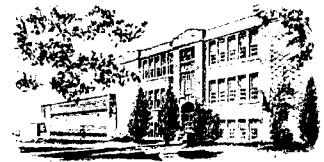


POWELL COUNTY HIGH SCHOOL

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RE: Powell County High School Board Policies for Revision and Adoption October 11, 2021

Policy 1135 – School Board Advocacy -has been updated to reflect the current operations of the MTSBA advocacy program. This is a required update.

Policy 1210 – Officers and Qualifications - has been updated to reflect a board of trustees' authority to set the scope of the authority of a board chair to participate in a board meeting. This is an optional update to a recommended policy.

Policy 1420 – School Board Meeting Procedure - has been updated to clearly state the role of the board chair in approving agenda items, update the authority of the board to change the order of business in compliance with the latest interpretation of the open meeting law, and ensure consistency of notification requirements with special meeting provisions in law. These are required updates to a required policy.

Policy 2050 – Student Instruction - has been updated to ensure consistency with the law and applicability when districts are not facing an emergency. This is a required update to a recommended policy.

Policy 2140 – Guidance and Counseling - has been updated to address alternative discipline matters and correct outdated language regarding students and post-secondary opportunities. This is a required update to a recommended policy.

Policy 4125 -District Social Media - is now available to provide guidance and structure to a school district's use of social media for community engagement.

Policy language follows:

HOME OF THE WARDENS

There's a child behind everything we do

1 **Powell County High School District**

2
3 **THE BOARD OF TRUSTEES**

1135

4
5 School Board Advocacy

6
7 The Board of Trustees believes it has a responsibility to the students, parents, and community to
8 advocate for student achievement and quality education. In order to meet these responsibilities,
9 the District will work vigorously for the passage of new laws designed to advance the cause of
10 good schools and for the repeal or modification of existing laws that impede this cause.

11
12 Trustees must keep themselves and community members informed of pending legislation and
13 actively communicate board positions and concerns to elected representatives at both the state
14 and national level. The Board must work with legislative representatives (both state and federal),
15 with the Montana School Boards Association, the National School Boards Association, and other
16 concerned groups in developing an annual as well as long-range legislative program.

17
18 Each Trustee is encouraged to participate in the MTSBA Delegate Assembly, the MTSBA Board
19 Legislative Contact Program and the caucuses. We also encourage each board and trustee to be
20 aware of the importance of building a relationship with the community and local legislators, to
21 be used to increase student success.

22
23 In doing so, the ~~Board~~ Trustees will:

24
25 1. ~~At its annual organizational meeting appoint a member as its Board Legislative Contact~~
26 ~~(BLC) to the Montana School Boards Association (MTSBA). This person will:~~

- 27 a. ~~Serve as the Board's liaison to MTSBA;~~
28 b. Review MTSBA legislative correspondence;
29 c. Respond to MTSBA legislative calls to action;
30 d. ~~Attend the~~ Participate in Day of Advocacy during each legislative session;
31 e. Attend other state and regional association meetings as approved by the Board;
32 and
33 f. Advise MTSBA of the Board's views regarding MTSBA's legislative positions
34 and activities.

35
36 2. At least once each month in accordance with Policy 1420, the Board meeting agenda will
37 include an opportunity for the trustees to discuss BLC to report on educational issues
38 pending on the state and federal levels.

39
40 3. Work with the ~~BLC~~, MTSBA, the National School Boards Association (NSBA), and
41 other concerned groups and organizations on matters of mutual interest.

42
43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on:

1 **Powell County High School District**

2
3 **THE BOARD OF TRUSTEES**

1210

4
5 Qualifications, Terms, and Duties of Board Officers

6
7 The Board officers are the Chairperson and Vice Chairperson. These officers are elected at the annual
8 organizational meeting.

9
10 Chairperson

11
12 The Chairperson may be any trustee of the board, including an additional trustee as provided for in 20-3-
13 352(2). If an additional trustee is chosen to serve as the Chairperson of an elementary district described
14 in 20-3-351(1)(a), the additional trustee may not vote on issues pertaining only to the elementary district.
15 The duties of the Chairperson include the following:

- 16
17 • Preside at all meetings and conduct meetings in the manner prescribed by the Board’s policies;
18 • Make all Board committee appointments;
19 • Sign all papers and documents as required by law and as authorized by action of the Board;
20 • Close Board meetings as authorized by Montana law; and
21 • Act as spokesperson for the Board.
22

23 The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board
24 members, including the right to participate in debate and to vote. The Chairperson SELECT OPTION:
25 [may . . . may not] not make a motion but may second motions.

26
27 Vice Chairperson

28
29 The Vice Chairperson shall preside at all Board meetings in the absence of the Chairperson and shall
30 perform all the duties of the Chairperson during the Chairperson’s absence or unavailability. The Vice
31 Chairperson shall work closely with the Chairperson and shall assume whatever duties the Chairperson
32 may delegate.
33

34
35 Cross Reference: 1120 Annual Organizational Meeting
36
37 Legal References: § 2-3-203, MCA Meetings of public agencies and certain
38 associations of public agencies to be open to
39 public – exceptions
40 § 20-3-321(2), MCA Organization and officers
41 § 20-3-351(1)(a), MCA Number of trustee positions in high school
42 districts
43 § 20-3-352(2), MCA Request and determination of number of high
44 school district additional trustee positions –
45 nonvoting trustee

46 Policy History:

47 Adopted on:

48 Reviewed on:

49 Revised on:

1 **Powell County High School District**

2
3 **THE BOARD OF TRUSTEES**

4
5 School Board Meeting Procedure

6
7 Agenda

8
9 The authority to set the board agenda lies with the Board Chair in consultation with board members
10 and the administration. The act of preparing the board meeting agendas can be delegated to the
11 Superintendent.

12
13 ~~The Board Chairperson must approve any items submitted by Board members or members of the~~
14 ~~public, to be placed on the agenda. Any topics requested by Board members or members of the~~
15 ~~public must first be approved by the Board Chair before being placed on the agenda.~~

16 Citizens wishing to make brief comments about school programs or procedures will follow the public
17 comment procedures in district policy.

18
19 The agenda also must include a “public comment” portion to allow members of the general public to
20 comment on any public matter under the jurisdiction of the District which is not specifically listed on
21 the agenda, except that no member of the public will be allowed to comment on contested cases,
22 other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable
23 time limits on any “public comment” period to maintain and ensure effective and efficient operations
24 of the Board. The Board shall not take any action on any matter discussed, unless the matter is
25 specifically noticed on the agenda, and the public has been allowed opportunity to comment.

26
27 ~~With consent of a majority of members present, the order of business at any meeting may be~~
28 ~~changed.~~ Copies of the agenda for the current Board meeting, minutes of the previous Board
29 meeting, and relevant supplementary information will be prepared and distributed to each trustee at
30 least ~~twenty-four (24)~~ forty-eight (48) hours in advance of a Board meeting and will be available to
31 any interested citizen at the Superintendent’s office ~~twenty-four (24)~~ forty-eight (48) hours before a
32 Board meeting. An agenda for other types of Board meetings will be prepared if circumstances
33 require an agenda.

34
35 Consent Agenda

36
37 To expedite business at its meetings, the Board approves the use of a consent agenda, which includes
38 those items considered to be routine in nature. Any item that appears on the consent agenda may be
39 removed by a member of the Board. Any Board member who wishes to remove an item from the
40 consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items
41 will be voted on by a single motion. The approved motion will be recorded in the minutes, including
42 a listing of all items appearing on the consent agenda.

43
44 Minutes

45
46 Appropriate minutes of all meetings required to be open must be kept and must be available for
47 inspection by the public. [(Optional) If an audio recording of a meeting is made and designated as
48 official, the

1
2
3
4 recording constitutes the office record of the meeting. If an official recording is made, a written
5 record of the meeting must also be made and must also include:
6

- 7 • Date, time, and place of the meeting;
- 8 • Presiding officer;
- 9 • Board members recorded as absent or present;
- 10 • Summary of discussion on all matters discussed (including those matters discussed during the
11 “public comment” section), proposed, deliberated, or decided, and a record of any votes
12 taken;
- 13 • Detailed statement of all expenditures;
- 14 • Purpose of recessing to closed session; and
- 15 • Time of adjournment.

16
17 If the minutes are recorded and designated as the official record, a log or time stamp for each main
18 agenda item is required for the purpose of providing assistance to the public in accessing that portion
19 of the meeting.
20

21 Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled
22 meeting of the Board. Minutes need not be read publicly, provided that Board members have had an
23 opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be
24 maintained in the office of the Clerk, to be made available for inspection upon request. A written
25 copy shall be made available within five (5) working days following approval by the Board.
26

27 Quorum

28
29 No business shall be transacted at any meeting of the Board unless a quorum of its members is
30 present. A majority of the full membership of the Board shall constitute a quorum, whether the
31 individuals are present physically or electronically. A majority of the quorum may pass a resolution,
32 except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.
33

34 Electronic Participation

35
36 The Board may allow members to participate in meetings by telephone or other electronic means.
37 Board members may not simply vote electronically but must be connected with the meeting
38 throughout the discussion of business. If a Board member electronically joins the meeting after an
39 item of business has been opened, the remotely located member shall not participate until the next
40 item of business is opened.
41

42 If the Board allows a member to participate electronically, the member will be considered present
43 and will have his or her actual physical presence excused. The member shall be counted present for
44 purposes of convening a quorum. The Clerk will document it in the minutes, when members
45 participate in the meeting electronically.
46

47 Any Board member wishing to participate in a meeting electronically will notify the Chairperson and
48 Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in

1
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3
4 a location with the appropriate equipment so that Board members participating in the meeting
5 electronically may interact, and the public may observe or hear the comments made. The
6 Superintendent will take measures to verify the identity of any remotely located participants.
7

8 Meeting Conduct and Order of Business
9

10 General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order*
11 may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The
12 use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance.
13 Voting shall be by acclamation or show of hands.
14

15 Rescind a Motion
16

17 A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to
18 rescind must be properly noticed on the Board's agenda for the meeting. It is in order any time prior
19 to accomplishment of the underlying action addressed by the motion.
20

21 Cross Reference: 1441 Audience Participation
22

23 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines
24 adopted
25 § 2-3-202, MCA Meeting defined
26 § 2-3-212, MCA Minutes of meetings – public inspection
27 § 20-1-212, MCA Destruction of records by school officer
28 § 20-3-322, MCA Meetings and quorum
29 § 20-3-323, MCA District policy and record of acts
30 *Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005*
31

32 Policy History:

33 Adopted on:

34 Reviewed on:

35 Revised on:

1 **Powell County High School District**

2
3 **INSTRUCTION**

2050

4
5 Student Instruction

6
7 The School District has adopted the protocols outlined in this policy to ensure the delivery of
8 education services to students onsite at the school, offsite at other locations using available
9 resources. The District administration or designated personnel are authorized to implement this
10 policy.

11
12 As outlined in District Policy 2100, and except for students determined by the School District to
13 be proficient using School District assessments, the adopted calendar has a minimum number of
14 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours
15 for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

16
17 The School District may satisfy the aggregate number of hours through any combination of
18 onsite, offsite, and online instruction. The District administration is directed to ensure that all
19 students are offered access to the complete range of educational programs and services for the
20 education program required by the accreditation standards adopted by the Montana Board of
21 Public Education.

22
23 For the purposes of this policy and the School District’s calculation of ANB and “aggregate
24 hours of instruction” within the meaning of that term in Montana law, the term “instruction”
25 shall be construed as being synonymous with and in support of the broader goals of “learning”
26 and full development of educational potential as set forth in Article X, section 1 of the Montana
27 Constitution. Instruction includes innovative teaching strategies that focus on student
28 engagement for the purposes of developing a students’ interests, passions, and strengths. The
29 term instruction shall include any directed, distributive, collaborative and/or experiential learning
30 activity provided, supervised, guided, facilitated, work based, or coordinated by the teacher of
31 record in a given course that is done purposely to achieve content proficiency and facilitate the
32 learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full
33 educational potential of each child.

34
35 Staff shall calculate the number of hours students have received instruction as defined in this
36 policy through a combined calculation of services received onsite at the school or services
37 provided or accessed at offsite or online instructional settings including, but not limited to, any
38 combination of physical instructional packets, virtual or electronic based course meetings and
39 assignments, self-directed or parent-assisted learning opportunities, and other educational efforts
40 undertaken by the staff and students that can be given for grade or credit. Staff shall report
41 completed hours of instruction as defined in this policy to the supervising teacher, building
42 principal, or district administrator for final calculation.

43
44 In order to comply with the requirements of the calendar, District Policy and Section 20-1-301,
45 MCA, the District shall implement the instructional schedules and methods identified in this
46 policy.

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3
4 Offsite Instruction
5

6 The Board of Trustees authorizes offsite instruction of students in a manner that satisfies the
7 aggregate number of instructional hours outlined in the School District’s adopted or revised
8 calendar for a school year ~~affected by a public health emergency~~. Offsite delivery methods shall
9 include a complete range of educational services offered by the School District and shall comply
10 with the requirements of applicable statutes. Students completing course work through an offsite
11 instructional setting shall be treated in and have their hours of instruction calculated in the same
12 manner as students attending an onsite institutional setting.
13

14 Offsite instruction is available to students:

- 15 1. meeting the residency requirements for that district as provided in 1-1-215;
- 16 2. living in the district and eligible for educational services under the Individuals With
17 Disabilities Education Act or under 29 U.S.C. 794; or
- 18 3. attending school in the district under a mandatory attendance agreement as provided in
19 20-5-321;
- 20 4. attending school in the nearest district offering offsite instruction that agrees to enroll the
21 student when the student’s district of residence does not provide offsite instruction in an
22 equivalent course in which the student is enrolled. A course is not equivalent if the course
23 does not provide the same level of advantage on successful completion, including but not
24 limited to dual credit, advanced placement, and career certification. Attendance under this
25 provision is subject to approval of the Trustees.
26
27

28 The Board of Trustees authorizes the supervising teacher or district administrator to permit
29 students to utilize an offsite or online instructional setting at when circumstances require.
30

31 Proficiency-Based Learning
32

33 The Board of Trustees authorizes proficiency-based learning and ANB calculation in situations
34 when a student demonstrates proficiency in a course area as determined by the Board of Trustees
35 using District assessments consistent with District Policy 1005FE, or other measures approved
36 by the Board of Trustees.
37

38 The Board of Trustees waives the minimum number of instructional hours for students who
39 demonstrate proficiency in a course area using district assessments that include, but are not
40 limited to, the course or class teacher’s determination of proficiency as defined by the Board of
41 Trustees. This determination shall be based on a review of the student’s completed coursework,
42 participation in course delivery, and other methods applicable to the specific course or class. The
43 Board of Trustees authorizes the use of the proficiency determination process for students who
44 have selected this method of delivery, students for whom the School District is unable to
45 document satisfaction of the required minimum aggregate number of hours through the offsite or
46

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4 onsite methods outlined in this policy, or other students whom School District personnel
5 determine satisfy the definition of proficient or meeting proficiency.
6

7 This provision is based in the declaration by the Montana Legislature that any regulation
8 discriminating against a student who has participated in proficiency-based learning is
9 inconsistent with the Montana Constitution.
10

11
12 Legal Reference: Article X, Section 1, Montana Constitution
13 Section 20-1-101, MCA – Definitions
14 Section 20-1-301, MCA – School Fiscal Year
15 Section 20-9-311, MCA – Calculation of Average Number Belonging
16 Section 20-7-118, MCA - Offsite Provision of Educational Services
17 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
18 ARM 10.55.906(4) – High School Credit
19

20 Cross Reference: Policy 1005FE – Proficiency-Based Learning
21 Policy 2100 – School Calendar
22 Policy 2140 – Guidance and Counseling
23 Policy 2168 – Distance Learning
24 Policy 2410 – Graduation
25 Policy 2420 – Grading and Progress Reports
26

27 Policy History:
28 Adopted on:
29 Reviewed on:
30 Revised on:
31 Terminated on:

1 **Powell County High School District**

2
3 **INSTRUCTION**

2140

4
5 Guidance and Counseling

6
7 The District recognizes that guidance and counseling are an important part of the total program of
8 instruction and should be provided in accordance with state laws and regulations, District policies and
9 procedures, and available staff and program support.

10
11 The general goal of this program is to help students achieve the greatest personal value from their
12 educational opportunities. Such a program should:

- 13
14 1. Provide staff with meaningful information which can be utilized to improve educational services
15 offered to individual students.
- 16
17 2. Provide students with planned opportunities to develop future career and educational plans.
- 18
19 3. Refer students with special needs to appropriate specialists and agencies.
- 20
21 4. Aid students in identifying options and making choices about their educational program.
- 22
23 5. Assist teachers and administrators in meeting academic, social, and emotional needs of students.
- 24
25 6. Provide for a follow-up of students who further their education and/or move into the workforce
26 world of work.
- 27
28 7. Solicit feedback from students, staff, and parents, for purposes of program improvement.
- 29
30 8. Assist students in developing a sense of belonging and self-respect.
- 31
32 9. Have information available about nicotine addiction services and referrals to tobacco cessation
33 programs to students and staff.
- 34
35 10. Serve as a reference for alternative discipline or restorative justice programs.

36
37 All staff will encourage students to explore and develop their individual interests in all areas including but
38 not limited to career and technical programs, academic curricula, post-secondary opportunities,
39 community or military service, and employment options without regard race, color, national origin,
40 ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability,
41 economic or social condition, actual or potential marital or parental status.

42
43 ~~All staff will encourage students to explore and develop their individual interests in career and vocational-~~
44 ~~technical programs and employment opportunities, without regard to gender, race, marital status, national~~
45 ~~origin, or handicapping conditions, including reasonable efforts in encouraging students to consider and~~
46 ~~explore “nontraditional” occupations.~~

47
48
49 Legal Reference § 49-3-203, MCA Educational, counseling, and training programs
50 10.55.710, ARM Assignment of School Counseling Staff

1 10.55.802, ARM Opportunity and Educational Equity
2
3 Policy History:
4 Adopted on:
5 Reviewed on:
6 Revised on:

1 **Powell County High School District**

2
3 **COMMUNITY RELATIONS**

4125

4
5 District Social Media Presence

6
7 The District social media accounts are provided for communication with the community. The
8 School District will update these accounts as often as possible to share as much as necessary can
9 about the School District and the achievements of the students and staff as well as other relevant
10 district community information.

11
12 All posting of comments on these accounts are at the discretion of the page administrators. The
13 intent of this policy is to protect the privacy and rights of School District’s staff and students.
14 The account administrators will review all postings to make sure they do not violate the rules nor
15 of the District’s Acceptable Use Guidelines regarding Internet access and practices. All posts
16 will be accompanied by an explanation of how to communicate with the School District in a
17 manner consistent with District policy.

18
19 The School District uses social media in conjunction with the School District’s website. Staff
20 members assigned to access/post information are:

- 21
22 1) Superintendent
23 2) Principal
24 3) Activities Director

25
26 These staff members will complete training as needed to ensure use of the social media is
27 consistent with this and other District policies.

28
29 The Board authorizes the Superintendent to take necessary steps to implement this policy.

30
31 Policy History:

32 Adopted on:

33 Reviewed on:

34 Revised on: