students who participate at this level will be prepared for high school try-outs if they wish to continue after middle school.

Volleyball

All girls in grades 5 through 8 are eligible to play volleyball. The girls' season starts in early September and continues until mid-October. Games are played at home and away, with the Gators playing teams throughout Gallatin Valley and surrounding areas. Girls are taught the basic fundamentals of volleyball and then apply these principles in practice and during games. Girls who participate at this level will be prepared for high school try-outs if they wish to continue after middle school.

Wrestling

All students in grades K through 8 are eligible to participate in wrestling. The wrestling season starts in February and continues until mid-March. Students are divided by age and weight to wrestle during competitions. The Gators wrestle in tournaments throughout southwestern Montana. Wrestling is an individual sport which requires tremendous support of other team members, parents and friends.

VI. Conduct/Sportsmanship

Participants in the athletic program are expected to conduct themselves in an exemplary manner at all times. Their actions should reflect favorably on themselves, their teammates, and the school. Inappropriate behavior and unsportsman-like conduct will not be tolerated.

- a) Students are expected to conform to all rules on conduct and training established by the coaches, administration, and school board. Participants may be suspended from the athletic program for any action unbecoming an athlete representing Gallatin Gateway School.
- b) Any participant charged with a misdemeanor or more serious crime may be suspended from the athletic program pending disposition of the case. Following a conference with the coach, athletic director, parents, the student, the individual case shall be acted upon.

Players

The responsibility of the players for sportsmanship is second in importance only to the sportsmanship of the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Desirable behavior for players would be to:

- Treat opponents with the respect that is due them as guests and peers.
- Shake hands with opponents and wish them good luck before the contest. Exercise self-control at all times, accepting decisions and abiding by them.
- Respect the officials' judgment and interpretations of the rules and never argue or make gestures indicating dislike for a decision.
- Do not communicate with the officials regarding the clarification for a ruling. This is the captain's responsibility based on the approval and direction of the coach.
- For safety factors, players are not allowed to chew gum while playing a game.

Cheerleaders

Cheerleaders play a very important part in athletic competition. They should:

- Motivate fans and students to support the team with enthusiasm and good sportsmanship.
- Choose the right cheers at the appropriate time.
- Be positive and act as role models representing Gallatin Gateway School.

VII. Attendance

Absences on Game Days:

- a) If a student is absent from school then the student will not be eligible to participate in a game that day.
- b) If a student has a written excuse to be absent from school from a physician (i.e. physician, dental, optometrist, etc.) he/she will be eligible to participate in a game that day.
- c) A student who is under school suspension shall also be suspended from participating in the athletic program until the suspension has been lifted.
- d) If a student is absent from school for a court appearance, bereavement, a family emergency, or any other reason deemed appropriate by the Athletic Director or, if the Athletic Director is not available, the Superintendent, he/she will be eligible to participate in a game that day.

Practice Schedule

- a) The coach shall determine the practice schedule for the team. Participants must attend all practices unless they have an excused absence due to illness, a medically related reason, or family emergency.
- b) If a student is absent from school then the student will not be eligible to participate in practice that day.
- c) If a student has a written excuse to be absent from school from a physician (i.e. physician, dental, optometrist, etc.) he/she will be eligible to participate in practice that day.

Playing Time

The coach will determine an athlete's playing time.

VIII. Health Insurance & Injuries

Each athlete must have medical coverage to participate in school athletics. In addition to your own health insurance, you may wish to use the school's student insurance program. Special Markets Insurance Consultants (SMIC) provides school coverage for athletes. This plan provides full-time coverage with sports or school-time coverage with sports. It is an excellent individual insurance plan or supplemental insurance plan for athletes. Each family receives insurance enrollment information with the Student/Parent Handbook on the first Friday of school. Parents may all visit www.k12specialmarkets.com to get more information and/or enroll in a plan of their choice.

All injuries are to be reported immediately to the coach regardless of the severity or nature of the injury. The coach will fill out an accident report form and file it in the Superintendent's office within 24 hours of the accident.

IX. Chemical Use Policy

Students participating in extra- and co-curricular activities shall not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs, or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect twenty-four (24) hours a day. For more information see GGS Policy #3050.

X. Transportation to Games, Athletic Events, or Competitions

Gallatin Gateway School does not provide transportation for athletes to games, athletic events or competitions. Parents are responsible for transporting their child(ren) to all away athletic games, events, or competitions. If a parent cannot transport their child(ren) they may ask the coach and/or the athletic director for assistance finding an approved volunteer driver to transport their athlete for them. Travel arrangements should be made in advance (at least a day) by the parent and preferably not by the student during school hours. Students who do not have a ride from an approved driver may not be permitted to attend an away game, event, or competition.

XI. Volunteer Drivers

Gallatin Gateway School District appreciates volunteers who assist with the transportation of athletes to games, events, and competitions in their private vehicles. Before being authorized to transport children, other than children of one's residence, Gallatin Gateway School District requires:

1. Volunteer Handbook completed
2. A minimum of \$300,000 liability on vehicle insurance
3. Valid Montana Drivers License
4. A review of driving history
5. Must be age 21 or older
6. Completed *Employee and Volunteer Auto Insurance Request Form* on file with the District Office

7. Completed *Student Transportation Liability Release Form* for student being transported by volunteer on file with the District Office

XII. Parent Meeting

Parents/guardians and students participating in athletics are required to attend an informational meeting at the beginning of each season. This meeting will be held the first day of practice at 5:15pm for all sports unless otherwise announced.

XIII. Gateway Gators Booster Club Policies

1. Sports Participation Fees are set by the Gator Boosters; fees are used to pay for the costs of each sport, ie. Referees, equipment, tournament fees, maintain and replace uniforms. Coaches are paid employees of Gallatin Gateway School and not hired by Gator Boosters.
2. Gator Boosters will collect a fully refundable deposit fee for each uniform and sports bag distributed. The deposits will be returned when the uniforms and bags are turned in at the end of the season.
3. Cancellation Policy: Refunds will only be given in the event of a medical release, no refunds will be given after the season has started. All fees must be paid before the participant can practice/play.
4. Scholarships are available. Please request a Gator Booster Sports Scholarship Form from the Athletic Director.

Gateway Gators Booster Club

Who we are: The Gateway Gators Booster Club (Boosters) serve the Gallatin Gateway School sports programs and support the student athletes and the staff associated with each sport. We are a registered 501c(3) organization.

Our Goal: To provide all students the opportunity to participate in sports programs, keeping participation fees as low as possible while providing a quality experience for each student athlete.

What we do:

- Provide assistance with the administration of participation forms and collect participation fees,
- Maintain and distribute uniforms and bags for basketball, volleyball, wrestling, cheerleading and track.
- Provide opportunities for all students and families to purchase Spirit Wear at different times of the year.
- Provide concessions at basketball and volleyball games,
- Pay for referees at basketball and volleyball games,
- Pay for trophies at basketball and volleyball tournaments,
- Provide recognition to our student athletes with certificates and a letter/pin program,
- Maintain a sports bulletin board for each sporting season, and provide a program of athletes,
- Fundraise and purchase needed equipment for sports programs including a scoreboard, playing equipment, referee stands, etc.
- Recruit parent volunteers to help with admissions, concessions, and tournaments.

If you are interested in helping with any of the tasks listed above, please contact a Booster Club Director.

Directors:

Chanda Harrision, President
chandadoughlane@yahoo.com
(539-7627)

Amy Kimmel, Vice President
amybkimmel@gmail.com

Sarah Ouellette, Treasurer
yooper@3rivers.net

CJ Smith, Secretary
stacjsmith@aol.com

What is a concussion?

A concussion is a traumatic brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"

What are the symptoms of a concussion?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

What should I do if I think I have a concussion?

- Tell your coaches and your parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.
- Get a medical checkup. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain.
- It is important to rest until you get approval from a doctor or health care professional to return to play.

How can I prevent a concussion?

- Every sport is different, but there are steps you can take to protect yourself.
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:
 - The right equipment for the game, position, or activity
 - Worn correctly and fit well
 - Used every time you play

Remember, when in doubt, sit out! It's better to miss one game than the whole season!

For more information please visit: <http://www.cdc.gov/Concussion/>

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

What are the symptoms of a concussion?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

How can you help your child prevent a concussion?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

What should you do if you think your child has a concussion?

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
2. Keep your child out of play. Concussions take time to heal. Don’t let your child return to play until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

3. Tell your child's coach about any recent concussion. Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

Remember, when in doubt, sit them out! It's better to miss one game than the whole season!

For more information please visit: <http://www.cdc.gov/Concussion/>

Be Prepared

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

SIGNS AND SYMPTOMS OF A CONCUSSION

SIGNS OBSERVED BY PARENTS OR GUARDIANS	SYMPTOMS REPORTED BY YOUR CHILD OR TEEN	
<ul style="list-style-type: none"> ▪ appears dazed or stunned ▪ Is confused about events ▪ Answers questions slowly ▪ Repeats questions ▪ Can't recall events prior to the hit, bump, or fall ▪ Can't recall events after the hit, bump, or fall ▪ Loses consciousness (even briefly) ▪ Shows behavior or personality changes ▪ Forgets class schedule or assignments 	<p><u>Thinking/Remembering:</u></p> <ul style="list-style-type: none"> ▪ Difficulty thinking clearly ▪ Difficulty concentrating or remembering ▪ Feeling more slowed down ▪ Feeling sluggish, hazy, foggy, or groggy <p><u>Physical:</u></p> <ul style="list-style-type: none"> ▪ Headache or “pressure” in head ▪ Nausea or vomiting ▪ Balance problems or dizziness ▪ Fatigue or feeling tired ▪ Blurry or double vision ▪ Sensitivity to light or noise ▪ Numbness or tingling ▪ Does not “feel right” 	<p><u>Emotional:</u></p> <ul style="list-style-type: none"> ▪ Irritable ▪ Sad ▪ More emotional than usual ▪ Nervous <p><u>Sleep*:</u></p> <ul style="list-style-type: none"> ▪ Drowsy ▪ Sleeps less than usual ▪ Sleeps more than usual ▪ Has trouble falling asleep <p><i>*Only ask about sleep symptoms if the injury occurred on a prior day.</i></p>

LINKS TO OTHER RESOURCES

- CDC –Concussion in Sports
 - <http://www.cdc.gov/concussion/sports/index.html>

- National Federation of State High School Association/ Concussion in Sports - What You Need To Know
 - www.nfhslearn.com

- Montana High School Association – Sports Medicine Page
 - <http://www.mhsa.org/SportsMedicine/SportsMed.htm>

Student-Athlete & Parent/Guardian Concussion Statement

Because of the passage of the Dylan Steiger’s Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student-athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete’s parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athletes participation during the designated school year. The law further states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed health care provider.

Athlete Name: _____

Parent/Legal Guardian Name(s): _____

We have read the Student-Athlete & Parent/Legal Guardian Concussion Information Sheet. If true, please check the box.

After reading the information sheet, I am aware of the following information:

Student-Athlete Initials		Parent/Legal Guardian Initials
	A concussion is a brain injury, which should be reported to my parents, my coach(es), or a medical professional if one is available.	
	A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance.	
	A concussion cannot be “secn.” Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.	
	I will tell my parents, my coach, and/or a medical professional about my injuries and illnesses.	N/A
	If I think a teammate has a concussion, I should tell my coach(es), parents, or licensed health care professional about the concussion.	N/A
	I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.	N/A
	I will/my child will need written permission from a licensed health care professional to return to play or practice after a concussion.	
	After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away.	
	Sometimes, repeat concussions can cause serious and long-lasting problems.	
	I have read the concussion symptoms on the Concussion fact sheet.	

Signature of Student Athlete

Date

Signature of Custodial Parent/Legal Guardian

Date

GALLATIN GATEWAY SCHOOL ATHLETIC PRE-PARTICIPATION PHYSICAL EXAM

A physical examination is required for each student in order to be considered eligible for participation in an Association contest. Physical examinations must be completed prior to the first practice. A licensed medical professional acting within the scope and limitations of his/her practice must certify this examination. This certification is valid for a period of one school year. A physical examination conducted before June 1st is not valid for participation for the following school year.

HISTORY – To be completed by the student and parent(s).

QUESTIONNAIRE FOR ATHLETIC PARTICIPATION (PLEASE PRINT)			
Name _____	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Grade _____ Date of Birth _____
Home Address _____	Family Physician _____		
Parent's Name _____	Date _____		
Phone Number _____			

Explain "Yes" answers below. Circle questions to which you don't know the answer.

- | | Yes | No | | Yes | No |
|--|--------------------------|--------------------------|--|--------------------------|--------------------------|
| 1. Has a doctor ever denied or restricted your participation in sports for any reason? | <input type="checkbox"/> | <input type="checkbox"/> | 25. Do you cough, wheeze, or have difficulty breathing during or after exercise? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have an ongoing medical condition (like diabetes or asthma)? | <input type="checkbox"/> | <input type="checkbox"/> | 26. Is there anyone in your family who has asthma? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you currently taking any prescription or nonprescription (over-the-counter) medicines or pills? | <input type="checkbox"/> | <input type="checkbox"/> | 27. Have you ever used an inhaler or taken asthma medicine? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you taking medicine for ADHD? | <input type="checkbox"/> | <input type="checkbox"/> | 28. Were you born without or are you missing a kidney, an eye, a testicle, or any other organ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have allergies to medicines, pollens, foods, or stinging insects? | <input type="checkbox"/> | <input type="checkbox"/> | 29. Have you had infectious mononucleosis (mono) within the last month? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever passed out or nearly passed out DURING exercise? | <input type="checkbox"/> | <input type="checkbox"/> | 30. Do you have any rashes, pressure sores, or other skin problems? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever passed out or nearly passed out AFTER exercise? | <input type="checkbox"/> | <input type="checkbox"/> | 31. Have you ever had a herpes skin infection? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you ever had discomfort, pain, or pressure in your chest during exercise? | <input type="checkbox"/> | <input type="checkbox"/> | 32. Have you ever had a head injury or concussion? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does your heart race or skip beats during exercise? | <input type="checkbox"/> | <input type="checkbox"/> | 33. Have you been hit in the head and been confused or lost your memory? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Has a doctor ever told you that you have (circle all that apply):
High blood pressure A heart murmur
High cholesterol A heart infection | <input type="checkbox"/> | <input type="checkbox"/> | 34. Have you ever had a seizure? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Has a doctor ever ordered a test for your heart? (for example, ECG, echocardiogram) | <input type="checkbox"/> | <input type="checkbox"/> | 35. Do you have headaches with exercise? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Has anyone in your family died for no apparent reason? | <input type="checkbox"/> | <input type="checkbox"/> | 36. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Does anyone in your family have a heart problem? | <input type="checkbox"/> | <input type="checkbox"/> | 37. Have you ever been unable to move your arms or legs after being hit or falling? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Has any family member or relative died of heart problems or of sudden death before the age of 50? | <input type="checkbox"/> | <input type="checkbox"/> | 38. When exercising in the heat, do you have severe muscle cramps or become ill? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Does anyone in your family have Marfan syndrome? | <input type="checkbox"/> | <input type="checkbox"/> | 39. Has a doctor told you that you or someone in your family has sickle cell trait or sickle cell disease? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Have you ever spent the night in the hospital? | <input type="checkbox"/> | <input type="checkbox"/> | 40. Have you had any problems with your eyes or vision? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Have you ever had surgery? | <input type="checkbox"/> | <input type="checkbox"/> | 41. Do you wear glasses or contact lenses? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Have you ever had an injury, like a sprain, muscle or ligament tear, or tendonitis that caused you to miss practice or game? If yes, circle affected area below: | <input type="checkbox"/> | <input type="checkbox"/> | 42. Do you wear protective eyewear, such as goggles or a face shield? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Have you had any broken or fractured bones, or dislocated joints? If yes, circle below: | <input type="checkbox"/> | <input type="checkbox"/> | 43. Are you happy with your weight? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Have you ever had a bone or joint injury that required x-rays, MRI, CT, surgery, injections, rehabilitation, physical therapy, a brace, a cast, or crutches? If yes, circle below: | <input type="checkbox"/> | <input type="checkbox"/> | 44. Are you trying to gain or lose weight? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Have you ever had a stress fracture? | <input type="checkbox"/> | <input type="checkbox"/> | 45. Has anyone recommended you change your weight or eating habits? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Have you been told that you have or have you had an x-ray for atlantoaxial (neck) instability? | <input type="checkbox"/> | <input type="checkbox"/> | 46. Do you limit or carefully control what you eat? | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Do you regularly use a brace or assistive device? | <input type="checkbox"/> | <input type="checkbox"/> | 47. Do you have any concerns that you would like to discuss with a doctor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Has a doctor ever told you that you have asthma or allergies? | <input type="checkbox"/> | <input type="checkbox"/> | | | |

Head	Neck	Shoulder	Upper arm	Elbow	Forearm	Hand/ Fingers	Chest
Upper back	Lower back	Hip	Thigh	Knee	Calf/ shin	Ankle	Foot/ toes

Explain "Yes" answers here:

Allergies: _____

PROVIDER'S PHYSICAL EXAMINATION FORM

Name _____ Date of Birth _____
 Height _____ Weight _____ Pulse _____ BP: _____ / _____ Date of Last Tetanus Shot: _____
 Vision R 20/ _____ L 20/ _____ Corrected: Y N Pupils: Equal _____ Unequal _____

	NORMAL	ABNORMAL FINDINGS
MEDICAL		
Appearance		
Eyes/ears/nose/throat		
Hearing		
Lymph nodes		
Heart		
Murmurs		
Pulses		
Lungs		
Abdomen		
Hernia		
Skin		
MUSCULOSKELETAL		
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hands/fingers		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		

Notes: _____

CLEARANCE

Cleared without restriction
 Cleared with recommendations for further evaluation or treatment for: _____

Not cleared for: All Sports Certain Sports _____ Reason: _____

Name of physician/medical provider [print or type] _____ Date _____

Address _____ Phone _____

Signature of physician/medical provider _____

PARENT'S OR GUARDIAN'S PERMISSION AND RELEASE

I certify that the information provided by the student/parent(s) is accurate to the best of my knowledge. I hereby give my consent for the above student to engage in approved athletic activities as a representative of his/her school, except those indicated above by the licensed professional. I also give my permission for the team physician, athletic trainer, or other qualified personnel to have access to information provided here as well as to give first aid treatment to this student at an athletic event in case of injury. If emergency service involving medical action or treatment is required and the parent(s) or guardian(s) cannot be contacted, I hereby consent for the student named above to be given medical care by the doctor or hospital selected by the school.

Printed name of Custodial Parent/Legal Guardian _____

Signature of Custodial Parent/ Legal Guardian _____

Agenda Item: 2017-2018 BUDGET ADOPTION- ALL BUDGETED FUNDS

The following final budget amounts are recommended for adoption.

See attached **DRAFT** FY17-2018 Budget Report for more information (taxable values and mills are not current—will not be released by state until August 7, 2017).

Fund Name:	Fund #	Final Budget
General	101	\$1,202,095.26
Transportation	110	\$97,500.00
Bus Depreciation	111	\$81,175.55
Tuition	113	\$874.43
Retirement	114	\$204,691.05
Adult Education	117	\$18,158.06
Technology	128	\$18,261.58
Flexibility	129	\$15,060.93
Debt Service	150	\$114,065.00
Building Reserve	161	\$128,012.20

Total mills for all budgeted funds FY18: 148.68** ESTIMATE- final taxable value for FY18 not released

Total mills for all budgeted funds FY17: 131.45

Total mills for all budgeted funds FY16: 135.84

The changes in the number of mills can be attributed to the following:

1. The change in the taxable value (as taxable value increase the number of mills decrease)
 - a. FY16 = 4,963,405
 - b. FY17 = 5,299,510
 - c. FY18 = Not yet released (expected approximately August 7)** TV is expected to increase, which will lower the overall number of mills
2. The increase/decrease of the adopted/proposed budget for the particular fund
3. The addition of the permissive levy in the Building Reserve Fund
 - a. Voted Levy = \$35,000 (approx. mills based on FY17 Taxable value = 6.60)
 - b. Permissive Levy = \$31,200 (approx. mills based on FY17 Taxable value = 5.89)

Please note: At this time, the board is adopting the overall budget authority for all of the budgeted funds based on the recommendation of the Superintendent and Business Manager. In September 2017, the Board will adopt a final line-item budget for General Fund (101) and all other budgeted funds.

MORE INFORMATION FOR BOARD CONSIDERATION:

SB261 Funding Reductions for FY18- How will they affect Gallatin Gateway School?

General Fund:

Less \$16.70- Revenue from reduced At-Risk Payment

Less \$121.03- Revenue from reduced Special Ed Funding

Less \$3191.76- Revenue from elimination of Data for Achievement Payment

Total loss in Revenue for General Fund: \$3,329.49

The loss of revenue does not affect the District's budget authority, but if the District does utilize the entire budget authority they will likely be utilizing general fund reserves to do so. The options for the District are to:

1. Spend \$3,329.49 less in the general fund to ensure reserves are not utilized
2. Utilize its entire budget authority and take advantage of the general fund reserves.

Flexibility Fund:

Less \$4,413.60- Revenue from reduced Combined Block Grant

Total loss in Revenue for Flexibility Fund: \$4,413.60

The loss of revenue does not affect the District's budget authority, but if the District does utilize the entire budget authority they will likely be short on revenues and experience a negative cash balance in the Flexibility Fund at year-end. There are no reserves allowable in the Flexibility Fund. Therefore, it is recommended that the District spend \$4,413.60 less in the flexibility fund to ensure a positive fund cash balance at the end of the fiscal year.

Recommendation:

Adopt the final budget amounts for all budgeted funds as noted above

Recommended Motion:

To adopt the final budget amounts for all budgeted funds as noted above for FY2017-18.



Budget Report

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Due Dates:

Board of Trustees adopts Final Budget no later than August 25th before: computation of GF levy requirement by Cty Supt. & the fixing of district tax levies. (MCA 20-9-131)

Board of Trustees transmits to County Supt. within 3 days after final approval. (MCA 20-9-131)

County Supt. transmits to County Commissioners by the later of the 1st Tuesday in September or within 30 calendar days after receipt of certified taxable values. (MCA 20-9-142)

County Supt. transmits to Office of Public Instruction on or before September 15th. (MCA 20-9-134)

District ANB And Taxable Valuation

	ANB		Taxable Valuation
	EL	HS	
District:	* 156	N/A	5,299,510

* indicates that the 3 year average ANB was used to calculate the budget limitations

The final budget is approved as set forth in this document.

** Not Current year TV Not Released until ~ Aug 7th*

Certification

District Clerk:

DRAFT

Carrie Fisher

(Signature)

(Date)

Chairperson, School Trustees:

DRAFT

Donna Shockley

(Signature)

(Date)

County Superintendent:

DRAFT

Laura Axtman

(Signature)

(Date)

Chairperson, County Commissioners:

DRAFT

(Print)

(Signature)

(Date)

Name of Contact:

DRAFT

(Print)

(Signature)

(Phone)



Budget Report

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Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	1,202,095.26	121,316.13	10%	10.09%	1,717.55	692,009.05	508,368.66	95.93
10 Transportation	97,500.00	19,500.00	20%	20.00%	3,213.24	27,510.20	66,776.56	12.60
11 Bus Depreciation	81,175.55	0.00	N/A	0.00%	56,113.03	0.00	25,062.52	4.73
13 Tuition	874.43		N/A		864.43	10.00	0.00	0.00
14 Retirement	204,691.05	40,938.21	20%	20.00%	20,990.26	183,700.79		
17 Adult Education	18,158.06	6,333.69	35%	34.88%	18,158.06	0.00	0.00	0.00
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	18,261.58	0.00	N/A	0.00%	241.58	20.00	18,000.00	3.40
29 Flexibility	15,060.93	0.00	N/A	0.00%	5,804.21	9,256.72	0.00	0.00
61 Building Reserve	128,012.20	0.00	N/A	0.00%	61,602.20	210.00	66,200.00	12.49
Total of All Funds	1,765,829.06	188,088.03			168,704.56	912,716.76	684,407.74	129.15

50 Debt Service								
Tax Jurisdiction								
1	114,065.00	0.00	20-9-438	0.00%	10,567.71	0.00	103,497.29	19.53



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General Fund Limits And Reserves Worksheet

PART I. Certified Budget Data

ANB By Budget Unit:

E1	GALLATIN GATEWAY K-6	122 *
M1	GALLATIN GATEWAY 7-8	34 *

* indicates that the 3 year average ANB was used to calculate the budget limitations

A.	Direct State Aid	(I-A)	472,623.52
B.	Mandatory Non-isolated Levy	(I-B)	0.00
C.	Quality Educator	(I-C)	42,714.04
D.	At Risk Student	(I-D)	3,340.49
E.	Indian Education For All	(I-E)	3,332.16
F.	American Indian Achievement Gap	(I-F)	630.00
G.	Data For Achievement	(I-G)	3,191.76
H.	State Spec Ed Allowable Cost Pymt to Districts	(I-H)	22,976.32
I.	State Special Education Related-Services Payment To Coop	(I-I)	7,657.76
J.	District GTB Subsidy Per Elementary Base Mill	(I-J)	3,071.00
K.	District GTB Subsidy Per High School Base Mill	(I-K)	N/A

PART II. General Fund Budget Limits

Prior Year Budget Data:

A.	ANB	(II-A)	162
B.	BASE Budget Limit	(II-B)	964,623.92
C.	Maximum Budget Limit	(II-C)	1,201,755.08
D.	Over-BASE Levy As Submitted on Budget	(II-D)	237,130.28
E.	Adopted Budget	(II-E)	1,201,754.20

Current Year Budget Data:

F.	% Special Education in Maximum Budget	(II-F)	75%
G.	BASE Budget (Minimum Budget Amount Required)	(II-G)	934,297.04
H.	Maximum Budget Limit	(II-H)	1,156,483.63
I.	Highest Budget Without a Vote	(II-I)	1,171,427.33
J.	Highest Budget	(II-J)	1,202,095.26
K.	Highest Voted Amount	(II-K)	30,667.93
L.	Amount Approved on Ballot by Voters	(II-L)	31,211.00
M.	Adopted Budget	(II-M)	1,202,095.26



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PART III. General Fund Balance For Budget As Of June 30

A.	Operating Reserve (961)	(III-A)		120,209.53
B.	TIF Operating Reserve (962)	(III-B)		0.00
C.	Excess Reserves	(III-C)		1,106.60
	1. Reserve For Protested/Delinquent Taxes (963)	(III-C1)	1,106.60	
	2. Reserve For Tax Audit Receipts (964)	(III-C2)	0.00	
D.	Unreserved Fund Balance Reappropriated (970)	(III-D)		1,717.55
	1. Prior Year Excess Reserves Funding Over-BASE (970a)	(III-D1)	0.00	
	2. Remaining Fund Balance Available (970b)	(III-D2)	1,717.55	
	3. TIF Fund Balance Reappropriated (970c)	(III-D3)	0.00	
E.	TOTAL GENERAL FUND BALANCE FOR BUDGET (TFS48)	(III-E)		123,033.68

PART V. General Fund Worksheet

General Fund Budget:

A.	Adopted General Fund Budget	(V-A)		1,202,095.26
	1. BASE Budget Limit	(V-A1)	934,297.04	
	2. Over-BASE Budget	(V-A2)	267,798.22	

Funding The BASE Budget:

B.	Direct State Aid	(V-B)		472,623.52
	1. Direct State Aid Paid By State	(V-B1)	472,623.52	
	2. Direct State Aid Paid By Non-Isolated District	(V-B2)	0.00	
D.	Quality Educator	(V-D)		42,714.04
E.	At Risk Student	(V-E)		3,340.49
F.	Indian Education For All	(V-F)		3,332.16
G.	American Indian Achievement Gap	(V-G)		630.00
H.	Data For Achievement	(V-H)		3,191.76
I.	Special Education Allowable Cost Payment	(V-I)		22,976.32
J.	Remaining Fund Balance Available	(V-J)		1,717.55
K.	Non-Levy Revenue	(V-K)		3,777.36
	1. Actual Non-Levy Revenue	(V-K1)	3,777.36	
	2. Anticipated Non-Levy Revenue	(V-K2)	0.00	
	3. TIF Applied To BASE Budget	(V-K3)	0.00	
L.	Other Non-Levy Revenue	(V-L)		0.00
M.	BASE Levy Requirements	(V-M)		379,993.84
	1. State Guaranteed Tax Base Aid	(V-M1)	139,423.40	
	2.* District Property Tax Levy To Fund BASE (BASE Levy)	(V-M2)	240,570.44	
N.	**Subtotal of BASE Budget Revenue	(V-N)		934,297.04

Funding The Over-BASE Budget:

O.	Fund Balance & Non-Levy Revenue Available To Fund Over-BASE	(V-O)		0.00
P.	Over-BASE Only Revenues	(V-P)		0.00
	1. Prior Year Excess Reserves Reappropriated (Over-BASE Only)	(V-P1)	0.00	
	2. Tuition	(V-P2)	0.00	
	3. Flexible Non-Voted Levy Authority Transferred from Other Funds	(V-P3)	0.00	



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4.	Oil & Gas Revenues	(V-P4)	0.00	
5.	TIF Applied To Over-BASE Budget	(V-P5)	0.00	
Q.	District Property Tax Levy To Fund Over-BASE Budget (Over-BASE Levy)(GF)	(V-Q)		267,798.22
R.	Subtotal of Over-BASE Revenue	(V-R)		267,798.22
Mill Levies:				
S.	District Non-Isolated Mills	(V-S)		0.00
T.	BASE Mills - Elementary	(V-T)		45.40
U.	BASE Mills - High School	(V-U)		0.00
V.	Over-BASE Mills	(V-V)		50.53
	1. District Property Tax Levy Mills	(V-V1)	50.53	
	2. Flexible Non-Voted Levy Authority	(V-V2)	0.00	
W.	Total General Fund Mills	(V-W)		95.93

* Should be approximately equal to (Taxable Value X .001) X BASE Mills

** BASE Budget Revenue cannot exceed BASE Budget Limit. Excess BASE Budget Revenue is reported on line V-O and is applied to the Over-BASE Budget



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01 General Fund

Adopted Budget	0001	1,202,095.26
Budget Uses		
Expenditure Budget	0002	1,202,095.26
Add To Fund Balance	0003	0.00
TIF Fund Balance for Budget	TFS47	0.00
Estimated Funding Sources		
Unreserved Fund Balance Reappropriated	0970	1,717.55
Direct State Aid	3110	472,623.52
Quality Educator	3111	42,714.04
At Risk Student	3112	3,340.49
Indian Education For All	3113	3,332.16
American Indian Achievement Gap	3114	630.00
State Spec Ed Allowable Cost Pymt to Districts	3115	22,976.32
Data For Achievement	3116	3,191.76
State Guaranteed Tax Base Aid	3120	139,423.40
Actual Non-levy Revenue		
Tax Title and Property Sales	1130	0.00
Interest Earnings	1510	3,777.36
Revenue from Community Services Activities	1800	0.00
Other Revenue from Local Sources	1900	0.00
Rentals	1910	0.00
Dormitory Charges	1915	0.00
Contributions/Donations from Private Sources	1920	0.00
Textbook Sales and Rentals	1940	0.00
Fees - Users/Resale of Supplies	1945	0.00
Services Provided Other School Districts or Coops	1950	0.00
Services Provided Other Local Governmental Units	1960	0.00
Summer School Fees	1981	0.00
State Payment in Lieu of Taxes - FWP	3302	0.00
Anticipated Non-levy Revenue - BASE		
Oil & Gas Revenues - BASE Budget	0171	0.00
TIF Applied To BASE Budget	0174	0.00
Coal Gross Proceeds	1123	0.00
State Combined Fund School Block Grant	3445	0.00
School Block Grant State Lands	3448	0.00
School Block Grant Coal Mitigation	3449	0.00
Federal Revenue in Lieu of Taxes	4800	0.00
Anticipated Non-levy Revenue - Over-BASE		
Oil & Gas Revenues - Over-BASE Budget	0172	0.00
TIF Applied To Over-BASE Budget	0175	0.00
Individual Tuition	1310	0.00



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Tuition from Schl Dists Within State		1320	0.00
Tuition from Schl Dists Outside State		1330	0.00
State Tuition for State Placement		3117	0.00
Other Non-levy Revenue			
District Levy - Distn of Pr Yr's Prot/DIq Taxes		1117	0.00
District Levy - Dept of Rev Tax Audit Receipts		1118	0.00
Penalties and Interest on Taxes		1190	0.00
Other Revenue		9100	0.00
Residual Equity Transfers In		9710	0.00
Levies			
Mandatory Non-isolated Levy	1110(a)		0.00
BASE Levy	1110(b)	240,570.44	
Over-BASE Levy	1110(c)	267,798.22	
District Tax Levy		1110	508,368.66
Total Estimated Revenues to Fund Adopted Budget		0004	1,202,095.26
Estimated Revenues Exceeding Adopted Budget		0004a	0.00



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Submit ID: **DRAFT**

10 Transportation Fund

Adopted Budget	0001	97,500.00
Budget Uses		
Expenditure Budget	0002	97,500.00
Add To Fund Balance	0003	0.00
Transportation Schedule Data		
On-Schedule	0005	19,555.92
Contingency	0006	1,955.59
Over-Schedule	0011	75,988.49
Fund Balance for Budget	TFS48	22,713.24
Operating Reserve	0961	19,500.00
Unreserved Fund Balance Reappropriated	0970	3,213.24
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Individual Transportation Fees	1410	0.00
Trans Fees from Other Schl Dists Within State	1420	0.00
Trans Fees from Other Schl Dists Outside State	1430	0.00
Other Transportation Fees	1440	0.00
Interest Earnings	1510	0.00
Other Revenue from Local Sources	1900	0.00
State Tuition for State Placement	3117	0.00
State Payment in Lieu of Taxes - FWP	3302	0.00
State School Block Grant	3444	5,998.69
State Combined Fund School Block Grant	3445	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
Reimbursements		
County On-Schedule Trans Reimb	2220	10,755.75
State On-Schedule Trans Reimb	3210	10,755.76
District Tax Levy	1110	66,776.56
District Mills	999	12.60
Total Estimated Revenues to Fund Adopted Budget	0004	97,500.00
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



Budget Report

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Submit ID:

DRAFT

11 Bus Depreciation Fund

Adopted Budget	0001	81,175.55
Budget Uses		
Expenditure Budget	0002	81,175.55
Add To Fund Balance	0003	0.00
TIF Fund Balance for Budget	TFS47	0.00
Fund Balance for Budget	TFS48	56,113.03
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	56,113.03
TIF Fund Balance Reappropriated	0973	0.00
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Interest Earnings	1510	0.00
Other Revenue from Local Sources	1900	0.00
State Payment in Lieu of Taxes - FWP	3302	0.00
State Combined Fund School Block Grant	3445	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
Use Estimated Non-levy Revenue to Lower Levies? (Yes or No)		No
District Tax Levy	1110	25,062.52
District Mills	999	4.73
Total Estimated Revenues to Fund Adopted Budget	0004	81,175.55

Asset Information

Asset ID	Year Of Purchase	Original Cost	Depreciated Thru Last Year	20% Limit	Amount Depreciated
2018 BLUE BIRD	2017	67,300.00	0.00	13,460.00	13,460.00
2013 ICRP (INTERNATIONAL)	2013	58,012.62	46,243.29	11,602.52	11,602.52
Total					25,062.52



Budget Report

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Submit ID:

DRAFT

13 Tuition Fund

Adopted Budget	0001	874.43
Budget Uses		
Expenditure Budget	0002	874.43
Add To Fund Balance	0003	0.00
Fund Balance for Budget	TFS48	864.43
Unreserved Fund Balance Reappropriated	0970	864.43
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Interest Earnings	1510	10.00
Other Revenue from Local Sources	1900	0.00
Direct State Aid	3110	0.00
State Payment in Lieu of Taxes - FWP	3302	0.00
State Combined Fund School Block Grant	3445	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
District Tax Levy	1110	0.00
District Mills	999	0.00
Total Estimated Revenues to Fund Adopted Budget	0004	874.43
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



Budget Report

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Submit ID:

DRAFT

14 Retirement Fund

Adopted Budget	0001	204,691.05
Budget Uses		
Expenditure Budget	0002	204,691.05
Add To Fund Balance	0003	0.00
Fund Balance for Budget	TFS48	61,928.47
Operating Reserve	0961	40,938.21
Unreserved Fund Balance Reappropriated	0970	20,990.26
Estimated Funding Sources		
Interest Earnings	1510	0.00
Other Revenue from Local Sources	1900	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
County Retirement Distribution	2240	183,700.79
Total Estimated Revenues to Fund Adopted Budget	0004	204,691.05
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



Budget Report

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Submit ID: **DRAFT**

17 Adult Education Fund

Adopted Budget	0001	18,158.06
Budget Uses		
Expenditure Budget	0002	18,158.06
Add To Fund Balance	0003	0.00
Fund Balance for Budget	TFS48	24,491.75
Operating Reserve	0961	6,333.69
Unreserved Fund Balance Reappropriated	0970	18,158.06
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Fees for Adult Education	1340	0.00
Interest Earnings	1510	0.00
Other Revenue from Local Sources	1900	0.00
State Payment in Lieu of Taxes - FWP	3302	0.00
State Combined Fund School Block Grant	3445	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
District Tax Levy	1110	0.00
District Mills	999	0.00
Total Estimated Revenues to Fund Adopted Budget	0004	18,158.06
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



Budget Report

FY 2018

16 Gallatin

0364 Gallatin Gateway Elem

Submit ID: **DRAFT**

19 Non-Operating Fund

Adopted Budget	0001	0.00
Budget Uses		
Expenditure Budget	0002	0.00
Add To Fund Balance	0003	0.00
Transportation Schedule Data		
On-Schedule	0005	0.00
Contingency	0006	0.00
Over-Schedule	0011	0.00
Fund Balance for Budget	TFS48	0.00
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	0.00
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Interest Earnings	1510	0.00
Other Revenue from Local Sources	1900	0.00
State Payment in Lieu of Taxes - FWP	3302	0.00
State Combined Fund School Block Grant	3445	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
Reimbursements		
County On-Schedule Trans Reimb	2220	0.00
State On-Schedule Trans Reimb	3210	0.00
District Tax Levy	1110	0.00
District Mills	999	0.00
Total Estimated Revenues to Fund Adopted Budget	0004	0.00
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



Budget Report

FY 2018

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Submit ID: **DRAFT**

28 Technology Fund

Adopted Budget	0001	18,261.58
Budget Uses		
Expenditure Budget	0002	18,261.58
Add To Fund Balance	0003	0.00
TIF Fund Balance for Budget	TFS47	0.00
Fund Balance for Budget	TFS48	241.58
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	241.58
TIF Fund Balance Reappropriated	0973	0.00
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Interest Earnings	1510	20.00
Other Revenue from Local Sources	1900	0.00
State Technology Aid	3281	0.00
State Payment in Lieu of Taxes - FWP	3302	0.00
State Combined Fund School Block Grant	3445	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
District Tax Levy	1110	18,000.00
District Mills	999	3.40
Total Estimated Revenues to Fund Adopted Budget	0004	18,261.58
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



Budget Report

FY 2018

16 Gallatin

0364 Gallatin Gateway Elem

Submit ID: **DRAFT**

29 Flexibility Fund

Adopted Budget	0001	15,060.93
Budget Uses		
Expenditure Budget	0002	15,060.93
Add To Fund Balance	0003	0.00
Fund Balance for Budget	TFS48	5,804.21
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	5,804.21
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Interest Earnings	1510	0.00
Other Revenue from Local Sources	1900	0.00
State Payment in Lieu of Taxes - FWP	3302	0.00
State Combined Fund School Block Grant	3445	9,256.72
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
District Mills	999	0.00
Total Estimated Revenues to Fund Adopted Budget	0004	15,060.93
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



Budget Report

FY 2018

16 Gallatin

0364 Gallatin Gateway Elem

Submit ID:

DRAFT

50 Debt Service Fund

1

Taxable Value		5,299,510.00
Adopted Budget	0001	114,065.00
Budget Uses		
Expenditure Budget	0002	114,065.00
Add To Fund Balance	0003	0.00
TIF Fund Balance for Budget	TFS47	0.00
Fund Balance for Budget	TFS48	10,567.71
Fund Balance In Sinking Fund	0960	0.00
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	10,567.71
TIF Fund Balance Reappropriated	0973	0.00
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Interest Earnings	1510	0.00
Other Revenue from Local Sources	1900	0.00
State Payment in Lieu of Taxes - FWP	3302	0.00
State Combined Fund School Block Grant	3445	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
District Tax Levy	1110	103,497.29
Jurisdiction Mills	999	19.53
Total Estimated Revenues to Fund Adopted Budget	0004	114,065.00
Estimated Revenues Exceeding Adopted Budget	0004a	0.00

Bond Issues

Issue Type	Issue Date	Maturity Date	Issue Amount	Outstanding 6/30/18	Principal	Interest	Agent Fees
Elementary Refunding Bond	04/26/2011	06/30/2021	975,000.00	335,000.00	100,000.00	13,715.00	350.00
Total Bond Requirements							114,065.00
Total Debt Service Requirements							114,065.00



Budget Report

FY 2018

16 Gallatin

0364 Gallatin Gateway Elem

Submit ID: **DRAFT**

61 Building Reserve Fund

Adopted Budget	0001	128,012.20
Budget Uses		
Expenditure Budget	0002	128,012.20
Add To Fund Balance	0003	0.00
TIF Fund Balance for Budget	TFS47	0.00
Fund Balance for Budget	TFS48	61,602.20
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	61,602.20
TIF Fund Balance Reappropriated	0973	0.00
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
BR Permissive Revenues - Coal Gross Proceeds	1125	0.00
Tax Title and Property Sales	1130	0.00
BR Permissive Revenues - Tax Title and Property Sales	1131	0.00
Interest Earnings	1510	210.00
BR Permissive Revenues Interest Earnings	1511	0.00
Other Revenue from Local Sources	1900	0.00
BR Permissive Revenues - Other Revenue from Local Sources	1901	0.00
State Payment in Lieu of Taxes - FWP	3302	0.00
BR Permissive Revenues - State Payment in Lieu of Taxes-FWP	3303	0.00
BR Permissive Revenues - Combined Block Grant	3441	0.00
State Combined Fund School Block Grant	3445	0.00
Montana Oil and Gas Tax	3460	0.00
BR Permissive Revenues - Montana Oil and Gas Tax	3461	0.00
Other Revenue	9100	0.00
BR Permissive Revenues - Other Revenue	9101	0.00
Residual Equity Transfers In	9710	0.00
Use Estimated Non-levy Revenue to Lower Levies? (Yes or No)		No
Building Reserve Voted Levy	1110(a)	35,000.00
Building Reserve Permissive Levy	1110(b)	31,200.00
District Tax Levy	1110	66,200.00
District Mills	999	12.49
Building Reserves Voted Mills		6.60
Building Reserves Permissive Mills		5.89
Total Estimated Revenues to Fund Adopted Budget	0004	128,012.20

Voted Reserve Authorities

Election Date	Total Authorized	Years Authorized	Levied Thru Last Year	Maximum Levy	Levy Amount
05/02/2017	175,000.00	5	0.00	35,000.00	35,000.00
Total					35,000.00

TOP STORY

Legislature's tax shift is biggest reason Bozeman school taxes will rise \$2.5 million

By Gail Schontzler Chronicle Staff Writer Jul 29, 2017



Construction workers re-asphalt Lamme Street Friday afternoon outside of Hawthorne School. Lawmakers have decided to cut state education money, raising local taxes by an estimated \$2.5 million.

Buy Now

Rachel Leathe/Chronicle

Taxes will be going up an estimated \$2.5 million this year for homeowners and businesses in the Bozeman School District, but not for the reason they might expect.

It's not because of the historic, \$125 million bond issue that voters passed in May to build a second high school, says Mike Waterman, school business services director.

To keep a promise to voters that taxes wouldn't jump in the first year if the high school bonds passed, the district plans to use \$3.5 million from this summer's sale of \$100 million in bonds to cover the first year's payments, said Steve Johnson, deputy superintendent for operations.

So, the single biggest thing driving property taxes up will be a \$1.7 million "tax shift" imposed by the 2017 Legislature.

* Lawmakers, facing lower revenues, decided that instead of raising taxes, as the governor advocated, they'd instead cut state dollars normally sent to schools – and have schools make up for the lost money by charging local taxpayers more.

"The Legislature didn't raise taxes, but we have to," griped School Board Trustee Douglas Fischer at this week's board meeting.

"It's supposed to be temporary," Johnson said, as lawmakers assumed there are "brighter days ahead."

For the owner of a typical home with a new tax-assessor's reappraised value of \$326,000, it means local school taxes will likely increase from \$868 last year to \$1,091, or roughly \$151, in the coming year.

Trustees heard an overview of the preliminary budget for the coming school year. Bozeman schools plan to spend \$49.4 million to run schools for the coming year, a general fund increase of \$1.6 million or 3.4 percent.

That will pay for hiring nine new teachers and 4.5 custodians and non-teaching staff. Other rising costs include employee pay raises of 1.5 to 3.5 percent, and the rising cost of health insurance.

School officials expect an additional 155 students this fall, on top of last year's record headcount of 6,742 students.

In addition to the school's general fund to run the schools each year, it has separate funds for things like debt, retirement, building repairs, busing, computers and adult education.

When all funds are combined, the Bozeman School District's budget will increase by 11 percent to \$86.3 million next year. Most of that jump is caused by a 50 percent increase in the debt fund for paying for school construction projects, including expansion of Sacajawea Middle School and Hawthorne School.

The School Board plans to vote Aug. 14 to set both the final budget and the tax rate for the next 12 months. Some numbers could change before then, Waterman said, depending on the state Department of Revenue's August update on the reappraised values of local properties.

A second reason property taxes will likely rise is that the school district expects to have to pay an additional \$400,000 in tuition to place two students with disabilities in out-of-state treatment homes. Federal law requires school districts to serve students with disabilities who live in the district, Waterman explained.

The third main reason property taxes will rise is that voters OK'd increasing local taxes by \$325,000 to help keep up with the costs of Bozeman's growing numbers of students.

* In addition to the \$1.7 million tax shift, local schools will have to cope with state budget cuts triggered by a new law, Senate Bill 261, which required spending cuts if state revenues fell below the Legislature's expectations.

The triggered cuts will cost Bozeman schools more than \$156,000 in the general fund and \$134,000 in the technology fund, for a total of \$290,000.

"That's never happened," Waterman said. "State money has come in like clockwork. Now they're telling us it won't."

"The state has thrown us a curveball," Johnson said.

To cope with the triggered cuts, Waterman said Bozeman schools plan to dip into their reserves by \$156,000. State law allows keeping up to 10 percent of school budgets in a rainy day fund.

* The good news is Bozeman has plenty of reserves, \$4.9 million. The bad news is that raiding reserves could hurt the district's bond rating and raise the future cost of borrowing. Waterman estimated that if the district's bond rating, Aa2, the best in the state, had been lowered by one notch, it would have cost taxpayers an additional \$150,000 a year in extra interest on the high school bonds.

One of the biggest factors in the size of people's tax bills will be the state's reappraisal, which found that Bozeman's homes on average are worth about 15 percent more than two years ago.

Waterman calculates that the Bozeman schools' tax rate will stay pretty flat – it may even dip slightly from \$313.28 per \$100,000 of assessed value last year to \$312.58 in the coming year.

So if the state assessor decided that homeowners' houses are worth 6 or 12 percent more than last year, their school taxes will go up roughly 6 or 12 percent.

Gail Schontzler can be reached at 406-582-2633 or gails@dailychronicle.com.

Gail Schontzler

Gail Schontzler covers schools and Montana State University for the Chronicle.

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Pilots tell tale of emergency landing north of Belgrade



Mystery of Amelia Earhart draws Bozeman writer to Pacific search



Crop dusting plane reportedly shot twice near Belgrade



Bozeman police investigating murder-suicide on city's south side

State approves exploratory drilling near Yellowstone National Park



Three accused of dealing drug linked to overdoses in Butte



*see page 3 for GGS.



Preliminary estimate for SB261 if levels 1-4 are implemented for payments distributed through the school finance division of the OPI FY2018.

Source: tblBudget, tblSPED, SB261(2017)

Location: G:\Fiscal Notes\2017\SB0261

Paul Taylor

6/29/2017



				Current Calculation				Adjusted for SB261 Levels 1-4				Difference			
Statewide TOTALS				5,390,549.00	41,300,115.65	3,119,904.48	5,872,888.88	5,363,596.32	41,082,568.30	-	3,072,695.42	(26,952.68)	(217,547.35)	(3,119,904.48)	(2,800,193.46)
				District				District				District			
				District General	District General	District General	Budgeted Fund	District General	District General	District General	Budgeted Fund	District General	District General	District General	Budgeted Fund
				Fund, At Risk	Fund SPED Allowable	Fund Data For Achievement	Combined Grant	Fund, At Risk	Fund SPED Allowable	Fund Data For Achievement	Combined Grant	Fund, At Risk	Fund SPED Allowable	Fund Data For Achievement	Combined Grant
Co	CountyName	LE	DistrictName	3112	3115	3116	3445	3112	3115	3116	3445	3112	3115	3116	3445
01	Beaverhead	0003	Grant Elem	650.36	604.64	122.76	832.31	647.11	601.46	-	435.46	(3.25)	(3.18)	(122.76)	(396.85)
01	Beaverhead	0005	Dillon Elem	21,978.86	198,842.11	14,956.26	33,022.71	21,868.97	197,794.71	-	17,277.48	(109.89)	(1,047.40)	(14,956.26)	(15,745.23)
01	Beaverhead	0006	Beaverhead County H S	6,338.58	68,120.52	7,038.24	38,401.84	6,306.89	67,761.70	-	20,091.84	(31.69)	(358.82)	(7,038.24)	(18,310.00)
01	Beaverhead	0007	Wise River Elem	1,038.87	1,360.44	204.60	-	1,033.68	1,353.27	-	-	(5.19)	(7.17)	(204.60)	-
01	Beaverhead	0009	Lima K-12 Schools	4,164.27	11,639.32	1,575.42	4,549.56	4,143.45	11,578.01	-	2,380.33	(20.82)	(61.31)	(1,575.42)	(2,169.23)
01	Beaverhead	0010	Wisdom Elem	1,715.25	1,662.76	286.44	-	1,706.67	1,654.00	-	-	(8.58)	(8.76)	(286.44)	-
01	Beaverhead	0012	Polaris Elem	-	1,058.12	143.22	-	-	1,052.55	-	-	-	(5.57)	(143.22)	-
01	Beaverhead	0014	Jackson Elem	-	755.80	184.14	358.40	-	751.81	-	187.51	-	(3.99)	(184.14)	(170.89)
01	Beaverhead	0015	Reichle Elem	-	3,476.68	470.58	-	-	3,458.37	-	-	-	(18.31)	(470.58)	-
02	Big Horn	0020	Spring Creek Elem	-	906.96	-	5,234.85	-	902.17	-	2,738.87	-	(4.79)	(163.68)	(2,495.98)
02	Big Horn	0021	Pryor Elem	15,621.81	14,661.60	1,084.38	186.60	15,543.70	14,584.37	-	97.63	(78.11)	(77.23)	(1,084.38)	(88.97)
02	Big Horn	0023	Hardin Elem	136,814.30	326,214.47	30,669.54	26,839.21	136,130.23	324,496.14	-	14,042.27	(684.07)	(1,718.33)	(30,669.54)	(12,796.94)
02	Big Horn	0025	Lodge Grass Elem	24,314.57	48,772.68	4,951.32	53.62	24,193.00	48,515.77	-	28.05	(121.57)	(256.91)	(4,951.32)	(25.57)
02	Big Horn	0026	Wyola Elem	11,260.18	21,766.32	2,475.66	5,193.72	11,203.88	21,651.67	-	2,717.35	(56.30)	(114.65)	(2,475.66)	(2,476.37)
03	Blaine	0028	Chinook Elem	8,299.16	54,561.67	5,565.12	6,774.56	8,257.66	54,274.27	-	3,544.45	(41.50)	(287.40)	(5,565.12)	(3,230.11)
03	Blaine	0029	Chinook H S	3,084.62	21,551.42	2,577.96	9,565.22	3,069.20	21,437.90	-	5,004.52	(15.42)	(113.52)	(2,577.96)	(4,560.70)
03	Blaine	0030	Harlem Elem	32,893.28	143,389.51	9,657.12	7,880.81	32,728.81	142,634.20	-	4,123.24	(164.47)	(755.31)	(9,657.12)	(3,757.57)
03	Blaine	0031	Harlem H S	11,121.08	45,242.46	3,048.54	5,483.53	11,065.47	45,004.15	-	2,868.98	(55.61)	(238.31)	(3,048.54)	(2,614.55)
03	Blaine	0032	Cleveland Elem	-	906.96	143.22	-	-	902.18	-	-	-	(4.78)	(143.22)	-
03	Blaine	0034	Zurich Elem	2,485.10	4,215.66	470.58	-	2,472.67	4,193.45	-	-	(12.43)	(22.21)	(470.58)	-
03	Blaine	0044	Turner Elem	1,944.71	9,674.24	1,309.44	827.59	1,934.99	9,623.28	-	433.00	(9.72)	(50.96)	(1,309.44)	(394.59)
03	Blaine	0045	Turner H S	2,468.73	3,614.29	388.74	714.87	2,456.39	3,595.25	-	374.02	(12.34)	(19.04)	(388.74)	(340.85)
04	Broadwater	0055	Townsend K-12 Schools	18,636.25	103,091.12	14,076.48	42,502.90	18,543.07	102,548.09	-	22,237.52	(93.18)	(543.03)	(14,076.48)	(20,265.38)
05	Carbon	0056	Red Lodge Elem	7,760.26	51,999.04	7,038.24	10,218.96	7,721.46	51,725.14	-	5,346.56	(38.80)	(273.90)	(7,038.24)	(4,872.40)
05	Carbon	0057	Red Lodge H S	2,127.82	25,394.88	3,437.28	13,619.13	2,117.18	25,261.10	-	17,125.53	(10.64)	(133.78)	(3,437.28)	(6,493.60)
05	Carbon	0059	Bridger K-12 Schools	8,700.32	63,003.66	4,276.14	4,667.17	8,656.82	62,671.79	-	2,441.86	(43.50)	(331.87)	(4,276.14)	(2,225.31)
05	Carbon	0060	Joliet Elem	4,607.21	36,429.56	4,992.24	6,692.88	4,584.17	36,237.67	-	3,501.71	(23.04)	(191.89)	(4,992.24)	(3,191.17)
05	Carbon	0061	Joliet H S	1,328.83	21,407.76	2,557.50	4,720.14	1,322.19	21,295.00	-	2,469.58	(6.64)	(112.76)	(2,557.50)	(2,250.56)
05	Carbon	0069	Roberts K-12 Schools	3,272.55	20,509.83	2,414.28	16,150.61	3,256.19	20,401.79	-	8,450.00	(16.36)	(108.04)	(2,414.28)	(7,700.61)
05	Carbon	0072	Fromberg K-12	5,874.68	33,677.89	2,537.04	14,176.27	5,845.31	33,500.49	-	7,417.02	(29.37)	(177.40)	(2,537.04)	(6,759.25)
05	Carbon	0076	Belfry K-12 Schools	2,449.15	9,523.08	1,288.98	739.69	2,436.90	9,472.92	-	387.01	(12.25)	(50.16)	(1,288.98)	(352.68)
06	Carter	0078	Hawks Home Elem	895.68	1,662.76	225.06	64.97	891.20	1,654.00	-	33.99	(4.48)	(8.76)	(225.06)	(30.98)
06	Carter	0087	Ekalaka Elem	3,933.07	12,092.80	1,677.72	10,949.41	3,913.40	12,029.10	-	5,728.73	(19.67)	(63.70)	(1,677.72)	(5,220.68)
06	Carter	0096	Alzada Elem	-	755.80	102.30	158.71	-	751.82	-	83.04	-	(3.98)	(102.30)	(75.67)
06	Carter	0097	Carter County H S	1,530.65	5,592.92	797.94	8,737.79	1,523.00	5,563.46	-	4,571.61	(7.65)	(29.46)	(797.94)	(4,166.18)
07	Cascade	0098	Great Falls Elem	293,414.67	1,514,976.18	153,797.82	59,341.63	291,947.60	1,506,996.07	-	31,047.54	(1,467.07)	(7,980.11)	(153,797.82)	(28,294.09)
07	Cascade	0099	Great Falls H S	79,161.78	605,829.24	61,891.50	28,246.77	78,765.97	602,638.05	-	14,778.71	(395.81)	(3,191.19)	(61,891.50)	(13,468.06)
07	Cascade	0101	Cascade Elem	6,764.91	30,080.84	4,071.54	11,222.52	6,731.09	29,922.39	-	5,871.62	(33.82)	(158.45)	(4,071.54)	(5,350.90)
07	Cascade	0102	Cascade H S	3,257.31	25,609.43	2,230.14	8,095.98	3,241.02	25,474.53	-	4,235.82	(16.29)	(134.90)	(2,230.14)	(3,860.16)
07	Cascade	0104	Centerville Elem	7,381.53	38,561.51	4,398.90	5,641.12	7,344.62	38,358.39	-	2,951.43	(36.91)	(203.12)	(4,398.90)	(2,689.69)
07	Cascade	0105	Centerville H S	2,104.76	21,461.63	1,554.96	3,181.87	2,094.24	21,348.58	-	1,664.75	(10.52)	(113.05)	(1,554.96)	(1,517.12)
07	Cascade	0112	Belt Elem	5,393.06	38,394.64	5,196.84	6,476.09	5,366.09	38,192.40	-	3,888.29	(26.97)	(202.24)	(5,196.84)	(3,087.80)
07	Cascade	0113	Belt H S	1,945.46	14,823.08	1,841.40	5,345.65	1,935.73	14,745.00	-	2,796.84	(9.73)	(78.08)	(1,841.40)	(2,548.81)
07	Cascade	0118	Simms H S	4,606.47	29,407.91	1,943.70	8,424.97	4,583.44	29,253.00	-	4,407.94	(23.03)	(154.91)	(1,943.70)	(4,017.03)
07	Cascade	0127	Vaughn Elem	7,278.02	24,790.24	3,355.44	1,841.60	7,241.63	24,659.66	-	963.53	(36.39)	(130.58)	(3,355.44)	(878.07)
07	Cascade	0131	Ulm Elem	3,419.95	17,081.08	2,311.98	3,031.65	3,402.85	16,991.11	-	1,586.16	(17.10)	(89.97)	(2,311.98)	(1,445.49)
08	Chouteau	0133	Fort Benton Elem	5,568.72	50,022.37	4,378.44	8,099.75	5,540.88	49,758.88	-	4,237.79	(27.84)	(263.49)	(4,378.44)	(3,861.96)
08	Chouteau	0134	Fort Benton H S	1,893.89	23,214.61	1,657.26	22,276.22	1,884.42	23,092.33	-	11,654.92	(9.47)	(122.28)	(1,657.26)	(10,621.30)
08	Chouteau	0138	Big Sandy K-12	7,105.95	32,864.77	3,682.80	20,429.84	7,070.42	32,691.66	-	10,688.89	(35.53)	(173.11)	(3,682.80)	(9,740.95)
08	Chouteau	0146	Highwood K-12	1,863.02	17,130.83	1,964.16	10,120.54	1,853.70	17,040.59	-	5,295.07	(9.32)	(90.24)	(1,964.16)	(4,825.47)
08	Chouteau	0154	Geraldine K-12	5,282.23	11,639.32	1,718.64	9,310.67	5,255.82	11,578.00	-	4,871.34	(26.41)	(61.32)	(1,718.64)	(4,439.33)
08	Chouteau	0159	Carter Elem	-	1,058.12	143.22	-	-	1,052.55	-	-	-	(5.57)	(143.22)	-

Co	CountyName	LE	DistrictName	District				District				District			
				District General Fund, At Risk 3112	District General Fund SPED Allowable 3115	District General Fund Data For Achievement 3116	District Budgeted Fund Combined Block Grant 3445	District General Fund, At Risk 3112	District General Fund SPED Allowable 3115	District General Fund Data For Achievement 3116	District Budgeted Fund Combined Block Grant 3445	District General Fund, At Risk 3112	District General Fund SPED Allowable 3115	District General Fund Data For Achievement 3116	District Budgeted Fund Combined Block Grant 3445
08	Chouteau	0161	Knees Elem	765.39	1,813.92	306.90	-	761.56	1,804.37	-	-	(3.83)	(9.55)	(306.90)	-
08	Chouteau	0171	Benton Lake Elem	-	1,662.76	225.06	-	-	1,654.00	-	-	-	(8.76)	(225.06)	-
09	Custer	0172	Miles City Elem	35,028.78	275,730.76	21,933.12	9,012.85	34,853.64	274,278.35	-	4,715.52	(175.14)	(1,452.41)	(21,933.12)	(4,297.33)
09	Custer	0173	Kircher Elem	1,935.91	7,577.16	736.56	101.13	1,926.23	7,537.25	-	52.91	(9.68)	(39.91)	(736.56)	(48.22)
09	Custer	0177	Trail Creek Elem	-	1,662.76	245.52	16.20	-	1,654.00	-	8.48	-	(8.76)	(245.52)	(7.72)
09	Custer	0179	Spring Creek Elem	-	-	-	244.51	-	-	-	127.93	-	-	-	(116.58)
09	Custer	0187	Kinsey Elem	956.30	10,502.91	1,370.82	144.17	951.52	10,447.59	-	75.43	(4.78)	(55.32)	(1,370.82)	(68.74)
09	Custer	0189	S Y Elem	-	604.64	81.84	-	-	601.46	-	-	-	(3.18)	(81.84)	-
09	Custer	0192	Custer County H S	10,992.90	149,094.64	11,416.68	9,255.80	10,937.94	148,309.29	-	4,842.63	(54.96)	(785.35)	(11,416.68)	(4,413.17)
10	Daniels	0194	Scobey K-12 Schools	2,970.94	47,369.30	6,056.16	60,173.30	2,956.09	47,119.78	-	31,482.67	(14.85)	(249.52)	(6,056.16)	(28,690.63)
11	Dawson	0206	Glendive Elem	17,356.51	296,097.03	18,802.74	36,953.54	17,269.73	294,537.35	-	19,334.09	(86.78)	(1,559.68)	(18,802.74)	(17,619.45)
11	Dawson	0207	Dawson H S	3,984.02	77,189.82	7,897.56	13,307.15	3,964.10	76,783.22	-	6,962.30	(19.92)	(406.60)	(7,897.56)	(6,344.85)
11	Dawson	0215	Bloomfield Elem	-	453.48	61.38	-	-	451.08	-	-	-	(2.40)	(61.38)	-
11	Dawson	0216	Lindsay Elem	1,075.19	1,965.08	327.36	3,383.15	1,069.81	1,954.73	-	1,770.06	(5.38)	(10.35)	(327.36)	(1,613.09)
11	Dawson	0227	Richey Elem	1,027.71	8,339.74	920.70	3,858.14	1,022.57	8,295.81	-	2,018.58	(5.14)	(43.93)	(920.70)	(1,839.56)
11	Dawson	0228	Richey H S	32.98	4,232.48	572.88	3,252.86	32.82	4,210.19	-	1,701.90	(0.16)	(22.29)	(572.88)	(1,550.96)
12	Deer Lodge	0236	Anaconda Elem	41,670.46	253,636.27	15,795.12	4,959.33	41,462.11	252,300.25	-	2,594.72	(208.35)	(1,336.02)	(15,795.12)	(2,364.61)
12	Deer Lodge	0237	Anaconda H S	14,982.62	86,863.70	6,813.18	4,605.55	14,907.71	86,406.15	-	2,409.62	(74.91)	(457.55)	(6,813.18)	(2,195.93)
13	Fallon	0244	Baker K-12 Schools	7,601.46	168,830.34	10,209.54	67,461.30	7,563.45	167,941.03	-	35,295.75	(38.01)	(889.31)	(10,209.54)	(32,165.55)
13	Fallon	0256	Plevna K-12 Schools	1,112.63	20,944.56	1,882.32	1,395.75	1,107.07	20,834.24	-	730.26	(5.56)	(110.32)	(1,882.32)	(665.49)
14	Fergus	0258	Lewistown Elem	27,640.80	371,023.67	17,309.16	31,231.34	27,502.60	369,069.31	-	16,340.24	(138.20)	(1,954.36)	(17,309.16)	(14,891.10)
14	Fergus	0259	Fergus H S	86,592.15	86,592.72	7,508.82	34,405.47	86,711.62	86,136.59	-	18,000.94	(33.53)	(456.13)	(7,508.82)	(16,404.53)
14	Fergus	0264	Deerfield Elem	35.95	2,418.56	327.36	-	35.77	2,405.82	-	-	(0.18)	(12.74)	(327.36)	-
14	Fergus	0268	Grass Range Elem	2,839.90	15,009.55	1,043.46	4,944.49	2,825.70	14,930.49	-	2,586.96	(14.20)	(79.06)	(1,043.46)	(2,357.53)
14	Fergus	0269	Grass Range H S	1,921.16	6,616.40	429.66	4,191.26	1,911.55	6,581.55	-	2,192.87	(9.61)	(34.85)	(429.66)	(1,998.39)
14	Fergus	0272	King Colony Elem	-	6,507.89	184.14	-	-	6,473.61	-	-	-	(34.28)	(184.14)	-
14	Fergus	0273	Moore Elem	2,692.25	9,220.76	1,329.90	4,502.51	2,678.79	9,172.19	-	2,355.71	(13.46)	(48.57)	(1,329.90)	(2,146.80)
14	Fergus	0274	Moore H S	2,283.77	5,139.44	757.02	5,094.38	2,272.35	5,112.37	-	2,665.38	(11.42)	(27.07)	(757.02)	(2,429.00)
14	Fergus	0280	Roy K-12 Schools	1,209.33	5,139.44	859.32	1,369.47	1,203.28	5,112.37	-	716.51	(6.05)	(27.07)	(859.32)	(652.96)
14	Fergus	0281	Denton Elem	1,600.95	10,644.77	736.56	4,798.55	1,592.95	10,588.70	-	2,510.60	(8.00)	(56.07)	(736.56)	(2,287.95)
14	Fergus	0282	Denton H S	40.41	10,334.56	695.64	5,231.24	40.21	10,280.12	-	2,736.98	(0.20)	(54.44)	(695.64)	(2,494.26)
14	Fergus	0288	Spring Creek Colony Elem	-	8,241.63	163.68	-	-	8,198.22	-	-	-	(43.41)	(163.68)	-
14	Fergus	0291	Winifred K-12 Schools	3,786.91	30,733.46	2,209.68	12,392.86	3,767.98	30,571.57	-	6,483.94	(18.93)	(161.89)	(2,209.68)	(5,908.92)
15	Flathead	0307	Deer Park Elem	3,598.47	44,651.29	2,987.16	718.91	3,580.48	44,416.09	-	376.13	(17.99)	(235.20)	(2,987.16)	(342.78)
15	Flathead	0308	Fair-Mont-Egan Elem	3,038.00	27,511.12	3,723.72	3,711.91	3,022.81	27,366.21	-	1,942.07	(15.19)	(144.91)	(3,723.72)	(1,769.84)
15	Flathead	0309	Swan River Elem	5,713.64	25,848.36	3,498.66	1,650.11	5,685.07	25,712.20	-	863.34	(28.57)	(136.16)	(3,498.66)	(786.77)
15	Flathead	0310	Kalispell Elem	108,294.18	713,721.78	64,653.60	142,632.60	107,752.71	709,962.27	-	74,625.38	(541.47)	(3,759.51)	(64,653.60)	(68,007.22)
15	Flathead	0311	Flathead H S	82,299.58	590,310.66	59,927.34	190,460.58	81,888.08	587,201.21	-	99,648.98	(411.50)	(3,109.45)	(59,927.34)	(90,811.60)
15	Flathead	0312	Columbia Falls Elem	60,694.12	544,577.64	30,505.86	58,689.57	60,390.65	541,709.09	-	30,706.38	(303.47)	(2,868.55)	(30,505.86)	(27,983.19)
15	Flathead	0313	Columbia Falls H S	18,866.34	176,493.59	13,830.96	34,166.30	18,772.01	175,563.91	-	17,875.81	(94.33)	(929.68)	(13,830.96)	(16,290.49)
15	Flathead	0316	Creston Elem	3,554.34	23,007.91	2,005.08	6,401.81	3,536.57	22,886.72	-	3,349.43	(17.77)	(121.19)	(2,005.08)	(3,052.38)
15	Flathead	0317	Cayuse Prairie Elem	14,173.59	92,541.76	5,094.54	901.91	14,102.72	92,054.30	-	471.88	(70.87)	(487.46)	(5,094.54)	(430.03)
15	Flathead	0320	Helena Flats Elem	10,243.25	52,198.86	5,299.14	9,218.27	10,192.03	51,923.90	-	4,823.00	(51.22)	(274.96)	(5,299.14)	(4,395.27)
15	Flathead	0323	Kila Elem	8,103.16	39,069.38	3,662.34	2,698.75	8,062.64	38,863.58	-	1,411.99	(40.52)	(205.80)	(3,662.34)	(1,286.76)
15	Flathead	0324	Smith Valley Elem	10,046.26	68,662.98	4,910.40	3,744.25	9,996.03	68,301.30	-	1,958.99	(50.23)	(361.68)	(4,910.40)	(1,785.26)
15	Flathead	0325	Pleasant Valley Elem	-	755.80	102.30	-	-	751.82	-	-	-	(3.98)	(102.30)	-
15	Flathead	0327	Somers Elem	19,953.56	151,140.75	11,355.30	5,338.89	19,853.79	150,344.62	-	2,793.31	(99.77)	(796.13)	(11,355.30)	(2,545.58)
15	Flathead	0330	Bigfork Elem	23,027.88	121,528.62	12,337.38	18,704.03	22,912.74	120,888.47	-	9,785.95	(115.14)	(640.15)	(12,337.38)	(8,918.08)
15	Flathead	0331	Bigfork H S	7,796.83	65,792.55	6,322.14	20,995.78	7,757.85	65,445.99	-	10,984.99	(38.98)	(346.56)	(6,322.14)	(10,010.79)
15	Flathead	0334	Whitefish Elem	23,155.57	500,542.95	26,106.96	17,890.52	23,039.79	497,906.35	-	9,360.32	(115.78)	(2,636.60)	(26,106.96)	(8,530.20)
15	Flathead	0335	Whitefish H S	8,616.40	100,568.46	10,270.92	9,935.00	8,573.32	100,038.72	-	5,197.99	(43.08)	(529.74)	(10,270.92)	(4,737.01)
15	Flathead	0339	Evergreen Elem	60,899.79	186,525.13	15,488.22	17,385.58	60,595.29	185,542.61	-	9,096.14	(304.50)	(982.52)	(15,488.22)	(8,289.44)
15	Flathead	0341	Marion Elem	5,993.20	31,960.37	2,311.98	1,729.60	5,963.23	31,792.02	-	904.93	(29.97)	(168.35)	(2,311.98)	(824.67)
15	Flathead	0342	Olney-Bissell Elem	4,606.72	14,302.46	1,820.94	782.50	4,583.69	14,227.12	-	409.40	(23.03)	(75.34)	(1,820.94)	(373.10)
16	Gallatin	0347	Manhattan School	5,403.47	98,994.50	9,350.22	1,028.54	5,376.45	98,473.05	-	538.13	(27.02)	(521.45)	(9,350.22)	(490.41)
16	Gallatin	0348	Manhattan High School	2,751.26	74,771.02	5,380.98	11,029.51	2,737.50	74,377.17	-	5,770.64	(13.76)	(393.85)	(5,380.98)	(5,258.87)
16	Gallatin	0350	Bozeman Elem	71,366.18	1,505,822.02	99,435.60	146,355.36	71,009.35	1,497,890.14	-	76,573.12	(356.83)	(7,931.88)	(99,435.60)	(69,782.24)
16	Gallatin	0351	Bozeman H S	24,793.71	523,086.67	45,871.32	134,894.56	24,669.74	520,331.32	-	70,576.83	(123.97)	(2,755.35)	(45,871.32)	(64,317.73)
16	Gallatin	0354	Willow Creek Elem	3,172.26	6,915.85	920.70	6,479.15	3,156.40	6,879.42	-	3,389.89	(15.86)	(36.43)	(920.70)	(3,089.26)

Co	CountyName	LE	DistrictName	District				District				District			
				District General Fund, At Risk 3112	District General Fund SPED Allowable 3115	District General Fund Data For Achievement 3116	District Budgeted Fund Combined Block Grant 3445	District General Fund, At Risk 3112	District General Fund SPED Allowable 3115	District General Fund Data For Achievement 3116	District Budgeted Fund Combined Block Grant 3445	District General Fund, At Risk 3112	District General Fund SPED Allowable 3115	District General Fund Data For Achievement 3116	District Budgeted Fund Combined Block Grant 3445
16	Gallatin	0355	Willow Creek H S		4,233.49	184.14	1,038.21	-	4,211.19	-	543.19	-	(22.30)	(184.14)	(495.02)
16	Gallatin	0357	Springhill Elem		2,569.72	347.82	677.19	-	2,556.18	-	354.31	-	(13.54)	(347.82)	(322.88)
16	Gallatin	0359	Cottonwood Elem		7,229.66	368.28	112.31	-	7,191.58	-	58.76	-	(38.08)	(368.28)	(53.55)
16	Gallatin	0360	Three Forks Elem	12,059.16	95,126.88	9,657.12	13,297.75	11,998.86	94,625.80	-	6,957.38	(60.30)	(501.08)	(9,657.12)	(6,340.37)
16	Gallatin	0361	Three Forks H S	3,438.43	37,486.44	3,805.56	10,013.50	3,421.24	37,288.98	-	5,239.06	(17.19)	(197.46)	(3,805.56)	(4,774.44)
16	Gallatin	0362	Pass Creek Elem		3,573.38	184.14	-	-	3,554.56	-	-	-	(18.82)	(184.14)	-
16	Gallatin	0363	Monforton Elem	4,343.90	84,498.44	11,437.14	21,855.69	4,322.18	84,053.35	-	11,434.90	(21.72)	(445.09)	(11,437.14)	(10,420.79)
16	Gallatin	0364	Gallatin Gateway Elem	3,340.49	22,976.32	3,191.76	9,256.72	3,323.79	22,855.29	-	4,843.12	(16.70)	(121.03)	(3,191.76)	(4,413.60)
16	Gallatin	0366	Anderson Elem	761.79	70,166.79	4,623.96	2,550.62	757.98	69,797.19	-	1,334.48	(3.81)	(369.60)	(4,623.96)	(1,216.14)
16	Gallatin	0367	LaMotte Elem	1,219.12	12,295.52	1,514.04	3,430.08	1,213.02	12,230.75	-	1,794.62	(6.10)	(64.77)	(1,514.04)	(1,635.46)
16	Gallatin	0368	Belgrade Elem	57,435.45	645,443.55	50,658.96	69,131.76	57,148.27	642,043.69	-	36,169.74	(287.18)	(3,399.86)	(50,658.96)	(32,962.02)
16	Gallatin	0369	Belgrade H S	24,424.65	177,758.28	18,045.72	35,650.25	24,302.53	176,821.94	-	18,652.21	(122.12)	(936.34)	(18,045.72)	(16,998.04)
16	Gallatin	0370	Malmborg Elem	696.09	2,348.89	204.60	1,562.86	692.61	2,336.52	-	817.69	(3.48)	(12.37)	(204.60)	(745.17)
16	Gallatin	0374	West Yellowstone K-12	6,990.04	40,964.36	5,544.66	3,059.88	6,955.09	40,748.58	-	1,600.93	(34.95)	(215.78)	(5,544.66)	(1,458.95)
16	Gallatin	0376	Amsterdam Elem	4,559.98	21,313.56	3,253.14	14,819.86	4,537.18	21,201.29	-	7,753.75	(22.80)	(112.27)	(3,253.14)	(7,066.11)
17	Garfield	0377	Jordan Elem	2,489.93	14,662.52	1,984.62	-	2,477.48	14,585.29	-	-	(12.45)	(77.23)	(1,984.62)	-
17	Garfield	0378	Garfield County H S	1,247.38	5,290.60	900.24	-	1,241.14	5,262.73	-	-	(6.24)	(27.87)	(900.24)	-
17	Garfield	0385	Pine Grove Elem	-	2,060.56	245.52	-	-	2,049.71	-	-	-	(10.85)	(245.52)	-
17	Garfield	0386	Kester Elem	-	1,846.68	225.06	-	-	1,836.95	-	-	-	(9.73)	(225.06)	-
17	Garfield	0387	Cohagen Elem	833.82	2,720.88	368.28	3,512.36	829.65	2,706.55	-	1,837.67	(4.17)	(14.33)	(368.28)	(1,674.69)
17	Garfield	0392	Sand Springs Elem	-	604.64	122.76	376.96	-	601.46	-	197.23	-	(3.18)	(122.76)	(179.73)
17	Garfield	0394	Ross Elem	-	453.48	81.84	-	-	451.09	-	-	-	(2.39)	(81.84)	-
18	Glacier	0400	Browning Elem	146,234.52	517,300.84	31,283.34	36,714.11	145,503.35	514,575.97	-	19,208.82	(731.17)	(2,724.87)	(31,283.34)	(17,505.29)
18	Glacier	0401	Browning H S	52,868.16	117,094.74	11,887.26	23,070.49	52,603.82	116,477.95	-	12,070.48	(264.34)	(616.79)	(11,887.26)	(11,000.01)
18	Glacier	0402	Cut Bank Elem	27,273.23	181,768.43	11,764.50	17,089.90	27,136.86	180,810.97	-	8,941.44	(136.37)	(957.46)	(11,764.50)	(8,148.46)
18	Glacier	0403	Cut Bank H S	6,636.47	42,169.17	3,539.58	17,649.75	6,603.29	41,947.04	-	9,234.35	(33.18)	(222.13)	(3,539.58)	(8,415.40)
18	Glacier	0404	East Glacier Park Elem	3,122.92	19,288.52	1,554.96	1,754.61	3,107.31	19,186.92	-	918.01	(15.61)	(101.60)	(1,554.96)	(836.60)
19	Golden Valley	0407	Ryegate K-12 Schools	3,247.02	12,304.65	1,248.06	6,070.29	3,230.78	12,239.84	-	3,175.98	(16.24)	(64.81)	(1,248.06)	(2,894.31)
19	Golden Valley	0411	Lavina K-12 Schools	3,787.65	41,522.95	1,575.42	2,577.19	3,768.71	41,304.23	-	1,348.39	(18.94)	(218.72)	(1,575.42)	(1,228.80)
20	Granite	0416	Phillipsburg K-12 Schools	7,112.15	30,587.21	3,498.66	13,276.46	7,076.59	30,426.09	-	6,946.24	(35.56)	(161.12)	(3,498.66)	(6,330.22)
20	Granite	0418	Hall Elem	-	3,930.16	634.26	-	-	3,909.46	-	-	-	(20.70)	(634.26)	-
20	Granite	0419	Drummond Elem	4,781.51	22,652.21	2,168.76	1,675.57	4,757.60	22,532.89	-	876.66	(23.91)	(119.32)	(2,168.76)	(798.91)
20	Granite	0420	Drummond H S	3,587.31	11,488.16	1,616.34	3,033.96	3,569.37	11,427.65	-	1,587.37	(17.94)	(60.51)	(1,616.34)	(1,446.59)
21	Hill	0424	Davey Elem	-	1,813.92	245.52	654.22	-	1,804.37	-	342.29	-	(9.55)	(245.52)	(311.93)
21	Hill	0425	Box Elder Elem	29,187.94	50,638.60	6,854.10	6,571.82	29,042.00	50,371.86	-	3,438.38	(145.94)	(266.74)	(6,854.10)	(3,133.44)
21	Hill	0426	Box Elder H S	10,864.71	25,132.28	2,639.34	6,895.94	10,810.39	24,999.90	-	3,607.96	(54.32)	(132.38)	(2,639.34)	(3,287.98)
21	Hill	0427	Havre Elem	57,439.29	327,406.26	27,723.30	63,833.26	57,152.09	325,681.66	-	33,397.56	(287.20)	(1,724.60)	(27,723.30)	(30,435.70)
21	Hill	0428	Havre H S	16,566.70	113,467.02	11,662.20	65,593.16	16,483.87	112,869.34	-	34,318.34	(82.83)	(597.68)	(11,662.20)	(31,274.82)
21	Hill	0445	Cottonwood Elem	1,507.84	3,023.20	552.42	1,857.59	1,500.30	3,007.28	-	971.89	(7.54)	(15.92)	(552.42)	(885.70)
22	Jefferson	0452	Clancy Elem	3,721.20	47,010.76	6,363.06	2,363.98	3,702.59	46,763.13	-	1,236.83	(18.61)	(247.63)	(6,363.06)	(1,127.15)
22	Jefferson	0453	Whitehall Elem	11,132.24	40,057.40	5,585.58	907.21	11,076.58	39,846.40	-	474.65	(55.66)	(211.00)	(5,585.58)	(432.56)
22	Jefferson	0454	Whitehall H S	4,023.94	25,879.46	2,700.72	3,556.12	4,003.82	25,743.14	-	1,860.56	(20.12)	(136.32)	(2,700.72)	(1,695.56)
22	Jefferson	0455	Basin Elem	2,392.37	2,569.72	347.82	-	2,380.41	2,556.18	-	-	(11.96)	(13.54)	(347.82)	-
22	Jefferson	0456	Boulder Elem	10,212.38	41,148.86	3,682.80	3,123.55	10,161.32	40,932.11	-	1,634.24	(51.06)	(216.75)	(3,682.80)	(1,489.31)
22	Jefferson	0457	Jefferson H S	6,272.75	47,643.60	4,992.24	5,916.61	6,241.39	47,392.64	-	3,095.57	(31.36)	(250.96)	(4,992.24)	(2,821.04)
22	Jefferson	0458	Cardwell Elem	1,191.47	7,104.52	982.08	3,046.39	1,185.51	7,067.10	-	1,593.87	(5.96)	(37.42)	(982.08)	(1,452.52)
22	Jefferson	0460	Montana City Elem	2,477.41	92,045.48	10,291.38	9,881.90	2,465.02	91,560.63	-	5,170.21	(12.39)	(484.85)	(10,291.38)	(4,711.69)
23	Judith Basin	0464	Stanford K-12 Schools	3,638.89	32,120.74	2,598.42	10,418.39	3,620.70	31,951.54	-	5,450.90	(18.19)	(169.20)	(2,598.42)	(4,967.49)
23	Judith Basin	0469	Hobson K-12 Schools	2,594.19	15,418.32	2,189.22	19,760.37	2,581.22	15,337.10	-	10,338.63	(12.97)	(81.22)	(2,189.22)	(9,421.74)
23	Judith Basin	0472	Geyser Elem	2,604.36	11,195.59	777.48	4,202.93	2,591.34	11,136.62	-	2,198.97	(13.02)	(58.97)	(777.48)	(2,003.96)
23	Judith Basin	0473	Geyser H S	1,314.45	12,105.77	491.04	1,400.47	1,307.88	12,042.00	-	732.73	(6.57)	(63.77)	(491.04)	(667.74)
24	Lake	0474	Arlee Elem	27,588.11	107,147.96	6,813.18	19,695.83	27,450.17	106,583.56	-	10,304.86	(137.94)	(564.40)	(6,813.18)	(9,390.97)
24	Lake	0475	Arlee H S	6,694.74	45,507.35	2,823.48	14,082.56	6,661.27	45,267.64	-	7,368.00	(33.47)	(239.71)	(2,823.48)	(6,714.56)
24	Lake	0477	Polson Elem	54,348.85	364,855.77	24,367.86	11,839.40	54,077.11	362,933.90	-	6,194.37	(271.74)	(1,921.87)	(24,367.86)	(5,645.03)
24	Lake	0478	Polson H S	15,470.69	124,044.56	9,943.56	10,524.30	15,393.34	123,391.16	-	5,506.31	(77.35)	(653.40)	(9,943.56)	(5,017.99)
24	Lake	0481	St Ignatius K-12 Schools	40,324.89	162,188.05	10,434.60	6,151.05	40,123.27	161,333.73	-	3,218.23	(201.62)	(854.32)	(10,434.60)	(2,932.82)
24	Lake	0483	Valley View Elem	3,093.29	6,852.36	695.64	-	3,077.82	6,816.27	-	-	(15.47)	(68.09)	(695.64)	-
24	Lake	0486	Swan Lake-Salmon Elem	682.21	755.80	122.76	-	678.80	751.82	-	-	(3.41)	(3.98)	(122.76)	-
25	Lewis & Clark	0487	Helena Elem	128,783.17	1,839,510.97	109,849.74	149,156.24	128,139.25	1,829,821.39	-	78,038.54	(643.92)	(9,689.58)	(109,849.74)	(71,117.70)

Co	CountyName	LE	DistrictName	District				District				District			
				District General		District General	Budgeted Fund	District General		District General	Budgeted Fund	District General		District General	Budgeted Fund
				Fund, At Risk 3112	Fund SPED Allowable 3115	Fund Data For Achievement 3116	Combined Block Grant 3445	Fund, At Risk 3112	Fund SPED Allowable 3115	Fund Data For Achievement 3116	Combined Block Grant 3445	Fund, At Risk 3112	Fund SPED Allowable 3115	Fund Data For Achievement 3116	Combined Block Grant 3445
25	Lewis & Clark	0488	Helena H S	70,606.25	597,163.02	60,622.98	93,959.06	70,253.22	594,017.48	-	49,159.38	(353.03)	(3,145.54)	(60,622.98)	(44,799.68)
25	Lewis & Clark	0491	Trinity Elem	6,448.29	2,798.71	286.44	30,834.97	6,416.05	2,783.97	-	16,132.86	(32.24)	(14.74)	(286.44)	(14,702.11)
25	Lewis & Clark	0492	East Helena Elem	40,976.73	187,740.72	25,411.32	19,626.30	40,771.85	186,751.80	-	10,268.48	(204.88)	(988.92)	(25,411.32)	(9,357.82)
25	Lewis & Clark	0495	Wolf Creek Elem	2,317.49	1,965.08	265.98	880.48	2,305.90	1,954.73	-	460.67	(11.59)	(10.35)	(265.98)	(419.81)
25	Lewis & Clark	0498	Auchard Creek Elem	1,880.37	1,662.76	225.06	-	1,870.97	1,654.00	-	-	(9.40)	(8.76)	(225.06)	-
25	Lewis & Clark	0502	Augusta Elem	3,845.05	11,790.48	1,595.88	1,273.03	3,825.82	11,728.37	-	666.05	(19.23)	(62.11)	(1,595.88)	(606.98)
25	Lewis & Clark	0503	Augusta H S	1,946.45	9,478.31	572.88	1,309.46	1,936.72	9,428.38	-	685.11	(9.73)	(49.93)	(572.88)	(624.35)
27	Lincoln	0519	Troy Elem	15,525.11	51,392.70	5,401.44	8,049.42	15,447.48	51,121.99	-	4,211.46	(77.63)	(270.71)	(5,401.44)	(3,837.96)
27	Lincoln	0520	Troy H S	7,537.36	23,983.26	2,659.80	9,422.99	7,499.67	23,856.93	-	4,930.11	(37.69)	(126.33)	(2,659.80)	(4,492.88)
27	Lincoln	0522	Libby K-12 Schools	55,357.47	251,799.00	24,715.68	5,863.78	55,080.68	250,472.65	-	3,067.93	(276.79)	(1,326.35)	(24,715.68)	(2,795.85)
27	Lincoln	0527	Eureka Elem	23,344.88	109,987.06	9,411.60	7,778.02	23,228.16	109,407.71	-	4,069.46	(116.72)	(579.35)	(9,411.60)	(3,708.56)
27	Lincoln	0528	Lincoln County H S	13,476.88	59,655.84	6,056.16	12,267.27	13,409.50	59,341.60	-	6,418.24	(67.38)	(314.24)	(6,056.16)	(5,849.03)
27	Lincoln	0529	Fortine Elem	4,790.32	13,894.06	1,780.02	1,926.54	4,766.37	13,820.87	-	1,007.97	(23.95)	(73.19)	(1,780.02)	(918.57)
27	Lincoln	0530	McCormick Elem	1,977.19	3,829.26	409.20	53.02	1,967.30	3,809.09	-	27.74	(9.89)	(20.17)	(409.20)	(25.28)
27	Lincoln	0533	Yaak Elem	879.07	1,007.70	122.76	-	874.67	1,002.39	-	-	(4.40)	(5.31)	(122.76)	-
27	Lincoln	0534	Trego Elem	2,055.42	6,057.29	491.04	1,846.20	2,045.14	6,025.38	-	965.93	(10.28)	(31.91)	(491.04)	(880.27)
28	Madison	0536	Alder Elem	1,715.74	3,174.36	429.66	283.78	1,707.16	3,157.64	-	148.47	(8.58)	(16.72)	(429.66)	(135.31)
28	Madison	0537	Sheridan Elem	5,257.19	19,953.12	2,721.18	7,749.30	5,230.90	19,848.02	-	4,054.43	(26.29)	(105.10)	(2,721.18)	(3,694.87)
28	Madison	0538	Sheridan H S	1,806.24	14,541.63	1,186.68	12,434.86	1,797.21	14,465.03	-	6,505.92	(9.03)	(76.60)	(1,186.68)	(5,928.94)
28	Madison	0540	Twin Bridges K-12 Schools	5,220.74	38,435.87	4,869.48	35,747.31	5,194.64	38,233.41	-	18,702.99	(26.10)	(202.46)	(4,869.48)	(17,044.32)
28	Madison	0543	Harrison K-12 Schools	3,352.76	10,320.99	1,554.96	14,103.42	3,336.00	10,266.62	-	7,378.91	(16.76)	(54.37)	(1,554.96)	(6,724.51)
28	Madison	0546	Ennis K-12 Schools	6,196.38	60,312.84	8,163.54	17,047.62	6,165.40	59,995.14	-	19,383.31	(30.98)	(317.70)	(8,163.54)	(17,664.31)
29	McCone	0547	Circle Elem	4,348.86	23,732.12	3,212.22	11,541.07	4,327.12	23,607.11	-	6,038.29	(21.74)	(125.01)	(3,212.22)	(5,502.78)
29	McCone	0548	Circle H S	1,386.23	11,034.68	1,595.88	13,844.45	1,379.30	10,976.56	-	7,243.42	(6.93)	(58.12)	(1,595.88)	(6,601.03)
29	McCone	0566	Vida Elem	35.46	4,383.64	593.34	4,811.28	35.28	4,360.55	-	2,517.26	(0.18)	(23.09)	(593.34)	(2,294.02)
30	Meagher	0570	White Sulphur Spgs K-12	12,035.98	42,511.79	4,869.48	15,939.98	11,975.80	42,287.86	-	8,339.80	(60.18)	(223.93)	(4,869.48)	(7,600.18)
31	Mineral	0577	Alberton K-12 Schools	2,409.07	33,225.55	2,864.40	4,158.37	8,207.82	33,050.54	-	2,175.66	(41.25)	(175.01)	(2,864.40)	(1,982.71)
31	Mineral	0579	Superior K-12 Schools	15,265.14	42,475.96	5,810.64	25,399.41	15,188.81	42,252.22	-	13,288.97	(76.33)	(223.74)	(5,810.64)	(12,110.44)
31	Mineral	0582	St Regis K-12 Schools	10,752.40	27,409.33	3,641.88	16,279.10	10,698.64	27,264.95	-	8,517.23	(53.76)	(144.38)	(3,641.88)	(7,761.87)
32	Missoula	0583	Missoula Elem	201,448.55	2,484,371.29	111,936.66	139,066.11	200,441.31	2,471,284.92	-	72,759.39	(1,007.24)	(13,086.37)	(111,936.66)	(66,306.72)
32	Missoula	0584	Missoula H S	92,378.20	1,073,256.20	76,847.76	184,977.60	91,916.31	1,067,602.85	-	96,780.28	(461.89)	(5,653.35)	(76,847.76)	(88,197.32)
32	Missoula	0586	Hellgate Elem	38,749.86	505,699.43	31,365.18	45,597.70	38,596.11	503,035.67	-	23,856.72	(193.75)	(2,663.76)	(31,365.18)	(21,740.98)
32	Missoula	0588	Lolo Elem	19,122.96	222,138.46	11,723.58	17,784.48	19,027.35	220,968.35	-	9,304.84	(95.61)	(1,170.11)	(11,723.58)	(8,479.64)
32	Missoula	0589	Potomac Elem	3,451.57	15,116.00	2,046.00	118.18	3,434.31	15,036.38	-	61.83	(17.26)	(79.62)	(2,046.00)	(56.35)
32	Missoula	0590	Bonner Elem	18,564.48	117,611.77	7,836.18	1,286.90	18,471.66	116,992.25	-	673.31	(92.82)	(619.52)	(7,836.18)	(613.59)
32	Missoula	0591	Woodman Elem	1,724.92	15,583.83	716.10	89.22	1,716.30	15,501.74	-	46.68	(8.62)	(82.09)	(716.10)	(42.54)
32	Missoula	0592	DeSmet Elem	9,025.12	97,268.62	2,250.60	9,312.29	8,979.99	96,756.26	-	4,872.19	(45.13)	(512.36)	(2,250.60)	(4,440.10)
32	Missoula	0593	Target Range Elem	14,069.58	138,001.31	12,255.54	4,694.38	13,999.23	137,274.39	-	2,456.10	(70.35)	(726.92)	(12,255.54)	(2,238.28)
32	Missoula	0594	Sunset Elem	-	1,662.76	225.06	-	-	1,654.00	-	-	-	(8.76)	(225.06)	-
32	Missoula	0595	Clinton Elem	8,334.24	57,308.75	4,255.68	7,765.74	8,292.57	57,006.88	-	4,063.04	(41.67)	(301.87)	(4,255.68)	(3,702.70)
32	Missoula	0596	Swan Valley Elem	1,934.30	10,968.88	654.72	-	1,924.63	10,911.10	-	-	(9.67)	(57.78)	(654.72)	-
32	Missoula	0597	Seelye Lake Elem	9,272.20	43,742.20	3,621.42	3,118.84	9,225.84	43,511.79	-	1,631.78	(46.36)	(230.41)	(3,621.42)	(1,487.06)
32	Missoula	0599	Frenchtown K-12 Schools	40,702.38	276,113.94	27,314.10	83,087.98	40,498.87	274,659.52	-	43,471.63	(203.51)	(1,454.42)	(27,314.10)	(39,616.35)
33	Musselshell	0605	Roundup Elem	20,612.46	124,921.44	8,961.48	7,862.45	20,509.40	124,263.42	-	4,113.63	(103.06)	(658.02)	(8,961.48)	(3,748.82)
33	Musselshell	0606	Roundup High School	7,048.55	27,511.12	3,887.40	9,684.20	7,013.31	27,366.21	-	5,066.77	(35.24)	(144.91)	(3,887.40)	(4,617.43)
33	Musselshell	0607	Melstone Elem	2,906.35	8,162.64	1,207.14	3,295.51	2,891.82	8,119.64	-	1,724.21	(14.53)	(43.00)	(1,207.14)	(1,571.30)
33	Musselshell	0608	Melstone H S	2,165.26	9,179.03	634.26	1,212.25	2,154.43	9,130.68	-	634.25	(10.83)	(48.35)	(634.26)	(578.00)
34	Park	0612	Livingston Elem	38,677.95	372,563.26	21,462.54	12,857.63	38,484.56	370,600.79	-	6,727.11	(193.39)	(1,962.47)	(21,462.54)	(6,130.52)
34	Park	0613	Park H S	12,041.06	70,894.04	10,270.92	54,018.35	11,980.85	70,520.61	-	28,262.40	(60.21)	(373.43)	(10,270.92)	(25,755.95)
34	Park	0614	Gardiner Elem	1,156.51	17,667.82	2,516.58	5,902.91	1,150.73	17,574.76	-	3,088.40	(5.78)	(93.06)	(2,516.58)	(2,814.51)
34	Park	0617	Cooke City Elem	-	604.64	102.30	-	-	601.46	-	676.71	-	(3.18)	(102.30)	(616.69)
34	Park	0620	Pine Creek Elem	47.85	4,383.64	634.26	425.49	47.61	4,360.55	-	222.62	(0.24)	(23.09)	(634.26)	(202.87)
34	Park	0635	Springdale Elem	-	-	258.82	-	-	-	-	135.41	-	-	-	(123.41)
35	Petroleum	0642	Winnett K-12 Schools	5,580.25	13,755.56	1,882.32	10,428.11	5,552.35	13,683.10	-	5,455.99	(27.90)	(72.46)	(1,882.32)	(4,972.12)
36	Phillips	0648	Dodson K-12	6,820.69	25,330.90	1,820.94	6,277.02	6,786.59	25,197.47	-	328.06	(34.10)	(133.43)	(1,820.94)	(298.96)
36	Phillips	0657	Saco H S	619.35	6,528.01	306.90	6,176.11	616.25	6,493.62	-	3,231.34	(3.10)	(34.39)	(306.90)	(2,944.77)
36	Phillips	0659	Malta K-12 Schools	19,298.87	120,839.16	10,700.58	39,086.57	19,202.38	120,202.64	-	20,450.09	(96.49)	(636.52)	(10,700.58)	(18,636.48)
36	Phillips	0663	Whitewater K-12 Schools	2,979.37	17,004.40	1,063.92	11,940.89	2,964.47	16,914.83	-	6,247.47	(14.90)	(89.57)	(1,063.92)	(5,693.42)
37	Pondera	0671	Dupuyer Elem	2,283.52	2,880.61	388.74	-	2,272.10	2,865.44	-	-	(11.42)	(15.17)	(388.74)	-

Co	CountyName	LE	DistrictName	District				District				District			
				District General		District General	Budgeted Fund	District General		District General	Budgeted Fund	District General		District General	Budgeted Fund
				Fund, At Risk 3112	Fund SPED Allowable 3115	Fund Data For Achievement 3116	Combined Block Grant 3445	Fund, At Risk 3112	Fund SPED Allowable 3115	Fund Data For Achievement 3116	Combined Block Grant 3445	Fund, At Risk 3112	Fund SPED Allowable 3115	Fund Data For Achievement 3116	Combined Block Grant 3445
37	Pondera	0674	Conrad Elem	13,115.51	78,541.35	7,692.96	38,700.03	13,049.93	78,127.64	-	20,247.86	(65.58)	(413.71)	(7,692.96)	(18,452.17)
37	Pondera	0675	Conrad H S	2,642.91	22,674.00	3,416.82	47,337.09	2,629.70	22,554.57	-	24,766.77	(13.21)	(119.43)	(3,416.82)	(22,570.32)
37	Pondera	0679	Valier Elem	5,234.75	15,720.64	2,352.90	11,070.13	5,208.58	15,637.83	-	5,791.89	(26.17)	(82.81)	(2,352.90)	(5,278.24)
37	Pondera	0680	Valier H S	2,952.84	14,971.82	1,186.68	12,367.15	2,938.08	14,892.96	-	6,470.49	(14.76)	(78.86)	(1,186.68)	(5,896.66)
37	Pondera	0684	Miami Elem	1,986.86	3,476.68	470.58	-	1,976.93	3,458.37	-	-	(9.93)	(18.31)	(470.58)	-
38	Powder River	0692	Biddle Elem	-	755.80	102.30	-	-	751.82	-	-	-	(3.98)	(102.30)	-
38	Powder River	0705	Broadus Elem	5,068.26	35,221.29	2,987.16	2,078.01	5,042.92	35,035.76	-	1,087.21	(25.34)	(185.53)	(2,987.16)	(990.80)
38	Powder River	0706	Powder River Co Dist H S	1,841.20	13,604.40	2,046.00	10,335.52	1,831.99	13,532.74	-	5,407.54	(9.21)	(71.66)	(2,046.00)	(4,927.98)
38	Powder River	0709	South Stacey Elem	-	604.64	81.84	-	-	601.46	-	-	-	(3.18)	(81.84)	-
39	Powell	0712	Deer Lodge Elem	20,437.78	95,064.01	8,920.56	31,139.09	20,335.59	94,563.26	-	16,291.97	(102.19)	(500.75)	(8,920.56)	(14,847.12)
39	Powell	0713	Powell County H S	6,161.05	82,179.05	4,276.14	12,977.97	6,130.24	81,746.17	-	6,790.07	(30.81)	(432.88)	(4,276.14)	(6,187.90)
39	Powell	0715	Avando Elem	41.65	1,058.12	184.14	-	41.44	1,052.55	-	-	(0.21)	(5.57)	-	-
39	Powell	0717	Helmville Elem	41.16	2,418.56	327.36	1,456.23	40.95	2,405.82	-	761.90	(0.21)	(12.74)	(327.36)	(694.33)
39	Powell	0718	Karrison Elem	36.45	10,993.23	347.82	3,456.27	36.27	10,935.32	-	1,808.32	(0.18)	(57.91)	(347.82)	(1,647.95)
39	Powell	0719	Elliston Elem	802.46	1,965.08	286.44	2,378.27	798.45	1,954.73	-	1,244.31	(4.01)	(10.35)	(286.44)	(1,133.96)
39	Powell	0720	Avon Elem	1,754.92	3,930.16	531.96	2,744.75	1,746.15	3,909.46	-	1,436.05	(8.77)	(20.70)	(531.96)	(1,308.70)
39	Powell	0721	Gold Creek Elem	1,373.02	1,058.12	163.68	2,391.45	1,628.83	1,052.55	-	1,251.21	(8.19)	(5.57)	(163.68)	(1,140.24)
40	Prairie	0726	Terry K-12 Schools	5,966.79	22,522.84	3,253.14	11,219.02	5,936.96	22,404.20	-	5,869.79	(29.83)	(118.64)	(3,253.14)	(5,349.23)
41	Ravalli	0731	Corvallis K-12 Schools	42,843.71	278,931.36	28,316.64	20,808.43	42,629.49	277,462.10	-	10,886.97	(214.22)	(1,469.26)	(28,316.64)	(9,921.46)
41	Ravalli	0732	Stevensville Elem	25,655.67	110,711.75	13,462.68	17,006.07	25,527.39	110,128.58	-	8,897.58	(128.28)	(583.17)	(13,462.68)	(8,108.49)
41	Ravalli	0733	Stevensville H S	8,465.40	89,576.68	7,774.80	5,758.99	8,423.07	89,104.84	-	3,013.10	(42.33)	(471.84)	(7,774.80)	(2,745.89)
41	Ravalli	0735	Hamilton K-12 Schools	54,982.34	507,366.91	32,101.74	30,503.61	54,707.43	504,694.37	-	15,959.49	(274.91)	(2,672.54)	(32,101.74)	(14,544.12)
41	Ravalli	0738	Victor K-12 Schools	20,046.04	81,153.34	6,792.72	6,827.32	19,945.81	80,725.87	-	3,572.05	(100.23)	(427.47)	(6,792.72)	(3,255.27)
41	Ravalli	0740	Darby K-12 Schools	20,268.69	129,219.79	7,488.36	21,039.80	20,167.35	128,539.13	-	11,008.02	(101.34)	(680.66)	(7,488.36)	(10,031.78)
41	Ravalli	0741	Lone Rock Elem	8,467.76	51,193.82	4,930.86	3,967.33	8,425.42	50,924.16	-	2,075.71	(42.34)	(269.66)	(4,930.86)	(1,891.62)
41	Ravalli	0743	Florence-Carleton K-12 Schls	19,990.38	136,134.96	17,636.52	697.45	19,890.43	135,417.87	-	364.91	(99.95)	(717.09)	(17,636.52)	(332.54)
42	Richland	0745	Sidney Elem	17,009.40	297,812.91	20,071.26	22,694.01	16,924.35	296,244.19	-	11,873.51	(85.05)	(1,568.72)	(20,071.26)	(10,820.50)
42	Richland	0746	Sidney H S	3,888.56	75,577.50	8,306.76	9,085.17	3,869.12	75,179.40	-	4,753.36	(19.44)	(398.10)	(8,306.76)	(4,331.81)
42	Richland	0747	Savage Elem	1,302.92	11,639.32	1,718.64	716.99	1,296.41	11,578.01	-	375.13	(6.51)	(61.31)	(1,718.64)	(341.86)
42	Richland	0748	Savage H S	1,282.96	6,950.22	716.10	529.07	1,276.55	6,913.61	-	276.81	(6.41)	(36.61)	(716.10)	(252.26)
42	Richland	0749	Brorson Elem	682.95	1,511.60	204.60	300.62	679.54	1,503.64	-	157.28	(3.41)	(7.96)	(204.60)	(143.34)
42	Richland	0750	Fairview Elem	3,858.19	31,476.68	4,092.00	317.23	3,838.90	31,310.88	-	165.97	(19.29)	(165.80)	(4,092.00)	(151.26)
42	Richland	0751	Fairview H S	1,444.12	29,513.61	2,373.36	1,866.99	1,436.90	29,358.15	-	976.81	(7.22)	(155.46)	(2,373.36)	(890.18)
42	Richland	0754	Rau Elem	1,514.29	11,488.16	1,575.42	1,569.02	1,506.72	11,427.65	-	820.91	(7.57)	(60.51)	(1,575.42)	(748.11)
42	Richland	0768	Lambert Elem	1,653.39	17,596.14	1,698.18	-	1,645.12	17,503.45	-	-	(8.27)	(92.69)	(1,698.18)	-
42	Richland	0769	Lambert H S	551.91	10,465.77	961.62	35.19	549.15	10,410.64	-	18.41	(2.76)	(55.13)	(961.62)	(16.78)
43	Roosevelt	0774	Frontier Elem	6,797.14	22,825.16	3,089.46	3,534.66	6,763.15	22,704.93	-	1,849.33	(33.99)	(120.23)	(3,089.46)	(1,685.33)
43	Roosevelt	0775	Poplar Elem	66,299.54	255,457.94	14,526.60	22,899.00	65,968.04	254,112.32	-	11,980.76	(331.50)	(1,345.62)	(14,526.60)	(10,918.24)
43	Roosevelt	0776	Poplar H S	17,762.27	82,444.71	4,685.34	7,250.91	17,673.46	82,010.43	-	3,793.68	(88.81)	(434.28)	(4,685.34)	(3,457.23)
43	Roosevelt	0777	Culbertson Elem	8,715.32	32,197.08	4,357.98	1,187.28	8,671.74	32,027.48	-	621.18	(43.58)	(169.60)	(4,357.98)	(566.10)
43	Roosevelt	0778	Culbertson H S	1,622.64	10,732.36	1,473.12	582.33	1,614.53	10,675.83	-	304.68	(8.11)	(56.53)	(1,473.12)	(277.65)
43	Roosevelt	0780	Wolf Point Elem	48,882.28	175,328.08	11,866.80	16,339.36	48,637.87	174,404.54	-	8,548.75	(244.41)	(923.54)	(11,866.80)	(7,790.61)
43	Roosevelt	0781	Wolf Point H S	13,368.03	45,144.96	4,583.04	15,663.17	13,301.19	44,907.16	-	8,194.97	(66.84)	(237.80)	(4,583.04)	(7,468.20)
43	Roosevelt	0782	Brockton Elem	11,749.24	20,406.60	2,762.10	2,579.00	11,690.49	20,299.11	-	1,349.33	(58.75)	(107.49)	(2,762.10)	(1,229.67)
43	Roosevelt	0783	Brockton H S	3,679.42	7,406.84	1,002.54	-	3,661.02	7,367.82	-	-	(18.40)	(39.02)	(1,002.54)	-
43	Roosevelt	0785	Bainville K-12 Schools	1,907.65	40,818.57	3,600.96	8,922.16	1,898.11	40,603.56	-	4,668.07	(9.54)	(215.01)	(3,600.96)	(4,254.09)
43	Roosevelt	0786	Froid Elem	1,870.83	14,511.36	1,964.16	1,861.48	1,851.48	14,434.92	-	5,026.94	(9.35)	(76.44)	(1,964.16)	(4,581.13)
43	Roosevelt	0787	Froid H S	1,272.67	4,081.32	613.80	4,361.78	1,266.31	4,059.82	-	2,282.08	(6.36)	(21.50)	(613.80)	(2,079.70)
44	Rosebud	0789	Birney Elem	-	2,267.40	306.90	-	-	2,255.46	-	-	-	(11.94)	(306.90)	-
44	Rosebud	0790	Forsyth Elem	6,842.76	39,150.44	5,340.06	16,554.48	6,808.55	38,944.22	-	8,661.30	(34.21)	(206.22)	(5,340.06)	(7,893.18)
44	Rosebud	0791	Forsyth H S	1,490.24	21,353.27	2,496.12	17,543.40	1,482.79	21,240.79	-	9,178.71	(7.45)	(112.48)	(2,496.12)	(8,364.69)
44	Rosebud	0792	Lame Deer Elem	47,268.94	118,798.35	9,104.70	-	47,032.60	118,172.58	-	-	(236.34)	(625.77)	(9,104.70)	-
44	Rosebud	0795	Rosebud K-12	5,170.90	6,651.04	1,166.22	12,512.45	5,145.05	6,616.01	-	6,546.51	(25.85)	(35.03)	(1,166.22)	(5,965.94)
44	Rosebud	0796	Colstrip Elem	10,636.36	116,169.11	8,756.88	52,466.78	10,583.18	115,557.19	-	27,450.62	(53.18)	(611.92)	(8,756.88)	(25,016.16)
44	Rosebud	0797	Colstrip H S	2,713.57	73,805.44	4,235.22	59,704.24	2,700.00	73,416.67	-	31,237.26	(13.57)	(388.77)	(4,235.22)	(28,466.98)
44	Rosebud	0800	Ashland Elem	26,436.31	27,211.64	1,493.58	1,485.32	26,304.13	27,068.30	-	777.12	(132.18)	(143.34)	(1,493.58)	(708.20)
45	Sanders	0803	Plains K-12	22,674.20	90,088.38	9,472.98	2,196.59	22,560.83	89,613.84	-	1,149.26	(113.37)	(474.54)	(9,472.98)	(1,047.33)
45	Sanders	0804	Thompson Falls Elem	16,619.27	77,888.31	5,810.64	6,228.22	16,536.17	77,478.04	-	3,258.60	(83.10)	(410.27)	(5,810.64)	(2,969.62)
45	Sanders	0805	Thompson Falls H S	10,015.89	32,873.71	3,723.72	4,231.74	9,965.81	32,700.55	-	2,214.05	(50.08)	(173.16)	(3,723.72)	(2,017.69)

Co	CountyName	LE	DistrictName	District				District				District			
				District General Fund, At Risk 3112	District General Fund SPED Allowable 3115	District General Fund Data For Achievement 3116	District Budgeted Fund Grant 3445	District General Fund, At Risk 3112	District General Fund SPED Allowable 3115	District General Fund Data For Achievement 3116	District Budgeted Fund Grant 3445	District General Fund, At Risk 3112	District General Fund SPED Allowable 3115	District General Fund Data For Achievement 3116	District Budgeted Fund Grant 3445
45	Sanders	0807	Trout Creek Elem	6,441.97	13,833.21	1,186.68	8,278.41	6,409.76	13,760.34	-	4,331.26	(32.21)	(72.87)	(1,186.68)	(3,947.15)
45	Sanders	0809	Dixon Elem	15,171.17	10,883.46	1,002.54	135.95	15,095.31	10,826.13	-	71.13	(75.86)	(57.33)	(1,002.54)	(64.82)
45	Sanders	0811	Noxon Elem	5,697.65	16,022.96	2,168.76	15,927.06	5,669.16	15,938.56	-	8,333.04	(28.49)	(84.40)	(2,168.76)	(7,594.02)
45	Sanders	0812	Noxon H S	3,759.26	10,883.52	1,595.88	18,627.77	3,740.46	10,826.19	-	9,746.05	(18.80)	(57.33)	(1,595.88)	(8,881.72)
45	Sanders	0815	Hot Springs K-12	13,084.14	36,423.67	4,910.40	9,790.50	13,018.72	36,231.81	-	5,122.39	(65.42)	(191.86)	(4,910.40)	(4,668.11)
46	Sheridan	0819	Westby K-12 Schools	1,007.75	11,915.28	1,391.28	777.34	1,002.71	11,852.52	-	406.70	(5.04)	(62.76)	(1,391.28)	(370.64)
46	Sheridan	0822	Medicine Lake K-12 Schools	4,284.64	21,340.12	2,393.82	15,406.86	4,263.22	21,227.71	-	8,060.87	(21.42)	(112.41)	(2,393.82)	(7,345.99)
46	Sheridan	0828	Plentywood K-12 Schools	9,969.03	97,757.34	7,672.50	26,283.10	9,919.18	97,242.41	-	13,751.32	(49.85)	(514.93)	(7,672.50)	(12,531.78)
47	Silver Bow	0840	Butte Elem	130,680.65	614,898.54	62,587.14	30,602.06	130,027.25	611,659.58	-	16,011.00	(653.40)	(3,238.96)	(62,587.14)	(14,591.06)
47	Silver Bow	0842	Ramsay Elem	3,365.04	32,447.94	3,294.06	16,001.55	3,348.21	32,277.02	-	8,372.01	(16.83)	(170.92)	(3,294.06)	(7,629.54)
47	Silver Bow	0843	Divide Elem	-	1,360.44	184.14	204.08	-	1,353.27	-	106.77	-	(7.17)	(184.14)	(97.31)
47	Silver Bow	0844	Melrose Elem	1,100.60	755.80	102.30	584.40	1,095.10	751.82	-	305.76	(5.50)	(3.98)	(102.30)	(278.64)
48	Stillwater	0846	Park City Elem	5,297.48	47,895.48	4,930.86	3,440.84	5,270.99	47,643.19	-	1,800.25	(26.49)	(252.29)	(4,930.86)	(1,640.59)
48	Stillwater	0847	Park City H S	986.68	30,139.76	2,066.46	2,764.70	981.75	29,981.00	-	1,446.49	(4.93)	(158.76)	(2,066.46)	(1,318.21)
48	Stillwater	0848	Columbus Elem	7,887.08	121,415.18	10,618.74	27,071.48	7,847.64	120,775.63	-	14,163.80	(39.44)	(639.55)	(10,618.74)	(12,907.68)
48	Stillwater	0849	Columbus H S	2,338.07	46,477.75	4,603.50	25,610.23	2,326.38	46,232.93	-	13,399.27	(11.69)	(244.82)	(4,603.50)	(12,210.96)
48	Stillwater	0850	Reed Point Elem	2,624.44	9,210.56	1,166.22	3,754.24	2,611.32	9,162.04	-	1,964.22	(13.12)	(48.52)	(1,166.22)	(1,790.02)
48	Stillwater	0851	Reed Point H S	941.18	3,627.84	511.50	3,291.49	936.47	3,608.73	-	1,722.11	(4.71)	(19.11)	(511.50)	(1,569.38)
48	Stillwater	0852	Molt Elem	-	906.96	122.76	-	-	902.18	-	-	-	(4.78)	(122.76)	-
48	Stillwater	0853	Fishtail Elem	-	1,209.28	163.68	397.90	-	1,202.91	-	208.18	-	(6.37)	(163.68)	(189.72)
48	Stillwater	0857	Nye Elem	-	1,058.12	143.22	-	-	1,052.55	-	-	-	(5.57)	(143.22)	-
48	Stillwater	0858	Rapelje Elem	1,053.87	5,744.08	797.94	2,716.53	1,048.60	5,713.82	-	1,421.29	(5.27)	(30.26)	(797.94)	(1,295.24)
48	Stillwater	0859	Rapelje H S	873.86	2,720.88	388.74	3,589.37	869.49	2,706.55	-	1,877.96	(4.37)	(14.33)	(388.74)	(1,711.41)
48	Stillwater	0861	Absarokee Elem	1,729.50	33,734.49	3,375.90	3,300.33	1,720.85	33,556.79	-	1,726.73	(8.65)	(177.70)	(3,375.90)	(1,573.60)
48	Stillwater	0862	Absarokee H S	1,079.40	16,686.18	1,820.94	5,384.36	1,074.00	16,598.29	-	2,817.10	(5.40)	(87.89)	(1,820.94)	(2,567.26)
49	Sweet Grass	0865	Big Timber Elem	6,102.16	52,955.35	6,833.64	3,306.13	6,071.65	52,676.41	-	1,729.77	(30.51)	(278.94)	(6,833.64)	(1,576.36)
49	Sweet Grass	0868	Melville Elem	541.75	10,778.95	572.88	79.65	539.04	10,722.17	-	41.67	(2.71)	(56.78)	(572.88)	(37.98)
49	Sweet Grass	0872	Greycliff Elem	1,246.64	7,933.65	163.68	711.88	1,240.41	7,891.86	-	372.46	(6.23)	(41.79)	(163.68)	(339.42)
49	Sweet Grass	0875	McLeod Elem	523.52	1,662.76	225.06	440.66	520.90	1,654.00	-	230.55	(2.62)	(8.76)	(225.06)	(210.11)
49	Sweet Grass	0882	Sweet Grass County H S	2,210.63	45,018.23	3,600.96	24,253.19	2,199.58	44,781.10	-	12,689.27	(11.05)	(237.13)	(3,600.96)	(11,563.92)
50	Teton	0883	Choteau Elem	7,472.53	38,794.30	4,910.40	5,551.13	7,435.17	38,589.95	-	2,904.35	(37.36)	(204.35)	(4,910.40)	(2,646.78)
50	Teton	0884	Choteau H S	2,373.90	19,348.48	2,618.88	9,583.69	2,362.03	19,246.56	-	5,014.19	(11.87)	(101.92)	(2,618.88)	(4,569.60)
50	Teton	0889	Bynum Elem	587.00	4,534.80	613.80	451.14	584.07	4,510.91	-	236.04	(2.93)	(23.89)	(613.80)	(215.10)
50	Teton	0890	Fairfield Elem	6,570.77	30,836.64	4,173.84	17,351.36	6,537.92	30,674.21	-	9,078.23	(32.85)	(162.43)	(4,173.84)	(8,273.13)
50	Teton	0891	Fairfield H S	1,656.61	17,232.24	2,332.44	20,435.22	1,648.33	17,141.47	-	10,691.71	(8.28)	(90.77)	(2,332.44)	(9,743.51)
50	Teton	0894	Power Elem	2,135.13	10,732.36	1,452.66	10,239.30	2,124.45	10,675.83	-	5,357.20	(10.68)	(56.53)	(1,452.66)	(4,882.10)
50	Teton	0895	Power H S	682.83	5,592.92	777.48	9,649.20	679.42	5,563.46	-	5,048.46	(3.41)	(29.46)	(777.48)	(4,600.74)
50	Teton	0896	Golden Ridge Elem	-	5,744.08	818.40	-	-	5,713.82	-	-	-	(30.26)	(818.40)	-
50	Teton	0898	Pendroy Elem	3,508.47	3,023.20	470.58	-	3,490.93	3,007.28	-	-	(17.54)	(15.92)	(470.58)	-
50	Teton	0900	Greenfield Elem	1,429.62	14,209.04	1,923.24	5,866.85	1,422.47	14,134.19	-	3,069.54	(7.15)	(74.85)	(1,923.24)	(2,797.31)
51	Toole	0903	Sunburst K-12 Schools	3,921.29	33,824.71	3,826.02	50,538.65	3,901.68	33,646.54	-	26,441.82	(19.61)	(178.17)	(3,826.02)	(24,096.83)
51	Toole	0910	Shelby Elem	13,091.95	82,873.44	6,547.20	20,355.94	13,026.49	82,436.91	-	10,650.23	(65.46)	(436.53)	(6,547.20)	(9,705.71)
51	Toole	0911	Shelby H S	2,904.86	23,024.34	2,700.72	25,249.54	2,890.34	22,903.06	-	13,210.56	(14.52)	(121.28)	(2,700.72)	(12,038.98)
51	Toole	0915	Galata Elem	2,812.87	755.80	102.30	943.23	2,798.81	751.82	-	493.50	(14.06)	(3.98)	(102.30)	(449.73)
52	Treasure	0923	Hysham K-12 Schools	3,763.23	21,596.98	1,329.90	1,339.53	3,744.41	21,483.22	-	700.84	(18.82)	(113.76)	(1,329.90)	(638.69)
53	Valley	0926	Glasgow K-12 Schools	23,132.39	210,729.89	17,759.28	44,635.68	23,016.73	209,619.88	-	23,353.39	(115.66)	(1,110.01)	(17,759.28)	(21,282.29)
53	Valley	0927	Frazier Elem	12,212.51	32,698.00	2,250.60	7,569.88	12,151.45	32,525.76	-	3,960.56	(61.06)	(172.24)	(2,250.60)	(3,609.32)
53	Valley	0928	Frazier H S	3,508.96	16,996.67	982.08	9,212.32	3,491.42	16,907.14	-	4,819.89	(17.54)	(89.53)	(982.08)	(4,392.43)
53	Valley	0932	Hinsdale Elem	4,899.16	16,072.49	1,104.84	4,663.86	4,874.66	15,987.83	-	2,440.13	(24.50)	(84.66)	(1,104.84)	(2,223.73)
53	Valley	0933	Hinsdale H S	850.18	8,502.08	511.50	5,458.17	845.93	8,457.30	-	2,855.71	(4.25)	(44.78)	(511.50)	(2,602.46)
53	Valley	0935	Opehum K-12 Schools	107.73	6,458.28	859.32	13,958.90	107.19	6,424.26	-	7,303.30	(0.54)	(34.02)	(859.32)	(6,655.60)
53	Valley	0937	Nashua K-12 Schools	4,397.58	20,758.62	2,414.28	10,575.51	4,375.59	20,649.27	-	5,533.11	(21.99)	(109.35)	(2,414.28)	(5,042.40)
53	Valley	0941	Lustre Elem	685.43	6,499.88	920.70	463.50	682.00	6,465.64	-	242.50	(3.43)	(34.24)	(920.70)	(221.00)
54	Wheatland	0945	Harlowton Elem	12,038.71	92,184.61	4,439.82	8,648.15	11,978.52	91,699.03	-	4,524.71	(60.19)	(485.58)	(4,439.82)	(4,123.44)
54	Wheatland	0946	Harlowton H S	3,989.35	10,278.88	1,473.12	14,701.74	3,969.40	10,224.74	-	7,691.95	(19.95)	(54.14)	(1,473.12)	(7,009.79)
54	Wheatland	0948	Judith Gap Elem	1,369.12	9,896.24	572.88	357.59	1,362.27	9,844.11	-	187.09	(6.85)	(52.13)	(572.88)	(170.50)
54	Wheatland	0949	Judith Gap H S	-	2,259.61	225.06	292.47	-	2,247.71	-	-	-	(11.90)	(225.06)	(139.45)
55	Wibaux	0964	Wibaux K-12 Schools	3,776.86	48,583.80	3,396.36	5,872.80	3,757.98	48,327.89	-	3,072.65	(18.88)	(255.91)	(3,396.36)	(2,800.15)
56	Yellowstone	0965	Billings Elem	357,834.96	3,504,677.23	240,773.28	206,724.68	356,045.79	3,486,216.43	-	108,158.35	(1,789.17)	(18,460.80)	(240,773.28)	(98,566.33)

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Co	CountyName	LE	DistrictName	District				District				District			
				District General		District General	Budgeted Fund	District General		District General	Budgeted Fund	District General		District General	Budgeted Fund
				Fund, At Risk	Fund SPED	Fund Data For	Combined Block	Fund, At Risk	Fund SPED	Fund Data For	Combined Block	Fund, At Risk	Fund SPED	Fund Data For	Combined Block
3112	3115	3116	3445	3112	3115	3116	3445	3112	3115	3116	3445				
56	Yellowstone	0966	Billings H S	106,140.08	1,500,123.16	115,067.04	256,535.10	105,609.38	1,492,221.30	-	134,219.16	(530.70)	(7,901.86)	(115,067.04)	(122,315.94)
56	Yellowstone	0967	Lockwood Elem	49,111.25	211,800.04	24,511.08	165,368.58	48,865.69	210,684.39	-	86,520.84	(245.56)	(1,115.65)	(24,511.08)	(78,847.74)
56	Yellowstone	0968	Blue Creek Elem	2,636.96	35,328.52	4,296.60	8,192.26	2,623.78	35,142.43	-	4,286.19	(13.18)	(186.09)	(4,296.60)	(3,906.07)
56	Yellowstone	0969	Canyon Creek Elem	4,735.03	83,964.16	5,033.16	3,955.06	4,711.35	83,521.88	-	2,069.29	(23.68)	(442.28)	(5,033.16)	(1,885.77)
56	Yellowstone	0970	Laurel Elem	34,712.29	381,535.43	31,078.74	66,906.56	34,538.73	379,525.70	-	35,005.51	(173.56)	(2,009.73)	(31,078.74)	(31,901.05)
56	Yellowstone	0971	Laurel H S	8,635.49	117,826.14	13,769.58	51,826.61	8,592.31	117,205.49	-	27,115.68	(43.18)	(620.65)	(13,769.58)	(24,710.93)
56	Yellowstone	0972	Elder Grove Elem	5,180.45	86,312.36	11,682.66	19,503.60	5,154.55	85,857.71	-	10,204.28	(25.90)	(454.65)	(11,682.66)	(9,299.32)
56	Yellowstone	0975	Custer K-12 Schools	1,751.82	11,941.64	1,718.64	5,457.67	1,743.06	11,878.74	-	2,855.45	(8.76)	(62.90)	(1,718.64)	(2,602.22)
56	Yellowstone	0976	Morin Elem	3,769.43	12,151.31	1,063.92	1,138.08	3,750.58	12,087.30	-	595.44	(18.85)	(64.01)	(1,063.92)	(542.64)
56	Yellowstone	0978	Broadview Elem	4,620.23	16,771.21	2,148.30	2,252.83	4,597.13	16,682.87	-	1,178.68	(23.10)	(88.34)	(2,148.30)	(1,074.15)
56	Yellowstone	0979	Broadview H S	1,102.46	19,809.94	941.16	2,437.43	1,096.95	19,705.59	-	1,275.26	(5.51)	(104.35)	(941.16)	(1,162.17)
56	Yellowstone	0981	Elysian Elem	5,839.23	48,522.36	6,567.66	37,804.76	5,810.03	48,266.77	-	19,779.45	(29.20)	(255.59)	(6,567.66)	(18,025.31)
56	Yellowstone	0983	Huntley Project K-12 Schools	28,172.26	230,146.93	17,063.64	42,889.46	28,031.40	228,934.64	-	22,439.77	(140.86)	(1,212.29)	(17,063.64)	(20,449.69)
56	Yellowstone	0985	Shepherd Elem	15,078.32	89,184.40	12,071.40	15,666.53	15,002.93	88,714.62	-	8,196.73	(75.39)	(469.78)	(12,071.40)	(7,469.80)
56	Yellowstone	0986	Shepherd H S	5,047.80	42,924.90	5,483.28	17,079.49	5,022.56	42,698.79	-	8,935.99	(25.24)	(226.11)	(5,483.28)	(8,143.50)
56	Yellowstone	0987	Pioneer Elem	3,055.73	8,767.28	1,288.98	6,741.39	3,040.45	8,721.10	-	3,527.10	(15.28)	(46.18)	(1,288.98)	(3,214.29)
56	Yellowstone	0989	Independent Elem	5,130.86	46,103.80	6,526.74	17,792.96	3,115.21	45,860.95	-	9,309.28	(15.65)	(242.85)	(6,526.74)	(8,483.68)
15	Flathead	1184	West Valley Elem	7,939.03	122,381.58	12,685.20	10,168.88	7,899.33	121,736.94	-	5,320.36	(39.70)	(644.64)	(12,685.20)	(4,848.52)
02	Big Horn	1189	Hardin H S	36,728.90	133,164.06	10,168.62	57,103.07	36,545.26	132,462.62	-	29,876.33	(183.64)	(701.44)	(10,168.62)	(27,226.74)
02	Big Horn	1190	Lodge Grass H S	12,745.09	26,200.20	2,659.80	1,316.81	12,681.36	26,062.19	-	688.95	(63.73)	(138.01)	(2,659.80)	(627.86)
34	Park	1191	Gardiner H S	732.79	12,999.76	1,759.56	2,677.94	729.13	12,931.28	-	1,401.10	(3.66)	(68.48)	(1,759.56)	(1,276.84)
11	Dawson	1193	Deer Creek Elem	3,172.39	3,433.29	450.12	2,177.68	3,156.53	3,415.21	-	1,139.36	(15.86)	(18.08)	(450.12)	(1,038.32)
56	Yellowstone	1196	Yellowstone Academy Elem	27,583.15	6,802.20	920.70	-	27,445.23	6,766.37	-	-	(137.92)	(35.83)	(920.70)	-
24	Lake	1199	Ronan Elem	87,957.81	320,698.69	22,690.14	57,792.57	87,518.02	319,009.42	-	30,237.07	(439.79)	(1,689.27)	(22,690.14)	(27,555.50)
24	Lake	1200	Ronan H S	16,021.86	97,523.17	7,181.46	26,215.26	15,941.75	97,009.47	-	13,715.82	(80.11)	(513.70)	(7,181.46)	(12,499.44)
36	Phillips	1203	Saco Elem	2,440.59	7,782.43	797.94	7,643.96	2,428.39	7,741.44	-	3,999.32	(12.20)	(40.99)	(797.94)	(3,644.64)
24	Lake	1205	Charlo Elem	10,086.55	37,696.94	3,989.70	5,921.23	10,036.12	37,498.37	-	3,097.99	(50.43)	(198.57)	(3,989.70)	(2,823.24)
24	Lake	1206	Charlo H S	3,802.03	30,577.23	1,902.78	6,530.60	3,783.02	30,416.17	-	3,416.81	(19.01)	(161.06)	(1,902.78)	(3,113.79)
21	Hill	1207	Rocky Boy Elem	35,342.05	70,283.49	8,593.20	5,413.35	35,165.34	69,913.27	-	2,832.26	(176.71)	(370.22)	(8,593.20)	(2,581.09)
24	Lake	1211	Upper West Shore Elem	5,560.91	14,259.81	1,125.30	143.28	5,533.11	14,184.70	-	74.96	(27.80)	(75.11)	(1,125.30)	(68.32)
47	Silver Bow	1212	Butte H S	61,722.95	264,539.43	25,800.06	37,052.75	61,414.34	263,145.98	-	19,386.00	(308.61)	(1,393.45)	(25,800.06)	(17,666.75)
03	Blaine	1213	Hays-Lodge Pole K-12 Schls	31,379.73	91,217.98	4,971.78	-	31,222.83	90,737.49	-	-	(156.90)	(480.49)	(4,971.78)	-
02	Big Horn	1214	Plenty Coups H S	4,100.80	22,216.57	1,002.54	40.11	4,080.30	22,099.54	-	20.99	(20.50)	(117.03)	(1,002.54)	(19.12)
34	Park	1215	Arrowhead Elem	4,828.00	18,328.49	1,063.92	4,851.01	4,803.86	18,231.95	-	2,538.05	(24.14)	(96.54)	(1,063.92)	(2,312.96)
03	Blaine	1216	North Harlem Colony Elem	-	2,418.56	327.36	-	-	2,405.82	-	-	-	(12.74)	(327.36)	-
21	Hill	1217	Gildford Colony Elem	2,862.59	2,418.56	327.36	-	2,848.28	2,405.82	-	-	(14.31)	(12.74)	(327.36)	-
14	Fergus	1218	Ayers Elem	1,081.51	5,326.97	143.22	-	1,076.10	5,298.91	-	-	(5.41)	(28.06)	(143.22)	-
25	Lewis & Clark	1221	Lincoln K-12 Schools	9,209.10	30,957.75	2,741.64	4,930.85	9,163.05	30,794.68	-	2,579.82	(46.05)	(163.07)	(2,741.64)	(2,351.03)
18	Glacier	1222	Mountain View Elem	1,603.05	3,023.20	429.66	-	1,595.03	3,007.28	-	-	(8.02)	(15.92)	(429.66)	-
15	Flathead	1223	West Glacier Elem	-	10,732.36	1,452.66	291.31	-	10,675.83	-	152.41	-	(56.53)	(1,452.66)	(138.90)
26	Liberty	1224	Liberty Elem	760.06	7,709.16	1,043.46	-	756.26	7,668.55	-	-	(3.80)	(40.61)	(1,043.46)	-
07	Cascade	1225	Sun River Valley Elem	6,249.94	67,769.85	3,846.48	6,191.32	6,218.69	67,412.87	-	3,239.30	(31.25)	(356.98)	(3,846.48)	(2,952.02)
37	Pondera	1226	Heart Butte K-12 Schools	18,854.07	28,569.24	4,051.08	10.07	18,759.80	28,418.75	-	5.27	(94.27)	(150.49)	(4,051.08)	(4.80)
34	Park	1227	Shields Valley Elem	4,158.81	28,007.37	3,069.00	4,560.50	4,138.02	27,859.84	-	2,386.05	(20.79)	(147.53)	(3,069.00)	(2,174.45)
34	Park	1228	Shields Valley H S	1,325.73	11,024.47	1,514.04	5,889.01	1,319.10	10,966.40	-	3,081.13	(6.63)	(58.07)	(1,514.04)	(2,807.88)
21	Hill	1229	Rocky Boy H S	10,893.10	18,743.84	2,700.72	5,138.05	10,838.63	18,645.11	-	2,688.23	(54.47)	(98.73)	(2,700.72)	(2,449.82)
44	Rosebud	1230	Lame Deer H S	23,346.73	26,200.20	2,659.80	-	23,230.00	26,062.19	-	-	(116.73)	(138.01)	(2,659.80)	-
05	Carbon	1231	Luther Elem	-	4,837.12	654.72	900.93	-	4,811.64	-	471.37	-	(25.48)	(654.72)	(429.56)
21	Hill	1233	North Star Elem	4,158.19	18,139.20	2,455.20	13,771.09	4,137.40	18,043.65	-	7,205.03	(20.79)	(95.55)	(2,455.20)	(6,566.06)
21	Hill	1234	North Star HS	2,528.98	9,674.24	1,309.44	18,271.43	2,516.34	9,623.28	-	9,559.61	(12.64)	(50.96)	(1,309.44)	(8,711.82)
50	Teton	1235	Dutton/Brady K-12 Schools	8,637.60	19,801.96	2,987.16	19,883.21	8,594.41	19,697.65	-	10,402.90	(43.19)	(104.31)	(2,987.16)	(9,480.31)
26	Liberty	1236	Chester-Joplin-Inverness El	6,113.94	25,848.36	3,641.88	5,884.15	6,083.37	25,712.20	-	3,078.59	(30.57)	(136.16)	(3,641.88)	(2,805.56)
26	Liberty	1237	Chester-Joplin-Inverness HS	1,105.44	16,849.32	1,268.52	7,565.02	1,099.91	16,760.57	-	3,958.02	(5.53)	(88.75)	(1,268.52)	(3,607.00)
09	Custer	1238	S H Elem	-	790.64	61.38	-	-	786.48	-	-	-	(4.16)	(61.38)	-
16	Gallatin	1239	Big Sky School K-12	1,271.68	56,685.00	7,672.50	15,031.34	1,265.32	56,386.41	-	7,864.40	(6.36)	(298.59)	(7,672.50)	(7,166.94)
03	Blaine	9689	Bear Paw Cooperative	-	167,866.16	-	-	-	166,981.93	-	-	-	(884.23)	-	-
41	Ravalli	9690	Bitterroot Valley Coop	-	140,068.02	-	-	-	139,268.54	-	-	-	(737.48)	-	-
14	Fergus	9691	Central Mt Learn Res Ctr	-	157,588.64	-	-	-	156,758.55	-	-	-	(830.09)	-	-
09	Custer	9692	Big Country Coop	-	71,741.12	-	-	-	71,363.23	-	-	-	(377.89)	-	-

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Co	CountyName	LE	DistrictName	District				District				District			
				District General Fund, At Risk	District General Fund SPED Allowable	District General Fund Data For Achievement	District Budgeted Fund Combined Block Grant	District General Fund, At Risk	District General Fund SPED Allowable	District General Fund Data For Achievement	District Budgeted Fund Combined Block Grant	District General Fund, At Risk	District General Fund SPED Allowable	District General Fund Data For Achievement	District Budgeted Fund Combined Block Grant
				3112	3115	3116	3445	3112	3115	3116	3445	3112	3115	3116	3445
46	Sheridan	9693	Sheridan/Daniels Coop		42,369.58			42,146.40				-		(223.18)	-
56	Yellowstone	9694	E. Yellowstone Spec. Ser Coop		153,860.52			153,050.06				-		(810.46)	-
15	Flathead	9695	Flathead Special Ed. Coop.		142,625.78			141,874.50				-		(751.28)	-
16	Gallatin	9696	Gallatin/Madison Coop		118,997.56			118,370.74				-		(626.82)	-
25	Lewis & Clark	9697	Prickly Pear Coop		195,424.02			194,394.63				-		(1,029.39)	-
32	Missoula	9698	Missoula Area Education Coop		167,463.12			166,581.01				-		(882.11)	-
07	Cascade	9699	North Ctrl Learn Res Ctr		75,620.38			75,222.05				-		(398.33)	-
34	Park	9700	Park County Coop		101,817.98			101,281.66				-		(536.32)	-
29	McCone	9701	Prairie View Coop		65,594.76			65,249.24				-		(345.52)	-
45	Sanders	9702	Sanders County Ed ServicesCoop		55,669.90			55,376.66				-		(293.24)	-
39	Powell	9703	Great Divide Educ Serv		183,030.54			182,066.43				-		(964.11)	-
48	Stillwater	9704	Stillwater/Swt Grass Coop		101,213.42			100,680.28				-		(533.14)	-
38	Powder River	9705	Tri County Coop		13,804.12			13,731.41				-		(72.71)	-
56	Yellowstone	9707	Yellowstone/W Carbon Coop		281,321.92			279,840.06				-		(1,481.86)	-
37	Pondera	9755	Big Sky Special Needs Coop		175,725.44			174,799.81				-		(925.63)	-
43	Roosevelt	9801	Roose-Valley Sp Ed Coop		57,634.72			57,331.13				-		(303.59)	-
08	Chouteau	9871	Chouteau Co Joint Service		25,038.86			24,906.97				-		(131.89)	-



PRELIMINARY BUDGET DATA SHEET

FY 2017-2018

Post-Session

County: 16 Gallatin

District: 0364 Gallatin Gateway Elem

NOTE: Anticipated ANB increases approved after the date of this report have not been included in the ANB listed below. Information shown on the asterisked lines below (*) is subject to change if your district's certified ANB is changed; any changes will be reflected on the FY2018 final budget form. (+) This symbol indicates whether the current ANB or 3 year average ANB (whichever is greater) is used to determine budget funding.

1. <u>Certified ANB</u>		FY 2017-2018			3 Year Avg ANB		
		ANB	*Basic Entitlement	*Per ANB Entitlement	ANB	*Basic Entitlement	*Per ANB Entitlement
EI	GALLATIN GATEWAY K-6	122	51,149.00	665,985.80	122	51,149.00	665,985.80 +
M1	GALLATIN GATEWAY 7-8	30	102,299.00	209,932.50	34	102,299.00	237,889.50 +
2.	* <u>Direct State Aid</u>						472,623.52
3.	<u>Quality Educator</u>						42,714.04
4.	<u>At Risk Student</u>						3,340.49
5.	* <u>Indian Education For All</u>						3,332.16
6.	<u>American Indian Achievement Gap</u>						630.00
7.	* <u>Data For Achievement</u>						3,191.76
8.	<u>Special Education Funding (FY 2017-2018):</u>						
	NOTE: Block Grant Eligibility Status = "Yes" means OPI records indicate you are qualified and will receive the funding listed. Block Grant Eligibility Status = "No" means you have NOT yet qualified.						
	<u>Special Education Block Grant Eligibility Status</u>						Yes
	<u>Special Education Block Grant Rates Per Current ANB</u>						
	Instructional Block Grant Rate [IBG]						151.16
	Related Services Block Grant Rate [RSBG]						50.38
	Threshold to Determine Disproportionate Costs						2.123776124
	<u>Special Education Allowable Cost Payments</u>						
* a.	Instructional Block Grant Entitlement [IBG rate X Current Year ANB]						22,976.32
* b.	Related Services Block Grant Entitlement [RSBG rate X Current Year ANB]						N/A
c.	Reimbursement for Disproportionate Costs - See Page 2.						0.00
* d.	Total Special Education Allowable Cost Payment (District) [8a + 8b + 8c]						22,976.32
	<u>Prorated Cooperative Cost Payments (Members of Cooperatives Only)</u>						
* e.	Related Services Block Grant Entitlement (Paid Directly to Coop)						7,657.76
	<u>Required Local Match</u>						
* f(i).	District's Required Match for IBG [8a X 0.33]						7,582.19
f(ii).	District's Required Match for RSBG [8b X 0.33]						N/A
* f(iii).	District's RSBG Match to be Paid by District to Cooperative [8e X 0.33]						2,527.06
* f(iv).	Total Required Local Match to Avoid Reversions [8f(i) + 8f(ii) + 8f(iii)]						10,109.25
	<u>Minimum Special Education Budget to Avoid Reversions</u>						
* g.	Minimum Special Education Budget to Avoid Reversions [8a + 8b + 8f(iv)]						33,085.57

County: 16 Gallatin

District: 0364 Gallatin Gateway Elem

Reimbursement For Disproportionate Costs

	EL	HS	K12
a. FY 2015-2016 Allowable Cost Expenditures Total K-12 Expenditures Prorated by FY 2015-2016 ANB	41,778.80	0.00	0.00
b. FY 2015-2016 Amount to Avoid Reversion	34,618.75	0.00	0.00
c. Reimbursement for Disproportionate Costs If (a-b) > 0 and a > (b * 2.123776124) then [a - (b * 2.123776124)] * 0.4	0.00	0.00	0.00

9. FY 2017-2018 Budget Limits:

* a.	Required % of Special Ed Funding in Maximum [20-9-306(9), MCA]	75%
* b.	BASE Budget	934,297.04
c.	Maximum Budget Limit	1,156,483.63
* d.	Highest Budget Without A Vote (excluding tuition, excess reserves, flexible non-voted levy authority and other Over-BASE revenues)	1,171,427.33
* e.	Highest Budget With A Vote	1,202,095.26
* f.	Highest Voted Amount (9e-9d)	30,667.93

10. Prior Year Information for Budgeting:

a.	FY 2016-2017 BASE Budget	964,623.92
b.	FY 2016-2017 Maximum Budget	1,201,755.08
c.	FY 2016-2017 Budget Limit ANB	162
d.	FY 2016-2017 Adopted General Fund Budget	1,201,754.20
e.	Highest Levy Over-BASE Authorized Or Imposed Between FY 2012-2013 FY 2016-2017	237,130.29

11. Debt Service Fund and County Retirement GTB:

	Elementary	High School
County		
a.	Tax Year 2016 County Taxable Value	247,995,584
b.	FY 2016-2017 County ANB	9,750
c.	County Retirement Mill Value per ANB	25.44
District		
d.	Tax Year 2016 District Taxable Value	5,299,515
e.	FY 2016-2017 District Budget Limit ANB	162
f.	District Debt Service Mill Value per ANB	32.71
Statewide		
g.	Statewide Retirement Mill Value per ANB	29.69
h.	Facility Guaranteed Mill Value per ANB	72.92
		84.37

County: 16 Gallatin

District: 0364 Gallatin Gateway Elem

General Fund Guaranteed Tax Base Aid (GTB) Ratios And Subsidies

I. STATEWIDE GTB RATIO:	Elementary	High School
a. Statewide Taxable Valuation (Tax Year 2016)***	2,640,312,374	2,640,312,374
b. FY 2016-2017 Statewide GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement + 40% of Special Education Allowable Cost Payment (Including Cooperative Costs)	242,260,689.61	127,203,204.14
c. GTB Ratio: [(a) Divided by (b)] x 193%	21.03	40.06

II. DISTRICT GTB SUBSIDY:	Elementary	High School
a. Statewide GTB ratio (from c above)	21.03	N/A
b. FY 2016-2017 District GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement	385,566.33	N/A
c. 40% of FY 2016-2017 District Special Education Allowable Cost Payment plus District Coop Cost Payment	12,453.32	N/A
d. District's FY 2017-2018 Guaranteed Tax Base (a) x [b + c]	8,370,353.24	N/A
e. District Taxable Valuation (Tax Year 2016)***	5,299,515	N/A
f. If (d) is Greater Than (e), Then: DISTRICT's FY 2017-2018 GTB Subsidy Per BASE Mill [d - e] x 0.001	3,071.00	N/A

*** A final determination of the Taxable Value by the Department of Revenue based on information delivered to the county clerk and recorder as required in 15-10-305, MCA (December). Tax Increment Districts are excluded from taxable valuations used in GTB calculations.

Per 20-9-366(2)(a), MCA, GTB ratios for the ensuing year are calculated using prior year taxable values and GTB subsidized area as submitted. GTB ratios on I(c) are rounded to two decimal places.

Agenda Item: Consider Transfer of Funds to Building Reserve Fund from Bus Depreciation Fund

Background Information:

- Legislation from 2013 & 2015 allows the school district to transfer revenue from other funds (except debt services & retirement) to the building reserve fund to assist in the costs of safety improvements.
- Current cash balance of the Bus Depreciation Fund as of June 30, 2017 = \$56,113.03
 - Anticipated FY17 Budget = \$81,175.55
- Current cash balance of the Building Reserve Fund as of June 30, 2017 = \$61,602.20
 - Anticipated FY17 Budget = \$61,602.20 + \$35,000 voted levy = \$127,802.20
 - The District also anticipates to permissive levy approximately \$31,200 to complete building maintenance deficiencies noted in the 2008 facility report
- Cost of last bus purchased was approximately \$67,000 (with trade-in of older bus).
 - Current buses include a 2013 International and a 2018 Blue Bird
 - The District's goal is to replace each bus every 5-7 years
 - The most recent bus replaced was a 2011 International
- Phone/paging system quote was for \$36,631.
 - The Board approved the proposal and purchase July 17, 2017
 - \$16,445 was encumbered in the FY17 budget (general fund (~70%) and transportation (~30%))
(phone system and some wiring)
 - The remaining \$20,186 will be allocated to the FY17 budget

Other Information:

Accounting for School Safety Transfers- *memo from OPI regarding such fund transfers* (attached)

- Installing or updating emergency response systems using contemporary technologies is noted in the memo as an acceptable expenditure for safety transfers.

Other considerations:

- Any funds that are transferred and that remain in the Building Reserve Fund at the end of 2020 must be returned to the Bus Depreciation Fund.

Recommendation:

Approve the transfer of funds from the Bus Depreciation Fund to the Building Reserve Fund for school safety improvements to upgrade the phone and paging system.

Recommended Motion:

to transfer \$20,186 from the Bus Depreciation Fund to the Building Reserve Fund to be used for school safety improvements to upgrade/replace the phone and paging system.



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 Denise Juneau, State Superintendent

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May 18, 2015

TO: Superintendents
 FROM: Steve Hamel, Financial Specialist
 RE: Accounting SB 348, School Safety Transfers

Legislation passed in 2013 (SB 348) and extended in 2015 (SB 213) authorizes school districts to transfer state or local revenue from any budgeted or non-budgeted fund, other than the Debt Service Fund or Retirement Fund, to the Building Reserve Fund. The amount transferred may not exceed the school district's estimated costs of improvements to school safety and security as follows:

- planning for improvements to school safety including but not limited to the cost of services provided by architects, engineers, and other consultants;
- installing or updating locking mechanisms and ingress and egress systems at public school access points;
- installing or updating bullet-resistant windows and barriers, and;
- installing or updating emergency response systems using contemporary technologies.

- The transfers are not to be applied against the budget authority of the originating fund
- The Building Reserve Fund is NOT exempt from the budget authority rules. A Building Reserve Fund budget amendment may be needed.
- If transfers are made from budgeted funds, the district may not increase its non-voted levy to restore the transferred funds.
- Funds may be transferred through FY19.
- Funds not expended or encumbered by June 30, 2019 must be returned to the originating fund.

TRANSFER PORTION

LEVEL/FUND:

Originating Fund: Any fund except X14 and X50
Destination Fund: X61

Transfer Expenditure Code Account Structure:

<u>Level/Fund</u>	<u>Program</u>	<u>Function</u>	<u>Object</u>	<u>Project Reporter</u>
XXX	998	6100	911	XXX (Assigned by District)

A unique project reporter is required for each transfer

Transfer Revenue Code:

<u>Level/Fund</u>	<u>Source</u>	<u>Project Reporter</u>
XXX	5301	XXX (Same as corresponding transfer amount for each fund)

EXPENDITURE PORTION FROM FUND 61

Expenditure Account Structure:

<u>Level/Fund</u>	<u>Program</u>	<u>Function</u>	<u>Object</u>	<u>Project Reporter</u>
XXX	190	XXXX*	XXX	XXX (Assigned by District)

(OPI recommends the use of a project reporter code in order to identify the originating funds, track expenditures, and reconcile ending balances by fund. Districts may transfer from multiple funds and may transfer from the same fund each of the 3 years this law is in effect. A unique project reporter code is required for each transfer)

*FUNCTION CODES ALLOWED: 26XX, 27XX, AND 4XXX