Poplar School District

400 4th Ave West
Poplar, MT 59255
(406) 768-6600
www.poplarschools.com

AGENDA
Regular Board Meeting
Monday August 11, 2025
5:15 PM

1. Call Meeting To Order
2. Recognition of Guests
3. Public Comment- 5 Minute Courtesy Limit per Topic

   The Poplar Schools' Board of Trustees welcomes public comment on issues and concerns. This is the point in the meeting for comments on matters not already on the agenda. Comments on agenda items will be accepted when that item comes up during the meeting. Interested persons may also submit views in written form to the Clerk or Superintendent prior to the meeting and those comments will be brought to the attention of the Board during the meeting.
4. Recognition of Poplar Education Association
5. Consent Agenda: Previous Board Minutes, Warrants and Claims, Budget v. Actual, Investment Reports, and High School Activity Fund.
6. Informational Items
   - 6.1 Superintendent Report
   - 6.2 Administrators' Reports
   - 6.3 Directors Reports
7. Discussion Agenda
   - 7.1: Goals/DLT for 25/26
   - 7.2: All Policy Revisions
8. Action Agenda
   - 8.1: Personnel Report
   - 8.2: Handbooks
   - 8.3: Waive Board Policy 3141 (out of district)
   - 8.4: Janitors CBA approval
   - 8.5: Bus Drivers CBA approval
   - 8.6: HPDP MOU approval
   - 8.7: Indian Policies and Procedures: BP 7231
   - 8.8: Bus Routes Approval
   - 8.9: SY 25 OPI Budgeted Funds
   - 8.10: Offer/Purchase ALC property
9. Items of Interest
   - 9.1 Work Session Dates
   - 9.2 Special Meeting Dates
   - 9.3 Regular Meeting Dates
10. Adjournment

All meetings are being recorded. Please put electronic devices on silent. Thank You.

Poplar
School District

CONSENT AGENDA

Students First

Poplar
School District

Agenda Item Number 5

POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 11, 2025

SUMMARY: Per Poplar School Board Policy 1420, a *Consent Agenda* is used to expediate business at its meeting. The Poplar School Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Questions or concerns about items in the *Consent Agenda* should be directed to the Superintendent or Clerk prior to the meeting. Singular items that appear on the consent agenda may be redirected to the action section of the agenda by a member of the Poplar School Board. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a list of all items appearing on the *Consent Agenda.*

The meeting's Consent Agenda items will include: Minutes of previous meeting, Warrants and Claims, Budget v. Actual, Investment Reports, and High School Activity Fund.

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached -
Fund -
Estimated Cost –

SAMPLE MOTION: *I move to approve the Consent Agenda for August 11, 2025:*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
R. Baker						
M. Chapman						
K. Smoker						
J. Berger						

Poplar
School District

PREVIOUS BOARD MINUTES
June 2025

Students First

Regular Board Meeting
June 23, 2025

Call to Order: The Regular board meeting of the Board of Trustees called to order by the Chair at 5:16 p.m. Keith Erickson led the Pledge of Allegiance.
The School District No. 9 & 9B Trustees present to constitute a quorum were:

Lori Smoker, Chair
Marva Chapman, Trustee
Robyn Baker, Vice Chair
Jeff Berger, Trustee

Zoom: Kenny Smoker, Jr., Trustee

District Staff:
Keith Erickson, Superintendent
Coy Weeks
Sheryl Kohl
Judy Linthicum, Clerk
Vonda Bighorn

Community Member: Bill Vander for the Northern Plains Independent.

Recognition of Guests: None

Public Comment: None

4.) Recognition of Poplar Education Association: None

5.) Consent Agenda:

- **Minutes of Regular Board meeting May 12, 2025**
- **Special Board Meeting June 2, 2025**
- **Warrants and Claims**
- **Budget vs Actual June 2025**
- **Investments Reports May 2025**
- **High School Activity Report**

ACTION:
Robyn Baker made a motion to approve Minutes of Regular Board meeting Monday May 12, 2025, Special Board Meeting June 2, 2025, Warrants and Claims, Budget Vs Actual June 2025, Investments Reports May 2025, and High School Activity Report.
Second by Jeff Berger
Vote: 5-0 For

Regular Board Meeting
June 23, 2025

6) Informational Items
6.1) Superintendent Report
Highlights:

- Success of Admin meetings.
- Overall student attendance was 86.63%.
- Goals are to continue to work on transparency.
- Continue to look for ways to provide Wellness to staff.

6.2) Administrator Reports
Elementary Principal – John Wetsit, Summer School
High School Principal – Frank Gourneau, Summer School

6.3) Directors Reports
Buildings and Ground Director - Mike Gorder
Food Service Director - Mary Plante

Sheryl Kohl shared her work on Curriculum that has been happening this summer.

7.) Discussion Agenda

7.1) Summer feeding program is up and running.
Children 18 years and younger served 588 Breakfast and 1374 Lunches.

7.2) The school's accreditation report was met for Elementary, Middle and High School.
The Elementary School, Middle School and High School no corrective plan is needed.

7.3) Board training:
Superintendent Keith Erickson reached out to the board to see if they would like to see any training and asked the board to let him know what they would like.

7.4) Preliminary budget:
Superintendent Keith Erickson presented the Preliminary budget that was received from OPI there is an increase in the budgets. The budget for SY 25/26 will be on August 11, 2025, board meeting.

7.5) Sports Complex

Sports complex update: Keith and Brock met with Jared Petrino, on the sports complex. It sounds promising.

8.) ACTION AGENDA

8.1) Personnel Report

	Certified Staff	
Willie Thibault	High School Social Studies	$85,193
Janice Zabel	Elementary School Teacher	$79,708
	Administrative Staff	
Reyna Perez-Monteau	Middle School Assistant Principal	$100,944
	Co- and Extracurricular Staff	
Tiffani Darby	High School Assistant Volleyball	$4,048
Demiree Whitehead	High School Assistant Volleyball	$4,048
Sunshine Vicente	High School Assistant Basketball	$4,048
Brent Moore	High School Assistant Basketball	$4,048
Andrew Moran	High School Speech and Debate	$5,847
Ashley Trottier	High School Assistant Cheerleading	$4,048
Les Bighorn	High School Assistant Boys Basketball	$4,048
Karolyn Kohl	High School Assistant Cross Country	$4,048

ACTION:
Motion made by Robyn Baker to approve Certified staff, Co- Curricular and Extracurricular staff.
Second by Marva Chapman
Vote: 5-0 For

	Summer Help
Griffin Ricker	Tech Assistant

ACTION:
Motion made by Robyn Baker to approve summer help.
Second by Jeff Berger
Vote: 3-0-2 For Kenny Smoker Jr and Lori Smoker abstained

	Resignations
Holly Colgan	Accounts Payable
Mike Cooper	Tech Assistant
Jonathan Brooks	High School Music
Kevin Kennaugh	Elementary Teacher

8.2) Handbooks

Handbooks for ready for approval for the 25/26 School Year.

ACTION:

Motion made by Robyn Baker to table the Elementary, Middle School and High School and Athletic handbook for 25/26 until August 11, 2025.
Second by Jeff Berger

Vote: 5-0 For

9.) Items of Interest

9.1) Work Session Date: None
9.2) Special Meeting Date: if needed
9.3) Next Regular Meeting: August 11 @ 5:15p.m.

Adjourn

Lori Smoker adjourned at 6:34 p.m. on June 23, 2025.

ATTEST:

Judy Linthicum, Board Clerk **Lori Smoker, Chair**

Poplar
School District

WARRANTS AND CLAIMS

Students First

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70613		25360 JOHN WETSIT	623.00							
1		070125 07/01/25 TRAVEL TEACHING SUMMIT		623.00		215	16	420-2210	582	305
70614		25502 GREG GOURNEAU	623.00							
1		070125 07/01/25 TRAVEL TEACHING SUMMIT		623.00		215	16	420-2210	582	305
70615		25357 SHANNON MURPHY	623.00							
1		070125 07/01/25 TRAVEL TEACHING SUMMIT		623.00		215	16	420-2210	582	305
70616		25490 AMY BENSON	623.00							
1		070125 07/01/25 TRAVEL TO TEACHING SUMMITH		623.00		215	16	420-2210	582	305
70617		25363 JESSIE COLON	623.00							
1		070125 07/01/25 TRAVEL TO TEACHING SUMMIT		623.00		215	16	420-2210	582	305
70618		21147 MORGAN NORGAARD	623.00							
1		070125 07/01/25 TRAVEL TEACHING SUMMIT		623.00		215	16	420-2210	582	305
70619		23943 MOLLY HOVAN	623.00							
1		070125 07/01/25 TRAVEL TEACHING SUMMIT		623.00		215	16	420-2210	582	305
70620		25735 CHANDRA YOUNG	623.00							
1		070125 07/01/25 TRAVEL TEACHING SUMMIT		623.00		215	16	420-2210	582	305
70621		25359 MARTHA WATTS	623.00							
1		070125 07/01/25 TRAVEL TO TEACHING SUMMIT		623.00		215	16	420-2210	582	305
70622		21782 SHERYL KOHL	623.00							
1		070125 07/01/25 TRAVEL TEACHING SUMMIT		623.00		215	16	420-2210	582	305
70623		23748 GRIFFIN RICKER	623.00							
1		070125 07/01/25 TRAVEL TEACHING SUMMIT		623.00		215	16	420-2210	582	305
70624		26019 CONNIE WITTAK	623.00							
1		070125 07/01/25 TRAVEL TEACHING SUMMIT		623.00		215	16	420-2210	582	305

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70625		22225 FRANK GOURNEAU	623.00							
1		070125 07/01/25 TRAVEL TEACHING SUMMIT		623.00		215	16	420-2210	582	305
70626		24979 COY WEEKS	623.00							
1		070125 07/01/25 TRAVEL TO TEACHING SUMMIT		623.00		215	16	420-2210	582	305
70627		26062 JACOB MAGURA	623.00							
1		070125 07/01/25 TRAVEL TEACHING SUMMIT		623.00		215	16	420-2210	582	305
70628		20988 TERESA TURNER	623.00							
1		070125 07/01/25 TRAVEL TEACHING SUMMIT		623.00		215	16	420-2210	582	305
70629		25445 TED FULGHAM	623.00							
1		070125 07/01/25 TRAVEL TEACHING SUMMIT		623.00		215	16	420-2210	582	305
70630		19832 KEITH ERICKSON	623.00							
1		070125 07/01/25 TRAVEL SUMMIT TEACHING		623.00		215	16	420-2210	582	305
70631		24478 SHARI DANIELS	543.00							
1		060325 06/03/25 TRAVEL TO FROG STR. CURRICULUM		543.00		115	15	494-2213	582	315
70632		26061 Intelligent Marketing USA,	7,500.00							
1		97083 07/01/25 football paint machine		7,500.00*		226	16	720-3500	730	

# of Claims 20 Total: 19,257.00 # of Vendors 20

Fund/Account	Amount
115 Elementary Miscellaneous Programs Fund	
101	543.00
215 High School Miscellaneous Programs Fund	
101	11,214.00
226 High School Impact Aid Fund	
101	7,500.00
Total:	19,257.00

I have carefully examined the above CLAIM APPROVAL LIST and refer the same to the Board of Trustees.

Approved by Board of Finance Committee:

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I hereby certify that the above is correct

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Business Manager/Clerk

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70593		19557 DENVER ATKINSON	1,950.00							
1		661825 06/18/25 RETIREE STAR QUILTS		1,950.00*		226	16	100-2300	610	
70594		10170 SAFEGUARD BUSINESS SYSTEMS	390.64							
1		9008138806 06/21/25 TRAVEL VOUCHER		390.64*		226	16	100-2500	610	
70595		10253 PITNEY BOWES PURCHASE POWER	1,947.44							
1		063025 06/25/25 REFILL POSTAGE DISTRICT WIDE		1,557.95		126	90	100-2300	532	
2		063025 06/25/25 REFILL POSTAGE DISTRICT WIDE		389.49		226	16	100-2300	532	
70596		10069 MONTANA DAKOTA UTILITIES	14,182.99							
1		06/17/25 ADMIN - GAS		36.52		126	90	100-2600	411	
2		06/17/25 ADMIN- ELECTRICAL		203.27*		126	90	100-2600	412	
3		06/17/25 MAINT. SHOP - GAS		29.38		126	90	100-2600	411	
4		06/17/25 MAINT. SHOP ELECTRICAL		73.12*		126	90	100-2600	412	
5		06/17/25 BUS GARAGE - GAS		51.49		110	15	100-2700	411	
6		06/17/25 BUS GARAGE - ELECTRICAL		109.00		110	15	100-2700	412	
7		06/17/25 MIDDLE SCHOOL - GAS		596.67		126	90	100-2600	411	
8		06/17/25 MIDDLE SCHOOL - ELECTRICAL		7,087.17*		126	90	100-2600	412	
9		06/17/25 HIGH SCHOOL - GAS		626.77*		226	16	100-2600	411	
10		06/17/25 HIGH SCHOOL - ELECTRICAL		4,248.21		226	16	100-2600	412	
11		06/17/25 413 W HWY 2 - GAS		32.94*		226	16	100-2600	411	
12		06/17/25 413 W HWY 2 - ELECTRICAL		66.56		226	16	100-2600	412	
13		06/17/25 317 W HWY 2 - GAS		50.67*		226	16	100-2600	411	
14		06/17/25 317 W HWY 2 - ELECTRICAL		43.02		226	16	100-2600	412	
15		06/17/25 FOOTBALL FIELD		72.43		226	16	100-2600	412	
16		06/17/25 407 4TH AVE - GAS/ELECTRICAL		113.47*		115		100-2620	410	31
17		06/17/25 APT 1A GAS/ELECTRICAL		43.99*		115		100-2620	410	31
18		06/17/25 APT 1B GAS/ELECTRICAL		61.30*		115		100-2620	410	31
19		06/17/25 APT 1C GAS/ELECTRICAL		78.29*		115		100-2620	410	31
20		06/17/25 APT 2A GAS/ELECTRICAL		35.01*		115		100-2620	410	31
21		06/17/25 APT 2B GAS/ELECTRICAL		44.70*		115		100-2620	410	31
22		06/17/25 APT 2C GAS/ELECTRICAL		78.65*		115		100-2620	410	31
23		06/17/25 APT 3A GAS/ELECTRICAL		91.07*		115		100-2620	410	31
24		06/17/25 APT 3B GAS/ELECTRICAL		40.99*		115		100-2620	410	31
25		06/17/25 APT 3C GAS/ELECTRICAL		73.87*		115		100-2620	410	31
26		06/17/25 APT 4A GAS/ELECTRICAL		19.37*		115		100-2620	410	31
27		06/17/25 APT 4B GAS/ELECTRICAL		52.82*		115		100-2620	410	31
28		06/17/25 APT 4C GAS/ELECTRICAL		6.80*		115		100-2620	410	31
29		06/17/25 APT 5A GAS/ELECTRICAL		46.25*		115		100-2620	410	31
30		06/17/25 APT 5B GAS/ELECTRICAL		29.28*		115		100-2620	410	31
31		06/17/25 APT 5C GAS/ELECTRICAL		39.91*		115		100-2620	410	31

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70597		14075 FORT PECK TRIBES	35,019.19						
RESOURCE OFFICER									
1		3262 06/25/25 SRO SY 24/25	35,019.19		261	16	190-2112	330	899
70598		22157 TEACHER DIRECT	226.44						
1		2023/2719 04/06/23 BULLETINBOARD,POINTER,CHARG	226.44*		126	15	100-1000	610	
70599		25582 ACELLUS EDUCATIONAL SERVICES LLC	7,201.00						
1		104918 06/12/25 GOLD STUDENT LICENSE	1,106.00*		126	14	100-2210	680	
2		104918 06/12/25 GOLD STUDENT LICENSE	1,106.00*		126	50	100-2210	680	
3		104854 06/12/25 GOLD STUDENT LICENSE	4,989.00*		226	16	100-2210	680	
70600		20424 SCHOOL ADMINISTRATORS OF MONTANA	5,329.00						
1		06/26/25 ERICKSON MEMBERSHIP	518.00		126	90	100-2300	810	
2		06/26/25 ERICKSON MEMBERSHIP	222.00		226	16	100-2300	810	
3		06/26/25 GOURNEAU, F MEMBERSHIP	510.00		226	16	100-2400	810	
4		06/26/25 WEEKS MEMBERSHIP	510.00		226	16	100-2400	810	
5		06/26/25 NORGAARD MEMBERSHIP	479.00*		126	14	100-2400	810	
6		06/26/25 PEREZ-MONTEAU MEMBERSHIP	479.00*		126	50	100-2400	810	
7		06/26/25 REESE MEMBERSHIP	479.00*		126	50	100-2400	810	
8		06/26/25 WETSIT MEMBERSHIP	479.00		126	15	100-2400	810	
9		06/26/25 GOURNEAU G MEMBERSHIP	479.00		126	15	100-2400	810	
10		06/26/25 BLACK MEMBERSHIP	479.00*		226	16	280-2400	810	
11		06/26/25 BLACK MEMBERSHIP	410.00*		126	15	280-2400	810	
12		06/26/25 RIEDIGER MEMBERSHIP	285.00*		126	14	100-2400	810	
70601		10748 CITY OF POPLAR	5,593.44						
1		203100.01 06/26/25 Admin building	102.59		126	90	100-2600	421	
2		203100.01 06/26/25 #9 shop water sewer	62.05		126	90	100-2600	421	
3		203100.01 06/26/25 transportation water/sewer	125.75		126	90	100-2600	421	
4		203100.01 06/26/25 bus garage water/sewer	172.32		110	15	100-2700	421	
5		203100.01 06/26/25 poplar grade school	1,353.07		126	90	100-2600	421	
6		203100.01 06/26/25 poplar middle school water/	861.11		126	90	100-2600	421	
7		203100.01 06/26/25 poplar high school	61.12*		226	16	100-2600	421	
8		203100.01 06/26/25 poplar high school metal sh	1,929.01*		226	16	100-2600	421	
9		203100.01 06/26/25 supt house	98.18*		115		100-2620	410	31
10		203100.01 06/26/25 town house #1	145.33*		115		100-2620	410	31
11		203100.01 06/26/25 town house #2	147.19*		115		100-2620	410	31
12		203100.01 06/26/25 town house #3	153.45*		115		100-2620	410	31
13		203100.01 06/26/25 town house #4	145.09*		115		100-2620	410	31
14		203100.01 06/26/25 town house #5	143.13*		115		100-2620	410	31
15		203100.01 06/26/25 prof village	94.05*		115		100-2620	410	31

# of Claims 9 Total: 71,840.14 # of Vendors 9

Fund/Account	Amount
110 Elementary Transportation Fund	
101	332.81
115 Elementary Miscellaneous Programs Fund	
101	1,782.19
126 Elementary Impact Aid Fund	
101	18,135.09
226 High School Impact Aid Fund	
101	16,570.86
261 High School Building Reserve Fund	
101	35,019.19
Total:	71,840.14

I have carefully examined the above CLAIM APPROVAL LIST and refer the same to the Board of Trustees.

Approved by Board of Finance Committee:

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I hereby certify that the above is correct

_____

Business Manager/Clerk

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70602		13164 J.W. PEPPER & SON, INC.	47.98							
1		364843358 12/13/22 MUSIC SHEETS		47.98*		226	16	100-1000	610	
70603		13259 DALE PLUMBING AND HEATING	274.40							
1				274.40		115		100-2620	440	31
70604		26032 NEW DAY, INC	1,602.54							
1		2735 04/30/25 OPI HS TUITION RATE		810.48*		213	16	100-1000	563	
2		2890 05/31/25 OPI HS TUITION RATE		792.06*		213	16	100-1000	563	
70605		14075 FORT PECK TRIBES	60.00							
1		30 06/26/25 BACKGROUNDS CHECKS		60.00		226	16	100-2305	340	
70606		101685 T.E.S.T.	7,342.00							
1		11227 05/25/25 SMART BOARDS/TECH		4,998.00		126	14	141-1000	660	
2		11227 05/25/25 2HDMI CABLES/TECH		130.00		126	14	141-1000	610	
3		11227 05/25/25 SMART BOARDS/SPED		1,699.00		226	16	141-1000	660	
4		11227 05/25/25 2HDMI CABLES/TECH		65.00		226	16	141-1000	610	
5		11227 05/25/25 SHIPPING		150.00		226	16	141-1000	610	
6		11227 05/25/25 SHIPPING		300.00		126	14	141-1000	610	
70607		13625 E & A VAC, INC	196.00							
1		3163 05/07/25 TOILET RENTAL		196.00*		126	15	100-1000	610	
70608		20366 QUAD K SUPPLY	536.00							
2		72770 05/02/25 DIAMOND EZ RINSE		140.00*		226	16	100-2600	615	
5		72769 05/02/25 DISH SOAP		396.00*		226	16	100-2600	615	
70609		13395 U.S. FOOD SERVICE, INC.	1,341.97							
1		4048738 06/26/25 SUMMER FEED PROGRAM		1,341.97*		126	15	910-3100	570	
70610		14345 J & M DISTRIBUTING	952.70							
1		78642 06/02/25 MILK		222.50*		126	15	910-3100	570	
2		78668 06/03/25 MILK		157.70*		126	15	910-3100	570	
3		78606 06/06/25 MILK		114.50*		126	15	910-3100	570	
4		78337 06/10/25 MILK		114.50*		126	15	910-3100	570	
5		78368 06/13/25 MILK		114.50*		126	15	910-3100	570	
6		78386 06/17/25 MILK		114.50*		126	15	910-3100	570	
7		78430 06/25/25 MILK		114.50*		126	15	910-3100	570	

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70611		12492 SYSCO MONTANA INC.	10,851.77						
1		543572805 06/03/25 SUMMER FEEDING	1,549.90*		126	15	910-3100	570	
2		543577836 06/06/25 SUMMER FEEDING	1,222.08*		126	15	910-3100	570	
3		543583356 06/10/25 SUMMER FEEDING	2,002.54*		126	15	910-3100	570	
4		543588374 06/13/25 SUMMER FEEDING	1,069.63*		126	15	910-3100	570	
5		543588374 06/13/25 FORKS/SPOONS	103.44*		126	15	910-3100	610	
6		543593988 06/17/25 SUMMER FEEDING	1,464.31*		126	15	910-3100	570	
7		543599142 06/20/25 SUMMER FEEDING	843.49*		126	15	910-3100	570	
8		543604901 06/24/25 SUMMER FEEDING	953.04*		126	15	910-3100	570	
9		543612029 06/27/25 SUMMER FEEDING	1,010.69*		126	15	910-3100	570	
10		543612030 06/27/25 PAPER PRODUCTS SUMMER	632.65*		126	15	910-3100	610	
70612		25209 MARCO TECHNOLOGIES LLC	5,430.41						
1		558337242 06/20/25 COPIER AGREEMENT	678.81*		126	14	100-1000	610	
2		558337242 06/20/25 COPIER AGREEMENT	678.80*		126	14	280-1000	610	
3		558337242 06/20/25 COPIER AGREEMENT	678.80*		126	15	100-1000	610	
4		558337242 06/20/25 COPIER AGREEMENT	678.80*		126	15	280-1000	610	
5		558337242 06/20/25 COPIER AGREEMENT	678.80*		126	50	100-1000	610	
6		558337242 06/20/25 COPIER AGREEMENT	678.80*		126	50	280-1000	610	
7		558337242 06/20/25 COPIER AGREEMENT	678.80*		226	16	100-1000	610	
8		558337242 06/20/25 COPIER AGREEMENT	678.80*		226	16	280-1000	610	

# of Claims 11 Total: 28,635.77 # of Vendors 11

Fund/Account	Amount
115 Elementary Miscellaneous Programs Fund	
101	274.40
126 Elementary Impact Aid Fund	
101	22,843.25
213 High School Tuition Fund	
101	1,602.54
226 High School Impact Aid Fund	
101	3,915.58
Total:	28,635.77

I have carefully examined the above CLAIM APPROVAL LIST and refer the same to the Board of Trustees.

Approved by Board of Finance Committee:

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_____

_____

I hereby certify that the above is correct

_____

Business Manager/Clerk

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70633		25862 ADVANCED SOLUTIONS LLC	725.00							
1		3148 07/07/25 PEST SOLUTIONS AND CLEANING		725.00*		126	90	100-2600	440	
70634		14492 LINDE GAS AND EQUIPMENT INC.	129.88							
1		50711267 06/30/25 FILL TANKS HS AUTO SHOP		129.88*		226	16	390-1000	610	
70635		10111 WILL'S OFFICE WORLD	75.76							
1		10441260 04/29/25 COPIER SERVICE AGREEMENT		12.25*		126	14	100-1000	610	
2		10441260 04/29/25 COPIER SERVICE AGREEMENT		12.26*		126	14	280-1000	610	
3		10441260 04/29/25 COPIER SERVICE AGREEMENT		12.25*		126	15	100-1000	610	
4		10441260 04/29/25 COPIER SERVICE AGREEMENT		12.26*		126	15	280-1000	610	
5		10441260 04/29/25 COPIER SERVICE AGREEMENT		12.26*		126	50	100-1000	610	
6		10441260 04/29/25 COPIER SERVICE AGREEMENT		14.48*		126	50	280-1000	610	
70636		23258 MSGIA	279,280.00							
1		070125 07/01/25 PROPERTY & LIABILITY INS		6,982.00*		110	14	100-2700	520	
2		070125 07/01/25 PROPERTY & LIABILITY INS		6,982.00*		110	15	100-2700	520	
3		070125 07/01/25 PROPERTY & LIABILITY INS		6,982.00*		110	50	100-2700	520	
4		070125 07/01/25 PROPERTY & LIABILITY INS		6,982.00*		210	16	100-2700	520	
5		070125 07/01/25 PROPERTY & LIABILITY INS		20,108.16*		126	90	100-2300	520	
6		070125 07/01/25 PROPERTY & LIABILITY INS		7,540.56*		226	16	100-2300	520	
7		070125 07/01/25 PROPERTY & LIABILITY INS		167,777.46*		126	90	100-2600	520	
8		070125 07/01/25 PROPERTY & LIABILITY INS		55,925.82*		226	16	100-2600	520	
70637		10162 AGLAND CO-OP	3,348.29							
1		063025 06/30/25 SCHOOL ROUTE		560.16*		110	15	100-2700	624	
2		063025 06/30/25 ATHLETICS		213.51*		226	16	720-2700	624	
3		063025 06/30/25 PICKUP/RANGERS GAS		554.96*		126	90	100-2600	624	
4		063025 06/30/25 MAINT PARTS		650.37*		126	90	100-2600	615	
5		063025 06/30/25 MAINT PARTS		476.78*		226	16	100-2600	615	
6		063025 06/30/25 HOUSING PARTS		103.99*		115		100-2620	440	31
7		063025 06/30/25 HOUSING MOW GAS		33.68*		115		100-2620	624	31
8		063025 06/30/25 DRIVER EDUCATION		754.84*		226	16	720-2700	624	
70640		23538 CASCADE COUNTY REGIONAL YOUTH	1,800.00							
1		202506002 07/01/23 YOUTH SERVICES		1,800.00*		226	16	100-1000	560	

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70644	21147	MORGAN NORGAARD	150.00						
Cell phone service for the months of July and August 2025 $75.00 per month									
1		07/12/25 Cell phone service cost	150.00*		126	90	100-2600	531	
70645	22225	FRANK GOURNEAU	150.00						
Cell phone service for the months of July and August 2025									
1		07/12/25 Cell phone service cost	150.00*		226	16	100-2600	531	
70646	25360	JOHN WETSIT	150.00						
Cellphone service for the months of July and August 2025									
1		07/12/25 Cell phone service cost	150.00*		126	90	100-2600	531	
70647	24786	LEWIS REESE	150.00						
Cell phone service for the months of July and August 2025									
1		07/12/25 Cell phone service cost	150.00*		126	90	100-2600	531	
70648	24979	COY WEEKS	150.00						
Cell phone service for the months of July and August 2025									
1		07/12/25 Cell phone service cost	150.00*		226	16	100-2600	531	
70649	24767	PATTI JO BLACK	150.00						
Cell phone services for the months of July and August 2025									
1		07/12/25 Cell phone service cost	150.00*		226	16	100-2600	531	
70651	25502	GREG GOURNEAU	150.00						
Cell phone service charge for the month of July and August 25									
1		07/12/25 Monthly service charge	150.00*		126	90	100-2600	531	
70657	24666	BROCK COPENHAVER	150.00						
Cell phone service cost for the month of July and August 2025									
1		07/04/25 Cell phone service cost	150.00*		226	16	100-2600	531	
70659	25304	CLINT LINTHICUM	150.00						
Monthly cell phone service cost of $75.00 for the month of July and August 2025									
1		07/01/25 Cell phone service cost	150.00*		110	50	100-2700	531	

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
70660	22685	INDEPENDENCE BANK	17,627.83					
1		CC-13638 05/19/25 STATEMENT FEE	3.00		126	625		
WOLF POINT AIRPORT GOLF CLUB				CC Accounting: 126- 50-720-3500-582				
2		CC-13656 07/09/25 ELECTRICITY CHRGS TRAILORS	835.76		115	625		31
SHERIDAN ELECTRIC CO-OP				CC Accounting: 115- -100-2620-440- 31				
3		CC-13656 07/09/25 DISTRICT PHONES ELEM	1,212.18		126	625		
NEMONT TELEPHONE COOPERATIVE, INC.				CC Accounting: 126- 15-100-2600-531				
4		CC-13656 07/09/25 DISTRICT PHONES MS	1,212.18		126	625		
NEMONT TELEPHONE COOPERATIVE, INC.				CC Accounting: 126- 14-100-2600-531				
5		CC-13656 07/09/25 DISTRICT PHONES MS	1,212.18		126	625		
NEMONT TELEPHONE COOPERATIVE, INC.				CC Accounting: 126- 50-100-2600-531				
6		CC-13656 07/09/25 DISTRICT PHONES HS	1,212.16		226	625		
NEMONT TELEPHONE COOPERATIVE, INC.				CC Accounting: 226- 16-100-2600-531				
7		CC-13656 07/09/25 DISTRICT PHONES MAINT	90.11		226	625		
NEMONT TELEPHONE COOPERATIVE, INC.				CC Accounting: 226- 16-100-2600-531				
8		CC-13656 07/09/25 DISTRICT PHONES TRANSPORTATI	100.35		110	625		
NEMONT TELEPHONE COOPERATIVE, INC.				CC Accounting: 110- 14-100-2700-531				
9		CC-13656 07/09/25 DISTRICT PHONES TECH	125.90		126	625		
NEMONT TELEPHONE COOPERATIVE, INC.				CC Accounting: 126- 15-141-1000-531				
10		CC-13656 06/05/25 COPPERTOP BATTERIES	35.72		226	625		
AMAZON				CC Accounting: 226- 16-141-1000-610				
11		CC-13656 06/10/25 MEMBER SUBSCRIPTION	349.00		126	625		
AMAZON				CC Accounting: 126- 90-100-2300-810				
12		CC-13656 06/16/25 ELECTRONIC WIPES/TECH	81.15		126	625		
AMAZON				CC Accounting: 126- 15-141-1000-610				
13		CC-13656 06/09/25 AMAZON CREDIT	-547.99		126	625		
AMAZON				CC Accounting: 126- 15-141-1000-610				
14		CC-13658 06/05/25 RENEWS EVERY MONTH	15.00		126	625		
MISC VENDOR				CC Accounting: 126- 15-100-1000-610				
15		CC-13658 06/12/25 INCENTIVES FOR SUMMER SCHOOL	62.10		126	625		
FAMILY DOLLAR				CC Accounting: 126- 15-100-1000-610				
16		CC-13658 06/20/25 PLATES&NAPKINS/SUMMER SCHOOL	16.48		126	625		
ALBERTSON'S				CC Accounting: 126- 15-100-1000-610				
17		CC-13658 06/20/25 PIZZA/LAST DAY OF SUMMER SCH	263.88		126	625		
Cenex				CC Accounting: 126- 15-100-1000-610				
18		CC-13658 06/20/25 DRINKS/CHIPS/SUMMER SCHOOL	127.49		126	625		
ALBERTSON'S				CC Accounting: 126- 15-100-1000-610				
19		CC-13658 07/02/25 FLIGHTTEACHERSUMMIT	260.00		215	625		305
ALLEGIANT AIRLINES				CC Accounting: 215- 16-420-2210-582-305				
20		CC-13659 03/14/25 POPLAR X COUNTRY FALL 2025	1,035.00		226	625		
COMPETITIVE TIMING				CC Accounting: 226- 16-720-3500-610				
21		CC-13659 06/13/25 ICE/ATHLETIC CAMPS	24.00		226	625		
MISC VENDOR				CC Accounting: 226- 16-720-3500-610				

* ... Over spent expenditure

Claim Line #	Warrant	Vendor #/Name Invoice #/Inv Date/Description	Amount Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
22	CC-13660	06/05/25 MEALS/TRAVEL/AIRPORT CL	10.40		126		625		
MISC VENDOR				CC Accounting: 126- 90-100-2600-582					
23	CC-13660	06/05/25 PLANKS,KEYSET,TAPE/MAINT	149.80		126		625		
MENARDS				CC Accounting: 126- 90-100-2600-615					
24	CC-13660	06/05/25 PLANKS,KEYSET,TAPE/MAINT	1,238.70		115		625		31
MENARDS				CC Accounting: 115- -100-2620-440- 31					
25	CC-13661	06/05/25 BREAKFAST PICK UP GREYHOUND	18.83		110		625		
MISC VENDOR				CC Accounting: 110- 15-100-2700-582					
26	CC-13661	06/09/25 SPRAY GUN WASHING VEHICLES	125.00		110		625		
AMAZON				CC Accounting: 110- 15-100-2700-610					
27	CC-13661	06/13/25 SHAMPOOSTEAMVAC&MITT/TRANSP	327.64		110		625		
WALMART				CC Accounting: 110- 50-100-2700-610					
28	CC-13661	06/16/25 OIL FILTER/TRANS	24.98		110		625		
WOLF CITY AUTO INC.				CC Accounting: 110- 50-100-2700-610					
29	CC-13661	06/16/25 SUPERVISOR TRAINING ROOM CL	119.72		110		625		
MISC VENDOR				CC Accounting: 110- 50-100-2700-582					
30	CC-13661	06/16/25 SUPERVISOR TRAINING ROOM LH	119.72		110		625		
MISC VENDOR				CC Accounting: 110- 14-100-2700-582					
31	CC-13661	06/17/25 MAPT REQUIRED ROOMS	239.44		110		625		
MISC VENDOR				CC Accounting: 110- 15-100-2700-582					
32	CC-13661	06/17/25 MAPT REQUIRED ROOMS	359.16		110		625		
MISC VENDOR				CC Accounting: 110- 50-100-2700-582					
33	CC-13661	06/17/25 GAS GREATFALL TRAINING TRANS	60.98		110		625		
CONOCO				CC Accounting: 110- 50-100-2700-582					
34	CC-13661	06/17/25 MAPT REQUIRED TRAINING ROOMS	359.16		110		625		
MISC VENDOR				CC Accounting: 110- 14-100-2700-582					
35	CC-13661	06/17/25 MAPT REQUIRED TRAINING ROOMS	359.16		110		625		
MISC VENDOR				CC Accounting: 110- 15-100-2700-582					
36	CC-13661	07/02/25 PAD/DISK/POLISHER/TRANS	133.97		110		625		
WOLF CITY AUTO INC.				CC Accounting: 110- 15-100-2700-610					
37	CC-13661	06/24/25 CERAKOTE RAPID PAINT/TRANS	129.94		110		625		
AMAZON				CC Accounting: 110- 15-100-2700-440					
38	CC-13662	06/11/25 CANDY FOR PARADE	198.78		126		625		
REYNOLDS SUPERMARKET				CC Accounting: 126- 90-100-2300-610					
39	CC-13662	06/11/25 HS SUMMER SCHOOL SNACKS	108.20		226		625		
REYNOLDS SUPERMARKET				CC Accounting: 226- 16-100-1000-610					
40	CC-13662	06/11/25 HS SUMMER SCHOOL SNACKS	198.05		226		625		
FAMILY DOLLAR				CC Accounting: 226- 16-100-1000-610					
41	CC-13662	06/16/25 FLORALS FOR FUNERAL	75.00		226		625		
FRIESEN'S FLORAL				CC Accounting: 226- 16-100-1000-610					
42	CC-13663	06/23/25 ACELLUS TRAINING SPED ROOM	551.80		126		625		
MISC VENDOR				CC Accounting: 126- 15-280-1000-582					
43	CC-13663	06/23/25 ACELLUS TRAINING SPED ROOM	551.80		126		625		
MISC VENDOR				CC Accounting: 126- 50-280-1000-582					

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
44		CC-13663 06/23/25 ACELLUS TRAINING SPED ROOM	551.80		226	625		
MISC VENDOR				CC Accounting: 226- 16-280-1000-582				
45		CC-13664 06/09/25 TV TECHNOLOGY	648.00		126	625		
WALMART				CC Accounting: 126- 15-141-1000-610				
46		CC-13665 06/08/25 GAS MASBO TRAINING	43.00		126	625		
MISC VENDOR				CC Accounting: 126- 90-100-2300-582				
47		CC-13665 06/09/25 STATIONARY BASKET	16.99		126	625		
MISC VENDOR				CC Accounting: 126- 90-100-2300-610				
48		CC-13665 06/09/25 ROOMS MASBO TRAINING	763.90		126	625		
SLEEP INN & SUITES				CC Accounting: 126- 90-100-2300-582				
49		CC-13665 06/09/25 ROOMS MASBO TRAINING	763.90		226	625		
SLEEP INN & SUITES				CC Accounting: 226- 16-100-2300-582				
50		CC-13665 06/13/25 GAS MASBO TRAINING	25.46		226	625		
MISC VENDOR				CC Accounting: 226- 16-100-2300-582				
51		CC-13665 06/16/25 GAS MASBO TRAINING	54.93		226	625		
Cenex				CC Accounting: 226- 16-100-2300-582				
52		CC-13666 06/16/25 TRANSFER STUDENT TO STEM	49.87		126	625		
CONOCO				CC Accounting: 126- 50-100-1000-582				
53		CC-13666 06/16/25 TRANSFER STUDENT TO STEM	43.70		126	625		
EXXON MOBILE				CC Accounting: 126- 50-100-1000-582				
54		CC-13666 06/16/25 MEALS STUDENTS STEM	69.11		126	625		
SUBWAY				CC Accounting: 126- 50-100-1000-582				
55		CC-13666 06/16/25 MEALS STUDENTS STEM	15.49		126	625		
SUBWAY				CC Accounting: 126- 50-100-1000-582				
56		CC-13666 06/16/25 GAS TRANSFER STUDENTS STEM	34.64		126	625		
MISC VENDOR				CC Accounting: 126- 50-100-1000-582				
57		CC-13666 06/17/25 GAS TRANSFER STUDENTS STEM	64.09		126	625		
EXXON MOBILE				CC Accounting: 126- 50-100-1000-582				
58		CC-13666 06/17/25 MEALS STEM STUDENTS	68.00		126	625		
PIZZA HUT				CC Accounting: 126- 50-100-1000-582				
59		CC-13666 06/17/25 ROOMS STEM CHAPERONE	144.70		126	625		
HOLIDAY INN AND SUITES				CC Accounting: 126- 50-100-1000-582				
60		CC-13666 06/26/25 GAS TRANSFER STUDENTS STEM	64.57		126	625		
CONOCO				CC Accounting: 126- 50-100-1000-582				
61		CC-13666 06/26/25 ROOM STEM CHAPERONE	125.00		126	625		
MISC VENDOR				CC Accounting: 126- 50-100-1000-582				
62		CC-13666 06/26/25 MEAL CHAPERONE	15.50		126	625		
MISC VENDOR				CC Accounting: 126- 50-100-1000-582				
63		CC-13666 06/26/25 MEAL CHAPERONE	12.39		126	625		
MISC VENDOR				CC Accounting: 126- 50-100-1000-582				
64		CC-13666 06/26/25 GAS TRANSFER STUDENTS STEM	52.57		126	625		
Cenex				CC Accounting: 126- 50-100-1000-582				
65		CC-13666 06/26/25 GAS TRANSFER STUDENTS STEM	44.47		126	625		
MISC VENDOR				CC Accounting: 126- 50-100-1000-582				

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
66		CC-13666 06/27/25 GAS TRANSFER STUDENTS STEM	34.26		126		625		
EXXON MOBILE				CC Accounting: 126- 50-100-1000-582					
67		CC-13666 06/27/25 GAS TRANSFER STUDENTS STEM	51.82		126		625		
EXXON MOBILE				CC Accounting: 126- 50-100-1000-582					
68		CC-13666 06/27/25 MEALS STUDENTS RETURN STEM	240.84		126		625		
MISC VENDOR				CC Accounting: 126- 50-100-1000-582					
69		CC-13667 06/09/25 LUNCHROOM BANNERS	236.05		126		625		
CUSTOM PRINTED SIGNS				CC Accounting: 126- 15-910-3100-610					
70		CC-13667 06/10/25 CANDY FOR PARADE	176.90		126		625		
FAMILY DOLLAR				CC Accounting: 126- 90-100-2300-610					
71		CC-13667 06/10/25 JUICE SUMMER SCHOOL	30.00		126		625		
MAIN STREET GROCERY				CC Accounting: 126- 90-100-2300-610					
70661		20220 BIG VALLEY WATER	9.00						
1		184565 06/25/25 WATER/HS	9.00*		226	16	100-1000	610	
70662		21278 ROOSELVELT MEDICAL CLINIC	125.00						
1		20080C1876 07/01/25 DOT PHYSICAL	125.00*		110	15	100-2700	440	
70664		12805 GRAINGER	323.85						
1		9559286316 07/01/25 MOTOR/PROPELLAR/MAINT	323.85*		126	90	100-2600	615	
70665		19832 KEITH ERICKSON	232.88						
1		9471 04/15/25 AIRLINE TICKET	232.88*		126	90	100-2300	582	

# of Claims 20 Total: 305,027.49 # of Vendors 20

Fund/Account	Amount
110 Elementary Transportation Fund	
101	24,259.21
115 Elementary Miscellaneous Programs Fund	
101	2,212.13
126 Elementary Impact Aid Fund	
101	199,689.43
210 High School Transportation Fund	
101	6,982.00
215 High School Miscellaneous Programs Fund	
101	260.00
226 High School Impact Aid Fund	
101	71,624.72
Total:	305,027.49

I have carefully examined the above CLAIM APPROVAL LIST and refer the same to the Board of Trustees.

Approved by Board of Finance Committee:

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I hereby certify that the above is correct

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Business Manager/Clerk

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70667		24853 AMERICAN FIDELITY ADMINISTRATIVE	258.00							
1		76674 07/15/25 Time and Eligibility Service J		206.40*		126	90	100-2300	340	
2		76674 07/15/25 Time and Eligibility Service j		51.60*		226	16	100-2300	340	
70668		14075 FORT PECK TRIBES	10.00							
1		30.1 07/15/25 BACKGROUND CHECK		10.00*		126	90	100-2305	340	
70669		25837 BULLSEYE LLC	10,300.00							
1		2472 07/17/25 SY25 BULLSEYE COACHING		2,575.00*		126	14	100-2210	320	
2		2472 07/17/25 SY25 BULLSEYE COACHING		2,575.00*		126	15	100-2210	320	
3		2472 07/17/25 SY25 BULLSEYE COACHING		2,575.00*		126	50	100-2210	320	
4		2472 07/17/25 SY25 BULLSEYE COACHING		2,575.00*		226	16	100-2210	320	
70670		25582 ACELLUS EDUCATIONAL SERVICES LLC	10,033.00							
1		104336 05/09/25 ACELLUS GOLD ADVANTAGE		7,900.00		226	16	100-2210	680	
2		104404 05/09/25 ACELLUS GOLD ADVANTAGE		1,066.50		126	14	100-2210	680	
3		104404 05/09/25 ACELLUS GOLD ADVANTAGE		1,066.50		126	50	100-2210	680	
70672		20976 WOLFTRAX BROADCASTING, LLC	508.94							
1		25050171 05/31/25 PACKAGE DEAL		107.63		226	16	100-2300	540	
2		25040175 04/30/25 1/2 PACKAGE DEAL		96.05		226	16	100-2300	540	
3		25050171 05/31/25 1/2 PACKAGE DEAL		107.63		226	16	100-2300	540	
4		25050172 05/31/25 1/2 PACKAGE DEAL		72.00		226	16	100-2300	540	
5		25050173 05/31/25 1/2 PACKAGE DEAL		18.00		226	16	100-2300	540	
6		25050173 05/31/25 1/2 PACKAGE DEAL		107.63		226	16	100-2300	540	
70673		25462 BLACKBIRD MERCANTILE	3,417.50							
1		050625 05/06/25 SAND/SOUP TEACHER APPRECIATION		700.00		226	16	100-2400	582	
2		19421 05/06/25 SAND/SOUP TEACHER APPRECIATION		957.50		126	15	100-2400	582	
3		2457 05/19/25 SPRING ATHLETIC BANQUET		1,760.00		226	16	720-3500	610	
70674		25575 MONTANA FCCLA	50.00							
1		2025 05/23/25 FCCLA CONFERENCE JUNE 2025		50.00		215	16	420-2210	582	305
70675		19733 MEDCO SUPPLY CO.	56.10							
1		98720482 04/29/25 BLOOD BUSTER SPRAY BOTTLES		56.10*		226	16	720-3514	610	

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70676		12993 INDEPENDENCE BANK	1,207.56						
1		F 720 07/21/25 QUARTERLY 720 EXCISE TAX	1,207.56*		126	90	100-2300	810	
70677		24803 SIDE BY SIDE EDUCATIONAL	8,850.00						
1		4245 02/10/25 ELEM ON SITE TRAINING /CONSULT	8,850.00*		126	15	100-2210	320	
70678		11014 NAFIS	9,515.79						
1		36130/31 07/01/25 25 26 RENEWAL	6,835.38*		126	90	100-2300	810	
2		36130/31 07/01/25 25 26 RENEWAL	2,680.41*		226	16	100-2300	810	
70679		20220 BIG VALLEY WATER	45.00						
1		184924 07/21/25 WATER CENTRAL OFFICE	45.00*		126	90	100-2300	610	
70680		10111 WILL'S OFFICE WORLD	122.69						
1		1044854 07/08/25 CALCULATOR/MAINTENANCE	122.69*		126	14	100-1000	610	
70681		23165 CURTISS FARM & AUTO	759.95						
1		14443-4141 07/19/25 BATTERY FOR LAWN MOVERS/TR	695.96*		226	16	100-2600	615	
2		14443-4142 07/22/25 BRAKE PADS/MAINT	63.99*		126	90	100-2600	615	
70682		23702 NORTHERN TOOL/EQUIPMENT	470.97						
1		71CDB5C5 07/16/25 25 GAL SPRAYER/MAINT	224.48*		226	16	100-2600	615	
2		435D3439 07/15/25 MASTER GARDENER SPRAY/MAINT	246.49*		126	90	100-2600	615	
70683		22592 DECKER EQUIPMENT	1,982.53						
1		623076A 07/16/25 GRABBER,TOOLORGANIZER,DOOR HO	600.00*		126	90	100-2600	615	
2		623076A 07/16/25 GRABBER,TOOLORGANIZER,DOOR HO	366.08*		226	16	100-2600	615	
3		623076B 07/17/25 18GALLON WET DRY VACUUM	1,016.45*		126	90	100-2600	660	
70684		13410 FARMERS UNION LUMBER COMPANY	155.43						
1		2507-10181 07/21/25 IMPERIAL OAK SLAB/MAINT	155.43		115		100-2620	440	31
70685		12805 GRAINGER	323.85						
1		U849009094 07/01/25 MOTOR/PROPELLER/MAINT	323.85*		126	90	100-2600	615	
70686		22443 ULINE SHIPPING SUPPLIES	2,438.42						
1		195054495 07/08/25 CLEANING SUPPLIES/MAINT	1,800.00*		126	90	100-2600	615	
2		195054495 07/08/25 CLEANING SUPPLIES/MAINT	638.42*		226	16	100-2600	615	

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70687		21401 FEDERALLY IMPACTED SCHOOLS	390.00							
1		107 07/16/25 IMPACT AID WORKSHOP		390.00		126	90	100-2300	582	

# of Claims 20 Total: 50,895.73 # of Vendors 20

Fund/Account	Amount
115 Elementary Miscellaneous Programs Fund	
101	155.43
126 Elementary Impact Aid Fund	
101	32,533.31
215 High School Miscellaneous Programs Fund	
101	50.00
226 High School Impact Aid Fund	
101	18,156.99
Total:	50,895.73

I have carefully examined the above CLAIM APPROVAL LIST and refer
the same to the Board of Trustees.

Approved by Board of Finance Committee:

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I hereby certify that the above is correct

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Business Manager/Clerk

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70688		10069 MONTANA DAKOTA UTILITIES	9,874.21						
1		071725 07/18/25 ADMIN - GAS	28.46*		126	90	100-2600	411	
2		071725 07/18/25 ADMIN - ELECTRICITY	270.11*		126	90	100-2600	412	
3		071725 07/18/25 MAINT SHOP - GAS	28.46*		126	90	100-2600	411	
4		071725 07/18/25 MAINT SHOP ELECTRICITY	66.52*		126	90	100-2600	412	
5		071725 07/18/25 BUS GARAGE - GAS	33.46*		110	15	100-2700	411	
6		071725 07/18/25 BUS GARAGE -ELECTRICITY	83.64*		110	15	100-2700	412	
7		071725 07/18/25 ELEM SCHOOL - GAS	96.81*		126	90	100-2600	411	
8		071725 07/18/25 ELEM SCHOOL - ELECTRICITY	2,633.27*		126	90	100-2600	412	
9		071725 07/18/25 MIDDLE SCHOOL - GAS	96.80*		126	90	100-2600	411	
10		071725 07/18/25 MIDDLE SCHOOL - ELECTRICITY	2,633.27*		126	90	100-2600	412	
11		071725 07/18/25 HIGH SCHOOL - GAS	122.22*		226	16	100-2600	411	
12		071725 07/18/25 HIGH SCHOOL ELECTRICITY	2,737.65*		226	16	100-2600	412	
13		071725 07/18/25 413 W HWY 2 - GAS	31.32*		226	16	100-2600	411	
14		071725 07/18/25 413 W HWY 2 - ELECTRICITY	108.44*		226	16	100-2600	412	
15		071725 07/18/25 317 W HWY 2 - GAS	18.31*		226	16	100-2600	411	
16		071725 07/18/25 317 W HWY 2 - ELECTRICITY	36.43*		226	16	100-2600	412	
17		071725 07/18/25 FOOTBALL FIELD	78.86*		226	16	100-2600	412	
18		071725 07/18/25 407 4TH AVE GAS/ELECTRICITY	131.38		115		100-2620	410	31
19		071725 07/18/25 APT 1A GAS/ELECTRICITY	41.99		115		100-2620	410	31
20		071725 07/18/25 APT 2A GAS/ELECTRICITY	21.64		115		100-2620	410	31
21		071725 07/18/25 APT 3A GAS/ELECTRICITY	147.59		115		100-2620	410	31
22		071725 07/18/25 APT 4A GAS/ELECTRICITY	17.60		115		100-2620	410	31
23		071725 07/18/25 APT 5A GAS/ELECTRICITY	62.73		115		100-2620	410	31
24		071725 07/18/25 APT 1B GAS/ELECTRICITY	49.08		115		100-2620	410	31
25		071725 07/18/25 APT 2B GAS/ELECTRICITY	34.40		115		100-2620	410	31
26		071725 07/18/25 APT 3B GAS/ELECTRICITY	24.93		115		100-2620	410	31
27		071725 07/18/25 APT 4B GAS/ELECTRICITY	14.31		115		100-2620	410	31
28		071725 07/18/25 APT 5B GAS/ELECTRICITY	6.59		115		100-2620	410	31
29		071725 07/18/25 APT 1C GAS/ELECTRICITY	83.22		115		100-2620	410	31
30		071725 07/18/25 APT 2C GAS/ELECTRICITY	70.69		115		100-2620	410	31
31		071725 07/18/25 APT 3C GAS/ELECTRICITY	43.77		115		100-2620	410	31
32		071725 07/18/25 APT 4C GAS/ELECTRICITY	6.59		115		100-2620	410	31
33		071725 07/18/25 APT 5C GAS/ELECTRICITY	13.67		115		100-2620	410	31

# of Claims 1 Total: 9,874.21 # of Vendors 1

Fund/Account	Amount
110 Elementary Transportation Fund	
101	117.10
115 Elementary Miscellaneous Programs Fund	
101	770.18
126 Elementary Impact Aid Fund	
101	5,853.70
226 High School Impact Aid Fund	
101	3,133.23
Total:	9,874.21

I have carefully examined the above CLAIM APPROVAL LIST and refer the same to the Board of Trustees.

Approved by Board of Finance Committee:

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I hereby certify that the above is correct

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Business Manager/Clerk

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70689		10070 MONTANA HIGH SCHOOL ASSOC.	5,294.00							
1		080425 08/04/25 LIABILITY CASTASTROPHE		503.00*		226	16	720-3500	810	
2		080425 08/04/25 CONCUSSION INSURANCE		141.00*		226	16	720-3500	810	
3		080425 08/04/25 ANNUAL DUES		4,500.00*		226	16	720-3500	810	
4		080425 08/04/25 LATE FEE		150.00*		226	16	720-3500	810	
70690		25132 NORTHERN PLAINS INDEPENDENT	48.75							
1		b006 07/25/25 SUBSCIPTION FOR HS LIBRARY		48.75*		226	16	100-2225	650	
70691		26067 CASTRO FACILITIES MANAGEMENT LLC	5,775.00							
1		25029 07/30/25 ANNUAL BOILER MAINT. ON 9 UNIT		3,205.00*		126	90	100-2600	440	
2		25029 07/30/25 ANNUAL BOILER MAINT. ON 9 UNIT		2,570.00*		226	16	100-2600	440	
70692		14328 MONTANA SCHOOL EQUIPMENT CO.	1,390.00							
1		24455 02/08/24 2 DRAPER SAFETY STRAPS		1,390.00*		126	90	100-2600	615	
70693		14492 LINDE GAS AND EQUIPMENT INC.	1.80							
1		33375980 07/31/25 LATE FEE		1.80*		226	16	390-1000	610	
70694		10032 BRUCO, INC.	12,217.30							
1		433475 07/25/25 GYM RECOATING SERVICE		2,500.00*		126	90	100-2600	440	
2		433477 07/25/25 GYM RECOATING SERVICE MS		5,469.30*		126	90	100-2600	440	
3		433475 07/25/25 GYM RECOATING SERVICE HS		4,248.00*		226	16	100-2600	440	
70695		12805 GRAINGER	170.16							
1		9568197934 07/10/25 AIR FILTERS/MAINT		170.16*		126	90	100-2600	615	
70696		23538 CASCADE COUNTY REGIONAL YOUTH	2,320.00							
1		07032026 08/01/25 DAYS ATTENDING JDC		2,320.00*		226	16	100-1000	560	
70697		25132 NORTHERN PLAINS INDEPENDENT	2,265.28							
1		2025CI-674 07/31/25 MONTHLY ADVERTISING		1,585.70*		126	90	100-2300	540	
3		2025CI-674 07/31/25 MONTHLY ADVERTISING		679.58*		226	16	100-2300	540	
70698		25249 MCGRAW-HILL	16.58							
1		1373225600 08/01/25 SHIPPING CHARGES		16.58*		126	90	100-2300	532	

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70699		10748 CITY OF POPLAR	5,643.23						
Schoolwide charges for the month of July 2020									
1		08/01/25 WATER-SEWER/MAINT SHOP	125.40*		126	90	100-2600	421	
2		08/01/25 WATER-SEWER/BUS BARN	137.86*		210	16	100-2700	421	
3		08/01/25 WATER-SEWER/BUS BARN	34.46*		110	90	100-2700	421	
4		08/01/25 WATER-SEWER/HS METALS	1,929.01*		226	16	100-2600	421	
6		08/01/25 WATER-SEWER/RED HOUSE	54.66		115		100-2620	410	31
7		08/01/25 WATER-SEWER/HIGH SCH	61.12*		226	16	100-2600	421	
8		08/01/25 WATER-SEWER/MIDDLE SCH	861.11*		126	90	100-2600	421	
9		08/01/25 WATER-SEWER/ELEMENTARY	1,353.07*		126	90	100-2600	421	
12		08/01/25 WATER-SEWER/ADMN BLDG	102.71*		126	90	100-2600	421	
13		08/01/25 WATER-SEWER/HS SPRNKLNG	0.00*		226	16	100-2600	421	
14		08/01/25 WATER-SEWER/SUPT HOUSE	94.59		115		100-2620	410	31
15		08/01/25 WATER-SEWER/TOWNHOUSES	733.61		115		100-2620	410	31
16		08/01/25 GARBAGE/TCHR VILLAGE	94.05		115		100-2620	410	31
17		08/01/25 MAINT #9 SHOP	61.58*		226	16	100-2600	421	
70708		10162 AGLAND CO-OP	1,277.89						
Schoolwide supplies for the month of July 2025									
7		08/31/25 MAINT SUPPLIES ELEM	321.20*		126	90	100-2600	615	
8		08/31/25 MAINT SUPPLIES HS	48.45*		126	90	100-2600	615	
9		08/31/25 PICKUPS	554.48*		126	90	100-2600	624	
10		08/31/25 GAS TRANSPORTATION	106.29*		110	15	100-2700	624	
11		08/31/25 PARTS TRANSPORTATION	88.23*		110	15	100-2700	440	
12		08/31/25 HOUSING GAS	96.97		115		100-2620	624	31
13		08/31/25 HOUSING PARTS	62.27		115		100-2620	440	31
70718		13395 U.S. FOOD SERVICE, INC.	2,930.08						
1		4424282 07/09/25 SUMMER SCHOOL FOOD	2,366.03*		126	15	910-3100	570	
2		4240086 07/09/25 SUMMER SCHOOL FOOD	564.05*		126	15	910-3100	570	
70719		14345 J & M DISTRIBUTING	401.90						
1		78753 07/01/25 MILK SUMMER FEEDING PROGRAM	49.70*		126	15	910-3100	570	
2		78789 07/08/25 MILK SUMMER FEEDING PROGRAM	49.70*		126	15	910-3100	570	
3		79220 07/15/25 MILK SUMMER FEEDING PROGRAM	28.10*		126	15	910-3100	570	
4		79286 07/15/25 MILK SUMMER FEEDING PROGRAM	60.50*		126	15	910-3100	570	
5		79318 07/23/25 MILK SUMMER FEEDING PROGRAM	71.30*		126	15	910-3100	570	
6		79306 07/25/25 MILK SUMMER FEEDING PROGRAM	71.30*		126	15	910-3100	570	
7		79311 07/29/25 MILK SUMMER FEEDING PROGRAM	71.30*		126	15	910-3100	570	

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70720		25209 MARCO TECHNOLOGIES LLC	7,626.41						
1		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.31*		126	14	100-1000	610	
2		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.30*		126	14	280-1000	610	
3		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.30*		126	15	100-1000	610	
4		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.30*		126	15	280-1000	610	
5		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.30*		126	50	100-1000	610	
6		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.30*		126	50	280-1000	610	
7		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.30*		226	16	100-1000	610	
8		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.30*		226	16	280-1000	610	
70721		12492 SYSCO MONTANA INC.	5,861.62						
1		543619924 07/01/25 SUMMER FEEDING PROGRAM	2,353.00*		126	15	910-3100	570	
2		543642488 07/15/25 SUMMER FEEDING PROGRAM	839.46*		126	15	910-3100	570	
3		543647535 07/18/25 SUMMER FEEDING PROGRAM	1,058.78*		126	15	910-3100	570	
4		543653610 07/22/25 SUMMER FEEDING PROGRAM	637.79*		126	15	910-3100	570	
5		543664465 07/29/25 SUMMER FEEDING PROGRAM	303.49*		126	15	910-3100	570	
6		543664464 07/29/25 FOOD FOR JDC KIDS	669.10*		226	16	100-2300	610	
70722		22157 TEACHER DIRECT	688.28						
1		04023 07/16/25 CLASSROOM SUPPLIES	688.28*	39146	126	14	280-1000	610	
70723		22157 TEACHER DIRECT	286.97						
1		04365 07/21/25 TAPE,STICKERS,PHONICS,CHARTKIT	286.97*	39179	126	15	100-1000	610	
70724		10079 SCHOOL SPECIALTY, LLC	548.23						
1		3081047225 07/21/25 COLORED PAPER AND A CHAIR	548.23*	39172	126	15	100-1000	610	
70725		10589 DEMCO INC	303.03						
1		7668798 07/11/25 BAGS,BOOKCLEANER,INKDATER	303.03*	39192	126	15	100-1000	610	
70726		25610 ORIENTAL TRADING	122.44						
1		7378177080 07/10/25 POCKET&MATHCHARTS,MAILBOXE	122.44*	39186	126	15	100-1000	610	
70727		25610 ORIENTAL TRADING	68.96						
1		7378174550 07/09/25 SNOWGLOBE,DECORATIONS	68.96*	39181	126	15	100-1000	610	

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70728		25610 ORIENTAL TRADING	227.92						
1		7378180380 07/14/25 POPUPS,BOOMERANGS,PRISM	227.92*	39191	126	15	100-1000	610	
70729		22157 TEACHER DIRECT	375.39						
1		03950 07/15/25 BULLETINBOARDSETS,STICKER,PLAT	375.39*	39185	126	15	100-1000	610	
70730		10589 DEMCO INC	86.11						
1		7668795 07/11/25 DRAWSTRINGBAGS,ELEM	86.11*	39190	126	15	100-1000	610	
70731		26015 PYRAMID EDUCATIONAL CONSULTANTS	328.04						
1		00171891 07/11/25 COMMUNICATION BOOKS,POSTERS	328.04*	39148	126	14	280-1000	610	
70732		22157 TEACHER DIRECT	170.96						
1		03797 07/14/25 JOURNALS,CHALK,ERASERS,TRAYS	170.96*	39187	126	15	100-1000	610	
70733		22157 TEACHER DIRECT	395.06						
1		03795 07/14/25 MARKERS,TABLETS,PLATES,FRAME	395.06*	39180	126	15	100-1000	610	
70734		10079 SCHOOL SPECIALTY, LLC	41.94						
1		2081358819 07/12/25 SPELLING WORKBOOKS	41.94*	39158	126	14	100-1000	610	
70735		10589 DEMCO INC	337.52						
1		7669164 07/14/25 PROTECTORS,BOOKTAPE,PAD	337.52*	39156	126	14	100-2225	610	
70736		14052 TREND ENTERPRISES, INC.	49.61						
1		2189320 07/12/25 AWARDS,SHAPES,TRIM,HELPERS	49.61*	39188	126	15	100-1000	610	
70737		26038 QUILL, LLC	48.95						
1		44832537 07/10/25 GOOGONE SPRAY GEL,BINDER	24.57*	39193	126	15	100-1000	610	
2		44846756 07/10/25 STAPLER,STAPLES	24.38*	39193	126	15	100-1000	610	
70739		10079 SCHOOL SPECIALTY, LLC	2,053.17						
1		3081047357 07/28/25 PAINT,PENCILS,GLUE,Hs aRT	2,053.17*	39164	226	16	100-1000	610	
70740		10189 ECKROTH MUSIC CO.	460.89						
1		5774484 07/31/25 REEDS FOR ALL INSTRUMENTS	460.89*	39154	126	14	100-1000	610	

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70741		10079 SCHOOL SPECIALTY, LLC	303.40							
1		2081358906 07/14/25 FOLDERS,PENCILS,MARKERS,CH		303.40*	39157	126	50	100-1000	610	
70742		19919 REALLY GOOD STUFF, LLC	279.92							
1		8916281 07/11/25 DESKSTOP HELPERS		279.92*	39178	126	15	100-1000	610	
70743		22157 TEACHER DIRECT	32.64							
1		03683 07/11/25 NAMEPLATES,POCKETS,TAPE DISP		32.64*	39151	126	14	280-1000	610	
70744		19919 REALLY GOOD STUFF, LLC	259.92							
1		8916282 07/11/25 DESKTOP PLATES		259.92*	39183	126	15	100-1000	610	
70745		19919 REALLY GOOD STUFF, LLC	188.53							
1		8916276 07/11/25 WORDWALL,PAPER,BOARD SET		188.53*	39171	126	15	100-1000	610	
70746		10332 GOPHER ATHLETICS	1,466.95							
1		455578 07/09/25 VOLLEYBALLS,DODGEBALLS,PEDOMET		1,466.95*	39155	126	50	100-1000	610	
70747		26063 BARTON READING AND SPELLING SYSTEM	629.90							
1		88-111691 07/11/25 READING&SPELLING BOOKS		629.90*	39149	126	14	280-1000	610	
70748		24888 NASCO EDUCATION	801.78							
1		840894 07/28/25 GLAZE,STUMPS,CLAY,MEDIA PAPER		400.89*	39161	126	50	100-1000	610	
2		840894 07/28/25 CLAY		400.89*	39161	126	14	100-1000	610	
70749		10079 SCHOOL SPECIALTY, LLC	559.04							
1		3081047253 07/17/25 BASEBALLSET,BASKETBALLSET,		559.04*		126	15	100-1000	610	
70750		24806 JG CUSTOMS, LLC.	750.00							
1		25-805 08/05/25 SECURITY LIGHT MOUNTS		750.00*		126	90	100-2600	440	
70751		26006 CRISIS PREVENTION INSTITUTE, INC	200.00							
1		172563 08/05/25 ANNUAL MEMBERSHIP P BLACK		200.00*		226	16	280-2100	300	
70752		26005 ELUMA ONLINE THERAPY	93,152.55							
1		16169 07/01/25 SPEECH AND LANG THERAPY		93,152.55*		126	15	280-2140	320	

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70753		22157 TEACHER DIRECT	251.28							
1		03796 07/14/25 HIGHLIGHTERS,JOURNALS		251.28*	39184	126	15	100-1000	610	
70754		10079 SCHOOL SPECIALTY, LLC	3,256.08							
1		3081047267 07/18/25 PLANNERS,PENCILS,PAPER,SCI		3,256.08*	39173	126	15	100-1000	610	

# of Claims 48 Total: 161,965.46 # of Vendors 30

Fund/Account	Amount
110 Elementary Transportation Fund	
101	228.98
115 Elementary Miscellaneous Programs Fund	
101	1,136.15
126 Elementary Impact Aid Fund	
101	138,419.76
210 High School Transportation Fund	
101	137.86
226 High School Impact Aid Fund	
101	22,042.71
Total:	161,965.46

I have carefully examined the above CLAIM APPROVAL LIST and refer the same to the Board of Trustees.

Approved by Board of Finance Committee:

_____

_____

_____

I hereby certify that the above is correct

_____

Business Manager/Clerk

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70689		10070 MONTANA HIGH SCHOOL ASSOC.	5,294.00							
1		080425 08/04/25 LIABILITY CASTASTROPHE		503.00*		226	16	720-3500	810	
2		080425 08/04/25 CONCUSSION INSURANCE		141.00*		226	16	720-3500	810	
3		080425 08/04/25 ANNUAL DUES		4,500.00*		226	16	720-3500	810	
4		080425 08/04/25 LATE FEE		150.00*		226	16	720-3500	810	
70690		25132 NORTHERN PLAINS INDEPENDENT	48.75							
1		b006 07/25/25 SUBSCIPTION FOR HS LIBRARY		48.75*		226	16	100-2225	650	
70691		26067 CASTRO FACILITIES MANAGEMENT LLC	5,775.00							
1		25029 07/30/25 ANNUAL BOILER MAINT. ON 9 UNIT		3,205.00*		126	90	100-2600	440	
2		25029 07/30/25 ANNUAL BOILER MAINT. ON 9 UNIT		2,570.00*		226	16	100-2600	440	
70692		14328 MONTANA SCHOOL EQUIPMENT CO.	1,390.00							
1		24455 02/08/24 2 DRAPER SAFETY STRAPS		1,390.00*		126	90	100-2600	615	
70693		14492 LINDE GAS AND EQUIPMENT INC.	1.80							
1		33375980 07/31/25 LATE FEE		1.80*		226	16	390-1000	610	
70694		10032 BRUCO, INC.	12,217.30							
1		433475 07/25/25 GYM RECOATING SERVICE		2,500.00*		126	90	100-2600	440	
2		433477 07/25/25 GYM RECOATING SERVICE MS		5,469.30*		126	90	100-2600	440	
3		433475 07/25/25 GYM RECOATING SERVICE HS		4,248.00*		226	16	100-2600	440	
70695		12805 GRAINGER	170.16							
1		9568197934 07/10/25 AIR FILTERS/MAINT		170.16*		126	90	100-2600	615	
70696		23538 CASCADE COUNTY REGIONAL YOUTH	2,320.00							
1		07032026 08/01/25 DAYS ATTENDING JDC		2,320.00*		226	16	100-1000	560	
70697		25132 NORTHERN PLAINS INDEPENDENT	2,265.28							
1		2025CI-674 07/31/25 MONTHLY ADVERTISING		1,585.70*		126	90	100-2300	540	
3		2025CI-674 07/31/25 MONTHLY ADVERTISING		679.58*		226	16	100-2300	540	
70698		25249 MCGRAW-HILL	16.58							
1		1373225600 08/01/25 SHIPPING CHARGES		16.58*		126	90	100-2300	532	

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70699		10748 CITY OF POPLAR	5,643.23						
Schoolwide charges for the month of July 2020									
1		08/01/25 WATER-SEWER/MAINT SHOP	125.40*		126	90	100-2600	421	
2		08/01/25 WATER-SEWER/BUS BARN	137.86*		210	16	100-2700	421	
3		08/01/25 WATER-SEWER/BUS BARN	34.46*		110	90	100-2700	421	
4		08/01/25 WATER-SEWER/HS METALS	1,929.01*		226	16	100-2600	421	
6		08/01/25 WATER-SEWER/RED HOUSE	54.66		115		100-2620	410	31
7		08/01/25 WATER-SEWER/HIGH SCH	61.12*		226	16	100-2600	421	
8		08/01/25 WATER-SEWER/MIDDLE SCH	861.11*		126	90	100-2600	421	
9		08/01/25 WATER-SEWER/ELEMENTARY	1,353.07*		126	90	100-2600	421	
12		08/01/25 WATER-SEWER/ADMN BLDG	102.71*		126	90	100-2600	421	
13		08/01/25 WATER-SEWER/HS SPRNKLNG	0.00*		226	16	100-2600	421	
14		08/01/25 WATER-SEWER/SUPT HOUSE	94.59		115		100-2620	410	31
15		08/01/25 WATER-SEWER/TOWNHOUSES	733.61		115		100-2620	410	31
16		08/01/25 GARBAGE/TCHR VILLAGE	94.05		115		100-2620	410	31
17		08/01/25 MAINT #9 SHOP	61.58*		226	16	100-2600	421	
70708		10162 AGLAND CO-OP	1,277.89						
Schoolwide supplies for the month of July 2025									
7		08/31/25 MAINT SUPPLIES ELEM	321.20*		126	90	100-2600	615	
8		08/31/25 MAINT SUPPLIES HS	48.45*		126	90	100-2600	615	
9		08/31/25 PICKUPS	554.48*		126	90	100-2600	624	
10		08/31/25 GAS TRANSPORTATION	106.29*		110	15	100-2700	624	
11		08/31/25 PARTS TRANSPORTATION	88.23*		110	15	100-2700	440	
12		08/31/25 HOUSING GAS	96.97		115		100-2620	624	31
13		08/31/25 HOUSING PARTS	62.27		115		100-2620	440	31
70718		13395 U.S. FOOD SERVICE, INC.	2,930.08						
1		4424282 07/09/25 SUMMER SCHOOL FOOD	2,366.03*		126	15	910-3100	570	
2		4240086 07/09/25 SUMMER SCHOOL FOOD	564.05*		126	15	910-3100	570	
70719		14345 J & M DISTRIBUTING	401.90						
1		78753 07/01/25 MILK SUMMER FEEDING PROGRAM	49.70*		126	15	910-3100	570	
2		78789 07/08/25 MILK SUMMER FEEDING PROGRAM	49.70*		126	15	910-3100	570	
3		79220 07/15/25 MILK SUMMER FEEDING PROGRAM	28.10*		126	15	910-3100	570	
4		79286 07/15/25 MILK SUMMER FEEDING PROGRAM	60.50*		126	15	910-3100	570	
5		79318 07/23/25 MILK SUMMER FEEDING PROGRAM	71.30*		126	15	910-3100	570	
6		79306 07/25/25 MILK SUMMER FEEDING PROGRAM	71.30*		126	15	910-3100	570	
7		79311 07/29/25 MILK SUMMER FEEDING PROGRAM	71.30*		126	15	910-3100	570	

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70720		25209 MARCO TECHNOLOGIES LLC	7,626.41						
1		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.31*		126	14	100-1000	610	
2		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.30*		126	14	280-1000	610	
3		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.30*		126	15	100-1000	610	
4		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.30*		126	15	280-1000	610	
5		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.30*		126	50	100-1000	610	
6		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.30*		126	50	280-1000	610	
7		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.30*		226	16	100-1000	610	
8		560720898 07/23/25 COPIER CONTRACT AGREEMENT	953.30*		226	16	280-1000	610	
70721		12492 SYSCO MONTANA INC.	5,861.62						
1		543619924 07/01/25 SUMMER FEEDING PROGRAM	2,353.00*		126	15	910-3100	570	
2		543642488 07/15/25 SUMMER FEEDING PROGRAM	839.46*		126	15	910-3100	570	
3		543647535 07/18/25 SUMMER FEEDING PROGRAM	1,058.78*		126	15	910-3100	570	
4		543653610 07/22/25 SUMMER FEEDING PROGRAM	637.79*		126	15	910-3100	570	
5		543664465 07/29/25 SUMMER FEEDING PROGRAM	303.49*		126	15	910-3100	570	
6		543664464 07/29/25 FOOD FOR JDC KIDS	669.10*		226	16	100-2300	610	
70722		22157 TEACHER DIRECT	688.28						
1		04023 07/16/25 CLASSROOM SUPPLIES	688.28*	39146	126	14	280-1000	610	
70723		22157 TEACHER DIRECT	286.97						
1		04365 07/21/25 TAPE,STICKERS,PHONICS,CHARTKIT	286.97*	39179	126	15	100-1000	610	
70724		10079 SCHOOL SPECIALTY, LLC	548.23						
1		3081047225 07/21/25 COLORED PAPER AND A CHAIR	548.23*	39172	126	15	100-1000	610	
70725		10589 DEMCO INC	303.03						
1		7668798 07/11/25 BAGS,BOOKCLEANER,INKDATER	303.03*	39192	126	15	100-1000	610	
70726		25610 ORIENTAL TRADING	122.44						
1		7378177080 07/10/25 POCKET&MATHCHARTS,MAILBOXE	122.44*	39186	126	15	100-1000	610	
70727		25610 ORIENTAL TRADING	68.96						
1		7378174550 07/09/25 SNOWGLOBE,DECORATIONS	68.96*	39181	126	15	100-1000	610	

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70728		25610 ORIENTAL TRADING	227.92						
1		7378180380 07/14/25 POPUPS,BOOMERANGS,PRISM	227.92*	39191	126	15	100-1000	610	
70729		22157 TEACHER DIRECT	375.39						
1		03950 07/15/25 BULLETINBOARDSETS,STICKER,PLAT	375.39*	39185	126	15	100-1000	610	
70730		10589 DEMCO INC	86.11						
1		7668795 07/11/25 DRAWSTRINGBAGS,ELEM	86.11*	39190	126	15	100-1000	610	
70731		26015 PYRAMID EDUCATIONAL CONSULTANTS	328.04						
1		00171891 07/11/25 COMMUNICATION BOOKS,POSTERS	328.04*	39148	126	14	280-1000	610	
70732		22157 TEACHER DIRECT	170.96						
1		03797 07/14/25 JOURNALS,CHALK,ERASERS,TRAYS	170.96*	39187	126	15	100-1000	610	
70733		22157 TEACHER DIRECT	395.06						
1		03795 07/14/25 MARKERS,TABLETS,PLATES,FRAME	395.06*	39180	126	15	100-1000	610	
70734		10079 SCHOOL SPECIALTY, LLC	41.94						
1		2081358819 07/12/25 SPELLING WORKBOOKS	41.94*	39158	126	14	100-1000	610	
70735		10589 DEMCO INC	337.52						
1		7669164 07/14/25 PROTECTORS,BOOKTAPE,PAD	337.52*	39156	126	14	100-2225	610	
70736		14052 TREND ENTERPRISES, INC.	49.61						
1		2189320 07/12/25 AWARDS,SHAPES,TRIM,HELPERS	49.61*	39188	126	15	100-1000	610	
70737		26038 QUILL, LLC	48.95						
1		44832537 07/10/25 GOOGONE SPRAY GEL,BINDER	24.57*	39193	126	15	100-1000	610	
2		44846756 07/10/25 STAPLER,STAPLES	24.38*	39193	126	15	100-1000	610	
70739		10079 SCHOOL SPECIALTY, LLC	2,053.17						
1		3081047357 07/28/25 PAINT,PENCILS,GLUE,Hs aRT	2,053.17*	39164	226	16	100-1000	610	
70740		10189 ECKROTH MUSIC CO.	460.89						
1		5774484 07/31/25 REEDS FOR ALL INSTRUMENTS	460.89*	39154	126	14	100-1000	610	

* ... Over spent expenditure

Claim / Line #	Warrant	Vendor #/Name / Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
70741		10079 SCHOOL SPECIALTY, LLC	303.40							
1		2081358906 07/14/25 FOLDERS,PENCILS,MARKERS,CH		303.40*	39157	126	50	100-1000	610	
70742		19919 REALLY GOOD STUFF, LLC	279.92							
1		8916281 07/11/25 DESKSTOP HELPERS		279.92*	39178	126	15	100-1000	610	
70743		22157 TEACHER DIRECT	32.64							
1		03683 07/11/25 NAMEPLATES,POCKETS,TAPE DISP		32.64*	39151	126	14	280-1000	610	
70744		19919 REALLY GOOD STUFF, LLC	259.92							
1		8916282 07/11/25 DESKTOP PLATES		259.92*	39183	126	15	100-1000	610	
70745		19919 REALLY GOOD STUFF, LLC	188.53							
1		8916276 07/11/25 WORDWALL,PAPER,BOARD SET		188.53*	39171	126	15	100-1000	610	
70746		10332 GOPHER ATHLETICS	1,466.95							
1		455578 07/09/25 VOLLEYBALLS,DODGEBALLS,PEDOMET		1,466.95*	39155	126	50	100-1000	610	
70747		26063 BARTON READING AND SPELLING SYSTEM	629.90							
1		88-111691 07/11/25 READING&SPELLING BOOKS		629.90*	39149	126	14	280-1000	610	
70748		24888 NASCO EDUCATION	801.78							
1		840894 07/28/25 GLAZE,STUMPS,CLAY,MEDIA PAPER		400.89*	39161	126	50	100-1000	610	
2		840894 07/28/25 CLAY		400.89*	39161	126	14	100-1000	610	
70749		10079 SCHOOL SPECIALTY, LLC	559.04							
1		3081047253 07/17/25 BASEBALLSET,BASKETBALLSET,		559.04*		126	15	100-1000	610	
70750		24806 JG CUSTOMS, LLC.	750.00							
1		25-805 08/05/25 SECURITY LIGHT MOUNTS		750.00*		126	90	100-2600	440	
70751		26006 CRISIS PREVENTION INSTITUTE, INC	200.00							
1		172563 08/05/25 ANNUAL MEMBERSHIP P BLACK		200.00*		226	16	280-2100	300	
70752		26005 ELUMA ONLINE THERAPY	93,152.55							
1		16169 07/01/25 SPEECH AND LANG THERAPY		93,152.55*		126	15	280-2140	320	

* ... Over spent expenditure

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70754		10079 SCHOOL SPECIALTY, LLC	3,256.08							
1		3081047267 07/18/25 PLANNERS,PENCILS,PAPER,SCI		3,256.08*	39173	126	15	100-1000	610	

# of Claims 48 Total: 161,965.46 # of Vendors 30

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101	1,136.15
126 Elementary Impact Aid Fund	
101	138,419.76
210 High School Transportation Fund	
101	137.86
226 High School Impact Aid Fund	
101	22,042.71
Total:	161,965.46

I have carefully examined the above CLAIM APPROVAL LIST and refer the same to the Board of Trustees.

Approved by Board of Finance Committee:

_____

_____

_____

I hereby certify that the above is correct

_____

Business Manager/Clerk

Poplar
School District

BUDGET v. ACTUAL REPORT

Students First

Poplar

School District

BUDGET V. ACTUAL

No budget v. actual available this month.

Once the Board passes the budget for 25/26 these budget sheets will be available.

Judy will explain.

Poplar
School District

INVESTMENT REPORT

Students First

July 29, 2025

Betty Romo, County Treasurer

400 2nd Avenue South
Wolf Point, Mt 59201

Please invest with **STIP** **$15,799,500** as follows:

ELEMENTARY	FUND	PREVIOUS MONTH	DIFFERENCE	CURRENT MONTH
101	GENERAL	$0	$0	$0
110	TRANSPORTATION	$80,700	$94,300	$175,000
111	BUS DEPRECIATION	$1,160,500	$9,500	$1,170,000
113	TUITION	$0	$0	$0
114	RETIREMENT	$0	$340,000	$340,000
115	MISC FUNDS	$0	$0	$0
121	SICK LEAVE	$0	$27,000	$27,000
126	IMPACT AID	$7,000,000	-$749,500	$6,250,500
128	TECHNOLOGY	$16,000	$0	$16,000
129	FLEX FUND	$525,000	$0	$525,000
160	BUILDING	$150,000	$0	$150,000
161	BUILDING RESERVE	$500,000	$25,000	$525,000
ELEMENTARY TOTALS		$9,432,200	**-$253,700**	$9,178,500
HIGH SCHOOL				
201	GENERAL	$0	$0	$0
210	TRANSPORTATION	$150,000	$0	$150,000
211	BUS DEPRECIATION	$645,000	$0	$645,000
212	HOT LUNCH	$0	$100,000	$100,000
213	TUITION	$0	$0	$0
214	RETIREMENT	$0	$400,000	$400,000
215	MISC FUNDS	$0	$0	$0
218	TRAFFIC EDUCATION	$0	$6,000	$6,000
221	SICK LEAVE	$0	$13,000	$13,000
226	IMPACT AID	$4,600,000	$100,000	$4,700,000
228	TECHNOLOGY	$7,000	$0	$7,000
229	FLEX FUND	$330,000	$20,000	$350,000
260	BUILDING	$0	$0	$0
261	BUILDING RESERVE	$240,000	$10,000	$250,000
HIGH SCHOOL TOTALS		$5,972,000	**$649,000**	**$6,621,000**
TOTAL INVESTMENTS		**$15,404,200**	**$395,300**	**$15,799,500**

Sincerely,

Judy Linthicum
Business Manager

Poplar
School District

HS ACTIVTY FUND

Students First

POPLAR SCHOOLS

Statement of Activity by Account Number for 07/01/25 to 07/31/25

Account	Opening Balance	Disbursed (-)	Receipts in Transit (+)	Deposits (+)	Transfers (+)	Invest (+)	Misc. Earnings (+)	Misc. Charges (-)	Closing Balance
1 HIGH SCHOOL STUDENT COUNCIL	11561.25	0.00	0.00	0.00	0.00		0.00	0.00	11561.25
6 ATHLETICS	7515.96	0.00	0.00	0.00	0.00		0.00	0.00	7515.96
7 ANNUAL	3076.98	0.00	0.00	0.00	0.00		0.00	0.00	3076.98
8 7-8 MS STUDENT COUNCIL	149.51	0.00	0.00	0.00	0.00		0.00	0.00	149.51
10 MUSIC	4110.30	0.00	0.00	0.00	0.00		0.00	0.00	4110.30
11 FCCLA	4067.10	0.00	0.00	0.00	0.00		0.00	0.00	4067.10
12 NATIONAL HONOR SOCIETY	452.41	0.00	0.00	0.00	0.00		0.00	0.00	452.41
13 PEP CLUB	1917.78	0.00	0.00	0.00	0.00		0.00	0.00	1917.78
16 INDEPENDENCE BANK CARD DONATION	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
17 DISTRICT MUSIC	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
21 VENDING ACCOUNT	2897.78	0.00	0.00	0.00	0.00		0.00	0.00	2897.78
22 BPA	368.45	0.00	0.00	0.00	0.00		0.00	0.00	368.45
23 INTEREST	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
39 MCA MT CAREER ASSOC (JMG)	2635.32	0.00	0.00	0.00	0.00		0.00	0.00	2635.32
48 HISTORY CLUB	6739.55	0.00	0.00	0.00	0.00		0.00	0.00	6739.55
50 CLASS OF 2028	1009.56	0.00	0.00	0.00	0.00		0.00	0.00	1009.56
57 CLASS OF 2025	906.54	0.00	0.00	0.00	0.00		0.00	0.00	906.54
58 CLASS OF 2026	6546.00	0.00	0.00	0.00	0.00		0.00	0.00	6546.00
59 CLASS OF 2027	4633.93	0.00	0.00	0.00	0.00		0.00	0.00	4633.93
60 MS INDIAN CLUB	2703.68	0.00	0.00	0.00	0.00		0.00	0.00	2703.68
61 FUTURE FARMERS OF AMERICAN	819.75	0.00	0.00	0.00	0.00		0.00	0.00	819.75
898 MISC EARNINGS	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
899 MISC CHARGES	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
Total for Student Accounts	62111.85								62111.85

Lori Smoker, Chair

Judy Linthicum, School Clerk

Poplar
School District

REPORTS
6.1 Superintendent
6.2 Administrators
6.3 Directors

Students First

Agenda Number 6 Informational Items- Reports

POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 11, 2025

SUMMARY:

6.1-6.3: Directors', Principals', and the Superintendent's reports to the Board are informational items designed to share progress towards goals being accomplished within each respective area of operation. Monthly reporting is intended to highlight the accomplishments of individual students, classrooms, parents, staff, or other groups of employees and to report any administrative changes made within their jurisdictions.

6.1 Superintendent Report

6.2 Administrators Reports

6.3 Directors Reports

6.1 Superintendent Report

Poplar
School District

Superintendent Report

My goals for the district for this year are surrounded and grounded in the following:

1. Students first
2. Increasing student achievement
3. Developing and sustaining a staff/student wellness program
4. Creating and maintaining a positive academic and work environment.

REPORT

My report heading into the new year is geared towards looking back, staying in the present and keep our district moving forward. This is my 27th year at Poplar Schools and I so fortunate to have been a part of the school system for 27 years.

1. I want to share with the Board a few things that I learned from my first year and have reflected upon:
    a. Communication is so vital in all aspects of a school district. You can never, ever over communicate. This is something that all of us will continue to improve on. I think I did a good job of this last year but got burned a few times.
    b. 'Students First' cannot me a wall hanger….it needs to be the vision, mission, and action that we bring every single day. From leave to energy to caring to empathy to instruction all of us need to put our students first. Our students deserve it.
    c. We lost 5 students last year. We are family and we need to treat it that way. These are tough losses and hard to grasp. I cannot put into words how much this affects me and all of our staff.

We need to take this and turn it into motivation. Motivation that we can bring to help all of our students. We love our students and losing one is enough.

d. If 1 piece in that wheel of 'education' is lacking then it affects all parts of that child's education. We are all part of that wheel and need to step up to the plate and remind ourselves that we teach kids. We don't get involved in drama and negativity.
e. Lastly, I had a couple of overreactions last year that I regret. At times emotions run high and we say and do things that are not in our best interest. To avoid this for myself is must. I demand a positive work environment that is fun, engaging, and appropriate and I try my hardest to achieve that.

Go Indians!!

All School Board Members are invited to our first day PIR on August 18th to introduce yourselves a say a few words to all staff.

Our sports complex is awaiting a scope of work that I can take out to Bronson at the BIA. I also let Dyan Youpee know that we want to dig on that site and she sent me over some paperwork on it. I have a few suggestions on funding also.

Mary had a successful summer feeding program. She did a great job.

Mike and his crew are getting the buildings ready. Gym floors have been waxed, all other floors have been waxed, rooms have been cleaned, some new floors have been installed, outdoor lights have been installed and much more.

Our new marquee should be going up here shortly. Our new lights that the Tribes purchased for our football field are currently going up.

6.2 Administrator Reports

Elementary Principal-John Wetsit (none)
Middle School Principal-Morgan Norgaard (none)
High School Principal-Frank Gourneau (Summer School)
SPED-Patti Black (none)

HIGH SCHOOL PRINCIPAL REPORT
August Board Meeting

Principal Report Summer School

- High School credit recovery averaged 28 students per day
- Recovered 62.5 credits
    - By far the most since I have been the admin at the High School
    - Two previous years we only recovered 27 credits each year
- Majority of the funds to pay for the teacher/secretary/admin were provided by the Fort Peck Tribes Education Department
- Had an end of summer school party
    - Tribes and School district provided about $1,200 in door prizes a piece
    - School district provided pizza from Little Caesars
    - Any student who logged hours was invited to join us
- One more student earned their diploma in summer school (Two more students should be finishing within the week making it three total)

6.3 Directors Reports

Food Service-Mary Plante
Maintenance-Mike Gorder (included in my report)
Transportation-Clint Linthicum (none)
Jake Riediger-Technology (none)
Athletic Director-Brock Copenhaver (none)

SFSP Claim For Reimbursement Summary

Poplar Public Schools
0776 Status: Active
DBA: Roosevelt County Treasurer
400 4th Ave. west
Poplar, MT 59255-0458

Type of Agency: Educational Institution
Type of SFSP Organization: School Food Authority

Confirmation #: CAMCFA

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jun 2025	0	07/01/2025	07/01/2025		Original

Combine month with*: May July

*Combined claims can only include 10 operating days or less from each of the first and last month of program operations.

Period Covered From: 06/01/2025 To: 06/30/2025

General Information

Meal Description	Number of Participating Sites	Total Number of Days Food Served	ADP
Breakfast	1	21	35
AM Snack	0	0	0
Lunch	1	21	103
PM Snack	0	0	0
Supper	0	0	0

Self-Prep and/or Vended-Rural Meals Served to Children

Meal Description	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp 1st Meals Served (D)	Camp 2nd Meals Served (E)	Camp 2nd Meals Allowed (F)	Reimbursable Meals Total (A+C+D+F)
Breakfast	715	0	0	0	0	0	715
AM Snack	0	0	0	0	0	0	0
Lunch	2,148	0	0	0	0	0	2,148
PM Snack	0	0	0	0	0	0	0
Supper	0	0	0	0	0	0	0

Vended-Urban Meals Served to Children

Meal Description	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp 1st Meals Served (D)	Camp 2nd Meals Served (E)	Camp 2nd Meals Allowed (F)	Reimbursable Meals Total (A+C+D+F)
Breakfast	0	0	0	0	0	0	0
AM Snack	0	0	0	0	0	0	0
Lunch	0	0	0	0	0	0	0
PM Snack	0	0	0	0	0	0	0
Supper	0	0	0	0	0	0	0

Operating Reimbursement

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	715	2.8100	2,009.15
AM Snack	0	1.1400	0.00

Lunch	2,148	4.8900	10,503.72
PM Snack	0	1.1400	0.00
Supper	0	4.8900	0.00
Total			**12,512.87**

Administrative Reimbursement - Self-Prep and/or Vended Rural

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	715	0.2775	198.41
AM Snack	0	0.1400	0.00
Lunch	2,148	0.5125	1,100.85
PM Snack	0	0.1400	0.00
Supper	0	0.5125	0.00
Total			**1,299.26**

Administrative Reimbursement - Vended-Urban

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	0	0.2200	0.00
AM Snack	0	0.1100	0.00
Lunch	0	0.4250	0.00
PM Snack	0	0.1100	0.00
Supper	0	0.4250	0.00
Total			**0.00**

Claim Reimbursement Total	**13,812.13**

Sponsor Claim Reimbursement Totals	Operating Reimbursement	Administrative Reimbursement	Reimbursement Totals
Current Claim Earnings	12,512.87	1,299.26	13,812.13
Previous Claim Earnings	0.00	0.00	0.00
Earned Amount	12,512.87	1,299.26	13,812.13
Net Claim Reimbursement Total	**12,512.87**	**1,299.26**	**13,812.13**

SFSP Site Meal Count Consolidation: Open and Enrolled Sites

Sponsor Name: Poplar Schools **Site Name:** Poplar Schools

Month/Year: Jun-25

Date	Reimbursable Meals (First Meals Served to Children)				Potentially Reimbursable Meals (Second Complete Meals to Children)				Non-Reimbursable Meals							
	Breakfast	Lunch	Snack	Supper	Breakfast	Lunch	Snack	Supper	PA Breakfast	PA Lunch	PA Snack	PA Supper	NPA Breakfast	NPA Lunch	NPA Snack	NPA Supper
1																
2	48	67							6	5				12		
3	42	94							5	7			4	17		
4	44	102							2	6			1	21		
5	43	83							1	1			1	13		
6	44	109							3	5				22		
7																
8																
9	52	107							3	3				25		
10	38	123							4	3				18		
11	45	111							2	4			4	21		
12	49	102							3	3				17		
13	13	75							3	6				2		
14																
15																
16	44	95							5	7				25		
17	39	101							4	7			1	17		
18	42	104							4	6			4	15		
19	45	101							6	6			1	24		
20	43	103							5	4				12		
21																
22																
23	10	92								4				5		
24	14	88							1	5				5		
25	21	134							4	5				6		
26	12	138							2	3				1		
27	14	113							1	4				2		
28																
29																
30	13	106														
31									2	5				6		
	Reimbursable meals Served															
Totals	715	2148	0	0	0	0	0	0	66	99	0	0	16	286	0	0

Key

PA = Program Adult

NPA = Nonprogram Adult

Notes

Remember to submit your claim for reimbursement by the 10th of the following month.

USDA | SUMMER

SFSP Claim For Reimbursement Summary

Poplar Public Schools
0776 Status: Active
DBA: Roosevelt County Treasurer
400 4th Ave. west
Poplar, MT 59255-0458

Type of Agency: Educational Institution
Type of SFSP Organization: School Food Authority

Confirmation #: GA7EIM

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2025	0	08/01/2025	08/01/2025		Original

Combine month with*: June August

*Combined claims can only include 10 operating days or less from each of the first and last month of program operations.

Period Covered From: 07/01/2025 To: 07/31/2025

General Information

Meal Description	Number of Participating Sites	Total Number of Days Food Served	ADP
Breakfast	1	21	18
AM Snack	0	0	0
Lunch	1	21	123
PM Snack	0	0	0
Supper	0	0	0

Self-Prep and/or Vended-Rural Meals Served to Children

Meal Description	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp 1st Meals Served (D)	Camp 2nd Meals Served (E)	Camp 2nd Meals Allowed (F)	Reimbursable Meals Total (A+C+D+F)
Breakfast	368	0	0	0	0	0	368
AM Snack	0	0	0	0	0	0	0
Lunch	2,576	0	0	0	0	0	2,576
PM Snack	0	0	0	0	0	0	0
Supper	0	0	0	0	0	0	0

Vended-Urban Meals Served to Children

Meal Description	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp 1st Meals Served (D)	Camp 2nd Meals Served (E)	Camp 2nd Meals Allowed (F)	Reimbursable Meals Total (A+C+D+F)
Breakfast	0	0	0	0	0	0	0
AM Snack	0	0	0	0	0	0	0
Lunch	0	0	0	0	0	0	0
PM Snack	0	0	0	0	0	0	0
Supper	0	0	0	0	0	0	0

Operating Reimbursement

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	368	2.8100	1,034.08
AM Snack	0	1.1400	0.00

Lunch	2,576	4.8900	12,596.64
PM Snack	0	1.1400	0.00
Supper	0	4.8900	0.00
Total			**13,630.72**

Administrative Reimbursement - Self-Prep and/or Vended Rural

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	368	0.2775	102.12
AM Snack	0	0.1400	0.00
Lunch	2,576	0.5125	1,320.20
PM Snack	0	0.1400	0.00
Supper	0	0.5125	0.00
Total			**1,422.32**

Administrative Reimbursement - Vended-Urban

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	0	0.2200	0.00
AM Snack	0	0.1100	0.00
Lunch	0	0.4250	0.00
PM Snack	0	0.1100	0.00
Supper	0	0.4250	0.00
Total			**0.00**

Claim Reimbursement Total	**15,053.04**

Sponsor Claim Reimbursement Totals	Operating Reimbursement	Administrative Reimbursement	Reimbursement Totals
Current Claim Earnings	13,630.72	1,422.32	15,053.04
Previous Claim Earnings	0.00	0.00	0.00
Earned Amount	13,630.72	1,422.32	15,053.04
Net Claim Reimbursement Total	**13,630.72**	**1,422.32**	**15,053.04**

SFSP Site Meal Count Consolidation: Open and Enrolled Sites

Sponsor Name: Poplar Schools **Site Name:** Poplar School

Month/Year: Jul-25

Date	Reimbursable Meals (First Meals Served to Children)				Potentially Reimbursable Meals (Second Complete Meals to Children)				Non-Reimbursable Meals							
	Breakfast	Lunch	Snack	Supper	Breakfast	Lunch	Snack	Supper	PA Breakfast	PA Lunch	PA Snack	PA Supper	NPA Breakfast	NPA Lunch	NPA Snack	NPA Supper
1	11	83							1	4				4		
2	15	93							4	5			1	8		
3	8	99							3	5						
4																
5																
6																
7	14	105							4	4				1		
8	12	108							3	5				3		
9	14	128							4	6				3		
10	17	126							3	4				11		
11	14	115							1	4				2		
12																
13																
14	16	127							3	4				2		
15	20	122							5	4				3		
16	21	131							2	4				3		
17	19	126							1	1				6		
18	16	135								4				6		
19																
20																
21	20	122							1	2				2		
22	21	127								2				7		
23	18	137							3	4				9		
24	0	0							0	0				0		
25	21	138							1	2				8		
26																
27																
28	22	135							2	1				7		
29	24	139							4	4				8		
30	20	131							5	3				11		
31	25	149								3				8		
	Reimbursable meals Served															
Totals	**368**	**2576**	**0**	**0**	0	0	0	0	50	75	0	0	1	112	0	0

($4.00) ($672.00)

Key

PA = Program Adult

NPA = Nonprogram Adult

Notes

Remember to submit your claim for reimbursement by the 10th of the following month.

USDA | SUMMER

Poplar
School District

DISCUSSION AGENDA

Students First

Agenda Number 7 Discussion Agenda
POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 11, 2025

SUMMARY:

7.1 For the first time in a number of years our district will be initiating a district leadership team. The DLT will need a couple school board members. The first action of the DLT is to re-do our vision and mission. The DLT will also need to set goals for this year. We will be meeting in August.

7.2. Elizabeth Kaleva is on board to re-do all of our policies. They have not been updated since 2016. Once she gets those updated our policy committee will meet and go over them. I will need a couple board members for that also.

Poplar
School District

Action Agenda

Students First

Poplar
School District

Action Items 8.1-8.3

8.1: Personnel Report

8.2: Handbooks

8.3: Waive Board Policy 3141 (out of district)

8.4: Janitors CBA approval

8.5: Bus Drivers CBA approval

8.6: HPDP MOU approval

8.7: Indian Policies and Procedures: BP 7231

8.8: Bus Routes Approval

8.9: SY 25 OPI Budgeted Funds

8.10: Offer/Purchase ALC property

Agenda Number 8.1: Personnel Report

POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 11, 2025

SUMMARY: The Personnel Report is a concise reporting method for all personnel actions in the district for the month. The Personnel Report has two sections, one for Action and one is Informational. A motion can be made to accept the entire report or names can be removed for individual actions.

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached -
Fund -
Estimated Cost –

SAMPLE MOTION: *I move to accept the Personnel Report for August 11, 2025 as presented.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
R. Baker						
M. Chapman						
K. Smoker						
J. Berger						

ACTION: Personnel Report

CERTIFIED STAFF					
NAME	FTE	SALARY	POSITION	SUPERVISOR	EFFECTIVE DATE
Kent Shane Moran	1	$48,586	MS Teacher	M. Norgaard	SY25/26
*Kenda Stuehm	1	$44,980	HS Music	F. Gourneau	SY25/26
*Tracey Rumsey	1	$44,980	HS Social Studies	F. Gourneau	SY25/26
*Adella Pugh	1	$44,980	ES Teacher	J. Wetsit	SY25/26

*Pending Emergency Authorization License

CLASSIFIED					
NAME	FTE	HOURLY WAGE	POSITION	SUPERVISOR	EFFECTIVE DATE
Lafon Copenhaver	1	$21.15	Accounts Payable	J. Linthicum	SY25/26
Tiffani Weinberger	1	$19.95	Payroll	J. Linthicum	SY25/26

CO- AND EXTRACURRICULAR STAFF				
NAME	STIPEND	POSITION	SUPERVISOR	EFFECTIVE DATE
Tracey Rumsey	$4048	High School Football	B. Copenhaver	SY25/26
Robbie Whitehawk	$2699	Jr. High Boys Basketball	B. Copenhaver	SY25/26
Jason Frederick	$4048	Assistant HS Girls Flag Football	B. Copenhaver	SY25/26
Kara Guilez	$1349	MS Student Council	B. Copenhaver	SY25/26
Hunter Burshia	$3149	5-8 High Football	B. Copenhaver	SY26/26
Sam Youngman	$3149	5-8 Volleyball	B. Copenhaver	SY26/26
Sunshine Vicente	$3149	5-8 Volleyball	B. Copenhaver	SY25/26
Ashley Trottier	$5847	Fall HS Cheerleading Coach	B. Copenhaver	SY25/26
Norma Young	$4048	Fall HS Assistant Cheerleading	B. Copenhaver	SY25/25
Walter Tuss	$5847	Fall Sports Trainer	B. Copenhaver	SY25/26
Marvin Youpee	$3149	5-8 Wrestling	B. Copenhaver	SY25/26
Andrew Moran	$5847	HS Speech and Debate	B. Copenhaver	SY25/26
Tara Zumbrun	$4048	HS National Honor Society	B. Copenhaver	SY25/26
Isaiah Drags Wolf	$1349	5-8 Drum Group	B. Copenhaver	SY26/26

Other				
NAME	POSITION	Rate	Supervisor	Effective Date
Jake Riediger	Website	$30.00 hourly	K. Erickson	SY25/26
Morgan Norgaard	Testing Coordinator	$5,000 yearly	K. Erickson	SY25/26
Dakota Smith	Student Teacher-MS	NA	M. Norgaard	SY25/26

Substitutes			
NAME	POSITION	Supervisor	Effective Date
Jennifer Red Thunder	Cafeteria	M. Plante	SY25/26

*Policy 1512: Conflict of Interest

INFORMATION

IN-DISTRICT TRANSFER			
Name	Position (from-to)	Supervisor	Effective Date

RESIGNATIONS		
Name	Position	Supervisor
Owen Gramling	MS Teacher	M. Norgaard
Katie Shelton	Accounts Payable	J. Linthicum

Agenda Number 8.2: Handbooks

POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 11, 2025

SUMMARY: ES, MS, HS, Athletic, and Employee Handbooks need board approval.

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached -
Fund -
Estimated Cost –

SAMPLE MOTION: *I move to accept all handbooks at presented.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
R. Baker						
M. Chapman						
K. Smoker						
J. Berger						

POPLAR SCHOOL DISTRICT

EMPLOYEE HANDBOOK

2025-2026

Poplar

School District

HOME OF THE INDIANS!

CONTENTS

INTRODUCTION

Welcome to the Poplar School District.

The material covered within this employee handbook is intended as a method of communicating to employees regarding general District information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this employee 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.

In this handbook, **bolded policy codes** indicate related Board policies. Please direct any questions to Superintendent Dr. Keith Erickson.

DISTRICT MISSION STATEMENT

It is the mission of the Poplar Schools, in cooperation with parents and community, is to develop exemplary citizens through enthusiastic and knowledgeable guidance and instruction in a culturally enriched environment.

SCHOOL CALENDAR

Board of Trustees 2025-2026

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. The Trustees for the 2025-2026 school year, as elected by residents of this district, are as follows:

Lori Smoker (Chair), Robyn Baker (Vice Chair), Kenny Smoker Jr., Marva Chapman, and Jeff Berger.

GENERAL TERMS OF EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYMENT

The Board is an Equal Opportunity Employer. The District does not discriminate on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, genetic information, sex, or veteran status, as required by law. "Sex" includes sexual orientation and gender identity and expression. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, Section 504, and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws.

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.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, including but not limited to Title IX, contact the District's Non-Discrimination Coordinator & Title IX Coordinator: Frank Gourneau; Section 504/ADA Coordinator Patti Black; and Age Discrimination Coordinator Coy Weeks at (406) 768-6601. For additional information, please see **Policy 5010**.

Inquires may also be directed to the Assistant Secretary for the U.S. Department of Education.

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 workplace 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; intimidating gestures toward fellow employees;
- Behind-the-back-put-downs, insulting, and unfair criticism;
- 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 Supervisor and/or Building Principal. Complaints of sexual harassment should be brought to the District's Title IX Coordinator. The District will investigate any such concerns promptly and confidentially to the extent possible. Complaints will be addressed via the applicable grievance procedure; the District's grievance procedures can be found on the District's website www.poplarschools.com and at each District building.

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 **Policies 5010, 5012, and 5015.**

Hiring

All personnel are required to sign a written contract with the District. For further information on hiring, refer to **Policy 5120.**

Job Responsibilities

All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. For additional information, please refer to **Policy 5140.**

Criminal Background Checks

Any finalist recommended to be employed in a paid or volunteer position with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a criminal background investigation conducted by the appropriate law enforcement agency before consideration of the recommendation for employment or appointment. Any offer of

employment or appointment will be contingent on results of the criminal background check. This policy shall also be applied to an employee of a person or firm holding a contract with the District, if the employee is working on school property, and the employee may have unsupervised access to students.

Any requirement of an applicant or employee of a contractor to submit to a fingerprint background check will be in compliance with the National Child Protection Act and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who will decide whether the applicant will be declared eligible for appointment or employment. Arrests resolved without conviction will not be considered in the hiring process, unless the charges are pending. The Superintendent shall keep all criminal record information confidential as required by law. For additional information, please see **Policy 5122.**

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 their Supervisor.

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions. All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection.

Please refer to **Policies 5223 and 5231** for additional information.

SALARIES AND PAYROLL DISTRIBUTION

Checks are issued according to a schedule approved annually by the Board. Salaries for certified personnel are based on a salary schedule providing for 187 days of employment. Determination of and changes to certified employees' rank and experience are determined in compliance with the Master Agreement. Classified personnel may be paid on an hourly or salary basis, as determined by the Board.

BENEFITS AND LEAVE

INSURANCE

The Board provides unemployment insurance, workers' compensation and liability insurance for all employees. In addition, the Board provides group health insurance to eligible employees. Certified employees are eligible for insurance benefits as stated in the current master contract. Classified employees who are regularly scheduled to work more than 30 hours per week are eligible for group health benefits contributions. Classified employees who are not regularly scheduled to work more than 30 hours per week are not eligible for group health insurance benefits.

For more information regarding insurance benefits for employees, please see **Policy 5331** or contact Dr. Keith Erickson-Superintendent.

SALARY DEDUCTIONS

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

EXPENSE REIMBURSEMENT

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Supervisor. The District will inform staff regarding expense reimbursement guidelines annually. For additional information, please refer to **Policies 7335, 7336.**

HOLIDAYS

Holidays for certified staff are dictated in part by the school calendar. Temporary employees will not receive holiday pay. Part-time employees will receive holiday pay on a prorated basis. The District will observe all school holidays as required by statute. When an eligible employee is required to work any of the school 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 pay for all time worked on the holiday.

When a school holiday falls on Sunday, the following Monday will not be a holiday. When a school holiday falls on Saturday, the preceding Friday will not be a holiday. When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave. Please refer to **Policy 5333** for additional information.

LEAVE

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. Employees who must be absent should inform their immediate supervisor as soon as possible but no later than the start of the scheduled shift. Listed below is general information regarding several types of leave available to

employees. Please note that in many cases a written request, submitted for approval before leave begins, is required. **Policy 5321** contains additional information regarding the standards for leave.

Sick Leave and Bereavement Leave

Certified employees will be granted sick leave according to terms of the master contract. Administrators and classified employees shall be granted sick leave pursuant to Montana law governing public employees. Unless otherwise stated by contract, "sick leave" means a leave of absence, with pay, for an illness suffered by an employee or a member of the employee's immediate family. "Immediate family" is defined as the employee's spouse and children residing in the employee's household.

An employee who has a death in the family is eligible for up to 5 days of paid bereavement leave, which the Director has the authority to approve. Employees seeking more than 5 days of bereavement leave must apply for that leave through the Board. The Board may grant additional, unpaid leave in its sole discretion. For the purposes of bereavement leave, "family" is defined as the employee's spouse, child, parents/guardians, sibling, grandparents and spouse's like relations.

Personal and Emergency Leave

Certified employees will be granted personal or discretionary and emergency leave according to the terms of the master contract. Administrators will be granted personal and emergency leave pursuant to the terms of their individual contracts, or at the discretion of the Board. Classified staff may be granted personal and emergency leave in the discretion of the Board, upon the recommendation of the Superintendent. Personal and emergency leave is without pay unless otherwise stated.

Civic Duties Leave

Employees shall be granted leave for service on a jury, in the Legislature or in response to a subpoena in accordance with state law. Each employee who is under proper summons as a juror or witness shall collect all fees and allowances payable as a result of the service and forward the fees to the appropriate accounting office. Juror and witness fees shall be applied against the amount due the employee from his employer. However, if an employee elects to charge his juror or witness time off against his annual leave, he shall not be required to remit his juror fees to his employer. In no instance is an employee required to remit to his employer any expense or mileage allowance paid him by the court.

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 and state laws and regulations regarding the employee's return to service following military leave.

Vacation Leave

Administrators will be granted vacation leave pursuant to the terms of their individual contracts

and Montana law. Classified employees will be granted vacation leave pursuant to Montana law. The District, in its sole discretion, may provide cash compensation for unused vacation leave in lieu of the accumulation of vacation leave.

Maternity Leave

The District will provide maternity leave to its employees pursuant to Montana law.

Adoption Leave

The District may provide leave related to the adoption of a child pursuant to the terms of any master or individual contracts and the law.

FAMILY AND MEDICAL LEAVE (FMLA)

Eligibility

Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, **and** if there have been 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.

Length/Purpose of Leave

In accordance with provisions of the Family Medical Leave Act (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on covered active duty as a member of the regular Armed Forces or is on covered active duty or is under a call or order to covered active duty as a Member of the National Guard or Reserves.

Servicemember Family Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember, who is a current member (or a member on the temporary disability retired list) of the Regular Armed Forces, National Guard, Reserves, or is a veteran who has incurred an injury or illness in the line of duty while on active duty, shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve-(12)-month period to care for the servicemember. The leave described in this paragraph shall only be available during a single twelve-(12)-month period.

For additional information, please refer to **Policy 5328.**

PERSONNEL MANAGMENT

EMPLOYMENT AND ASSIGNMENT

Each certificated employee will be employed under a written contract, subject to the terms and conditions of the master contract 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.

Each classified employee will be employed under a written contract for a specified term, with a beginning and ending date. 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 District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Superintendent may assign, reassign, and/or transfer positions and duties of all staff, subject to any provisions contained in the master contract. The Superintendent will provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy prevents reassignment of a staff member during a school year. For additional information, please see **Policy 5210.**

EMPLOYEE DISCIPLINE

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, or who conduct themselves on or off the job in ways that affect their effectiveness on the job, may be subject to disciplinary action up to and including termination. Behavior, conduct, or action that may call for disciplinary action or dismissal includes, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District or member school district's operation, or other legitimate reasons.

Discipline will be reasonably appropriate to the circumstance and will include, but not be limited to, a supervisor's right to reprimand an employee and the Superintendent's right to suspend an employee, with or without pay, or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate an employee or non-renew employment. **Policies 5255 and 5250** contain additional information.

No public officer or public employee shall retaliate against or condone or threaten to retaliate against an individual who, in good faith, alleges waste, fraud or abuse.

EVALUATIONS

Each non-administrative staff member's job performance will be evaluated by the staff member's direct supervisor. The evaluation process includes scheduled annual evaluations using forms applicable to the job classification and description, and day-to-day appraisals. Certified staff members shall be evaluated according to the terms stated in any master contract or pursuant to **Policy 5222**. Employees have a right to access to the evaluation instrument and right to respond in writing to the completed evaluation.

The supervisor will provide a copy of the completed evaluation to the staff member and will provide opportunity to discuss the evaluation. The original should be signed by the staff member and filed in the staff member's personnel file. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent. Staff members may have up to 10 working days to submit a rebuttal to the evaluation for inclusion in the file. Failure to sign an evaluation form noting receipt may subject the employee to discipline. For more information regarding evaluation of non-administrative staff, please refer to **Policy 5222.**

PERSONNEL RECORDS

The District maintains a complete personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office. Employees and their designees will be given supervised access to their personnel records in the administrative office. Copies may be given to employees and their designees, but under no circumstances may the original file leave the administrative office. In addition to the Superintendent or other designees, the Board may grant a member of the Board access to cumulative personnel files. Counsel retained by the Board will also have access to a cumulative personnel file if necessary. Personnel records will be maintained for 10 years after the employee has left the District's employment.

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.

MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff are expected to attend staff meetings unless prior arrangements have been made with the building principal. Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the building principal. Attendance of staff members at such meetings is left to the discretion of each employee.

EMPLOYEE CONDUCT

Absenteeism and Tardiness

Regular and timely attendance is an essential function of each position within the District. Employees are expected to report for work on time and to notify their immediate supervisor if they must be tardy or absent. Failure to provide regular and timely attendance may result in disciplinary action, up to and including termination.

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. **Policy 5255.**

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.

Contact Information

Employees are required to annually update their contact information, including phone number and physical address, at the beginning of each school. If an employee's contact information changes at any time after the beginning of the school, the employee is required to update his/her contact information to the current information. Contact (406) 768-6601 to update contact information.

Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain in the workplace or in the performance of duties, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana (including medical marijuana) or any other controlled substance. For purposes of this regulation, a controlled substance is one that is not legally obtainable, or one that is legally obtainable and not being used as prescribed, or referenced in federal and state controlled substance acts. Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials. Any employee convicted of a workplace violation of drug abuse statutes must notify his or her supervisor of the conviction within five (5) working days. For additional information, please refer to **Policy 5226.**

The use of any legally obtained prescription drug or other controlled substance (including medical marijuana) by any employee while performing their duties or while in a school facility is prohibited to the extent such use may affect the safety of the employee, co-workers, or members of the public, the employee's job performance, or the safe and efficient operation of school facilities. Employees are required to advise their supervisor if they are taking a legal prescription drug or other controlled substance (including medical marijuana) that may have adverse effects on their ability to perform their job safely and efficiently. The supervisor, in conjunction with administration, shall determine whether the employee poses a threat to his or her own safety, the safety of other employees, or significantly affects his or her job performance if using the legally obtained prescription drug or other controlled substance (including medical marijuana) and can continue working. The District will provide reasonable accommodations as required by law for an employee who cannot safely perform his or her job duties because of use of a legally obtained prescription drug or other controlled substance (including medical marijuana).

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.

Dress and Appearance

District employees are required to dress in a professional manner. 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.

Breastfeeding Accommodations

The District will provide reasonable accommodations for breastfeeding mothers, including access to a private area to express breast milk or breastfeed an infant child, permission to bring a breast pump and any other equipment to express breast milk, access to a power source for a breast pump or any other equipment for expressing breast milk, and access to a place to store expressed breast milk safely.

Participation in Political Activities

District employees 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. Employees 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.

Participation in Religious Activities

Employees may not encourage, discourage, persuade, dissuade, sponsor, participate in, or discriminate against a religious activity or an activity because of its religious content while in the course of performing official duties of that employee's position(s) with the District.

Tobacco and Marijuana Products

The District maintains tobacco- and marijuana-free buildings and grounds, as required by Montana law. Tobacco includes, but is not limited to, vapor products, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product or any other tobacco or nicotine innovation. Marijuana projects are products that contain marijuana for use by a consumer and include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping. Use of tobacco and marijuana products will not be allowed in any District school district buildings, grounds or vehicles, or while on duty during District-sponsored events. However, nothing prohibits an employee from using a

smoking cessation product on Cooperative or district property. An employee may use a tobacco product, vapor product, alternative nicotine product, or marijuana product in a classroom or otherwise on District school property as part of a lecture, demonstration, or educational forum concerning the risks of such product with prior notice and approval of the building administrator. Please see **Policy 5226.**

Use of School Property/Electronic Communication System/Social Networking Pages

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property. Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts and should review **Policies 5450 and 5460** for specific information regarding use of the Internet. Authorized District personnel may monitor the use of electronic equipment from time to time, and violations of **Policies 5450 and 5460** may result in discipline up to and including termination.

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 or equipment. 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.

Employees who drive any District-owned vehicle and who receive a traffic citation during the year must report the citation to the Superintendent immediately.

Health, Safety and Security

It is the intent of the District to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor. The District may require the use of personal protective equipment, including but not limited to face masks, if necessary for the safety and welfare of staff and students. For information on the District's Safety Plan and Bloodborne Pathogen Control Plan, contact your immediate supervisor or see the District's *Policy Manual* and related procedures. **Policy 8301** contains more detailed information regarding these measures.

Except for those vaccinations required by law, the District will not discriminate against an employee by denying or withholding employment opportunities based upon the employee's vaccination status.

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral or written) to their immediate supervisor and to the appropriate District official.

Child Abuse

A District employee who knows or has reasonable cause to suspect that a student may be an abused or neglected child (which includes but is not limited to child sex trafficking and human trafficking), regardless of whether the person suspected of causing the abuse or neglect is a parent or other person responsible for the child's welfare, shall report such a case to the Montana Department of Public Health and Human Services and notify the building administrator that a report has been made. An employee does not discharge the obligation to personally report by notifying the Superintendent or building administrator. 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. 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. Please refer to **Policy 5232.**

Curriculum

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. Deviations from established curriculum, textbooks, and instructional materials are not permitted without prior building principal approval. Teachers with questions should contact the building principal. 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 remote, offsite, and technology delivered learning programs, as provided in Montana law and set forth in District procedures.

Parents/guardians must be given at least 48-hours notice before any "human sexuality instruction" is scheduled to occur. "Human sexuality instruction" means teaching or otherwise providing information about human sexuality, including intimate relationships, human sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities. A parent/guardian may excuse a student from attending a scheduled class period, assembly, school function, or other instruction when the subject matter is related to human sexuality. Such absence is considered to be an excused absence.

Parents/guardians may also excuse their child from instruction, presentations, assemblies, guest lectures, or other educational events at the school that offend the parent's beliefs or practices. Parents/guardians must be directed to the building administrator to discuss such excusal.

Gifts and Solicitation

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 schools, nor may anyone distribute flyers or other materials related to fund drives through the school without building principal approval. The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without building principal approval. Any solicitation should be reported at once to the building principal.

Grievances/Communications

District employees shall use the Complaint Procedure to address complaints/concerns about District policies, procedures and directives that cannot be resolved informally. Employees covered by a master negotiated contract must use the grievance procedure in that contract to address alleged violations of that contract. **Policy 1700** contains the District's Uniform Grievance Procedure, which applies to all grievances except for those relating to complaints/concerns involving challenges to educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sex discrimination and disability discrimination. A written copy of the District's Uniform Grievance Procedure can be obtained from the Superintendent's office.

District employees shall use the Title IX Grievance Procedure to address complaints/concerns about sex discrimination. A copy of the Title IX Grievance Procedures if available at www.poplarschools.com or at any district or school office.

District employees shall use the Section 504 Grievance Procedures to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures if available at www.poplarschools.com or at any district or school office.

Sexual-Based Harassment

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

(1) *Quid pro quo harassment.* An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
(2) *Hostile environment harassment.* Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
    (i) The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
    (ii) The type, frequency, and duration of the conduct;

(iii) The parties' age, roles within the recipient's education program or activity, pervious interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
(iv) The location of the conduct and the context in which the conduct occurred; and
(v) Other sex-based harassment in the recipient's education program or activity; or

(3) *Specific offenses.*
(i) Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
(ii) Dating violence meaning violence committed by a person:
(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
(B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
(1) The length of the relationship.
(2) The type of relationship; and
(3) The frequency of interaction between the persons involved in the relationship.
(iii) Domestic violence meaning felony misdemeanor crimes committed by a person who:
(A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situation to a spouse of the victim;
(B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
(C) Shares a child in common with the victim; or
(D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
(iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
(A) Fear for the person's safety or the safety of others; or
(B) Suffer substantial emotional distress.

A determination of responsibility resulting from a formal complaint against an employee for engaging in sex-based harassment will result in appropriate disciplinary action, up to and including termination from employment.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to **Policies 5012 and 5015** for additional information regarding the District's prohibition against discrimination and harassment.

Outside Employment or Activities

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

INTERACTION WITH STUDENTS

ADMINISTERING MEDICATIONS TO STUDENTS

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. 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 Possess or Self-Administer Medication form and return it to the building 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. A teacher may not administer medication to a student without parental consent and an appropriate delegation by the school nurse. Delegation of certain tasks, including the administration of medication, to school employees may be made by a licensed nurse pursuant to Montana law.

Please refer to **Policy 3416.**

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 authorization from an administrator or the classroom teacher. Intercom use is restricted to administrative use or administrative approved use only.

CORPORAL PUNISHMENT

The use of corporal punishment in any form is strictly prohibited by the District. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to use reasonable force when, in his/her professional judgment, the physical force is necessary to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

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.

FIELD TRIPS AND SPECIAL EVENTS

Field trips and other student activities involving travel may be authorized by the building principal, when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the building principal well in advance of the proposed activity. All such requests will be considered, based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, and availability of appropriate supervision, either from within school staff or from volunteers.

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.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Any out-of-state or out-of-the-country travel or field trips that extend overnight must be approved by the Board.

For additional information, please refer to **Policy 2320.**

GRADING

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.

Teachers should use a variety of communication devices, including telephone and personal conferences as well as written grade reports, to keep parents well informed. 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.

Students may alternatively be evaluated based upon proficiency as set out in **Policy 2420.**

Grades will comply with the following chart:

Elementary

Grades K – 2nd

E-Exemplary
S-Satisfactory
N-Needs Improvement
U-Unsatisfactory

Grades 3 and 4

Excellent	A-90%-100%
Above Average	B-80%-89%
Average	C-70%-79%
Below Average	D-60%-69%

Middle and High School

100 – 97 = A+	96 – 93 = A	92 – 90 = A
89 – 87 = B+	86 – 83 = B	82 – 80 = B
79 – 77 = C+	76 – 73 = C	72 – 70 = C
69 – 67 = D+	66 – 63 = D	62 – 60 = D
59 – 00 = F		

A student is ineligible for Honor Roll if he or she receives an "F" in any course or subject area.

RECORDING STUDENTS

The District may use security and surveillance video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Employees may not audio or video record students outside of the security and surveillance recording done without prior parent permission.

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, mouth-to-mouth resuscitation, 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 to any student requiring it in order to sustain life, until relieved by paramedics or other appropriate medical personnel.

STUDENT CONDUCT

In addition to adopted Board policies governing student conduct, administrative regulations specifying student-conduct expectations have been established. 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 suspension, expulsion, or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the Student Handbook with their students during the first week of the school year.

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 regulations governing

student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents.

Staff members must notify law enforcement and/or the Department of Public Health and Human Services if they know or reasonably believe that allegations of bullying, harassment, or intimidation involving a student constitutes criminal activity or child abuse or neglect. Staff members must notify their supervisor or an administrator in the event that such a report has been or will be made.

If a staff member has concerns about the safety of a student, the staff member must contact an administrator and/or a counselor immediately. If a staff member is concerned that a student is being bullied or harassed, the staff member must notify an administrator. If a staff member has knowledge of conduct that may constitute discrimination on the basis of race or disability, the staff member must promptly notify the District's nondiscrimination and/or Section 504 coordinator.

If a staff member has knowledge of conduct that reasonably may constitute sex discrimination, he or she must promptly report that information to the Title IX Coordinator.

If a staff member is informed by a student or a parent/guardian of a student's pregnancy or related condition, the staff member must provide the student or parent/guardian with the Title IX's Coordinator's contact information and role.

VISITORS

Students are not permitted to bring visitors to school without prior approval of the building principal.

Staff members are expected to report any unauthorized person on school property to the building principal.

ACKNOWLEDGMENT FORM

I, _____, have received a copy of the Employee Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District policies and procedures and with my supervisor if I have any questions concerning its contents.

I understand:

1. that this Handbook is intended as a general guide to District personnel policies and procedures and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that in the event there is a conflict between this Handbook and District policies and procedures, the policies and procedures will control;
3. that the District may modify any or all of these policies and procedures, in whole or in part, at any time, with or without prior notice; and
4. that in the event the District modifies any of the policies or procedures contained in this Handbook, the changes will become binding on me immediately upon issuance of the new policy or procedure by the District.

I understand that as an employee of the District I am required to review and follow the policies and procedures set forth in this Employee Handbook and I agree to do so.

_____ _____

Signature of Employee *Date*

Return this signed form to the District Office.

POPLAR ELEMENTARY
Student Handbook
2025 - 2026

Superintendent
Dr. Keith Erickson
PO Box 458
Poplar, MT 59255
406-768-6602

Principal K-4
John Wetsit
PO Box 458
Poplar, MT 59255
406-768-6631

Associate Principal K-4
Greg Gourneau Jr.
PO Box 458
Poplar, MT 59255
406-768-6634

TABLE OF CONTENTS

PREFACE

To Students and Parents:

The Poplar Elementary School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term the student's parent is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by a newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Policy Manual is available in the school office.

In case of conflict between Board policies or any provisions of student handbooks, the provision of Board policy is to be followed.

Poplar School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

Title IX Coordinator
Frank Gourneau III
PO Box 458
Poplar, MT 59255
406-768-6831

SPED Coordinator\9-12 associate principal
Patricia Jo Black
PO Box 458
Poplar, MT 59255
406-768-6812

POPLAR SCHOOL DISTRICT

MISSION STATEMENT

The mission of Poplar Schools, in cooperation with parents and community, is to develop exemplary citizens through enthusiastic and knowledgeable guidance and instruction in a culturally enriched environment.

THE BOARD OF TRUSTEES

Organization
The legal name of this District is Poplar School District No. 9 & 9B, Roosevelt County, State of Montana. The District is classified as a second-class district and is operated according to the laws and regulations pertaining to a second-class district.

In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become effective citizens, the Board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from the Montana Constitution and state statutes and regulations. Sources such as the school laws of Montana, and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties and responsibilities of the Board.

Membership
The District is governed by a Board of Trustees consisting of five (5) members. The Board's powers and duties include the broad authority to adopt and enforce all necessary policies for the management and government of the public schools. Except as otherwise provided by law, trustees shall hold office for terms of three (3) years, or until their successors are elected and qualified. Terms of trustees shall be staggered as provided by law.

All trustees shall participate on an equal basis with other members in all business transactions pertaining to the District. Official action by Board members must occur at a duly called and legally conducted meeting. A "meeting" is defined as the convening of a quorum of the constituent membership of the Board, whether in person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or advisory power.

School board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.

Regular Board Meetings
Unless otherwise specified, all meetings will be held in the elementary school board room. Regular meetings shall be held at 5:10 p.m. on the second Monday of each month or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in a school building or in a publicly owned building located within the District. If regular meetings are to be held at places other than the place stated above or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day. Posting of meetings will be placed conspicuously within the District in a manner that will receive public attention.

POPLAR SCHOOL BOARD OF TRUSTEES

Lori Smoker
Board Chairman
Poplar, MT 59255

Robyn Baker
Vice Chair
Poplar, MT 59255

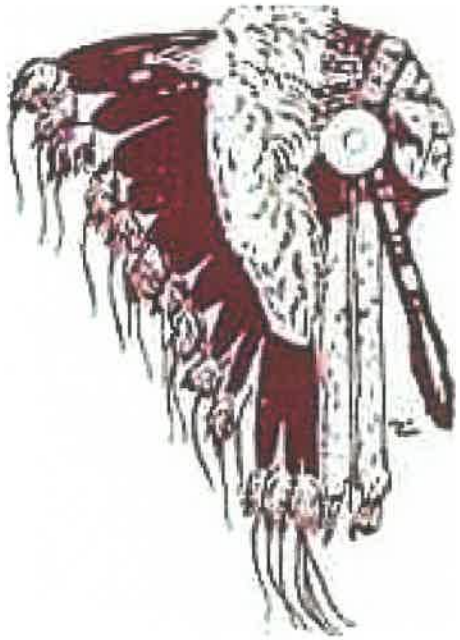
Marva Chapman
Poplar, MT 59255

Jeff Berger
Poplar, MT 59255

Kenneth Smoker Jr.
Poplar, MT 59255

POPLAR ELEMENTARY SCHOOL
Mission Statement

The mission of Poplar Elementary is to educate all students in academic and social skills needed to be successful. Our staff in cooperation with families and the community will teach a challenging and culturally enriched curriculum in a safe, creative environment.



POPLAR ELEMENTARY SCHOOL
Belief Statements

At Poplar Elementary School we believe…

- ***Learning is a lifelong process***
- ***All students can learn***
- ***In respect for self, others and our environment***

POPLAR ELEMENTARY SCHOOL
IMPORTANT CONTACTS

John Wetsit
K-4 Principal
PO Box 458
Poplar, MT 59255
768-6631

Greg Gourneau Jr.
K-4 Associate Principal
PO Box 458
Poplar, MT 59255
768-6634

Vacant
Elementary Secretary
PO Box 458
Poplar, MT 59255
768-6633

Becky Stensland
Elementary Home School Coordinator
PO Box 458
Poplar, MT 59255
768-6632

Christian Curtis
School Nurse
PO Box 458
Poplar, MT 59255
768-6610

Katie Crowley
Elementary Counselor
PO Box 458
Poplar, MT 59255
768-6616

Poplar Elementary School Staff Assignments 2025-2026

Pre K
Ms. Shari Daniels

KINDERGARTEN
Ms. Shannon Murphy
Mrs. Amy Benson
Mrs. Olivia Headdress
TBD

FIRST GRADE
Mrs. Sarelle Escarcega
Ms. Tracy Knowlton
Ms. Dusti Marottek
TBD

SECOND GRADE
Mrs. Debbie Azure
Mrs. Haven Linder
Mrs. Theresa Murray
Mrs. Jennifer Medicine Cloud

THIRD GRADE
Mr. Adrian Spotted Bird
Mrs. Jessie Colon
Mr. Rolfe Schwartzkopf
Marly Firemoon

FOURTH GRADE
Mrs. Lanette Bidegaray
Ms. Jennifer Mandan
Mrs. Lana Sherman
Ms. Chelsie McKee

SPECIAL EDUCATION
Mrs. Leslie Moran
Ms. Janine Tan
Mrs. Shaira Delim
Mrs. Eden Vitor
Ms. Maribel Wagas
Mrs. Lorelie Galo

ADMINISTRATION
Principal
Mr. John Wetsit
Assist. Principal
Mr. Greg Gourneau Jr.

COUNSELORS
Ms. Katie Crowley

Title 1
Mrs. Melissa Kohl-Granbois

Art/Digital Media
Amanda Johnston

LIBRARY
Mrs. Rayna Schultes

MUSIC
Ms. Valerie Boyd

Technology
Mrs. Jane Crowe

PHYSICAL EDUCATION
Mr. Thomas Olsen

SPEECH
Chelsea Phipps
Tiffany Johnson (Online)

SCHOOL PSYCHOLOGIST
Lorri Colter

Reading Tutor
Sarah Thompson
Charlene Culbertson
Marilee Buckles

CENTRAL COPY
Mrs. Diane LaRoche

HOME-SCHOOL COORDINATOR
Becky Stensland

Administrative Assistant
TBD

SCHOOL NURSE
Christian Curtis

TIME–OUT ROOM
Ms. Janice White Eagle-Johnson

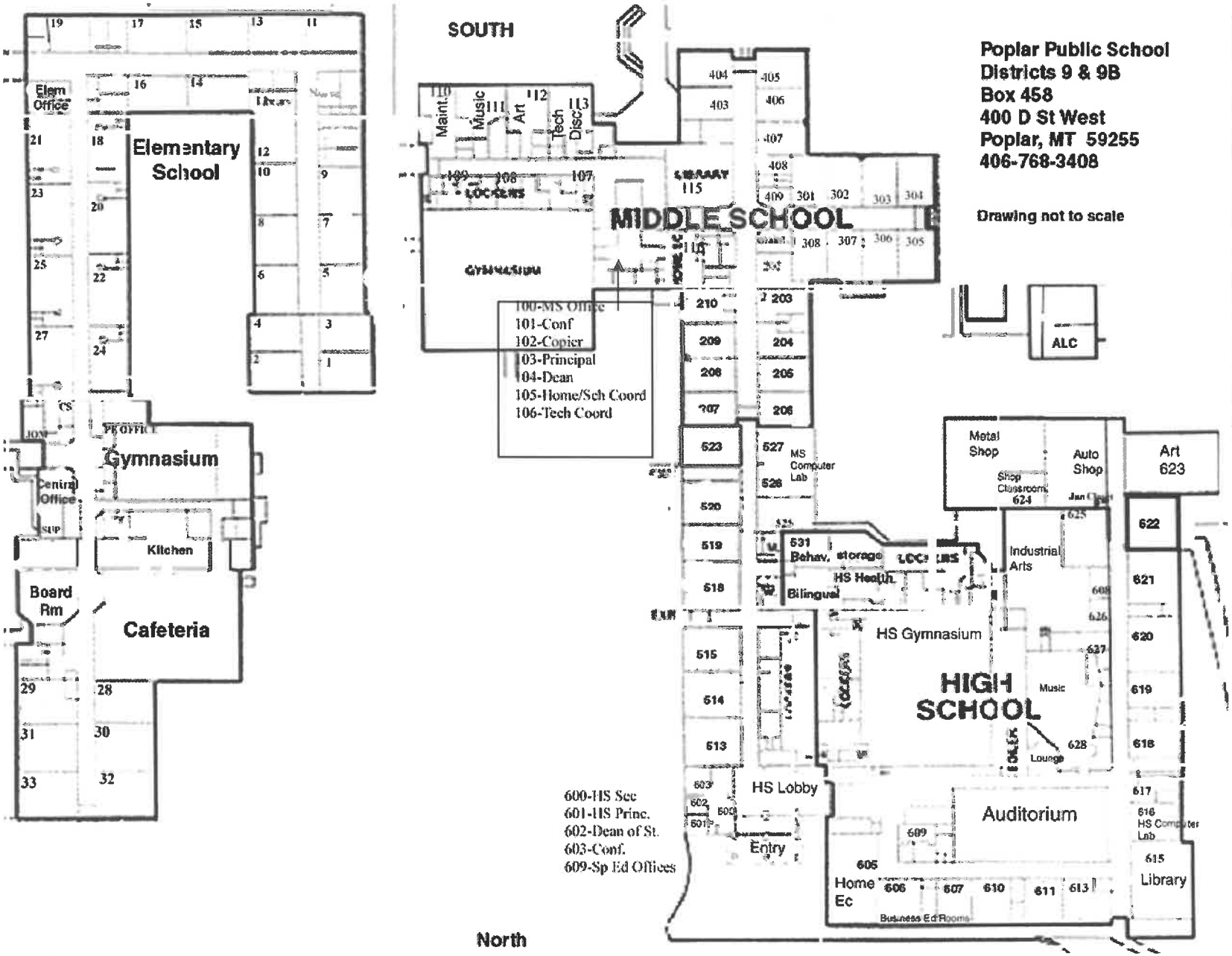
HPDP THERAPIST
Connie Dahl

Paraprofessionals
Jessica Dionne
Annie Moran
Blossom Longee
Myra Daniels
Delrae Reddoor
Jolene Chopper
Vivian Baker
Leticia Carvalho
Joey Youngman
Julia Carpenter
Angela Chaboneau

POPLAR ELEMENTARY SCHOOL

DAILY SCHEDULE 2025- 2026

8:05 AM	BREAKFAST BELL GRADES K-4
8:25 AM	WARNING BELL
8:30 AM	SCHOOL DAY BEGINS
10:25-10:40	4TH GRADE AM RECESS
11:00-11:45	KINDERGARTEN LUNCH / RECESS
11:05-11:50	1ST GRADE LUNCH / RECESS
11:10-11:35	2ND GRADE LUNCH / RECESS
11:35-12:20	4TH GRADE LUNCH
12:10-12:55	3RD GRADE LUNCH / RECESS
1:25-1:45	1ST PM RECESS
1:45-2:05	KINDERGARTEN RECESS
1:50-2:10	2ND PM RECESS
2:10-2:30	3RD PM RECESS
2:25-2:40	4th PM RECESS
3:00	K-2 DISMISSAL
3:00-3:30	BUS DUTY GRADES K-2
3:30	3RD AND 4TH DISMISSAL



Poplar Public School
Districts 9 & 9B
Box 458
400 D St West
Poplar, MT 59255
406-768-3408

Drawing not to scale

File located at
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ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires:

A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.

To receive credit in a class, a student must attend at least **160** of the days the class is offered. A student who attends fewer than **160** of the days the class is offered may be retained unless the administration finds that the absences are the result of extenuating circumstances, such as:

*An extracurricular activity or public performance, approved by the administration.

*Religious instruction, up to two hours per week.

*A documented health care appointment if the student begins classes or returns to school on the same day as the appointment.

*A temporary absence resulting from any cause acceptable to the administration, including personal illness, or illness or death in the immediate family.

*A juvenile court proceeding documented by a probation officer.

*An absence required by state or local welfare authorities.

*A family emergency or unforeseen or unavoidable instance requiring immediate attention.

*An approved visit to a college campus.

When a student must be absent from school, the student upon returning to school must bring a note, signed by the parent/guardian, that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Class time is important. Doctor appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who is tardy to class by more than 20 minutes will be counted absent for the first period. Repeated instances of tardiness will result in more severe disciplinary action.

When a student is checked out early for a class period the student is marked absent for the entire class period. Parents are therefore encouraged to wait until the end of the school day to pick up their children.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying (including cyberbullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. For additional information, please see Policy 3225.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free meals are available to all students.

COMMUNICABLE DISEASES / CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who **may** have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Amebiasis	Hepatitis	Rubella (German Measles),
Campylobacteriosis	Influenza	including congenital
Chickenpox	Lyme disease	Salmonellosis
Chlamydia	Malaria	Syphilis
Colorado Tick Fever	Measles (Rubeola)	Scabies
Diphtheria	Meningitis	Shigellosis
Gastroenteritis	Mumps	Streptococcal disease, invasive
Giardiasis	Pinkeye	Tuberculosis
Hansen's disease	Ringworm of the scalp	Whooping Cough (Pertussis)

COMPLAINTS BY STUDENTS / PARENTS

Usually, student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, the District has adopted a uniform complaint procedure policy for most complaints with the exception of complaints/concerns regarding sexual discrimination and/or disability discrimination. If unresolved a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. For additional information, see policy 1700.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications e-mail using District computers is not private and may be monitored by District staff. For additional information, see policy 3612

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

Demonstrate courtesy - even when others do not.

Behave in a responsible manner, always exercising self-discipline.

Attend all classes, regularly and on time.

Prepare for each class; take appropriate materials and assignments to class.

Meet District or building standards of grooming and dress.

Obey all building and classroom rules.

Respect the rights and privileges of other students, teachers, and other District staff.

Respect the property of others, including District property and facilities.

Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, Poplar Elementary School rules and discipline will apply:

On, or within sight of, school grounds before, during or after school hours or at any other time when the 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.

Traveling to and from school or a school activity, function or event; and

Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

POPLAR ELEMENTARY'S SCHOOLWIDE BEHAVIOR MANAGEMENT PROGRAMS

The Poplar Elementary faculty and staff believe that all students can achieve success at school. We have developed a school wide behavior management system which includes several positive student recognition programs and student consequence plans.

Within the framework of a positive classroom and school environment, students are expected to follow the school wide rules. When a student has difficulty with his or her behavior, there is a system in place which all teachers follow.

Behavior Management Programs

I FOLLOW THE RULES CLUB
This quarterly award program is designed for students who exhibit consistent outstanding behavior.

STUDENT OF THE WEEK
These awards are given out weekly by designated classroom teachers for academic, social and behavior skills.

RECESS BEHAVIORAL PLAN
This plan is monitored individually by grade levels to ensure playground safety. Children who have received three time-outs on the playground will lose recess time and serve classroom detention.

CAUGHT BEING GOOD: this will be given to students that have shown behavior above and beyond the regular expectations at recess. Ex. Helping a student that is afraid of heights down the towers. Playing with a new student without being asked. This ticket can be redeemed with the assistant principal for a prize.

TIME-OUT ROOM
This school wide program has been implemented to ensure that maximum learning takes place in the classroom. A time-out will be assigned when a student reaches the fourth step of a classroom discipline plan.

DETENTION
Recess detention will be held during recess time and will be assigned when a student reaches the fourth step of a classroom discipline plan.

BEHAVIOR MANAGEMENT PROGRAM
IN-SCHOOL SUSPENSION (ISS):
This school wide program has been implemented to ensure that maximum learning takes place in the classroom. An In-School Suspension (ISS) will be assigned by the administration when a student needs to serve more than 30 minutes out of the classroom setting.

OUT-OF- SCHOOL SUSPENSION (OSS):
Students may be suspended for major offenses (physical assault, sexual assault or harassment, retaliatory acts, weapons, destruction of property, theft, etc.)

POPLAR ELEMENTARY DISCIPLINE PROCEDURES

Discipline measures are intended to correct misconduct, prevent its reoccurrence and promote responsible behavior. Hall behavior, common areas, and classroom disruptions will be under the direct supervision of the faculty. Every staff member is to be considered a supervisor of all students. Discipline is divided into the following categories with the action to be taken as specified below:

TIME-OUT OFFENSES (Minor Offenses)

When a student reaches the fourth step in the classroom discipline plan, he/she will be assigned a fifteen-minute time-out in the time-out room. Students who continue to display inappropriate conduct will progress through the following steps:

First time-out	letter sent home
Second time-out	letter sent home
Third time-out	letter sent home
Fourth time-out	***parent/teacher conference, initiated by teacher***
Fifth time-out	letter sent home
Sixth time-out	**write up, 1 hr. ISS, loss of next grade level recess served in classroom, parents will be notified, and a FASST Team Referral will be made**
Seventh time-out	letter sent home, loss of next recess served in grade level recess detention
Eighth time-out	letter sent home, loss of next recess served in grade level recess detention
Ninth time-out	letter sent home, loss of next recess served in grade level recess detention
Tenth time-out	letter sent home, loss of next recess served in grade level recess detention
Eleventh time-out	letter sent home, loss of next recess served in grade level recess detention
Twelfth time-out	**write up, 2 hrs. ISS, loss of next grade level recess served in time-out room, parent/guardians will be notified**

Students who continue to display inappropriate conduct may be suspended by the administration for an extended period of time, placed on a long-term assistance program, or provided with an alternative education setting. Extreme behavior may result in a student appearing before the Board of Trustees for an expulsion hearing.

MAJOR OFFENSES

Physical assault, sexual assault or harassment, retaliatory acts, weapons, destruction of property, improper use of vehicle, use and/or possession of tobacco products, and theft.

Possession of a Weapon in a School Building

Any person who possesses, carries or stores a weapon in a school building shall face disciplinary action by the District and may also be referred to law enforcement for prosecution. In addition, a parent or guardian of any minor violating this policy who purposely and knowingly permits their child to carry, possess, or store a weapon may also be referred to law enforcement for possible prosecution.

For the purpose of this section only, the following terms are defined: "school building" shall be defined as all buildings owned or leased by a local school district that are used for instruction or for student activities: "weapons" shall be defined as anything that could be used for the purpose of committing a school or criminal offense.

The board may grant persons and entities advance permission to possess carry or store a weapon in a school. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Boards discretion whether to allow a person to possess, carry or store a weapon in a school building.

This policy does not apply to law enforcement personnel.

ACTION TO BE TAKEN:

FIRST OFFENSE - STEP 1: The student may be given up to a ten (10) day out-of-school suspension by the administration effective immediately and may be recommended for an expulsion hearing by the board. A disciplinary referral will be filled out and a copy will be sent home to the parent/guardian. The juvenile officer may be called upon to intervene and remove the student from the school. The student is expected to return to school following his/her suspension with his/her parent/guardian for a re-admittance conference with the building administration.

SECOND OFFENSE - STEP II: The student may be given up to a ten (10) day out-of-school suspension by the administration effective immediately and may be recommended for an expulsion hearing by the board. The juvenile officer may be called on to intervene. The parent/guardian will be notified. The student will return to school following his/her suspension with his/her parent/guardian for a re-admittance conference with the building principal.

The student will either be referred for expulsion or re-admittance with a long-term assistance program designed to assist the student review and re-mediate his/her problem. The parent/guardian will be involved in his/her child's assistance program.

MINOR OFFENSES
Improper conduct, non-compliance

FIRST OFFENSE: Student will be assigned 30 minutes of in-school suspension (ISS) by the administration. A disciplinary report will be filled out and a copy will be sent by the office to the parent/guardian.

SECOND OFFENSE: Student will be assigned in-school suspension (ISS) by the administration. A disciplinary report will be filled out and a copy will be sent by the office to the parent/guardian.

THIRD OFFENSE: Student will be assigned in-school suspension (ISS) by the administration. A disciplinary report will be filled out and a copy will be sent by the office to the parent/guardian.

FOURTH OFFENSE: Student will be assigned in-school suspension (ISS) by the administration. A disciplinary report will be filled out and a copy will be sent by the office to the parent/guardian. Student will be referred to the FASST Team by the classroom teacher.

FIFTH OFFENSE: Student will be assigned in-school suspension (ISS) by the administration. A disciplinary report will be filled out and a copy will be sent by the office to the parent/guardian. At the discretion of the administration the student may be suspended or be taken before the Board of Trustees for disciplinary action.

POPLAR ELEMENTARY SCHOOL
DISCIPLINE PROCEDURE FOR PHYSICAL AGGRESSION

1st Offense: 2 hour In-School Suspension (ISS) Parent/guardian Called – Lunch Detention in the ISS room, Counselor Intervention

2nd Offense: 3 hours In-School Suspension (ISS) – Parent/guardian Called – (*Loss of 1 recess.)* Student referred to FASST Team

3rd Offense: 1 day In-School Suspension (ISS) – Parent/guardian Conference – (*Loss of 2 recesses)*

4th Offense: 1 day Out-of-School Suspension (OSS) – Parent/guardian Conference – (*2 days loss of recess),* Student will be placed on a Behavior plan established by the Administrator team.

5th Offense: 2 days Out-of-School Suspension (OSS) – Parent/guardian Conference – *(3 days loss of recess)* Parent must sit with student for one hour – After the detention the parent, student, and principal will schedule a hearing with Superintendent to determine if student should be recommended to the board for expulsion.

6th Offense: Out-of-School Suspension (OSS) – Student taken to the School Board for an Expulsion hearing.

Severity Provision: Depending on the nature and severity of physical aggression, more serious disciplinary consequences may be deemed appropriate. Disciplinary consequences should be appropriate based on the circumstances and are left to the discretion of the administration.

CORPORAL PUNISHMENT

No person who is employed or engaged by the District may inflict or cause corporal punishment to be inflicted on a student. Corporal punishment does not include, and district personnel are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

COUNSELING

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Parent/guardians who wish to meet with the K-4 counselor should contact Katie Crowley at (406) 768-6630. Counselors will see students by appointment, or a student may drop by the office to visit with the counselors.
Please note: The school will not conduct examinations, testing, or treatment without first obtaining the parent/guardians written consent.

DISTRIBUTION OF MATERIAL

School Materials

School publications distributed to students include: District Calendar, Student Handbook, and School Newsletter. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines: Appropriate attire is expected of all students. Clothing that creates a disturbance or interference to the educational environment will not be allowed. These items include, but are not limited to, short shorts, inappropriate skirts and dresses, muscle shirts, half shirts, extremely sagging pants, and clothing which allow the exposure of undergarments, and shirts with profane or suggestive wording. Immodest and disruptive dress, the wearing of garments advertising or condoning the use of alcohol, tobacco, or drugs, or inappropriate slogans or innuendoes will not be allowed. Students with inappropriate clothing may be sent home to change clothes.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Please note: Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior including consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

Costs for materials for a class project that the student will keep.

Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities.

Personal physical education and athletic equipment and apparel.

Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.

Voluntarily purchased student accident insurance.

Musical instrument rental and uniform maintenance, when uniforms are provided by the District.

Personal apparel used in extracurricular activities that becomes the property of the student.

Fees for lost, damaged, or overdue library books.

Any required fee or deposit may be waived if the student and parent/guardian are unable to pay. Application for such a waiver may be made to the Elementary Principal.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the administration at least 10 days before the event.

Except as approved by the Superintendent, fund-raising by non-school groups is not permitted on school property.

GANG ACTIVITY

A gang is defined as a group of two or more persons who associate together and engage or promote gang related activities. Students may **not:**

Wear, possess, use, distribute, display or sell any clothing including but not restricted to hats, bandannas, rags, jewelry, emblems, badges, symbols or items representation or a representation of any gang.

Engage in any act, either verbal or non-verbal, which show membership or affiliation in any gang and\or represent any gang.

Engage in any act furthering the interest of any gang or activity including, but not limited to:

- Soliciting membership in or affiliation with any gang.
- Soliciting any person to pay for protection or threatening any person explicitly, implicitly, with violence or any other illegal or prohibited act.
- Painting, writing, or otherwise inscribing gang related graffiti, messages symbols or signs on school property.
- Engaging in violence, extortion or any other criminal act or other violation of school property.
- Soliciting any person to engage in violence against any other person.

GRADING GUIDELINES:
POPLAR ELEMENTARY SCHOOL

Grading Scale:

Grades: K – 2nd	Grades: 3rd – 4th	
E - Exemplary	Excellent	A - 90% - 100%
S - Satisfactory	Above Average	B - 80% - 89%
N - Needs Improvement	Average	C - 70% - 79%
U - Unsatisfactory	Below Average	D - 60% - 69%
	Failing	F - Below 59%

Kindergarten provides parents with a progress report each nine weeks.

HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus.

A student who transfers into the District must provide complete immunization records prior to attending classes.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent/guardian, if the student is a minor) stating that immunization conflicts

with the religious tenets and practices of the parent and student. This statement must be renewed yearly. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent/guardian must present a certificate signed by a physician licensed in the United States or Canada stating that, in the doctor's opinion, some or all of the required immunizations are not considered safe. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3110.

LAW ENFORCEMENT

Questioning of Students

Law enforcement or social service workers must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:

The principal will verify and record the identity of the officer or other authority.

If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order, deny the request for an immediate interview of a student.

The principal will make reasonable efforts to notify parent unless the officer produces a court order prohibiting the notification of the parents.

In the event that a parent/guardian cannot be present or cannot be reached, the principal will observe the interview.

Law enforcement must comply with all legal requirements regarding notification of parent/guardians and consent prior to interviewing students.

Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA 41-3-301.

The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must have written authorization signed by the parent/guardians and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the school nurse. The school nurse will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care provider or dentist as well as written authorization from the parent for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually.

For additional information, please see Policy 3416.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parent/guardian, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.

Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact Mr. John Wetsit, Principal at 768-6630 for K-4.

Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.

Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 768-6630 for K-4 for an appointment. A teacher will usually arrange to return the call or meet with the parent/guardian during his or her conference period or at a mutually convenient time before or after school.

Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. See below **Protection of Student Rights**

Become a school volunteer. For further information, contact the principal at 786-6630.

Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information contact the principal at 768-6630.

Addressing the Board when appropriate. See policies 1400 and 1441

PERSONAL LISTENING DEVICES/CELL PHONE POLICIES

Elementary School student use is prohibited within the confines of the elementary school building and playground areas. Devices (cell phones, headphones, games, etc.) will be confiscated and turned into the elementary office.

1st Offense – device confiscated and turned into the office. It is the student's responsibility to pick it up at the end of the day.

2nd Offense or more – device is confiscated, parent/guardian called, and parent/guardian is responsible for picking up the device from the office.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROMOTION AND RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. Retention of students is a process that is followed when, in the judgment of the professional staff, it is in the best interest of the student. A student shall not be promoted based on age or other social reasons not related to academic performance. Parent/guardians have a right to disagree with retention and must go on record with their disagreement.

PROTECTION OF STUDENT RIGHTS

No student will be required to participate without parental consent in any survey, analysis, or evaluation funded in whole or in part by the U. S. Department of Education that concerns:

Political affiliations.

Mental and psychological problems potentially embarrassing to the student or family.

Sexual behavior and attitudes.

Illegal, antisocial, self-incriminating, and demeaning behavior.

Criticism of other individuals with whom the student or the student's family has a close family relationship.

Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program. Parent/guardians will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent/guardian or call in to the office that morning. A student who has medical issues during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent/guardian.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parents/guardians at least once every nine weeks. Mid-term progress reports are issued to parents/guardians at least quarterly.

Report cards and unsatisfactory progress reports must be signed by the parent/guardian and returned to the school within 10 days.

In grades Kindergarten – Fourth, achievement shall be reported to parent/guardians as:

Grading Scale:

Grades: K – 2nd	Grades: 3rd – 4th	
E - Exemplary	Excellent	A - 90% - 100%
S - Satisfactory	Above Average	B - 80% - 89%
N - Needs Improvement	Average	C - 70% - 79%
U - Unsatisfactory	Below Average	D - 60% - 69%
	Failing	F - Below 59%

Kindergarten provides parent/guardians with a progress report each nine weeks.

Parent/Teacher Conference

Parent-teacher conferences will be scheduled for a formal conference twice each school year. Informal conferences can be arranged at the parent/guardians request at any time.

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

Avoid conduct that is likely to put the student or other students at risk.

Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

Remain alert to and promptly report safety hazards, such as intruders on campus.

Know emergency evacuation routes and signals.

Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Accident Insurance

The District cannot pay for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost accident insurance program for students, to assist parent/guardians in meeting medical expenses. A parent/guardian who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the claims office.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent/guardian cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents/guardians are asked each year to complete an emergency care consent form. Parent/guardians should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency School-Closing Information: Emergency school closing information will be broadcast from
Radio Station KVCK – 1450 AM
Radio Station KVCK – 92.7 FM

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time-to-time conduct searches. Such searches are conducted without a warrant and as permitted by law. Searches may include the use of canines.

Students' Personal Effects

School officials may search a student and/or the student's personal effects (e.g., purses, backpacks, coats, etc.) when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's rules. The search must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. School officials may cut locks in order to conduct a search.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See policy 3231.

The parent/guardian will be notified if any prohibited items are found in the student's desk or locker.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Seizure of Property

Evidence produced by a search that reveals that a student has violated or is violating the law or District rules may be seized and impounded by school officials. When appropriate, such evidence may be transferred to law enforcement

authorities.

Evidence produced by a search may be used in disciplinary proceedings against the student.

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or Frank Gourneau III, who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policy 3225 for additional information regarding the District's prohibition against discrimination and harassment.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact:

Special Education Coordinator
Patricia Black
PO Box 458
Poplar, MT 59255
406-768-6602

Gifted and Talented
TBD
PO Box 458
Poplar, MT59255
406-768-6602

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act. The District maintains two sets of records: a permanent record and a cumulative record. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent/guardian or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parent/guardians of a minor, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with a student or otherwise performing functions the school would perform in accordance with Family Educational Rights and Privacy Act.

The parent/guardians or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parent/guardians or student. Access will also not be granted to the parent/guardian or the student to confidential letters

and recommendations concerning admission to a post-secondary education institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letter or statements. See Policy 3600 for more information.

Access by Other Individuals and Entities

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.

The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent/guardian can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

The district will grant access to or release information from any student record as specifically required by federal or state statute.

The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The superintendent or principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.

The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.

#The District will comply with an ex parte order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent/guardian.

The District may disclose student records in a court proceeding where the parent/guardian is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.

The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protections of the student without notification or consent of the parent/guardian.

The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent/guaridan or eligible student in advance of compliance.

Parental consent is required to release the records in most circumstances. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record with details those individuals accessing the records and their legitimate interest in the records.

Challenging Content of Records

Students over 18, and parent/guardians of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended

as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parent/guardians and the student are not allowed to contest a student's grade in a course or references to expulsion and out-of-school suspensions through this process.

Directory Information

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follow procedures for requesting it, unless the parent/guardian objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent/guardian to acknowledge receipt of this handbook. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school.

Maintenance of Records

Permanent records are maintained in perpetuity for every student who has enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parent/guardian.

Rights under FERPA

Specific parental and eligible student rights are Appendix A in this handbook.

SUMMER SCHOOL

The Summer School program runs for four (4) weeks during the month of June. It has a weekly academic schedule consisting of four (4) days of academic activities with 1 activity day at the end of the week. The school day runs from 9:00 am until 2:30 pm. Classes are academically centered with emphasis placed on reading, writing, math and science. Enrichment activities to round out the day will include art, Native American enhancement, and physical education. The classes are open to all current Poplar Schools elementary students. Parents are responsible for getting students to classes as there is no summer bus transportation provided.

TEXTBOOKS

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents before the scheduled trip a written request that the student be permitted to ride with an adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Mr. Clint Linthicum, at 768-6612.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students must:

Follow the driver's directions at all times.

Enter and leave the bus in an orderly manner at the designated bus stop nearest home.

Keep feet, books, band instrument cases, and other objects out of the aisle.

Not deface the bus or its equipment.

Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.

Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished and bus-riding privileges may be suspended.

VIDEOTAPING OF STUDENTS

The District uses video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

POPLAR MIDDLE SCHOOL
STUDENT HANDBOOK
2025-2026

MISSION STATEMENT

The mission of Poplar Middle School in cooperation with parents and community is to develop exemplary citizens through enthusiastic and knowledgeable guidance and instruction in a culturally enriched environment.

"WHATEVER IT TAKES WE CAN, WE WILL"

"What starts here, changes the world"

Attendance

Regular school attendance is essential for the student to make the most of his or her education - to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires:

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day.

- School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.

- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

- Students absent from school one or more periods preceding a school sponsored activity will not be allowed to participate in the activity without permission from the building principal.

- Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

- When a student is checked out early for a class period the student is marked absent for the entire class period. Parents are therefore encouraged to wait until the end of the school day to pick up their children.[For further information, see policies at 3122 and 3122P]

Tardiness

A student who is tardy to class by more than 10 minutes will be counted absent for the period.
(For further information, see policies at 3122 and 3122P)

Truancy Absence Referral - Procedure*

Truancy is skipping class or school, departing the principal's office, or leaving the school grounds without the proper authorization. Truancies are considered unexcused absences. Class work, and other assignments that are missed because of truancy ***must*** be made up. Repeat occurrences of truancy will be turned over to the tribal truancy officer and the courts. Students with excessive absences in any one class during the semester, excluding school-sponsored activities, will be tracked through the following steps: Students will be notified of their attendance status beginning with the absence in any one class during the semester. ***On the 3rd absence in any quarter, parents/guardians will receive a letter of notification, and a home visit will be conducted.***

****At the FIFTH ABSENCE FOR ANY REASON, law enforcement, Tribal Education and the county attorney will be notified.**

Procedure for Student Check-Out

In order to ensure the safety of all students at Poplar Middles School, the following check-out procedures will be utilized at all times by all parents/guardians/relatives and staff members. In order to check-out a student from school for ANY reason, you must go to the school office and speak with the secretary. If she is not available, please see the building administration.

Out-of-School Suspensions

Students are expected to make up work for absences due to out-of-school suspensions.

Cafeteria Services

The District participates in the National School Breakfast and Lunch Program and offers students nutritionally balanced meals daily. Free meals are available for all students regardless of parental financial status. Please return the food service enrollment form to the office as soon as possible.

Communicable Disease Conditions

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who may have been exposed to the disease can be alerted

Computer Resources

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communication - e-mail - using District computers are not private and may be monitored by District staff.

[For additional information, see policy 3612]

Conduct

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy - even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other district staff.
- Respect the property of others, including district property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Poplar School Discipline Procedures

Discipline measures are intended to correct misconduct, prevent its reoccurrence and promote responsible behavior. Hall behavior, common areas, and classroom disruptions will be under the direct supervision of the faculty. Every staff member is to be considered a supervisor of all students.

Punitive action may be administered at any point along the Steps to Proper Discipline and may be advanced as deemed appropriate by the building Principal or the Associate Principal or administrative designee.

Administration Contact with Parents/Guardians

Administration will call and make contact with the student's parents/guardian to facilitate a sit down meeting at the school with the student, the teacher and the administration to convey the course of administration action moving forward for behavior that disrupts, interferes with the learning process or inhibits others from being able to have a safe environment free of distractions by others and the consequences that will begin to occur.

STEPS TO PROPER DISCIPLINE LOG – APPENDIX A (08/22)

Poplar Middle School 2019-20

STUDENT: _____GRADE:_____

TEACHER: _____

STEP 1

DATE/TIME	INFRACTION	INTERVENTION	DATE/TIME	PERSONS (Signature)
	1.	Sit down meeting to explain expectations of behavior and how student can meet those expectations.		Student:
				Teacher:
	2.	Sit down meeting to again explain behavior expectations AND contact parent/guardian to report incident. (Phone) (HmSchCo) (US Mail)		Student:
				Teacher:
				Parent/Guardian Contact:
	3.	Sit down meeting with parent/guardian, student and administrator if teacher requests administrator's presence.		Student:
				Teacher:
				Parent/Guardian:
				Administrator:

STEP 2

DATE/TIME	INFRACTION	INTERVENTION	DATE/TIME	ACTIONS
	4.	Submit Student Behavior Report to administration for adjudication AND contact guardian. ISS of 1 day for repeated rule violations.		SBR Submitted
				Parent Guardian Contacted
				ISS – 1 day
				Copy of SBR Sent Home
	5.	Submit Student Behavior Report to administration for adjudication. And contact guardian. ISS of 3 days for repeated rule violations.		SBR #2 Submitted
				Parent/Guardian Contacted
				ISS – 3 days
				Copy of SBR #2 Sent Home
	6.	Submit Student Behavior Report to administration for adjudication. And contact guardian. ISS of 5 days for repeated rule violations.		SBR #3 Submitted
				Parent/Guardian Contacted
				ISS – 5 days
				Copy of SBR #3 Sent Home
ADMINISTRATIVE CONTACT WITH PARENT/GUARDIAN #1			**DATE:**	

STEP 3

DATE/TIME	INFRACTION	INTERVENTION	DATE/TIME	ACTIONS
	7.	Submit Student Behavior Report to administration for adjudication. And contact guardian. **OSS of 1 day** for repeated rule violations.		SBR #4 Submitted
				Parent Guardian Contacted
				OSS – 1 day
				Copy of SBR #4 Sent Home
	8.	Submit Student Behavior Report to administration for adjudication. And contact guardian. **OSS of 3 days** for repeated rule violations.		SBR #5 Submitted
				Parent/Guardian Contacted
				OSS – 3 days
				Copy of SBR #5 Sent Home
	9.	Submit Student Behavior Report to administration for adjudication. And contact guardian. **OSS of 5 days** for repeated rule violations.		SBR #6 Submitted
				Parent/Guardian Contacted
				OSS – 5 days
				Copy of SBR #6 Sent Home

ADMINISTRATIVE CONTACT WITH PARENT/GUARDIAN #2	**DATE:**

STEP 4 – TRAILS/ALC

DATE/TIME	INFRACTION	INTERVENTION	DATE/TIME	ACTIONS
	1.	Submit Student Behavior Report to administration for adjudication. And contact guardian. **OSS of 3 days and student placed on behavior contract.**		SBR Submitted
				Parent Guardian Contacted
				OSS – 3 days
				Copy of SBR Sent Home
	2.	Submit Student Behavior Report to administration for adjudication. And contact guardian. **OSS of 5 days and recommendation for expulsion.**		SBR #2 Submitted
				Parent/Guardian Contacted
				OSS – 5 days
				Recommendation: Expulsion
	3.	Submit Student Behavior Report to administration for adjudication. And contact guardian. **Recommendation for permanent expulsion up to 1 year.**		SBR #3 Submitted
				Parent/Guardian Contacted
				Recommendation: Permanent Expulsion

In order to be allowed to return to the Poplar School District after an expulsion hearing, an additional hearing must be completed with the board where the student will request readmission. The Board will make the ultimate decision on whether a student may return or continuance of expulsion is warranted.

Minor Offenses

Improper conduct, truancy, use and/or possession of tobacco or VAPE products, and cussing or swearing toward adult or child, which is verbal assault, will be processed as follows:

First Offense: A disciplinary report will be filed. Parent/guardian will be contacted. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal Dean of Students.**

Second Offense: A disciplinary report will be filed. Parent/guardian will be contacted. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or Dean of Students.**

Third Offense: A disciplinary report will be filed. A conference with the parent/guardian will be scheduled. A plan of action will be outlined, reviewed and enforced along with a referral to counseling services. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or Dean of Students.**

Fourth Offense: The Steps To Proper Discipline will be followed moving forward with all additional behavioral or school rule infractions. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or Dean of Students.**

Major Offenses:

USE AND/OR POSSESSION OF ALCOHOL/DRUGS/INHALANTS OR POSSESSION OF DRUG PARAPHERNALIA, and USE OF TOBACCO

The following rehabilitative steps/consequences will be applied as delineated. Failure to comply with any or all of items A, B, or C will result in a referral to the Board for expulsion. All offenses will warrant a counseling intervention. **Punitive action may be administered as deemed appropriate by the building Principal, the Associate Principal or Dean of Students.**

First Offense: Any student possessing or under the influence of drugs such as marijuana, dab pins, edibles of any kind, alcohol, inhalants, or possession of drug paraphernalia, including but not limited to, pipes, bongs, roach clips, papers, will be given, effective immediately, a three day suspension. A student may appeal the suspension of being under the influence if he/she undergoes a profile 806 urine test within 24 hours and test negative in all areas. Negative urine tests will be at the expense of the School District. A disciplinary report will be sent home to the parent/guardian. Law enforcement will be notified to remove the student. The student will be assigned to counseling for drug and alcohol education. **Punitive action may be administered as deemed appropriate by the building Principal, the Associate Principal or Dean of Students.**

Second Offense: The student will be given a five- day out-of-school suspension effective immediately. A discipline referral will be filled and a copy will be sent home to the parent/guardian and law enforcement will be notified to remove the student. The student may be referred to the School Board for expulsion from school. **Punitive action may be administered as deemed appropriate by the building Principal, the Associate Principal or Dean of Students.**

Poplar Middle School is designated as a **"Drug Free and Tobacco Free School Zone".** No one is permitted to use any type of tobacco product at any time while in the school building, in school vehicles (busses, cars, vans), or on the school grounds. Alcohol, drugs, drug paraphernalia and inhalants are not allowed at the school. Anyone possessing these items will immediately be sent to the office and referred to the building principal and/or School Resource Officer. Parents and the local law enforcement agency will be notified by phone and/or in writing.

Guns and Weapons: Students are forbidden to knowingly and/or voluntarily possess, handle, transmit, or use any instrument as a weapon of any kind. In accordance with the Gun-Free Schools Act, 20 USC 3351, violations involving a gun will result in automatic expulsion for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the district Superintendent.

Assault: Any student causing a fight, attempting to cause a fight, or threatening a fight to cause physical injury to another person may be recommended for suspension and/or expulsion. No student shall, while on school property or at any school function, behave in a riotous or disorderly manner, or in any way interrupt, molest or disturb individuals or the operation of the school. Violators are subject to punishment by law and may be recommended for suspension and/or expulsion. **Punitive action may be administered as deemed appropriate by the building Principal, the Associate Principal or Dean of Students.**

Bullying

Any act of intimidation by a student, or group of students, towards another student or staff member will not be tolerated. Severe cases will be dealt with by the principal, in cooperation with the counselor and may result in suspension from school for a minimum of one day. **Punitive action may be administered as deemed appropriate by the building Principal, the Associate Principal or Dean of Students.**

The Fort Peck Tribes have established the following policy regarding bullying and harassment. Please read this carefully.

Title VII Section 233 Sec. 233. Intimidation, bullying, harassment.

A person is guilty of bullying or harassment when a person by means of any persistent threatening, insulting, or demeaning gesture or physical conduct, including any intentional written, verbal, or electronic communication (as defined in VII CCOJ 408) or threat directed at a person that causes a person physical harm, damages a person's property, or places a person in reasonable fear of harm to the person or the person's property.
This bullying or harassment or intimidation includes retaliation against a victim or witness who reports information about an act of bullying, harassment or intimidation.
(d) Conviction under this Section is a Class B misdemeanor for the first offense and a
Class A misdemeanor for the second and subsequent offenses.
If any of the actions listed in subsection (c) result in serious bodily injury, attempted
suicide or suicide of the victim, the perpetrator (s) will be charged with a felony.

Montana Code Annotated 2015. 20-5-208

(1) "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe, or repeated and that:
(a) causes a student physical harm, damages a student's property, or places a student in reasonable fear of harm to the student or the student's property;
(b) creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or
(c) substantially and materially disrupts the orderly operation of a school.
(2) The term includes retaliation against a victim or witness who reports information about an act of bullying and includes acts of hazing associated with athletics or school-sponsored organizations or groups.

20-5-209 Bullying of a student is prohibited

Bullying of a student enrolled in a public K-12 school by another student or an employee is prohibited.

Discipline Procedure for Physical Aggression

1st Offense: 1 day Out-of-School Suspension (OSS)
2nd Offense: 3 days Out-of-School Suspension (OSS)
3rd Offense: 5 days Out-of-School Suspension (OSS) - Student will be referred to the school board and recommended for possible expulsion

Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or Dean of Students.

Sexual Harassment/Verbal Harassment

Administrative Rules of Montana at 23.9.1003 state that no student shall be subjected to sexual intimidation or harassment by any school employee, or by the effect of any school policy or practice which any employee or agent of the school or the education institution knew or should have reasonably known of the activity, policy, or practice. No student shall be subject to sexual harassment or sexual intimidation by another student on school owned or controlled property or at any school sponsored functions or activities when any agent or employee of the educational institution knew or reasonably should have known of the activity. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or Dean of Students.**

First Offense: The student will be referred to the counselor's office to receive counseling on appropriate behavior and the consequences of continuing with the behavior that is inappropriate.

Second Offense: The student will be given a three (3) day out-of-school suspension effective immediately and may be expelled from school. A disciplinary referral will be filled out and a copy will be sent home to the parent/guardian. The School Resource Officer (SRO) will be called upon to intervene and remove the student from the school. The student is expected to return to school following his/her suspension with his/her parent/guardian for a re-admittance conference with the building principal. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or Dean of Students.**

Third Offense: The student will be given a five (5) day out-of-school suspension effective immediately. The SRO will be called upon to intervene. The parent/guardian will be notified. The student will return to school following his/her suspension with his/her parent/guardian for a re-admittance conference with the building principal. The student will be referred for a long-term assistance program through the counseling services and will be designed to assist the student in remediation his/her problem. The parent/guardian will be involved in their child's assistance program. Students who continue to display inappropriate conduct will be suspended for an extended period of time and provided with an alternative education setting in the appropriate school setting. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or Dean of Students.**

Gang Activity

A gang is defined as a group of two (2) or more persons who associate together and engage in gang related activities:

1. Wear, possess, use, distribute, display, or sell any clothing including but not restricted to hats, bandannas, rags, jewelry, emblem, badge, symbol or item which are evidence of membership in or affiliation with any gang or representative of any gang.

2. Engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or representative of any gang.

3. Engage in any act furthering the interest of any gang or activity including, but not limited to:

    1. Soliciting membership in or affiliation with any gang;
    2. Soliciting any person to pay for protection or threatening any person explicitly, implicitly, with violence or any other illegal or prohibited act;
    3. Painting, writing, or otherwise inscribing gang related graffiti, messages, symbols or signs on school property;
    4. Engaging in violence, extortion or any other criminal act or other violation of school property;
    5. Soliciting any person to engage in violence against any other person.

Action to be Taken

Students found in violation of items #1, #2, and/or #3 of the **Gang and Gang Activity** policy, (1106.303) shall meet with the principal or his/her designee.

1st Offense - A written warning shall be issued to the student. Phone and written notification of the parent/guardian shall occur immediately and the student will be ***suspended from school for three days.***

2nd Offense - A second violation of #1 and/or #2 will result in a ***five-day suspension from school and a recommendation for expulsion to the Board of Trustees.***

Dress Code

The District's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines: Appropriate attire is expected of all students. Clothing that creates a disturbance or interference to the educational environment will not be allowed.

Inappropriate items include but are not limited to; **HATS** of any kind, short shorts, inappropriate skirts and dresses, muscle shirts, half shirts, extremely sagging pants, tank tops, low-cut shirts, shirts with profane or suggestive wording and clothing which allows the exposure of undergarments. Immodest and disruptive dress, the wearing of garments advertising or condoning the use of alcohol, tobacco, drugs, sex, or inappropriate slogans or innuendoes will not be allowed.

Headbands and bandanas are to be left in lockers during the school day. Students with inappropriate clothing will be sent home to change clothes and their parents notified. **Students resisting the request to change into appropriate clothing and/or to remove offensive or inappropriate clothing may face punitive action as deemed appropriate by the building administration.**

Computer Suspension

The use of District computers, the computer network and their outside networks (e.g., the Internet) is a privilege and a service, not a right. Inappropriate use can result in a cancellation of those privileges for all involved parties. Based upon the unacceptable use of the system, the administrators may suspend or terminate usage. In these cases, future enrollment in computer courses or computer-based courses would be questioned and restricted. Furthermore, students and their parents/guardians are liable for any expenses incurred in the school district's efforts to uncover or repair computer or software damages.

Corporal Punishment

1. Corporal punishment- namely, physically punishing a student for an offense - may not be undertaken by teachers or school officials of the District. Physical restraint, however, may be used by school staff members in accordance with the policies and guidelines established by the Board of School Trustees.

2. Teachers and school officials may administer reasonable and necessary physical restraint to eliminate activities disruptive to the learning process and normal function and operation of the school and may administer reasonable and necessary force:

a. To quell a disturbance.
b. To obtain possession of weapons and/or other dangerous objects.
c. To provide adequate self-defense.
d. To protect persons or property.

3. Parental cooperation is critical in the support of reasonable behavior. To this end school authorities will make every effort to both, notify parents and involve them in discipline concerns and problems.

4. If there are repeated disciplinary problems, it is recommended that the parent and the school authorities meet to decide what additional action shall be taken.

At the discretion of the administrator, a child who has been referred for disciplinary action may not be allowed to return to class until a parent or guardian has had a personal interview with the administrator at the school that the child attends.

Tardy, Truancy, and Class Lateness

Chronic tardies can be referred to administration following appropriate intervention and documentation, by the classroom teacher, of the students continued non-compliance.

Suspensions

Montana Law Section 20-5-201 (2), states "A pupil who disobeys the provisions of this section, shows open defiance of the authority vested in school personnel by this section, defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district, harms or threatens to harm another person or the person's property, or otherwise violates district policy regarding pupil conduct is subject to punishment, suspension, or expulsion under the provisions of this title. When a pupil defaces or damages school property, the pupil's parent or guardian is liable for the cost of repair or replacement upon the complaint of the teacher, principal, superintendent, or any trustee and the proof of any damage."

Fighting, insubordinate acts, vandalism, and continual violations of classroom rules are offenses that will result in out-of-school suspensions. Less significant offenses will generally be handled with in-school suspensions that require the student to sit in a designated area outside of the classroom. As part of the suspension, the student may be isolated over lunch break as well.

The students will be responsible for completing and turning in all class assignments missed during the suspensions.

> Out-of-school suspension will require that the student remain off school property for the length of the suspension. Students who come back on school grounds during a suspension are subject to arrest for trespassing. The student may not attend or participate in any school functions during the suspension.

In-School Suspensions

Established as a disciplinary procedure, in-school suspension is designed to exclude a student from his/her regular scheduled class through the use of a supervised intervention program.

In-school suspension allows school officials to maintain greater control over students whose disruptive behavior forces their temporary removal from regular classes. It is the school district's hope that careful consideration and judgment will be exercised by all students so as not to become involved in any situation which will result in in-school suspension.

In-school suspension will be used for, but not limited to, the following offenses:

1. Repeated offenses of inappropriate behavior
2. Any other violation of school rules deemed serious enough to warrant in-school suspension

In-School Suspension Procedural Process

Suspension will be at the discretion of the building administration

STUDENTS WHO CHOOSE NOT TO FOLLOW ISS RULES WILL BE SUBJECT TO OUT OF SCHOOL SUSPENSION.

Out-of-School Suspensions

Out-of-school suspension shall mean exclusion from school for an offense for a period of not more than ten (10) days. A student who is on out-of-school suspension shall not participate in or attend any extra-curricular activity during the period of the suspension. The student will be banned from being on any school site or district property for the assessed period of time.

Expulsion

(Also outlined above under the topic of SUSPENSIONS)
An Expulsion is the exclusion of a student from school for more than 20 days without the provision of educational services (except in cases involving students with disabilities) adjudicated by the Board of Trustees.

Other Disciplinary measures

The Board of Trustees and/or administration may invoke other disciplinary action as shall be warranted under the particular circumstances. Such action may include expulsion from extra-curricular activities, graduation ceremonies, and school sponsored events and activities.

Searches

The Law permits a school to search a locker, school property, vehicle, or personal property if there is reasonable suspicion the contraband would be found in that area/item. Also, a school can conduct random searches of school property- lockers, desks- but cannot conduct a random search of a student's personal property without reasonable suspicion.

In the interest of promoting student safety and attempting to ensure the schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students Desk and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked and that the combination is not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may be conducted at random, in accordance with law and District policy.

The parent will be notified if any prohibited items are found in the student's desk or locker and the matter will be turned over to law enforcement.

Searches of Students:

School authorities may search the student and/or the Student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonable related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Seizure of property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence will be seized and impounded by school authorities, and disciplinary action will be taken. When appropriate, such evidence will be transferred to law enforcement authorities.

Prohibited Articles

From time to time, problems arise because some students bring articles to school which either create hazards to the safety of others or interfere in the normal operation of the school. Skateboards and Roller skates/blades are not to be used in the building. They may be secured in the student's locker. Knives will be treated as a weapons offense and could lead to expulsion.

If so requested, these items may be returned directly to the student's parents upon a visit to the school. Note. There are additional school procedures that restrict possession, use, and return of electronic devices and other disallowed items.

Public Display of Affection (PDA)

Friendships are natural and expected during adolescence. However, public demonstrations of affection are certainly out of place in school corridors, classrooms, and assemblies as well as on buses or in any other area within the confines of the School District. An inordinate show of affection is not permitted.

Trespassing

Anyone in school buildings without permission is considered to be trespassing.

Anyone caught trespassing on school property will be prosecuted to the fullest extent of the law.

Complaints

Parents or students who are concerned about something at school are expected to follow this procedure for getting information or for correcting what they feel is wrong: According to the policy and procedure 1700 complaints should be made in accordance with the Uniform Grievance Procedure.

Safety Issues

Every teacher and principal will maintain order and discipline among students. Students who do not comply with reasonable rules may be suspended or expelled. Action taken to control or correct undesirable student behavior should take individual circumstances into account but must always be most concerned for the safety and educational_welfare of the majority of students. It is the principal's responsibility to take action as necessary to protect students and teachers from dangerous or socially detrimental actions of students. However, there will need to be a finding of misconduct before a student may be suspended/expelled from school and the suspension/expulsion will be in accordance with federal and state law.

Theft Prevention

The District and the schools are not responsible for the loss, theft, or damage of any personal property belonging to the students, visitors, or employees left or stored on District premises. This also applies to personal vehicles.
Anyone who steals will face suspension from school and possible legal action. Stealing is not only unlawful; it is also immature and irresponsible. It is imperative that students leave all valuable items at home.

Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact the current counselors. Counselors will see students by appointment or a student may drop by the office to visit with the counselors if they are available.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent.

Distribution of Non-School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

School Policy for Electronic Devices, Skateboards, and other Disallowed Items

Personal listening devices, including cell phones, I-pods, earphones and any other electrical devices must be turned off and out of view during school hours.

1st Offense: Taken away for the day
2nd Offense: Documented and Parents must pick up from office
3rd Offence Documented and item confiscated for the remainder of the semester

Fundraising

Student clubs, classes, outside organizations, staff and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the student councils, and approved by the

building principal, at least ten (10) days before the event. Fund Raising Request forms are available in the middle school office.

Except as approved by the superintendent, fund-raising by non-school groups is not permitted on school property.

Grading Guidelines

Grading Percentages:	**100-97 = A+**	**96-93 = A**	**92-90 = A-**
	89 - 87 = B+	**86 - 83 = B**	**82 - 80 = B-**
	79 - 77 = C+	**76 - 73 = C**	**72 - 70 = C-**
	69 - 67 = D+	**66 - 63 = D**	**62 - 60 = D-**
	59 - 00 = F		

An "F" makes you ineligible for Honor Roll.

Homework

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As students reach Middle School age, homework becomes an integral part of the learning process. Teachers may give homework to students to aid in the student's educational development. It is the responsibility of the student to complete, and turn in, the homework assigned by their teacher(s). Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: Diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilius influenza Type B, is required by students under the age of five (5).

The 2015 Montana Legislature revised school immunization requirements for school attendance through the passage of House Bill (HB) 158. The law, signed by the Governor and effective October 1, 2015, requires students attending school be vaccinated against varicella disease (chickenpox) and receive a booster of pertussis vaccine at 7th grade.
We anticipate modeling requirements based upon the Advisory Committee on Immunization Practice (ACIP) recommendations. The information below provides a brief overview of current recommendations and may be useful to answer questions regarding what to expect in the new requirements.

Varicella (Chickenpox) Vaccine
Students in kindergarten through 12th grade will need to have two doses of varicella vaccine.
In lieu of receiving the varicella vaccine, we anticipate the rule will allow evidence of immunity to varicella virus. Options will include:
- Laboratory evidence of immunity or laboratory confirmation of disease,
- Diagnosis or verification of a history of varicella disease by a health-care provider (MD, DO, NP, PA)
- Diagnosis or verification of a history of herpes zoster by a health-care provider (MD, DO, NP or PA)

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.
Note. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household.
Note. This certificate must be renewed yearly unless the physician specifies a life-long condition.

Law Enforcement

It shall be the policy of the School District to maintain a reasonable, cooperative atmosphere between the school system and law enforcement agencies. Officers of the l aw may be summoned in order to conduct an investigation of alleged criminal conduct on or near the school premises, during a school sponsored activity, or at other times as needed to maintain the educational environment. They may al so be summoned for the purposes of maintaining or restoring order when the presence of such officers is necessary to prevent actual or threatened injury to persons or property. Administrators have the responsibility and authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. At all times, the school district's administrators shall be responsible to protect and guarantee the rights of students.

Questioning of Students:

When law enforcement officers or lawful authorities wish to question or interview a student at school:

- The administration will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The administration will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The administration ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The administration will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody:

State/Tribal law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- Students may be taken into custody into school pursuant to a warrant, court order, probable cause, or by a CPS worker. .
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

The administration will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Medicine at School

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the school nurse. It is advised also that the physician orders accompany such prescriptions. The school nurse will either give the medicine at the proper times or give the student permission to take the medication as directed.

Parent Involvement, Rights, and Responsibilities

The District believes that the best educational result for each student occurs when all three partners are doing their best: the

District staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his/her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his/her child and sign and return the acknowledgement form(s) and the directory information notice. A parent with questions is encouraged to contact the Principal at
- 768-6733.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 768-6733for an appointment. A teacher will usually arrange to return the call or meet with the parent during his/her prep period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his/her child. [See below for Protection of Student Rights].
- Become a school volunteer. For further information, contact the Principal at 768-6733. Volunteers who would be willing to come into Poplar Middle School to help with our students would be greatly appreciated.
- Offer to serve as a parent representative on the District-level or building-level planning committees formulating educational goals and plans to improve student achievement. For further information contact the Principal at 768-6733

Addressing the Board of Trustees when appropriate [See policies 1400 and 1441]

Prayer

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

Promotion and Retention

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on standard achievement tests or other testing. Students who are failing will be given the opportunity to have help maintaining grades by the extra services that are provided by the school. Students who fail due to absences may be given a chance to recover the hours missed by completing an assigned academic packet and/or project designed for the number of hours missed.

Students are required to meet the following criteria for participation in the Promotion Ceremony from Poplar Middle School:

1. Attain a cumulative Grade Point Average (GPA) of at least 1.5 overall.
2. Attend school regularly (absent no more than 30 days total for the year).
3. Maintain appropriate behavior during all four quarters of the eighth grade school year.
   Unacceptable behaviors include: (the following 4 points are up to the administrators discretion)
   - Suspensions for misbehavior
   - Excessive office referrals for misbehavior
   - Truancies
   - Excessive tardies
4. School personnel will notify students and their parents each grading quarter if the student's GPA falls below 1.5, or if absences exceed 10 days.
5. Due process on appeals by students and their parents may be made in the order as follows: Head Principal, Superintendent, and lastly the School Board if the above requirements are not being met and the promotion ceremony is in jeopardy.

CREDIT REQUIREMENT FOR HIGH SCHOOL

1. What's a "core" class? English, Math, Science and Social Studies.

2. How do students earn a credit? By passing a semester of the class. Each semester equals 0.5 credits. So each year has 2 semesters, making it possible to earn 1.0 credit in 7th grade, and 1.0 credit in 8th grade in each subject. So if a student passes their core classes all four semesters of their 7th and 8th grade year, they will earn 2.0 credits in each subject.

3. How many credits are required to move on to high school? This varies by subject!

Here are the basic credit requirements to be Promoted to High School:
English: 1.5 credits
Math: 1.5 credits
Science: 1.0 credit
Social Studies: 1.0 credit

Elective: 1.0 credit

4. What happens if a student fails a core class? This depends on the subject failed, and how many classes failed. Students who are "credit deficient" or in danger of being deficient, may be put in Credit Recovery, where they re-take the failed class on the Acellus computer program. Credit recovery takes the place of the student's elective class. Students who are credit deficient will also be invited and recommended to attend summer school, which uses the same program to redeem their credit. Students who are credit deficient are NOT allowed to move up to the 9th grade until they have passed the minimum requirements outlined above.

Protection of Students' Rights

No student will be required to participate without parental consent in any survey, analysis, or evaluation -funded in whole or in part by the U.S. Department of Education that concerns:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program. Parents will be able to inspect any teaching materials used in connection with such a survey, analysis, evaluation.

Release of Student Information from School

Poplar Middle School has a **"CLOSED CAMPUS"** policy. Students are required to stay on campus for the entire school day. Students will participate in the school lunch program or bring a sack lunch to eat in the cafeteria with their class. A student WILL NOT be released from school at times other than at the end of the school day EXCEPT with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not be released before the end of the instructional day.

STUDENTS WILL NOT BE ALLOWED TO CHECK THEMSELVES OUT AT ANY TIME! A student who will need to leave school during the day must bring a note from his/her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent. **Any student who leaves campus without permission, or**

without following sign-out procedures will be written up for insubordination.

Report Cards, Progress Reports, and Conferences

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every nine weeks. Mid-term progress reports are issued to parents at the appropriate date during the quarter.

Parent/Teacher Conferences

Parent-teacher conferences will be scheduled for a formal conference two times each school year. Informal conferences can be arranged at the parent's request. Call the middle school office 768-6733.

Accident Prevention:

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the administration, teachers, staff and/or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of administrators, teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Accident Insurance:

The District cannot pay for medical expenses associated with a student's injury. The District does make available, however, optional, low-cost accident insurance program for students, to assist parents in meeting medical expenses. A parent who desires coverage for his/her child will be responsible for paying insurance premiums and for submitting claims through the claims office **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

Drills: Fire. Tornado, and Other Emergencies:

From time to time students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the directions of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency School Closing Information:

Emergency school closing information will be broadcast from: telephonic notification from our automated system as deemed by Dr. Erickson

Radio Station KVCK -1450 AM and KVCK 92.7 FM Radio Station KVCK - 92.7 FM

Vehicles on Campus:

Students are not authorized to operate motor vehicles on campus. Any violations will be reported to local law enforcement. Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student.

Special Programs

The District provides special programs for gifted and talented students and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organization.

Student Records

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District's cooperatives of which the District is a member, or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student:
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504.
- Compiling statistical data; or investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students, may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes: (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a

copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his/her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

Parents of a student with disabilities who have been provided special education services by the District will be notified when *any* information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

Textbooks

Board-approved textbooks are provided free of charge for each subject or class. A student who is issued a damaged book should report the damage to the teacher immediately. Any student failing to return a book issued by the school or damaging a book issued by the school will be charged to replace the book.

Transportation

School Sponsored Trips

Students who participate in school-sponsored trips are required to use the transportation provided by the school to and from the event. The Principal and/or Activities Director, however, may make an exception if the parent/legal guardian personally requests that the student be permitted to ride with the parent if the parent presents - **BEFORE THE SCHEDULED TRIP-** a completed release request form asking for permission for the student to ride with an adult designated by the parent. Release request forms are available in the Middle School Office and from the Activities Director.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living three or more miles from the school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Transportation building at 768-3346.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook.

Bus Behavior

Rules you are expected to follow:

1. Follow directions of the driver.
2. Stay in your seat.
3. Keep all parts of your body in the bus
4. Pushing or shoving is not allowed on the bus.
5. Tobacco, eating, or drinking are not allowed on the bus.

Consequences

At the discretion of administration

Misconduct will be dealt with through the Middle School office and bus-riding privileges may be suspended. The length of suspension will be agreed upon by an Administrator (or their designee) and the Transportation

Department. See the specific rules and consequences for those individuals who travel on District buses.

School Sponsored Trips

Students who participate in school-sponsored trips are required to use the transportation provided by the school to and from the event. The Principal and/or Activities Director, however, may make an exception if the parent/legal guardian personally requests that the student be permitted to ride with the parent if the parent presents - **BEFORE THE SCHEDULED TRIP-** a completed release request form asking for permission for the student to ride with an adult designated by the parent. Release request forms are available in the Middle School Office and from the Activities Director.

Videotaping of Students

The District uses video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

Visitors

Poplar Middle School welcomes visitors. **ADVANCE NOTICE** of visits is necessary to avoid disruptions in our scheduled classes. ***ALL VISITORS MUST REPORT TO THE OFFICE IMMEDIATELY UPON ENTERING THE BUILDING.*** To keep a record of the visitors to our school, we ask that they sign in when they enter and sign out when they leave the building. Visitors will receive a visitor's tag that must be worn while visiting the building.

Student visitors must receive advanced approval from the building principal 48 hours prior to the visit so that proper arrangements may be made with the classroom teachers involved with the visit.

We hope our visitors enjoy each visit as much as we look forward to having them.

5TH AND 6TH GRADE 2017-2017 BELL SCHEDULE

REGULAR SCHEDULE

PERIOD	START	END
	8:15 AM	
P1	8:20 AM	8:54 AM
P2	8:57 AM	10:27 AM
P3	10:30 AM	10:47 AM
P4	10:50 AM	11:37 AM
LUNCH	11:40 AM	12:27 PM
P5	12:30 PM	1:00 PM
P6	1:03 PM	1:50 PM
P7	1:53 PM	2:40 PM
P8	2:43 PM	3:30 PM

SHORT FRIDAY

PERIOD	START	END
	8:15 AM	
P1	8:20 AM	8:50 AM
P2	8:53 AM	10:23 AM
P3	10:26 AM	10:32 AM
P4	10:35 AM	11:11 AM
P5	11:14 AM	11:50 AM
LUNCH	11:53 AM	12:30 PM
P6	12:33 PM	1:08 PM
P7	1:11 PM	1:49 PM
P8	1:52 PM	2:30 PM

7TH AND 8TH GRADE 2017-2018 BELL SCHEDULE

REGULAR SCHEDULE

PERIOD	START	END
	8:15 AM	
P1	8:20 AM	8:54 AM
P2	8:57 AM	9:57 AM
P3	10:00 AM	10:47 AM
P4	10:50 AM	11:37 AM
P5	11:40 AM	12:27 PM
LUNCH	12:30 PM	1:00 PM
P6	1:03 PM	1:50 PM
P7	1:53 PM	2:40 PM
P8	2:43 PM	3:30 PM

SHORT FRIDAY

PERIOD	START	END
	8:15 AM	
P1	8:20 AM	8:50 AM
P2	8:53 AM	9:53 AM
P3	9:56 AM	10:32 AM
P4	10:35 AM	11:11 AM
P5	11:14 AM	11:50 AM
P6	11:53 AM	12:30 PM
LUNCH	12:33 PM	1:08 PM
P7	1:11 PM	1:49 PM
P8	1:52 PM	2:30 PM

5th and 6th Grade **1:00 Early Out Schedule** **7th and 8th Grade**

PERIOD	START	END
	8:15 AM	
P1	8:20 AM	8:36 AM
P2	8:39 AM	10:07 AM
P3	n/a	n/a
P4	10:10 AM	10:35 AM
P5	10:38 AM	11:03 AM
P6	11:06 AM	11:31 AM
Lunch	11:34 AM	11:59 AM
P7	12:02 PM	12:30 PM
P8	12:33 PM	1:00 PM

PERIOD	START	END
	8:15 AM	
P1	8:20 AM	8:36 AM
P2	8:39 AM	9:39 AM
P3	9:42 AM	10:07 AM
P4	10:10 AM	10:35 AM
P5	10:38 AM	11:03 AM
P6	11:06 AM	11:31 AM
P7	11:34 AM	11:59 AM
P8	12:02 PM	12:30 PM
Lunch	12:33 PM	12:55 PM

POPLAR HIGH SCHOOL
9-12
STUDENT HANDBOOK
2025-2026

"WHATEVER IT TAKES WE CAN, WE WILL"

Welcome To All Students and Parents!

The Poplar High School Student Handbook contains information that students and parents are likely to need during the school year. Throughout the handbook, the term the student's parent is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Policy Manual is available in the school office.

In case of conflict between Board policies or any provisions of student handbooks, the provision of Board policy is to be followed.

Poplar School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

POPLAR 9-12 HIGH SCHOOL
CONTACTS

Frank Gourneau
9-12 Principal
768-6831

Coy Weeks
9-12 Assistant Principal
768-6818

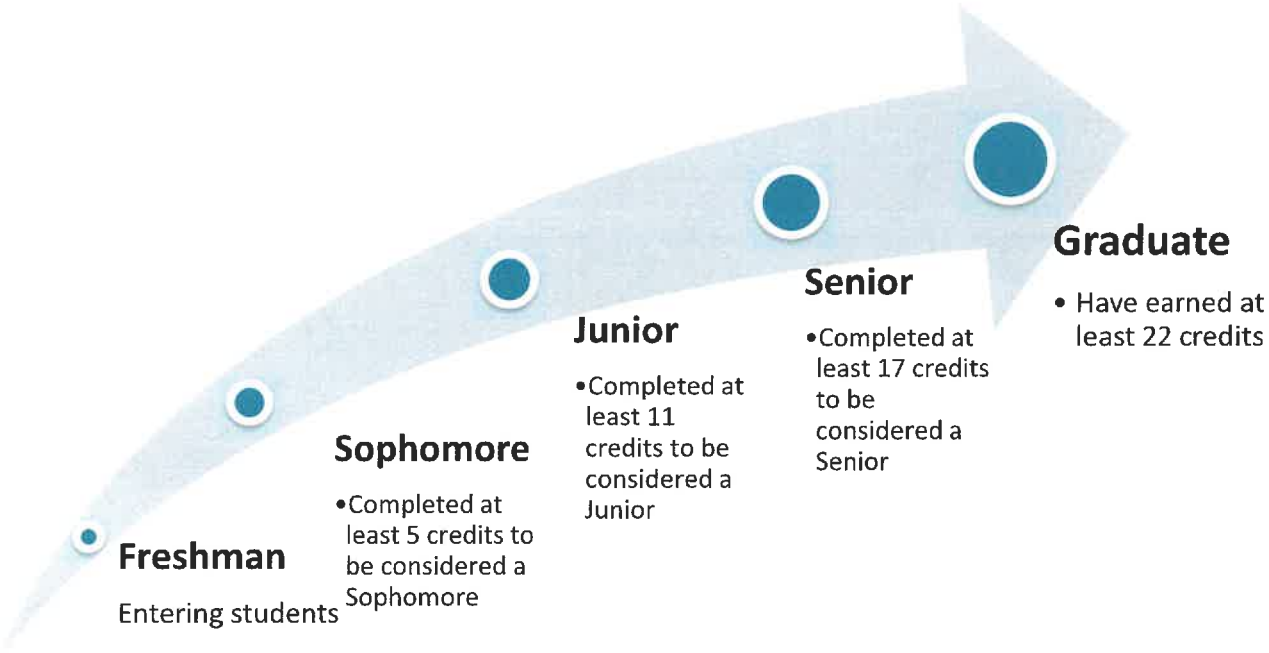
Patti Jo Black
9-12 Assistant Principal
SPED/504/Title IX
768-6812

Vonda Bighorn
School Secretary
768-6833

Demiree Whitehead
Family School and Support
768-6834

Go Indians!!

The Path through High School



- Students must have earned credits as approved by the Poplar School District and Montana Office of Public Instruction.

Poplar 9-12 BELL SCHEDULE

MONDAY-THURSDAY

HOMEROOM/BREAKFAST 8:20-8:40
1ST PERIOD 8:44-9:34
2ND PERIOD 9:38-10:28
3RD PERIOD 10:32-11:22
4TH PERIOD 11:26-12:16
LUNCH 12:20-12:50
5TH PERIOD 12:55-1:45
6TH PERIOD 1:49-2:29
7TH PERIOD 2:43-3:33

FRIDAY

HOMEROOM/BREAKFAST 8:20-8:40
1ST PERIOD 8:44-9:24
2ND PERIOD 9:28-10:08
3RD PERIOD 10:12-10:52
4TH PERIOD 10:56-11:36
5TH PERIOD 11:40-12:20
LUNCH 12:20-1:00
6TH PERIOD 1:04-1:44
7TH PERIOD 1:48-2:28

1:00 P.M. RELEASE

HOMEROOM/BREAKFAST 8:20-8:40
1ST PERIOD 8:44-9:11
2ND PERIOD 9:15-9:42
3RD PERIOD 9:46-10:13
4TH PERIOD 10:17-10:44
5TH PERIOD 10:48-11:15
6TH PERIOD 11:19-11:46
7TH PERIOD 11:50-12:17

PHS FIGHT SONG

"COLLEGE BOY"

We're the POPLAR INDIANS; we're mighty and we're strong
So if you are an INDIAN fan, stand up and sing our song
(drum roll)
Oh we will go go go for Poplar, keep your spirits high
Oh we will fight, fight, fight for Poplar, hear our battle cry
P.H.S.
When the game is over, just let this be told,
We will flag our victory over dear old maroon and gold.
P. H. S.
GO GO GO FOR P-O-P-L-A-R
P. H. S.
I-N-D-I-A-N-S
Indians, Go Indians, beat Warriors

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education - to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires:

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. ***(Tribal law states students must remain in school until they are 18 years of age or receive a high school diploma or its equivalent).***
- School employees must investigate and report violations of the state & tribal compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.
- The school reports all absences to the Ft. Peck Tribal Truancy Court whether excused, school activities/functions, illness or unexcused.
- A student absent for any reason has one day per day missed to make up specific assignments unless other arrangements are made with and by the assigned teacher. A student who does not make up assigned work within the time allotted by this policy will receive a grade of zero for the assignment.
- Students absent from school one or more periods preceding a school sponsored activity will not be allowed to participate in the activity without permission from an administrator.
- Class time is important, and appointments should be scheduled, if possible, at times when the student will not miss instructional time.
- When a student is checked out early for a class period the student is marked absent for the entire class period. Parents are therefore encouraged to wait until the end of the school day to pick up their children.

In collaboration with the Fort Peck Department of Law and Justice and the Poplar High School we will be working together in accordance with the following tribal law:

Title 7 Section 462 Failure to send children to school.
A person who, without justification or excuse, fails to send a child under his/her care to school, and the child is absent/truant 9 or more unexcused days and/or 63 or more unexcused parts of a day per semester, is guilty of failure to send children to school. For purposes of this Section, a child is any person under the age of 18 years who is or would be enrolled in kindergarten through 12th grades. Students must remain in school until they are 18 years of age or receive a high school diploma or its equivalent. Failure to send children to school is a Class A misdemeanor.

TARDINESS

A student who is tardy to class by more than 10 minutes will be counted absent for the period.

TRUANCY AND UNEXCUSED ABSENCES

Truancy equals skipping class or school, departing the principal's office without permission, or leaving the school grounds without the proper authorization. Truancies are considered unexcused absences. Class work, homework, and exams that are missed because of truancy may not be made up for credit. Repeat occurrences of truancy will be turned over to the tribal truancy officer and the tribal courts. If a student is absent from school due to truancy, or is unexcused absent, the student will receive zero's (0) for all work missed during the absence. On the third absence in any quarter, parents/guardians will receive a letter of notification, and a home visit will be conducted.

**At the FIFTH ABSENCE FOR ANY REASON, school and the Tribal Truancy Court will be notified directly of the excessive absences.

EXCLUSIONS FROM SCHOOL PARTICIPATION, INSTRUCTION AND DETENTION

TARDY PROCEDURES

The Poplar High School System believes that success in school is dependent upon punctual, regular attendance. We also believe tardiness has a direct correlation to poor student performance and is detrimental to the total learning environment.

Definition

Definition of Being Tardy to School: A student who is not on the school campus when the tardy bell rings.

Students are to go directly to the High School office when they are tardy to school. Tardy to school issues will not be handled in the classrooms.

1st – 5th Tardy to School:
Students are issued a tardy pass to class.

6th Tardy to School:
Students are issued a tardy pass to class and assigned two hours of ISS. All privileges to attend school activities are suspended until the ISS time is served.

7th – 11th Tardy to School
The local school procedures will include the consequences below.

Tardy-to-School	ISS	OSS	TO
7th	1 day (parent called)	0	0
8th	2 days (parent called)	0	0
9th	0	1 day (parent called)	Referral
10th	0	1 day (parent called)	Referral
11th	0	1 day (parent called)	Referral
12th +	0	3+ days (parent called)	Referral

ISS – In School Suspension
OSS – Out-of-School Suspension
TO – Truancy Officer
Definition

Definition of Being Tardy to Class: A student who is not at his or her classroom and ready to work when the tardy bell rings.

All offenses will receive a write-up.

1st Offense – 1 class period ISS

2nd Offense – 1 class period ISS

3rd Offense – 2 class periods ISS

4th Offense – 1 day ISS

5th Offense – 1 day OSS

6th+ Offense -- 1+ days OSS and referral to Truancy Officer

**This is per quarter therefore they will reset after each designated quarter.
Punitive action may be administered as deemed appropriate by the building principal or associate principal.

DETENTION

In addition to teaching reading, writing and math, schools teach responsibility and appropriate behavior. Detention is a consequence that teachers or the principal may have to assign to students in case of disruptive behavior, excessive tardiness, etc. Teachers may have different periods of detention ranging from a few minutes to an hour. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

SUSPENSION

Out-of-school suspension will require that the student remain off school property for the length of the suspension. Students who come back to school grounds during a suspension are subject to arrest for trespassing. The student may not attend or participate in any school functions during the suspension. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

IN-SCHOOL SUSPENSION

Established as a disciplinary procedure, in-school suspension is designed to exclude a student from his/her regular scheduled class using a supervised intervention program. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

In-school suspension allows school officials to maintain greater control over students whose disruptive behavior forces their temporary removal from regular classes. It is the school district's hope that careful consideration and judgement will be exercised by all students so as not to become involved in any situation which will result in in-school suspension. Students are expected to complete all the regular required classroom work while assigned to the ISS room.

In-school suspension will be used for, but not limited to, the following offenses:

1. Repeated offenses of inappropriate behavior
2. Fighting
3. Truancy as per attendance regulations
4. Failure to serve detentions
5. Any other violation of school rules deemed serious enough to warrant in-school suspension

Operational Procedures:

1. Be in your seat and be quiet always. Always remain in your seat sitting up straight, keeping feet and chair on the floor, and facing forward.

2. You must always be working on an assignment. Once your assignments have been completed and if all work is finished, you need to read a book. You may not sleep under any circumstances.

3. Raise your hand to ask a question, get help with an assignment, or when an assignment has been completed. Talking, making noises, and/or communication with other students or teachers is strictly forbidden.

4. Instructions and/or directions from the ISS teacher will always be followed.

5. During lunch you will sit together and not get up to walk around the lunchroom unless the ISS teacher grants you permission. When you have finished your lunch clean up your area and discard any garbage.

6. If you are sent to the timeout room 3 times in one day this is grounds for possible Out of school suspension.

STUDENTS WHO CHOOSE NOT TO FOLLOW ISS RULES ARE SUBJECT TO OUT OF SCHOOL SUSPENSION.

OUT OF SCHOOL SUSPENSION

Out-of-school suspension shall mean exclusion from school for an offense for a period of not more than ten (10) days. A student who is on out-of-school suspension shall not participate in or attend any extra-curricular activity during the period of the suspension. The student may also be barred from being on any school site or district property for the assessed period. Students are expected to make up work missed during suspensions.

EXPULSION

Expelling a student shall mean that he/she is excluded from school for an offense for a period exceeding ten (10) school days. It is possible that a student may be permanently expelled from the school roster. Expulsion may be placed into effect only by the Board of Trustees.

FRIDAY/SATURDAY SCHOOL

Students can be assigned detention on Friday or Saturday. Those dates are noted on the school calendar on t he District web site. They begin promptly and may be up to 4 hours. Students are to arrive prepared with materials to work. Failure to do so will result in suspension and an increase in the required time to be served.

DELEGATION OF AUTHORITY

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, which is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

APPLICABILITY OF SCHOOL RULES AND DISCIPLINE

To achieve the best possible learning environment for all our student's rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the 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.
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes of an educational function.
- **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

STUDENT DISCIPLINE

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to and from school or during intermission or recess.

Disciplinary action (including contacting law enforcement) may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products, including e-cigarettes or other similar products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including to but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons other than Firearms" section in policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, 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. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing or 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.
- **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

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 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 conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.
- **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

DISCIPLINARY MEASURES

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday school
- Clean-up-duty
- Loss of student privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

No District employee or person engaged by the district may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

CORPORAL PUNISHMENT

1. Corporal punishment-namely, physically punishing a student for an offense – may not be administered by teachers and school officials in the district. Physical restraint, however, may be used by school staff members in accordance with the policies and guidelines established by the Board of School Trustees.
2. Under the in loco parentis doctrine teachers and school officials may administer reasonable and necessary physical restraint to eliminate disruption to the learning process and normal function and operation of the school and may administer reasonable and necessary force:
    a. To quell a disturbance.
    b. To obtain possession of weapons and/or other dangerous objects.
    c. To provide adequate self-defense.
    d. To protect persons or property.
3. Parental cooperation is critical in the support of reasonable behavior. To this end school authorities will make every effort to both notify parents and involve them in discipline concerns and problems.
4. If there are repeated disciplinary problems, it is recommended that the parents and the school authorities meet to confer on what additional action shall be taken. At the discretion of the administrator, a child who has been referred for disciplinary action may not be allowed to return to class until a parent/guardian has had a person interview with the administrator at the school that the child attends.
5. Teaching staff members and other employees having authority over students shall have the authority to take reasonable actions as may be necessary to control the disorderly conduct of the students in all situations and in all places where such

students are within the jurisdiction of Poplar School District in accordance with state law, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

DRUG, TOBACCO, VAPES, AND ALCOHOL

Recognizing the debilitating effect that the abuse of controlled substances can have on human performance, the Board has prohibited the use, possession, or distribution of any illegal drug or controlled substances by any person under its jurisdiction.

Vehicles may be searched if there is reasonable suspicion that the vehicle contains contraband. No search warrant is necessary. Law enforcement may impound the vehicle if it is found to have a controlled substance including alcohol.

USE AND/OR POSSESSION OF ALCOHOL/DRUGS/INHALANTS OR POSSESSION OF DRUG PARAPHERNALIA, and USE OF TOBACCO/VAPES

The following rehabilitative steps/consequences will be applied as delineated. Failure to comply with any or all of item's A, B, or C will result in a referral to the Board for expulsion. All offenses will warrant a counseling intervention. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

FIRST OFFENSE:

A. Any student possessing or under the influence of drugs, alcohol, inhalants, or possession of drug paraphernalia, including but not limited to, pipes, bongs, roach clips, papers, will be given, effective immediately, a three-day suspension. A student may appeal against the suspension of being under the influence if he/she undergoes a profile 806 urine test within 24 hours and test negative in all areas. Negative urine tests will be at the expense of the School District. A disciplinary report will be sent home to the parent/guardian. Law enforcement will be notified to remove the student. The student will be assigned to counseling for drug and alcohol education. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

SECOND OFFENSE: The student will be given a three-day out-of-school suspension effective immediately. A discipline referral will be filled, and a copy will be sent home to the parent/guardian and law enforcement will be notified to remove the student. The student may be referred to the School Board for expulsion from school. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

Poplar High School is designated as a **"Drug Free and Tobacco Free School Zone".** No one is permitted to use any type of tobacco product at any time while in the school building, in school vehicles (busses, cars, vans), or on the school grounds. Alcohol, drugs, drug paraphernalia and inhalants are not allowed at the school. Anyone possessing these items will immediately be sent to the office and referred to the building principal and/or School Resource Officer. Parents and the local law enforcement agency will be notified in writing.

FIGHTING

Fighting is an extremely dangerous behavior and will not be permitted when students travel to or from school property or on the school premises at any time. "Any time" shall be defined as the time a student leaves home in the morning and shall continue until he/she arrives home at the end of the school day.
The School District's strong opposition to the practice of fighting is reflected in the following discipline policy. Any student determined to be the aggressor or equal participant including filming in a fight shall receive a MINIMUM OF THREE (3) DAYS SUSPENSION (Self-defense is a natural right, but the victim at no time will have the right to become the aggressor). It is the intention of the school district to have an environment that is free of violence, and in light of that there will be zero tolerance. Acts of violence will be subject to intervention by law enforcement agencies, school staff and will be prosecuted. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

CHEATING

Any student who gives or receives information during a test, examination, or assignment as prescribed by a teacher will be guilty of cheating. As punishment for this offense the student will receive no credit for the test or work. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

FALSE ALARMS

The fire alarm in all schools is automatically connected to the police and fire stations. Any student found guilty of pulling the fire alarm may be subject to a minimum $500.00 fine and/or suspension. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

PROHIBITED ARTICLES

From time to time, problems arise because some students bring articles to school which either create hazards to the safety of others or interfere in the normal operations of the school.

- Toy guns/water pistols/items that portray a gun
- Bean shooters
- Sling shots
- Knives
- Marbles
- Chains
- Bandanas/Gang-related paraphernalia
- Lighters/matches
- Radios/cell phones/games
- Wrist communicators/walkie-talkies/other electronic devices
- Laser pointers

Some of these items will fall under smoking paraphernalia and weapons. Skateboards, in-line skates, and other such items must be stored in student lockers. Hats will also be stored in the student lockers, and not be allowed to be carried or worn during school hours. All items on this list, but not limited to this list, may be confiscated by school staff.

Backpacks/purses are to be stored in lockers at all times. Whenever a school authority has 'reasonable suspicion' to believe that the student is in possession of illegal or unauthorized materials, the principal or other school official has the right to search a locker, school or personal property (coat, backpack, purse, etc.), independently or in the presence of the student, to assure that items contained are related to the school program. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

PUBLIC DISPLAY OF AFFECTION

Friendships between young people are natural and expected during adolescence. However, public demonstrations of affection are certainly out of place in school corridors, classrooms, and assemblies as well as on the buses or in any other area within the confines of the School District. An inordinate show of affection is not permitted. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

TRESPASSING

Anyone in school buildings without permission is considered to be trespassing. Anyone caught trespassing on school property will be prosecuted to the full extent of the law and/or suspension/expulsion. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

HALL CONDUCT/LOCKERS

Halls: Walk - do not run inside the building; Avoid blocking the halls or doorways when you stop to talk with others; Use a conversational tone of voice; No horseplay. Students are not to be in the hallways without a hall pass. Teachers will give students passes for necessary reasons.

Lockers: Locker assignments are made for the year. Locker changes can only be made with permission from the principal. Lockers are considered school property. No decals, stickers or writing on or in your locker. Pictures can be taped inside the lockers. Magnetic mirrors, etc. can also be used. Please work to keep your locker area tidy. Guests often come to the school, and it can be embarrassing when they trip over your coat and books. Your locker area shouldn't look like your bedroom!

STUDENTS

Students of legal age:

Every student eighteen (18) years of age or older will be deemed to be an adult and will have the legal capacity to act as such. Such students, like all other students, will comply with the rules established by the district, pursue the prescribed course of study, and will submit to the authority of teachers and other staff members as required by policy tribal law and state law. Some students, by court order, are placed under guardianship and have no authority to act in their own capacity.

Admission to School:

The residence of an adult student who is not residing with a parent or guardian will be considered the residence for school purposes.

Absence/Lateness/Truancy:
Absence notes, normally signed by parents or guardians, may be signed by adult students. Excessive absences will result in consequences according to policy 3122P and will be reported on the report card.

THEFTS AND ITS PREVENTION
The district and the schools are not responsible for the loss, theft, or damage of any personal property belonging to the students, visitors, or employees left or stored on District premises. This also applies to personal vehicles. Anyone who steals will face suspension from school and possible legal action. Stealing is not only unlawful; it is also immature and irresponsible. It is imperative that students leave all valuable items at home.

DRESS CODE
Clothing must be modest; low cut tops, see-through outfits, halter tops are not appropriate for school wear. Shirts can be not higher than 2" above belt line.
At a minimum, shorts must be below the top of the thigh along with dresses and skirts with the following addition: dresses and skirts must extend to the longest fingertip length or have spandex underneath or be below the top of the thigh. Undergarments, including boxer shorts must not be visible.
Clothing and jewelry must not include symbols and advertising-controlled substances, include inappropriate words or pictures, or degrade any group. Prohibited are all items of clothing and accessories which imply knowing gang, sexual or alcohol/tobacco connotations. This includes apparel, the way an item is worn, jewelry, pocket chains, wallet chains, accessories, notebooks or any manner of personal grooming, trademarks, etc.
Caps, hats, and other head covering are not allowed in the school building. Vocational instructors may allow appropriate headwear in the shop areas only.
Schools may require specific dress, including uniforms for PE classes. Safety issues in certain classes may dictate more stringent guidelines.
The administration shall retain the authority to grant exceptions for special occasions. This decision is made in consultation with the staff and student council.
Students who violate dress restrictions will be given the choice of wearing school shirts/sweats for the day or getting sent home.
Fashions or fads which become a health or safety hazard to oneself, or others will not be allowed.
Punitive action may be administered as deemed appropriate by the building principal or associate principal.

FOOD AND DRINK
Food and drink are not allowed in classrooms unless otherwise stated by the administration.

BULLYING
Any act of intimidation by a student, or group of students, towards another staff member or student will not be tolerated. Severe cases will be dealt with by the principal, in cooperation with the counselors and may result in suspension from school for a minimum of one day. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

The Fort Peck Tribes have established the following policy regarding bullying and harassment. Please read this carefully.

Title VII Section 233
Sec. 233. Intimidation, bullying, harassment.

A person is guilty of bullying or harassment when a person by means of any persistent threatening, insulting, or demeaning gesture or physical conduct, including any intentional written, verbal, or electronic communication (as defined in VII CCOJ 408) or threat directed at a person that causes a person physical harm, damages a person's property, or places a person in reasonable fear of harm to the person or the person's property.
This bullying or harassment or intimidation includes retaliation against a victim or witness who reports information about an act of bullying, harassment or intimidation.
(d) Conviction under this Section is a Class B misdemeanor for the first offense and a Class A misdemeanor for the second and subsequent offenses.
If any of the actions listed in subsection (c) result in serious bodily injury, attempted suicide or suicide of the victim, the perpetrator (s) will be charged with a felony.

Montana Code Annotated 2015.
20-5-208

(1) "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe,

or repeated and that:

(a) causes a student physical harm, damages a student's property, or places a student in reasonable fear of harm to the student or the student's property;

(b) creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or

(c) substantially and materially disrupts the orderly operation of a school.

(2) The term includes retaliation against a victim or witness who reports information about an act of bullying and includes acts of hazing associated with athletics or school-sponsored organizations or groups.

20-5-209 Bullying of a student is prohibited

Bullying of a student enrolled in a public K-12 school by another student or an employee is prohibited. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

SEXUAL HARASSMENT

The District encourages parental and student support in its efforts to address and prevent sexual harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the District's Title IX coordinator.

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), , or "stalking" *as* defined in 34 U.S.C. 12291(a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policies 3210 and 3225 for additional information regarding the District's prohibition against discrimination and harassment.

Punitive action may be administered as deemed appropriate by the building principal or associate principal.

PHYSICAL/VERBAL/SEXUAL ASSAULT OR HARASSMENT, RETALIATORY ACTS, WEAPONS, VANDALISM, DESTRUCTION OF PROPERTY, THEFT. ANY MAJOR OFFENSE WILL PLACE THE STUDENT ON THE NEXT STEP OF THE MINOR OFFENSE POLICY.

FIRST OFFENSE: The student will be given a three (3) day out-of-school suspension effective immediately and may be expelled from school. A disciplinary referral will be filled out and a copy will be sent home to the parent/guardian. The Juvenile Officer will be called upon to intervene and remove the student from the school. The student is expected to return to school following his/her suspension with his/her parent/guardian for a re-admittance conference with the building principal. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

SECOND OFFENSE: The student will be given a three (3) day out-of-school suspension effective immediately. The Juvenile Officer will be called on to intervene. The parent/guardian will be notified. The student will return to school following his/her suspension with his/her parent/guardian for a re-admittance conference with the building principal. The student will be referred for expulsion or a long-term assistance program will be designed to assist the student review and re-mediate his/her problem. The parent/guardian will be involved in their child's assistance program. Students who continue to display inappropriate conduct may be suspended for an extended period of time, placed on a long-term assistance program, or provided with an alternative education setting. Extreme behavior may result in a student appearing before the Board of Trustees for an expulsion hearing. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

GANG ACTIVITY

A gang is defined as a group of two (2) or more people who associate together and engage in gang related activities.

1. Wear, possess, use, distribute, display, or sell any clothing including but not restricted to hats, bandannas, rags, jewelry, emblem, badge, symbol or item which are evidence of membership in or affiliation with any gang or representative of any gang.

2. Engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or representative of any gang.
3. Engage in any act furthering the interest of any gang or activity including, but not limited to.
    - Soliciting membership in or affiliation with any gang.
    - Soliciting any person to pay for protection or threatening any person explicitly, implicitly, with violence or any other illegal or prohibited act.
    - Painting, writing or otherwise inscribing gang related graffiti, messages, symbols or signs on school property.
    - Engaging in violence, extortion or any other criminal act or other violation of school property.
    - Soliciting any person to engage in violence against any other person.

Action to be taken
Students found in violation of items #1, #2, and/or #3 of the Gang and Gang Activity Policy, (1106.303) shall meet with the principal or his/her designee. A warning shall be issued to the student. Phone and written notification of the parent/guardian shall occur immediately, and the student may be suspended from school. A second violation of #1, #2 and/or #3 may result in additional suspension from school and a possible recommendation for an expulsion hearing to the Board of Trustees. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

COUNSELING
The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Counselors will see students by appointment, or a student may drop by the office to visit with the counselors.

ELECTRONIC EQUIPMENT
Personal listening devices, including cell phones, I-pods, earphones, and any other electrical devices must be turned off and out of view during school hours.

1st Offense: Taken away for the day
2nd Offense: Documented and Parents must pick up from office
3rd Offense: Documented and item confiscated for the remainder of the semester

AT NO TIME ARE ELECTRONIC DEVICES ALLOWED IN THE BATHROOM, LOCKER ROOM OR OTHER LOCATIONS WHERE THEY MIGHT VIOLATE THE PRIVACY RIGHTS OF ANOTHER PERSON.

Skateboards and skates will not be allowed on school grounds during the hours of 8:00 a.m. and 4:00 p.m. or during the hours of any activity being held at the school (ball games and/or practices, parent/teacher conferences, extended day program, etc.). Laser lights, lighters, and permanent markers are not allowed on campus at any time and will be confiscated. Students who resist may face disciplinary consequences that follow the discipline step procedure. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

STUDENT COUNCIL
The student government of the school rests on the Student Council. Its membership is made up of representatives from the classes. The main purpose of this organization is to represent the student body in all phases of school activities. An important function of the council is to make recommendations to the faculty and administration relative to student opinions and activities. All funds raised by the Student Council will be used for student growth, activities, enrichment, and community service type projects. This organization should do all that it can to make our school a safe, attractive, and efficient place in which to learn and play. The Student Council will act as the governing body to organize fund raising and school activities requested by the 9th through 12th grade classes and groups, including those of the teaching staff. The president of Student Council is responsible to report to the building principal on a weekly basis.

IMMUNIZATION
A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5). Except

for those vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based upon the student's vaccination status.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a form signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This form will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a health care provider who is licensed, certified, or otherwise authorized by the laws of any state or Canada to provide health care under Montana law, is authorized within the provider's scope of practice to administer immunizations to which the exemption applies, and has previously provided health care to the student seeking the exemption or has administered an immunization to which the student has had an adverse reaction. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3110.

COMMUNICABLE DISEASE/CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who may have been exposed to the disease can be alerted.

LAW ENFORCEMENT OFFICIALS

It shall be the policy of the School District to maintain a reasonable, cooperative atmosphere between the school system and law enforcement agencies. Officers of the law may be summoned in order to conduct an investigation of alleged criminal conduct on or near the school premises, during a school sponsored activity, or at other times as needed to maintain the educational environment. They may also be summoned for the purposes of maintaining or restoring order when the presence of such officers is necessary to prevent actual or threatened injury to persons or property. Administrators have the responsibility and authority to determine when the assistance of law enforcement officials is necessary within their respective jurisdictions. At all times, the school district's administrators shall be responsible to protect and guarantee the rights of students.

Questioning of Students:

When law enforcement officers or lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate within the bounds of tribal and state law regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody:

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation

imposed by the juvenile court.

- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

AUTHORIZED SEARCHES

Whenever a school authority has 'reasonable suspicion' to believe that the student is in possession of illegal or unauthorized materials, the principal or other school official has the right to search a locker, school or personal property (coat, backpack, purse, etc.), independently or in the presence of the student, to assure that items contained are related to the school program.

STUDENTS DESK AND LOCKERS

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may be conducted at random, in accordance with law and District policy.

The parents will be notified if any prohibited items are found in the student's desk or locker and the matter will be turned over to law enforcement.

SEARCHES OF STUDENTS

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonable related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the district's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

SEARCHES

In the interest of promoting student safety and attempting to ensure the schools are safe and drug free, District officials may from time-to-time conduct searches. Such searches are conducted without a warrant and as permitted by law.

USE OF CANINES

The administration is authorized to utilize canines with established reliability and accuracy for sniffing out contraband to aid in the search for contraband in or on school-owned property and automobiles parked on school property.

Canines will be accompanied by a qualified and authorized trainer who will be responsible for the dogs' actions. An indication by such a dog that contraband is present on school property, or an automobile shall be reasonable cause for a further search by school officials.

VEHICLE ON CAMPUS

Students are not authorized to operate motor vehicles with proper certification. Any violations will be reported to local law enforcement. Vehicles parked on school property are under the jurisdiction of the school. School officials may search for any vehicle any time there is reasonable cause to do so, with or without the presence of the student.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day must bring a written request from his or her parents, a physician's order and the medicine in its original, properly labeled container, to the school nurse. Younger students' parents should bring the medicine to school and see that it is given to the nurse. The nurse will either give the medicine at the proper times or give the student permission to take the medication as directed.

RELEASE OF STUDENTS FROM SCHOOL

A student WILL NOT be released from school at times other than at the end of the school day EXCEPT with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not be released before the end of the instructional day.

STUDENTS WILL NOT BE ALLOWED TO CHECK THEMSELVES OUT AT ANY TIME! A student who will need to leave school during the day must bring a note from his/her parents that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether the student should be sent home and will notify the student's parents. **Any student who leaves campus without permission or without following sign-out procedures will be written up for insubordination.**

To ensure the safety of all students at Poplar High School, the following check-out procedures will be utilized at all times and by all parents/guardians/relatives and staff members. To check-out a student from school for ANY reason, you must go to the school office and speak with the secretary. If she is not available, please see the home school coordinator.

EMEGENCY SCHOOL CLOSING INFORMATION

Emergency school closing information will be broadcast from:

Radio Station KVCK -1450 AM or 92.7 FM

School website: www.poplarschools.com

PERSONAL AND SCHOOL PROPERTY

Students are responsible for their books, money, valuables and the like while they are at school or doing a school activity. A student should not leave anything of value unattended during the day.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the time the student withdraws or graduates. A copy of this record moves the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the district will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or a student who is dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District's cooperatives of which the district is a member, or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student:

- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504.
- Compiling statistical data; or investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Certain officials from various governmental agencies may have limited access to the records. The district forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the district will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to the release of records.

Students over 18, and parents of minor students, may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records.

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes: (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his/her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

SPECIAL EDUCATION RECORDS

Parents of a student with disabilities who have been provided special education services by the district will be notified when *any* information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records, but the records will be maintained until the time has expired.

TEXTBOOKS

Board-approved textbooks are provided free of charge for each subject or class. A student who is issued a damaged book should report the damage to the teacher immediately. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

TRANSPORTATION

Out of town trips

Students must obtain permission from the chaperone before leaving the group. Students representing the school must ride a school bus or school-approved vehicle to and from the activity. Students are subject to Poplar Public School's Discipline Policy at all times while on out-of-town trips. Any student committing an infraction to the discipline policy which is also in violation of the State's/County's legal system will be turned over to local authorities, and the coach/advisor will notify the principal, assistant principal or activities director who will in turn call the parents/guardian to notify them of the situation. The parents/guardians will be requested to travel to where the student is being detained and take immediate custody of the student. All other violations of the district's policies may result in the student being sent home at the parent/guardian's expense.

School Sponsored Trips
Students who participate in school-sponsored trips are required to use the transportation provided by the school to the event. The parent/legal guardian may have the student travel with them after the event if a release request form is completed before the scheduled trip and signed by an administrator.

Buses and Other School Vehicles
The district makes school bus transportation available to all students living three or more miles from the school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Transportation building at 768-6613.
Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out the window, or throw objects within or out of the bus.
- Not make rude and/or obscene gestures and/or signs to people inside and/or outside the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- When students ride in a District van or passenger car, seat belts must be always fastened.

Misconduct will be punished through the school office and bus-riding privileges may be suspended - the length of suspension to be agreed upon by Principal (or their designee) and the Transportation Department.

VIDEOTAPING OF STUDENTS
The district uses video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

VISITORS
Poplar High School welcomes visitors. **ADVANCE NOTICE** of visits is necessary to avoid disruptions in our scheduled classes. ***ALL VISITORS MUST REPORT TO THE OFFICE IMMEDIATELY UPON ENTERING THE BUILDING.*** To keep a record of the visitors to our school, we ask that they sign in when they enter and sign out when they leave the building.
Student visitors must receive advanced approval from the building principal 24 hours prior to the visit so that proper arrangements may be made with the classroom teachers involved with the visit.
We hope our visitors enjoy each visit as much as we look forward to having them.

NATIONAL HONOR SOCIETY 9-12
Poplar High School will recognize academic excellence among Juniors, and Seniors who have positive skills, talents, and abilities in school. Invitations to society membership will be made according to NHS guidelines.

Minimum 3.4 grade point average	**Leadership skills**
Involved in community service	**Excellent attendance**
Excellent self-discipline	**Excellent attitude towards school**

HONOR ROLL/GRADING

The school Honor Roll is for all students. Below is the grading system and a student must have a grade point average of 3.0 or above on the following basis for honor roll:

A = 4.0	B = 3.0	C = 2.0	D = 1.0	F = 0
100-97=A+	89-87=B+	79-77=C+	69-67=D+	59-00=F
96-93=A	86-83=B	76-73=C	66-63=D	
92-90=A-	82-80=B-	72-70=C-	62-60=D	

3.0-3.49 Honor Roll
3.5-4.0 Principals List
An "F" makes you ineligible for Honor Roll. Will round up to nearest percent on .5 or higher ex: 59.5% will be a D-.

POPLAR HIGH SCHOOL GRADUATION REQUIREMENTS

A student must complete the following **22 units.**

4 units of English Language Arts
3 units of Mathematics
3 units of Social Studies (including a ½ unit of Civics or Government)
2 units of Science
2 units of Health Enhancement with ½ unit each year for two years
1 unit of Arts
1 Unit of Career and Technical Education
6 units of Electives
(½ unit of economics or financial literacy with the 2 units of social studies, the 2 units of mathematics, or the 1 unit of career and technical education. *Effective for 2026 Graduates and beyond)

Dual Credit classes can be used for core subjects and equal 1 credit (ex: College writing and Public Speaking can replace English 12)

Graduating with Honors: One honor cord for 3.0-3.49 and two honor cords for 3.5-4.0

SB 18 Bill:
For students (with an educational disruption at any point in their high school career) who meet the state minimum high school credit requirement for graduation, as set forth in Chapter 55 by the Montana Board of Public Education but will not meet the local requirement the district must award the student a diploma.

STATE OF MONTANA GRADUATION REQUIREMENTS

20 Credits
The following 13 units shall be a part of the 20 units required for all students to graduate:
4 units of English Language Arts
2 units of Mathematics
2 units of Social Studies (including a ½ unit of Civics or Government)
2 units of Science
1 unit of Health Enhancement with ½ unit each year for two years
1 unit of Arts
1 Unit of Career and Technical Education
(½ unit of economics or financial literacy with the 2 units of social studies, the 2 units of mathematics, or the 1 unit of career and technical education. * Effective for 2026 Graduates and beyond)

VALEDICTORIAN/SALUTATORIAN: (9-12)

A student must be enrolled in a minimum of 4 classes in the last 3 complete consecutive semesters of high school to be eligible for Valedictorian/salutatorian honors. Students must complete 22 units.
Valedictorian and Salutatorian will be determined following the second week in May. Students planning to enter one of the six units of the Montana State University systems following graduation must complete the established college preparatory curriculum requirements and meet established admission standards prior to their acceptance.

OFF-LIMITS AREAS DURING LUNCH (9-12)

The areas where high school students may be during lunch are in the cafeteria and high school foyer. High school students are not allowed anywhere else in the elementary building during lunch. Restrooms are available to high school students in the high school building.

DRIVING AND PARKING (9-12)

1. Drive very slowly at all times (15 mph or slower).
2. Pedestrians have the right of way at all times.
3. Students may park only on the street or the parking area north of the elementary playground: students may not park in the elderly, handicapped or teacher lot.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Please note: Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior - including consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

INTERNET ACCEPTABLE USE AGREEMENT

Student use of computers, local area network, and Internet

District-Provided Access to Electronic Information, Services, and Networks:

Internet access is available to the district's students, faculty, 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 universities' library catalogs. These are just some of the area's 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 will provide filtering software for computers accessing the Internet.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students 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 on the network server or any PC. The system operator(s) may at any time review the subject, content, files and remove them if warranted. Any violation of District rules will be reported to school administrators.

PERSONAL INFORMATION

When sending electronic messages, students should not include information that could identify themselves or other students. Examples of identifying information include last names, addresses, and phone numbers. Users' network passwords are provided for their personal use. Users should not share passwords with anyone. All users will be held responsible for any network activity conducted under their login name and password. Users should not log into the network with another user's login name and password. If a user suspects someone has discovered their password, they should change it or have it changed by the network administrator immediately. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors are prohibited.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the district has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communication - e-mail – use of District computers is not private and may be monitored by District staff.

COMPUTER SUSPENSION

The use of District computers, the computer network and their outside networks (e.g., the Internet) is a privilege and a service, not a right. Inappropriate use can result in cancellation of those privileges for all involved parties. Based upon the unacceptable use of the system, the administrators may suspend or terminate usage. In the case of Level, A and Level B offenses, students currently enrolled in Business Education or other computer courses which involve daily use of the computers during class would retain privileges during class period only. All other use would be suspended. In serious ethical violations, all access may be suspended even if course work is jeopardized. In these cases, future enrollment in computer courses or computer-based courses would be questioned and restricted. Furthermore, students and their parents/guardians are liable for any expenses incurred in the school district's efforts to uncover or repair computer or software damage. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

Copyright

Users shall not:

1. Copy and paste
2. Copy and forward
3. Copy and download, or
4. Copy and upload to the network or Internet server and copyrighted material, without approval is the computer system operator, a teacher, or other school administrator. Copyrighted material is anything written by someone else. It could be an e-mail message, a game, a story, a picture, or software. Do not plagiarize others' work.

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. The district has installed an Internet filtering system designed to block.

E-mail/Chatting/Other Direct Electronic Communication

Students are prohibited from using e-mail; this includes District e-mail or other 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 at home). Students are prohibited from joining chat rooms or other forms of direct electronic communication unless it is a teacher-sponsored activity in which the teacher enters all text and reads all correspondence.

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.

Monitoring Student Use

Each student must have an Acceptable Use Agreement on file signed by themselves and their parent/guardian in order to access the Internet. Students using the Internet are to be monitored by the teacher or staff member in charge. Staff will take special care in restricting minors' access to materials deemed "harmful to minors". Inappropriate use will be dealt with as any other disciplinary action along with possible suspension of Internet privileges.

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.
3. Install any software (games or other) not authorized by the network administrator.
4. Downloading music

CAFETERIA SERVICES

The district participates in the National School Breakfast and Lunch Program and offers students nutritionally balanced meals daily. Free meals are available for all students regardless of parental financial status. Please return the food service enrollment form to the office as soon as possible.

COMPLAINTS BY STUDENTS OR PARENTS

Usually, student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding involving challenges to

educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sex harassment and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal's and Superintendent's offices.

Students shall use the Title IX Grievance Procedure to address complaints/concerns about sex harassment. A copy of the Title IX Grievance Procedures can be obtained on the District's website www.poplarschools.com or any District or school office or by contacting the Title IX Coordinator.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District's website www.poplarschools.com or any District or school office or by contacting the 504/ADA Coordinator.

SAFETY ISSUES

Every teacher and principal will maintain order and discipline among students. Students who do not comply with reasonable rules may be suspended or expelled. Action taken to control or correct undesirable student behavior should take individual circumstances into account but must always be most concerned for the safety and educational welfare of the majority of students. It is the principal's responsibility to take action as necessary to protect students and teachers from dangerous or socially detrimental actions of students. However, there will need to be a finding of misconduct before a student may be expelled from school and the suspension will be in accordance with federal and state law.

DISTRIBUTION OF MATERIAL

School Materials

School publications distributed to students include: District Calendar, Student handbook, and student newspaper. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

FUNDRAISING

Student clubs, classes, outside organizations, staff and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the student councils, and approved by the building principal, at least ten (10) days before the event. Fund Raising Request forms are available in the office.

Except as approved by the superintendent, fund-raising by non-school groups is not permitted on school property.

HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As students reach Middle School age, homework becomes a more integral part of the learning process. Teachers may give homework to students to aid in the student's educational development. It is the responsibility of the student to complete, and turn in, the homework assigned by their teacher(s). Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.

PARENT INVOLVEMENT, RIGHTS, AND RESPONSIBILITIES

The district believes that the best educational result for each student occurs when all three partners are doing their best: the district staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his/her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.

- Review the information in the student handbook with his/her child and sign and return the acknowledgement form(s) and the directory information notice. A parent with questions is encouraged to contact the principal at
- 768-6833.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the district. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 768-6833 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his/her prep period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his/her child. [See below for Protection of Student Rights].
- Become a school volunteer. For further information, contact the principal at 768-6833. Volunteers who would be willing to come to Poplar High School to help with our students would be greatly appreciated.
- Offer to serve as a parent representative on the district-level or building-level planning committees formulating educational goals and plans to improve student achievement. For further information contact the principal at 768-6833

Addressing the Board of Trustees when appropriate [See policies 1400 and 1441]

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROTECTION OF STUDENTS' RIGHTS

No student will be required to participate without parental consent in any survey, analysis, or evaluation -funded in whole or in part by the U.S. Department of Education that concerns:

- Political affiliations.
- Mental and psychological problems are potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program. Parents will be able to inspect any teaching materials used in connection with such a survey, analysis, evaluation.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every nine weeks. Mid-term progress reports are issued to parents at the appropriate date during the quarter if applicable.

Parent/Teacher Conferences

Parent-teacher conferences will be scheduled for a formal conference at a minimum one time each school year. Informal conferences can be arranged at the parents' request. Call the high school office 768-6833.

SAFETY AT SCHOOL

Accident Prevention

Student safety on campus and at school-related events is a high priority of the district. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.

- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the administration, teachers, staff and/or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of administrators, teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Accident Insurance:

The district cannot pay for medical expenses associated with a student's injury. The district does make available, however, an optional, low-cost accident insurance program for students, to assist parents in meeting medical expenses. A parent who desires coverage for his/her child will be responsible for paying insurance premiums and for submitting claims through the claim's office **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

DRILLS: FIRE TORNADO AND OTHER EMERGENCIES

From time-to-time students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the directions of teachers or others in charge quickly, quietly, and in an orderly manner.

SPECIAL PROGRAMS

The district may provide special programs for gifted and talented students and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations.

STUDENT ACTIVITIES/ATHLETIC HANDBOOK
POPLAR SCHOOL DISTRICT
2025-2026

Mission Statement For Poplar Athletics

It is our Mission at Poplar Schools to use our athletic program to promote a healthy and positive student athlete who positively represents our school and community.

POPLAR STUDENT ACTIVITIES/ATHLETIC HANDBOOK SIGN-OFF
2025-2026 School Year

My signature on this document verifies my consent and understanding on the following documents:

1. I have received a copy of the **Poplar School Student Activities/Athletic Handbook** for the 2025-2026 school year. I have read and understand the policies and procedures as outlined in the handbook and agree to follow and abide by said policies and procedures.

2. I have received a copy of the **Poplar School Identity Release Form** and agree to the terms outlined within.

_____

Name of Student(s)

_____	_____
Parent Signature	Date
_____	_____
Student Signature	Student Signature
_____	_____
Student Signature	Student Signature
_____	_____
Student Signature	Student Signature

PLEASE RETURN THIS SIGN-OFF SHEET TO THE OFFICE.

STUDENT ACTIVITIES/ATHLETIC HANDBOOK INDEX

POPLAR SCHOOL DISTRICT ACTIVITIES-ATHLETIC HANDBOOK 2025-2026

Poplar Public Schools (School District 9 and 9B) will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity. **(School Board Policy 3210)**

DIRECTORY INFORMATION

Regarding student records, federal law requires that "directory information" on a child may be released by the District to anyone who requests it unless the parent/guardian/caretaker relative objects in writing to the release of the information. This includes release of directory information to post-secondary institutions and military recruiters. Directory information ordinarily includes [insert directory information that is consistent with policies 3600P-3600F1-3600F2]. Please make sure a parent/guardian/caretaker relative completes the Student Directory Information Notification as found in the Student Handbook.

REQUIREMENTS

All students participating in extracurricular activities must have the following prior to the first practice:

- A required physical documented on the official Montana High School Association (MHSA) Physical Form (at least for all MHSA sanctioned activities).
- An Assumption of Risk statement signed by the parent.
- A Permission to Participate form (sign-off).
- An updated Medical information form.
- A Concussion Education and Compliance form signed by the student athlete and parent.

PURPOSE

The purpose of this guide is to establish rules, procedures, policies, and philosophy as it pertains to the Poplar School District Athletic and Activities Programs. The fundamental purpose of the athletic/activities program is to facilitate development of:

- Sportsmanship,
- A sense of responsibility to themselves and others,
- A devotion to an athletic and/or activities assignment,
- Pride of accomplishment of a job done to the best of one's ability,
- Sense of belonging to a group,
- Social values derived from contact with students and adults from other communities and
- Healthy behaviors of participants.

CHAIN OF COMMAND/COMMUNCATION

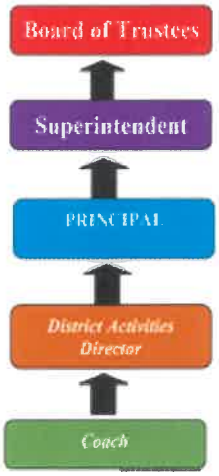
Poplar School District has an established chain of command when dealing with co-and extracurricular issues. Any issue that has an effect on student performance should first take the lowest level of action to address the situation. If the remedy at the lowest level is not appropriate, it then progresses to a written complaint process.

Complaint Process:

Board Policy 1700: Universal Complaint

This is the chain of command for the complaint process: Student/parent, assistant/ head coach, District AD, Principal, Superintendent, Board of Trustees. The following process should be used to address complaints. 1) Try to solve the problem informally with the other party involved. There will be disagreements between parents, athletes, coaches and staff. Poplar School District wants to strongly encourage all parties to try and remedy the issue at level 1 with the coach; 2) Issue the complaint in writing to the person involved and make sure a remedy/solution is requested in the complaint. If not resolved then step 3. 3) The complaint is then directed to the AD or administration, and they will investigate the issue and give a written response following the timeline included with Poplar School Board Policy 1700. If not resolved, then it goes to then step 4. 4) The complaint is then referred to the Superintendent who will investigate the complaint and give a written response to the action sought by the complainant, if not resolved then; 5) The issue is taken to the School Board whose ruling is final.

Since you are working with students, you (as their advisor/coach) need to be cognizant of the rules as dictated by the parent/student handbook and by Board policy and District Standard Operating Procedures. This is your information source when dealing with student behavior.



Board of Trustees - Superintendent - Principal - District Activities Director - Coach

Disciplinary Action

Disciplinary Action for coaches, advisors, participants will be handled by the District Activity Director and the Administration as per policy and expectations for any unreasonable and unethical behavior or lack of supervision. Any action taken will follow chain of command and due process procedures as well as use of all necessary documentation. In the event of continued noncompliance or "flagrant disregards" formal and immediate action may be required. If a student is ejected from a MHSA competition for unsportsmanlike conduct, they will not participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition.

- **Sportsmanship (MHSA Handbook p. 26-27)**

Section (33) SPORTSMANSHIP GUIDELINES

A. Statement of philosophy: The Montana High School Association has established policies, expectations and responsibilities which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner.

The coach represents the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

B. Code of Conduct: A coach will be in violation of the standards for good sportsmanship established by the Montana High School Association by:
   1. Making degrading/critical remarks about officials during or after a contest either at the competition site, from the bench, in the locker area or through any public news media;
   2. Arguing with officials or going through motions indicating dislike/disdain for a decision;
   3. Detaining the officials following a contest to request or argue a ruling or explanation of actions by the official;
   4. Being ejected from a contest;
   5. Physically assaulting an official.

GENERAL INFORMATION RELATING TO POLICIES

ACADEMIC ELIGIBILITY FOR PARTICIPATION

Poplar School District will follow the eligibility rules as set forth by the Montana High School Association which reads as follows:

1) **MHSA Requirement:** A student must be enrolled and have received a passing grade (D-) in at least twenty (20) periods (4 classes) of prepared class work or its equivalent in the last previous semester in which the student was in attendance. Failure to meet this requirement will result in one (1) semester of ineligibility. A home school student is not eligible to participate for an MHSA member school. (Article II, Section (2) Eligibility, MHSA handbook)
2) 8th graders are allowed to participate in Poplar High School Athletics and will follow the same academic guidelines as those students in grades 9-12.

Poplar Schools further stipulate:

2) **Poplar High School Requirement:** Grade checks will commence at the quarter and midterm. Any student who receives an "F" in any class will be deemed ineligible. The weekly "F" policy process will be as follows: Grades will be checked the following Monday after the eligibility report is ran. The student needs to receive a passing grade the following Monday in the class they are currently ineligible in. If the student is not eligible they will once again be ineligible until the following Monday. The ineligible report will continue to be ran every Monday until the next grading period (Mid-term, quarter, and semester). If the student is still not eligible in that class at the next grading period they will be deemed ineligible for the remainder of that season. We strongly parents/students to monitor "Infinite Campus" to receive updates their grades. It is very important to note that the student is ONLY ineligible from the grading period-they cannot be deemed ineligible in any other class when the weekly "F" report is ran.

All student athletes' grades will be checked at a designated progress mark date by the athletic director/admin. Students placed in either academic probation or academic suspension will formulate an education plan (steps/goals/etc.) with the teacher(s) that will have a goal of getting out of either probation or suspension.

Academic Probation: student can still participate in activities but must follow steps. Student can still practice.

Academic Suspension: student is ineligible to participate in activities and must follow steps. Student will have opportunities to get out of Academic Suspension by having all passing grades. Student can still practice.

1 Failing Grade (Academic Probation)

- Student is placed on academic probation while participating in activity

- Student has 1 week to raise the grade from failing to non-failing.
- Mandatory tutoring – must attend 3 hours of tutoring for the week (only if 1 failing grade)
- Failure to attend practice and tutoring will result in loss of eligibility for the remainder of the grading period.
- Failure to raise the grade to passing will place the student on academic suspension but must still comply with 3 hours of tutoring

2 or more Failing grades (Academic Suspension)

- Loss of eligibility immediately and student is placed on academic suspension
- Students grade will be checked weekly after one week of being ineligible to see if they are passing in all classes
- Mandatory tutoring – must attend 5 hours of tutoring for the week (only if 2 or more failing grades)
- Failure to attend practice and tutoring will result in loss of eligibility for the remainder of the grading period.

It will be mandatory for all student/athletes with one or more failing grade to attend after school tutoring until he/she is of the failing list. Grades will only be checked in the class they were failing at the grade check time. If a student fails to become eligible in that class at the next grading period, they will be deemed ineligible for the remainder of the season. We strongly suggest parents/students to monitor "Infinite Campus" to receive updates on their grades.

Activities Philosophy

ACTIVITIES PHILOSOPHY
It is our philosophy that participation in co-curricular activities is an integral and vital part of the total educational program.

The clubs, activities, and athletics provided by Poplar School District shall afford opportunities for students to involve themselves outside the classroom. Besides providing these programs, the District encourages student involvement because it benefits both the individual student and the school. The student derives cooperation, dedication, personal pride and ownership, sense of purpose, enhanced self-worth, loyalty, success and recognition, physical and social development, and a wholesome use of time.

Student interest leads to pride in school, citizenship, leadership, democratic experience, and character development. Teamwork, sportsmanship, and respect for others' rights and views are advanced.

Therefore, we believe it is the responsibility of the District to identify and maintain a mix of activities that motivates an optimum number of students without encroaching on one another. It is further incumbent upon the District to encourage participation by students for the above-mentioned reasons and their synergistic effect on the school community.

Finally, we believe that these activities are not an end in themselves, but vehicles to work with students. We want to "win" not for "winning's sake," but because the desire to excel is a worthwhile lifetime goal. We do not subscribe to a "winning at all costs" philosophy. We value the importance of good sportsmanship, giving one's best effort, winning humbly, and losing with grace. We believe it is not the score that makes one a "winner" or a "loser".

Accident Report Form and Procedure

Injuries: All injuries are to be reported immediately to the coach/advisor/activity director regardless of the nature of the injury. The coach/advisor/director will fill out an accident report form and file it in the principal's office within one (1) school day of the accident.

Awards (Each District should establish criteria for awards)

Post season awards will be issued at the Poplar School District's annual athletic banquet. Coaches will be have the option of issuing 2 plaque awards for their MVP's. The awards issued will be letter winners, participants, academic all-state, 3 sport athletes, and any post-season awards issued by the MHSA.

Age Rule – MHSA

Section (7) AGE RULE

7.1 No student is eligible to participate in an Association contest who has become nineteen (19) years old on or before midnight, August 31, of a given year. Therefore, a student who becomes nineteen (19) years old after midnight, August 31, of a given year, will be permitted to compete in all Association contests throughout that school year, under the provisions of this section.

Assumption of Risk Statement

Liability: The coach/advisor/director, any other member of the school staff, or any member of the Board of Trustees will not be held liable or responsible in case of an accident incurred during practice, games, meets, matches, tournaments, concerts, or trips supervised by Poplar Public Schools. Each parent or guardian will be responsible to sign an "assumption of risk" statement indicating that the parents/guardians assume all risks for injuries resulting from such participation. [Board Policy 2151]

Attendance the Day of an Activity

School Absences: Absences from school and participation in practices, games, meets or performances.

- If you are absent from school for a school sponsored event you can practice, play in a game, or take part in a performance that day.
- If you are absent from school for a limited number of periods for a medical, dental, optometrist, etc. appointment you can participate with approval from the administration (principal, vice principal, or the activities director). A written excuse from the doctor is required.
- You may attend practice, play in games, or participate in performances with administrative approval if absent for a court appearance, bereavement, a family emergency, or some other reason deemed acceptable by the administration.
- If you are home sick and do not come to school for all or part of the day or are absent from any class (excused or unexcused) you cannot practice, play, or participate in performances/games. It is not in the best interest of our participants to be practicing when sick.
- If you are in school but are absent from class for reasons deemed unexcused, you may not participate in games, practices, or performances that day.
- Unforeseen circumstances (i.e. weather, school cancellation) will be handled on a case by case basis by the administration.

School Suspension: School suspension means the exclusion of a student from attending individual classes or school **and participating in school activities** for an initial period not to exceed ten (10) school days. This will be treated as an unexcused absence from the activity. A student who is suspended will not be able to practice during the time they are suspended from school. Poplar Schools has zero tolerance for athletes/participates who violate school policy and are suspended from school.

Practice Expectations

Excessive absences from practice are defined by the following: any student who has missed more than 3 unexcused practices during the season. Poplar School District believes that in order to run effective and successful programs that expectation that students be at practice must be upheld. We understand that circumstances arise and it crucial that the head coach is notified previous to an absence from practice. The ramifications from excessive absences will result in the student being removed from the activity. It is mandatory that a doctors excuse be provided in writing when the student is absent from practice.

Bullying, Harassment, Intimidation, Hazing Policy

HAZING, BULLYING, HARASSMENT & INTIMIDATION

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. **(School Board Policy #3226)**

"Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

a. Physically harming a student or damaging a student's property;
b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
c. Creating a hostile educational environment, or;
d. Substantially and materially disrupts the orderly operation of a school.

Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDA, social media or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the

building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

Exhaustion of Administrative Remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

SEX BASED DISCRIMINTION AND TITLE IX

No student, on the basis of sex or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination on the basis of sex should be directed to the District Title IX Coordinator, located in the Poplar School District Administration Office.

Sexual Harassment Policy (B.P. 3225)

Sexual harassment is a form of sex discrimination and is prohibited. An employee, District agent, or student engages in sexual harassment whenever that individual makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or

2. Has the purpose or effect of:
   a. Substantially interfering with a student's educational environment;
   b. Creating an intimidating, hostile, or offensive educational environment;
   c. Depriving a student of educational aid, benefits, services, opportunities, or treatment; or
   d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe that they may have been sexually harassed or intimidated should consult a counselor, teacher, Title IX coordinator, or administrator, who will assist them in the complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

- FOR A COMPLETE DESCRIPTION of the Poplar School Sexual Harassment Policy, refer to Policy Descriptor code: BP 3225 and/or contact Patti Black Title IX Coordinator, Poplar Public Schools.

Cell phone use by students

Cell Phones and Other Electronic Equipment (Students)

Student possession and use of cellular phones, and other electronic mobile devices on school grounds, at school-sponsored activities, and while under the supervision and control of 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 mobile devices with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Activity Trips

During activity trips students are permitted to bring their phones but can use them for emergencies only. On travel to a scheduled event cell phones are prohibited (including buses). On overnight trips cell phone usage is prohibited after 10 PM. Further stipulations by head coaches may be imposed for cell phone usage while on away/overnight trips.

Code of Conduct

Extra - and Co - Curricular Chemical Use Policy

Students participating in extra- and co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, purchase, or distribute alcohol, tobacco products, alternative nicotine and vapor products, or illegal drugs or abuse prescription or non-prescription drugs during their extracurricular seasons.

This policy applies to middle and high school students who are involved in the extra- and co-curricular activities program.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. Violations are cumulative, through the student's period of attendance in grades 7-8 and in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities.

Legal Reference: § 20-5-201, MCA Duties and sanctions

Drug/Alcohol Policy

The Athletic Department, in compliance with school policy, prohibits the use/abuse of tobacco, alcohol, and drugs of any form at any time. The training rules also extend beyond school time, school grounds, and school functions. We, as a department, feel that abstinence should be a way of life in and out of school.

Definition of a violation: "A violation of the Poplar High School Alcohol, Tobacco and Drug Use Policy is any drug, tobacco or alcohol related incident, which occurs on or off school premises or at school sponsored functions.
A violation includes:
- Purchase of alcohol, tobacco or drugs
- Use of alcohol, tobacco or drugs
- Possession of alcohol, tobacco or drugs
- Being under the influence of alcohol, tobacco or drugs or testing to a positive swab or Urine Analysis (UA)
- Being at a function/gathering in which an illegal substance is possessed or used
- Dealing in alcohol, tobacco or other drugs
- Possession of devices specifically or reasonably associated with alcohol or tobacco or drug use.
- The refusal of a student to cooperate fully by submitting to a request of a UA. Any refusal will result in an automatic positive.
- A court conviction involving alcohol and/or other drugs will constitute a violation of training rules.

For purposes of the Poplar Junior High School or Poplar High School athletic program, the definition of a violation will include the out-of school hours throughout a sports season. All violators are to be reported to the athletic director or principal. Coaches must report violations and are not to handle violations on an individual basis. In addition, the principal, dean of students, and members of the faculty have the responsibility to report violations promptly to the athletic director. Any person may report violations.

Follow-up action may require the commitment and or identification of the individual(s) reporting the incident to participate in due process hearings. Violations during the sport season are addressed for all individuals in the same manner with fairness, and firmness of the student and team involved.

Sports Season: Fall, Winter, and Spring seasons begin on the first day of practice/participation allowed by the MHSA/Poplar High School/Jr High, and end as soon as the student leaves Poplar High School/Jr High property after the final competition for that activity. Activities listed within the 2nd Semester will be from the 1st day of the Semester to the final day of competition for that activity.

CONSEQUENCES

The consequences afforded the student/athlete for violation of the training rules of the Poplar High School/Junior High School Athletic Department shall be consistent with school policy for alcohol, tobacco and drug use, and will include the following conditions:

First Offense:
A. Meeting of student, parent, coach/sponsor, and school administrator. B. Suspension from the current and/or next activity for ten pupil instruction days, to begin the first day following the suspension C. Student must attend all practice sessions during those ten (10) pupil instruction days. Student and parent/guardian will sign a contract for the student to attend and complete drug and alcohol counseling/sessions and complete an evaluation (Poplar Schools can refer student/and parent to a licensed counselor). The completion of the drug and alcohol program will be determined by the counselor in accordance with athletic director. Parent/Guardian is required to attend one session. D. Student will automatically be included in Poplar School Districts drug testing program. It is to be understood that Poplar School District reserves the right to drug test any student at any time who has violated this policy. Failure to complete C above will result in suspension for the remainder of the season.

Second Offense:
A. Meeting of student, parent, coach/sponsor, and school administrator.
B. Suspension for the current and/or next activity for thirty (25) pupil instruction days to begin the first day following the suspension. C. The student must obtain a professional evaluation for substance abuse.

(Poplar High School can refer student/and parent to a licensed counselor) Failure to do so will result in suspension from activities. D. Student may not resume competition until C above is completed. Student will not be allowed to practice. Failure to meet or work toward meeting C will also prohibit the student from participating on any other athletic team until obligation has been met. E. Student will automatically be subject to drug testing at the discretion of the athletic director. F. No student will not be permitted to hold any school leadership or public visual position, including but not limited to class officers, student council officers, National Honor Society officers, royalty court, or athletic captain.

Third Offense:
A. Meeting of student, parent, coach/sponsor, and school administrator. B. Immediate suspension from all school activities for the remainder of the student's high school career. C. Referral for professional help (Poplar Schools does have options for students and chemical dependency). If a student refuses chemical dependency services from Poplar School District any cost involved will be the responsibility of the parent/guardian or student. D. If a student completes C and remains chemically free for a period of one year from the time of the referral, an appeal may be made to the Board of Trustees for removal of the suspension.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone/in-person and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities. It is critically important that parents/guardians/participants understand that the expectations set forth by a program must be followed and if they are not it is possible that the participant will be removed from the team.

College Recruiting

Coaches are encouraged to promote their athletes for scholarships whenever possible, however this should be done after consultation with parents.
Documentation of all contacts with representatives of secondary institutions should be forwarded to the Activities Director.
When counseling athletes or their parents, coaches should inform them of NCAA student-athlete eligibility requirements.

- **Code of Ethics**

ACTIVITY CODE OF ETHICS:
It is the duty of everyone involved in school activities, participant or sponsor, to:

1) Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.

2) Eliminate all possibilities which tend to destroy the best values of the activity.
3) Stress the values derived from participating in activities.
4) Show cordial courtesy to visitors and officials.
5) Respect the integrity and judgment of sports officials.
6) Achieve a thorough understanding of the activity and its rules.
7) Encourage leadership and good judgment.
8) Recognize that the purpose of activities is to promote the physical, mental, social, and emotional well-being of all involved.
9) Remember... no competition is a matter of life or death for participants, coach, school, official, fan or community.
10) Keep an open line of communication between participant and coach/sponsor.
11) Hazing, harassment, bullying, intimidation on the part of students, staff, or a third party (fan or student attending event) will not be tolerated. Activities are an extension of the classroom and a violation will be treated as such and dealt with as stated in the student and staff handbooks.
12) Realize that your failure as a student participant to abide by the code of ethics may result in your removal from the event, activity, and/or disciplinary action.
13) Students, who participate in athletics and/or activities where a student receives an award or advances as an individual or as part of team through levels of interscholastic competition, will be part of the drug testing program as outlined in Poplar District Drug Policy.

- **Contact Numbers**

Poplar Schools District Office (406) 768-6601
Poplar High School (406) 768-6833
Poplar Middle School (406) 768-6733
Poplar Elementary School (406) 768-6633

- **Concussion Education and Compliance**

Concussion Form: All participants and their parent/guardian must initial all the required information on the concussion form and have it completed before the student may begin practice.

A Fact Sheet for **ATHLETES**

WHAT IS A CONCUSSION?

A concussion is a 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

A Fact Sheet for **PARENT**

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 SIGNS AND 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 concussions.

- 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.

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	
•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	**Thinking/Remembering:** •Difficulty thinking clearly •Difficulty concentrating or remembering •Feeling more slowed down •Feeling sluggish, hazy, foggy, or groggy **Physical:** •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"	**Emotional:** •Irritable •Sad •More emotional than usual •Nervous **Sleep*:** •Drowsy •Sleeps less than usual •Sleeps more than usual •Has trouble falling asleep **Only ask about sleep symptoms if the injury occurred on a prior day.*

- **Corporal Punishment (Discipline and Punishment of Pupils M.C.A. 20-4-302)**

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

- **Cut Policy**

If your program involves selections or "try-outs" for the team, you must provide the Athletic Director with a copy of your criteria before your season begins. There will be no "selections" until you have 3 days of practice.

This can be one of the most difficult decisions a coach has to make but, good communication between coach, athlete, parents, and Activities Director can prevent a lot of problems.

Individual coaches will develop their criteria for selection of those participants who will be placed on a team and those who will not be placed on a team. These criteria will be made known to participants at the beginning of their season. These criteria may be more stringent than the baseline requirements contained in this handbook. The Activities Director prior to implementation will approve all team selection criteria.

A. **Participant Selection Policy**: In some activities, only a limited number of participants will be possible. Selections or auditions will occur and some participants will not be included on teams or selected for positions or roles. Coaches/advisors/directors are charged with the following responsibilities relating to these decisions:

1. The coach/advisor/activity director is responsible for making decisions about who is selected, keeping those participants who give the group the best chance of success.
2. The coach/advisor/activity director has the responsibility to meet with each participant who is not selected and explain the reasons for the decision.
3. The coach/advisor/director has the responsibility to meet with parents who would like to discuss a selection decision. The coach/advisor/director will not meet with a parent until a 24-hour waiting period is observed. A 36 to 48 hour wait is recommended.

- **District/Building General Office Hours (Optional)**

High School Office hours are: Monday-Thursday, 8:00 A.M. – 4:00 P.M. Friday 8:00 A.M. – 3:00 P.M.

At 8:45 A.M. the doors will be locked. There is a phone in the main office for students' use. The purpose of this phone is strictly for parental/guardian contact. When parents/guardians call the school, messages will be taken for a return call during non-instructional time. If it is an emergency, a student will be pulled from class. We do not relay messages from non-parents calling for non-family business, nor do we acknowledge that the student attends this school for privacy and safety reasons.

- **Dress and Grooming**

Dress for Activities

Coaches/sponsors/advisors are hereby encouraged and authorized to establish exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole.

Such standards and/or practices must be of a reasonable nature, appropriate to the group's activity and reflect positively on the image of the group and school.

Further, these standards and/or practices must be made known to all potential members at the beginning of the activity season for that group (or sooner if possible).

Drug/Alcohol/Tobacco Policy

The Athletic Department, in compliance with school policy, prohibits the use/abuse of tobacco, alcohol, and drugs of any form at any time. The training rules also extend beyond school time, school grounds, and school functions during the athletic season whether they are in sports and/or clubs. We, as a department, feel that abstinence should be a way of life in and out of school.

Definition of a violation: "A violation of the Poplar High School Alcohol, Tobacco and Drug Use Policy is any drug, tobacco, or alcohol related incident, which occurs on or off school premises or at school sponsored functions.
A violation includes:

- Purchase of alcohol, tobacco, or drugs
- Use of alcohol, tobacco, or drugs
- Possession of alcohol, tobacco, or drugs
- Being under the influence of alcohol, tobacco or drugs or testing to a positive swab or Urine Analysis (UA)
- Being at a function/gathering in which an illegal substance is possessed or used
- Dealing in alcohol, tobacco, or other drugs
- Possession of devices specifically or reasonably associated with alcohol or tobacco or drug use.
- The refusal of a student to cooperate fully by submitting to a request of a UA. Any refusal will result in an automatic positive. Failure to urinate within 60 minutes results in a failed test. Tampering with urine will also result in automatic fail (ex: adding fluids to test)
- Student admission will be an automatic positive/violation of this policy whether it is use of drugs, alcohol, and/or tobacco.
- A court conviction involving alcohol and/or other drugs will constitute a violation of training rules.

PROBATION: student can still fully participate but must comply and follow guidelines set forth
SUSPENSION: student can only participate in practice but not competitions and must comply and follow guidelines set forth

For purposes of the Poplar Junior High School or Poplar High School athletic program, the definition of a violation will include the out of school hours throughout a sports season. All violators are to be reported to the athletic director and/or principal. Coaches must report violations and are not to handle violations on an individual basis. In addition, the principal, dean of students, and members of the faculty have the responsibility to report violations promptly to the athletic director. Any person may report violations.

Follow-up action may require the commitment and or identification of the individual(s) reporting the incident to participate in due process hearings. Violations during the sport season are addressed for all individuals in the same manner with fairness, and firmness of the student and team involved. Violations of drugs, tobacco, and alcohol will be accumulative for that academic school year meaning they reset each year. Any decisions are at the discretion of the licensed addiction counselor/athletic director/administrator.

Sports Season: Fall, winter, and spring seasons begin on the first day of practice/participation allowed by the MHSA/Poplar High School/Jr High, and end as soon as the student leaves Poplar High School/Jr High property after the final competition for that activity. Activities listed within the 2nd Semester will be from the 1st day of the Semester to the final day of competition for that activity. Testing will be conducted for students under suspicion and that have been reported.

CONSEQUENCES (Tobacco/Vapes)

First Offense:

A. Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).

B. Probation from the current and/or next activity for ten (10) pupil instruction days, to begin immediately upon violation of this policy (or at the distraction of administration).

C. Student must attend all practice sessions during the ten (10) pupil instruction days. Student and parent/guardian will sign a contract for the student to attend and complete tobacco counseling/sessions. The completion of the tobacco addiction program will be determined by the counselor in accordance with athletic director. Parent/Guardian may be required to attend one session.

D. Student will be allowed to practice and participate but must comply with all coaching rules and expectations along with B and C above. Failure to meet or work toward meeting B/C will also prohibit the student from participating on any other athletic team until obligation has been met and will move student from probation to suspension. Student must complete specific requirements by counselor and athletic director to be removed from suspension.

Second and Third Offense:

Follow A, B, C, D from first offense. Only addition will be on section B, 5 added days per offense after the first offense. (Ex: Second offense-15 pupil instruction days, Third Offense-20 pupil instruction days)

Fourth Offense:

A. Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).

B. Suspension from participating in extracurricular events for the remainder of school year.

CONSEQUENCES (Alcohol/Drugs/Drug Testing)

Any violation of drugs will result in the student/athlete being tested at the discretion of the school (nurse, admin, AD, etc.). A violation of alcohol will not mean the student will need to take a drug test other than as assigned by the athletic director for an activity/random test. Alcohol and drug violations both run concurrently so a violation of drugs and then alcohol will result in 2nd offense. The consequences afforded the student/athlete for violation of the training rules of the Poplar High School/Junior High School Athletic Department shall be consistent with school policy for alcohol, tobacco, and drug use, and will include the following conditions:

TESTING: students under suspicion of being under the influence of alcohol or drugs will be tested

REFUSAL: refusal of drug test will be an automatic positive result.

First Offense:
A. Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).
B. Probation from the current and/or next activity for fifteen (15) pupil instruction days, to begin immediately upon violation of this policy (or at the distraction of administration).
C. Student must attend all practice sessions during those fifteen (15) pupil instruction days. Student and parent/guardian will sign a contract for the student to attend and complete drug and alcohol counseling/sessions and complete an evaluation (Poplar Schools can refer student/and parent to a licensed addiction counselor). The completion of the drug and alcohol program will be determined by the counselor in accordance with athletic director. Parent/Guardian may be required to attend one session. The student must complete a negative drug test after the fifteen (15) pupil instruction days.
D. Student will automatically be included in Poplar School Districts drug testing program if it was a drug violation. It is to be understood that Poplar School District reserves the right to drug test any student at any time who has violated the drug policy. Student will be allowed to practice and participate but must comply with all coaching rules and expectations along with B and C above. Failure to meet or work toward meeting B/C will also prohibit the student from participating on any other athletic team until obligation has been met and will move student from probation to suspension. Student must complete specific requirements by counselor and athletic director to be removed from suspension.
F. Student will automatically be subject to drug testing at the discretion of the athletic director/admin/school.

Second Offense:
Follow A, B, C, D from first offense. Only addition will be on section B, 5 added days for the second offense after the first offense. (Ex: Second offense-20 pupil instruction days)

Third offense:
A. Meeting of student, parent, coach/sponsor, and/or school administrator.
B. Suspension for the current and/or next activity for a minimum of twenty (20) pupil instruction days to begin immediately upon violation of this policy (or at the discretion of administration). At the discretion of the licensed addiction counselor/athletic director a student may be suspended for more than 20 pupil instruction days dependent upon if further care is needed and or the participation of the athlete needs to take more days due to various reasons.
C. Referral for professional help (Poplar Schools does have options for students and chemical dependency). If a student refuses chemical dependency services from Poplar School District any cost involved will be the responsibility of the parent/guardian or student.
D. Student may not resume competition until B/C above is completed. Student will be allowed to practice but must comply with all coaching rules and expectations. Failure to meet or work toward meeting B/C will also prohibit the student from participating on any other athletic team until obligation has been met. Failure to follow B/C will result in automatic suspension from current activity and any other activity for remainder of career until it has been completed.
E. Student will automatically be subject to drug testing at the discretion of the athletic director/admin/school.

Fourth Offense:
A. Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).
B. Suspension from participating in extracurricular events for the remainder of school year.

Testing Procedures

1. No student will be given advanced notice of testing.

2. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or the follow-up test, a student will be required to provide a sample of fresh urine, according to the quality control standards and policy of the laboratory conducting the urinalysis.

3. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to twenty-four (24) ounces of fluid. If still unable to produce a specimen within two (2) hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parent's/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.

4. There is a head strip of each of the specimen bottles, indicating the validity of the urine specimen by temperature. All specimens registering below 90.5 degrees Fahrenheit will be invalid. If this occurs, another specimen must be given by the student.

5. If it is proven that tampering or cheating has occurred during the collection, the student will be ineligible for all the extracurricular activities for the remainder of the school year. This will be reported by the parent/guardian.

6. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.

7. The specimen will be tested by the school nurse. If the test is positive the specimen will be sent to a testing laboratory for confirmation. The specimen will be tested for alcohol, nicotine, and street drugs (which may include all drugs listed as controlled substances under the laws of the State of Montana). Also, performance enhancing drugs such as steroids may be tested.

18. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and Joint Commission of Accreditation of Healthcare Organizations (ICAHO).

Chain of Custody

The school nurse will receive training on collection and testing procedures. To maintain anonymity, the student's number, not name, will be used.

2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with his/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Call four (4) or five (5) students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.

3. Before the students' urine is tested by the school nurse, students will agree to fill out, sign, and date any form which maybe be required by the testing laboratory. If a student choses, he/she may notify the administrator that he/she is taking a prescription medication.

4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen. 102 Poplar School District STUDENTS 3350 Page 3 of 4

5. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.

6. The supervisor obtaining the urine specimen will be the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two (2) minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

7. After it has been sealed, the specimen will be transported to the testing laboratory by the school nurse. The testing laboratory will report the results to the principal/administrative designee.

8. In order to maintain confidentiality, the container which contain the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed to the principal/administrative designee with no name attached, only the student's random identification number will appear on the results sheet.

Test Procedure Results

This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.

2. The principal/administrative designee will be notified of a student testing positive (that is if the test shows that drug residues are in the student's system after using at least two (2) different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a positive test has been satisfactorily explained.

3. If the test is verified positive, the principal/administrative designee will meet with the student and his/her parent/guardian at the school. The student will be immediately suspended from activities for 10 pupil instruction days. The student must still practice. The student will complete a chemical evaluation and program offered by the Poplar Public Schools. The student will be prevented from participation in extracurricular activities until after a follow-up test is requested by the principal/administrative designee and the results are reported.

4. A follow-up test will be requested by the principal/administrative designee after 10 pupil instruction days if the student completes the chemical evaluation and program. Refusal to complete the program/evaluation will result in the student removed from the team for remainder of the season. If this follow-up test is negative, the student will be allowed to resume extracurricular activities. If a second positive result is obtained from the follow-up test or any later test of that participant the student will be immediately suspended again from the activity for 30 pupil instruction days and will be required to complete another evaluation and chemical dependency program. **In addition**, the District reserves the right to continue testing, at any time during the remaining school year, any participating student who tested positive and did not make satisfactory explanation.

5. A third-follow up test will be requested by the administration/designee when they feel that the student has made satisfactory gains in their chemical dependency program. The minimum amount of time from the 2nd to 3rd test will be 30 pupil instruction days. If the administration/designee feels that third follow-up test is not warranted it will not be issued. A failed 3rd test will result in removal from all athletic/extracurricular activities for 90 pupil instruction days. A parent/guardian will have the opportunity to contest the 90 days suspension. Only the Poplar School Board can overturn a 90 day suspension from all activities due to a third failed drug test.

5. Information on a verified positive test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested. (Poplar School District P. 103 STUDENTS 3350)

6. Drug testing result sheets will be returned to the principal/administrative designee, identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/administrative designee has access.

Financial Responsibility

1. Under this policy, the District will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow-up drug tests. (Once a student has a verified positive test result and has subsequently tested negative from a follow-up test, any future follow-up drug test that must be conducted will be paid for the student of his/her parent/guardian.)

2. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his/her parents/guardian.

3. Counseling and subsequent treatment by non-school agencies are the financial responsibility of the student or his/her parent/guardian.

Confidentiality

Under this drug-testing program, any staff, coach, or sponsor of the District who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the District's commitment to confidentiality with regard to the program. Other rules Apart from this drug-testing program, the Montana High School Association and the coaching staff/sponsor of each sports/activity have their own training rules and

requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

- **Dual Activity in a Season**

The Poplar School District School District believes dual participation in athletic activities often puts a strain on other areas of the student's involvement (academic, athletic, social/emotional). In order for students to participate in dual activities the decision must be confirmed by the coaches/directors of both sports and the athletic director. It is highly recommended that students give 100% commitment to a single sport.

QUALIFYING ACTIVITY PREFERENCE
At any time a student is participating in multiple school-sponsored activities and more than one activity falls on the same day, the participant will attend and participate in the activity that is a state level competition or qualifying activity (districts/divisionals/regionals) for future participation.

- **Extra-Curricular Activities Offered**

Poplar Schools believe that offering extracurricular activities at the elementary age is critical to building and sustaining good programs. The activities offered will adhere to the Federal Title IX mandate. Offerings will be made at the end each school year to the Poplar School District Superintendent through the Athletic Director.

ELEMENTARY ACTIVITIES: Cross Country, Basketball, Volleyball, Flag Football
MIDDLE/JR HIGH SCHOOL ACTIVITIES: Cross Country, Volleyball, Wrestling, Football, Cheerleading, Basketball, Track and Field
HIGH SCHOOL ACTIVITIES: Cross Country, Wrestling, Volleyball, Football, Cheerleading, Speech and Drama, Basketball, Track and Field, Tennis, Golf, Tennis, Flag Football

- **Homeless Student Rights**

Our school and school district provide equal access and comparable services to all students. A homeless student's residence is determined by the residence of the parent/guardian. A homeless student must meet all MHSA eligibility criteria for participation in any MHSA sanctioned activity. Contact the school districts Homeless Liaison and Activity Director for further assistance.
Keith Erickson
Homeless Liaison
Poplar Public Schools
Box 458
Poplar, MT 59255
406-768-6665

- **Insurance and Injury**

The School District does not provide accident or medical insurance coverage for students. Insurance coverage may be purchased by parents through a private company for a minimum fee. Insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. This is an opportunity to provide insurance coverage while your child is at school or participating in activities. A parent seeking coverage must make sure the insurance coverage is in place

prior to the first day of practice and/or school. Please contact the coach or athletic director for additional information.

- **Lettering Criteria**

Each District establishes their own criteria for lettering. That criteria will be shared with participants and parents at the beginning of each activity season. It is highly recommended that all head coaches follow a criteria that is fair yet maintains high expectations. An emphasis on post-season play/participation should be considered.

- **Meal Procedure**

Recommended Meal Allowances

Poplar Schools proposes the following meal allowance. We strongly encourage coaches to adhere to the policy. When the District provides meals, the following meal allowances will be adhered to (Per athlete):

Breakfast	$10.00
Lunch	$10.00
Dinner	$14.00
TOTAL	$34.00 (exclusive of 15% gratuities)

If breakfast or lunch is not offered the $34.00 dollar amount can be utilized during the dinner meal.

Gratuities: Will not be included in any school purchase.

Any expense over the allotted amount will be the responsibility of the head coach/advisor to pay. It is highly recommended that head coaches/advisors order meals for their athletes.

NOTE: Meal amounts MAY be accrued for ONE day. These amounts are MAXIMUM including beverage and/or dessert. Specialty drinks and or desserts are the student's responsibility.

Poplar Schools Medical Information Form

MEDICAL TREATMENT/RELEASE FORM

To: Parents and/or Guardians of Students Representing Poplar High Schools in Activity Programs.
It has become exceedingly difficult to obtain medical services for students injured when competing, without first obtaining parental/guardian consent in writing. So that proper emergency assistance may be provided, we ask that you review the following statement, sign and return to the faculty member in charge.

I hereby authorize Poplar School District and its faculty members in charge of my child named below to obtain all necessary medical care for my child and I hereby authorize any licensed physician and/or medical personnel to render necessary medical treatment to my child.

Print Student's Name: _____

Signed: _____
(Parent and/or Guardian)

Address_____

_____

Telephone No. _____

Date: _____

Emergency Contact (Within 15 miles of name of town)

Name: _____

Address: _____

_____

Telephone No. _____

Relationship to Student: _____

Allergies? _____ YES: _____ NO
If "Yes" please list:

_____

_____

_____

Medication Needed: _____ YES _____ NO
If "Yes" please list:

_____

_____

_____

Special Medical Problems? _____ YES _____ NO
If "Yes" please list:

_____

- **Medication Policy (issuing meds to athletes)**

ADMINISTERING MEDICINES TO STUDENTS (SB Policy #3416)
Poplar School District recommends that medication be given at home whenever possible. Students requiring medication shall be identified by parents and/or physician and will be encouraged to notify coach/sponsor or Activities Director. Under no circumstances will school personnel provide aspirin or other patient's medication to students.

- **Parent Meeting**

Parent Meeting: Parents/guardians and students participating in an activity **are required** to attend an informational meeting to discuss and sign the activities policy. Parents are required to attend only one of these meetings per year, even if they have more than one child participating in more than one activity. This meeting will be held before the first practice session. If parents are unable to attend the regularly scheduled meeting, a Power Point presentation will be made available up to the week before the teams' first competition.

- **Participation Fee (Districts Collection & Tracking)**

A participation fee at Poplar School District is not required by any athlete at any grade level.

- **Physical Exams (MHSA Form)**

MHSA Handbook: ARTICLE II Section (3) Physical Exam
A physical examination is required for each student in order to be considered eligible and to be approved for participation in an Association Contest. Physical examinations **must** be completed prior to the first day of practice. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation the following school year. The physical examination form developed by the MHSA Medical Advisory Committee and approved by the MHSA Executive Board must be used. A current form may be obtained from the school office or from the medical office giving the physical.

A physical examination is required for each student in order to be considered eligible to participate in an association contest. This exam must be certified by a medical doctor for the current school year." (MHSA Handbook Article II Section III). The cost of the physical exam is the responsibility of the student athlete and his/her parents.

Permission to Participate (Collected Annually)

STUDENT PERMISSION TO PARTICIPATE

I hereby give my consent for _____ (student) to participate for Poplar Public Schools in the following Activities: Please mark all boxes for activities you will be in for entire school year on the back of this form.

I also give _____(student) permission to ride school-sponsored transportation to/from any activity taking place away from [insert school district]. I hereby also give the school permission to seek first aid treatment and medical services if necessary for the student listed above, should an emergency arise and with the understanding that there will be no financial obligation on the part of the school.

Date _____ _____

Student Signature

Date _____ _____

Parent/Guardian Signature

Student allergies to medication: _____

Student Date of Birth: _____

Home Phone: _____ Emergency Phone_____

- **Schools Sponsored Trips**

Student participation on intra and extracurricular trips is subject to eligibility requirements. (See Activity Eligibility.) Students participating in school sponsored trips, whether for the day or overnight, are regarded by Poplar School and the public as representatives of the school system. As representatives of the school system, public image is projected by the conduct, the attitudes and the reputations of those students who take a leading role in intra- and extra-curricular activities. Therefore, student participants must comply with rules of the school system, the rules of their coaches or advisors, and the civil laws of society.

Student conduct on any school sponsored trip that does not adhere to the reasonable standards established will be dealt with in a timely manner by the coach/advisor and administration. If there is a violation of any of these rules while on school sponsored trips the student could face the following: suspension from the team, discipline/suspension from school, and possible criminal action. Parents will be notified of any incident concerning their child on a school sponsored trip by the coach/advisor and/or administration.

Opportunities may occur for junior high students to attend high school co-curricular or extracurricular overnight events. Consideration for approval will be made on a case by case basis by administration at the request of the advisor or coach. And additional chaperone may be required in the event that junior high and high school students are traveling together overnight.

- **Student Sign Out Sheet (protocol when students request to leave site)**

Students are not permitted to leave the facility in which their coach/sponsor is present without specific permission from their coach/sponsor in advance of the student's departure. When permission is granted to leave the facility by the coach/sponsor, the student(s) must sign out with the coach/sponsor when leaving and sign back in upon their return. Any student who leaves the designated site without coach/sponsor approval will immediately be suspended from the team/activity on site and will not participate in the activity. The length of the suspension will be determined by the athletic director. Students leaving the designated location on away trips creates a safety issue that will not be tolerated by Poplar School District.

- **Suspension or Exclusion from Team – (Who makes the call)**

Dismissal of any student from a co-curricular activity needs to be brought to the attention of the Activities Director as soon as possible.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. **Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities.**

Legal Reference: § 20-5-201, MCA Duties and sanctions

Travel Rules, Regulations and Procedure (Parent written request that their child allowed alternative transportation to and from site)

Travel Requirements: All participants must travel to and return from all out of town activities with the team unless prior written permission is asked by their parents and granted by the administration. **Participants will be released to travel with their parent/guardian only, after signing out with their coach/sponsor.**

ACTIVITY TRANSPORTATION

Because of the legal implications regarding school district responsibilities and liability for any student involved as a participant in a school sponsored extracurricular activity, participating students will be required to ride school-sponsored transportation to and from any activity taking place away from Poplar. This will apply to any student who is a member of a team, music group, cheerleading squad, pep bus or any other school-sponsored activity involving students as assigned participants. It does not include student spectators, except those riding on a pep bus.

The only exception will be a written request by a parent for their son/daughter to ride with THEM to/from the activity. The parents must SEE the coach/sponsor and sign a release at the time of the request. If for some reason, the parent may want the student to LEAVE an activity with someone other than themselves, a request must be made in writing PRIOR to the scheduled activity and must be pre-approved by the activities director or another Poplar Schools administrator.

Any person providing transportation for student activity members, with a specific request from the parent as previously outlined, must meet one of the following qualifications:

1) An immediate family member; sister/brother, grandparent, and/or adult 21 years or older. This person(s) must SEE the coach/sponsor and sign the student out prior to leaving the activity.

Any participant who arrives late for a coach's/sponsor's announced leave time will NOT be allowed to participate in the activity for that day.

- **Transporting students with Personal Vehicles**

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff members may use a private vehicle for district business without permission from the administration. Before transporting any students, the owner of any private vehicle must provide proof of sufficient liability insurance, current registration and a current Montana driver's license. A driver may only transport the number of students as there are seatbelts in his/her vehicle. If a staff member doesn't have prior approval to transports students they subject to disciplinary action by the administration.

- **Transportation To/From a Contests**

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Transportation of students to and from co-curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy. Students will travel with district approved vehicles (Bus, Van, etc...) to school sponsored events. Transporting students in private vehicles to school sponsored events is not permitted.

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle, or a district-owned vehicle.

- **Transportation To/From Practice (Co-ops-If needed)**

TRANSPORTATION

a. Practice: It will be the sole responsibility of the visiting school to ensure that students are transported to practice. School personnel must transport the students. Any Volunteer that is transporting students must be cleared through policy. At no time are students to themselves to/from practice. All practice trips will be equalized as close as practical between the two schools.

b. Each school will be responsible for all costs for transporting the students to and from practice.

c. All additional transportation costs will be split 50/50.

d. Students are not allowed to ride to or from competitions with anyone but their own parents or guardians. They may ride with their parents or guardians only if they have asked for and been

granted permission by the Administration by providing a note requesting permission to ride with parents, to the Activities office prior to the trip. Exceptions can be made on a case by case basis by the Head Coach/Coach during a competition/away game if proper documentation is received to the Head Coach/Coach.

- **Video Surveillance**

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras.

The Superintendent will notify staff and students, through staff and student handbooks or by other means, which video surveillance may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention. Audio will not be part of the video recordings made, reviewed, or stored by the District.

Student-Athlete & Parent/Legal Guardian Concussion Statement

Because of the passage of the Dylan Steigers' 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.

Student-Athlete Name:_____

This form must be completed for each student-athlete, even if there are multiple student-athletes in each household.

Parent/Legal Guardian Name(s):_____

☐ We have read the *Student-Athlete & Parent/Legal Guardian Concussion Information Sheet.*

If true, please check 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(s), 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 "seen." 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 Parent/Legal Guardian Date

STUDENTS

Accident Report: Below is a sample accident report. Each office (ES, MS, HS) has accident reports that must be filled out by the head coach or designee after any such accident. The report must turned in within 24 hours to the central office. If an accident happens while on an away trip the form must be submitted within 24 hours of return. It is the responsibility of the head coach to make sure that these accident reports are completed and submitted.

Accident Report

This form is to be completed by the appropriate employee(s) as soon as possible after an accident occurs. Please Print or Type.

District Name _____ School Name _____
Principal's Name _____ School Phone _____
Date of Accident: _____ Time: ____ ☐ AM ☐ PM Supervising Employee _____

Claimant's Name _____ _____ _____
Last Name *First Name* *Middle Initial*
Claimant's Address _____ _____ _____
City *State* *ZIP Code*
Claimant's SS # _____ Home Phone Number (_____) _____
Claimant's Age _____ Date of Birth _____ Sex _____ Grade _____
Parent's Name (if student) _____ Work Phone Number (_____) _____

Nature of Injury	
☐ Scratch	☐ Concussion
☐ Fracture	☐ Head Injury
☐ Bruise	☐ Sprain/Strain
☐ Burn	☐ Cut/Puncture
☐ Dislocation	☐ Bite
☐ Other _____	

Place of Accident	
☐ Classroom	☐ Gymnasium
☐ Hallway	☐ Parking Lot
☐ Bathroom	☐ Sidewalk
☐ Cafeteria	☐ Stairs
☐ Playground	☐ Athletic Field
☐ Other _____	

Body Part Injured		
☐ Ankle	☐ Foot	☐ Leg
☐ Arm	☐ Face	☐ Nose
☐ Back	☐ Finger	☐ Teeth
☐ Neck	☐ Hand	☐ Wrist
☐ Eye	☐ Knee	☐ Shoulder
☐ Other _____		

Describe accident and injury in detail (attach additional description as necessary): _____

_____

_____

Were efforts made to contact the parent/guardian about the accident? ☐ Yes ☐ No

Was first aid administered? ☐ Yes ☐ No By whom? _____

Was the student ☐ Sent home ☐ Sent to physician ☐ Sent to hospital

Is student covered by Student Accident Insurance? ☐ Yes ☐ No If "yes," please list Company Name, address, and phone number _____

If medical or hospital treatment was required, please complete the following information. (Attach a copy of medical bills, if available.)

Name and address of doctor or hospital _____

Witnesses (Name, Address, and Phone) _____

_____

_____ _____

Signature/Name of Person Completing the Report ***Date***

Prior Authorization to release a student:

If a student-athlete chooses to ride home after an event with their parent/legal guardian the signing of the Poplar athletic handbook acknowledges the parent/legal guardian right to do so. No pre-authorization form is needed if the receipt of this handbook is completed.

For a student-athlete who chooses to ride home with someone other than their parent/legal guardian a prior authorization form MUST be filled out prior to the student-athlete being released to the parent/legal guardian. These forms can be found in the middle school and high school office. They must be signed by parent AND the building principal/athletic director.

Poplar Schools Extracurricular Consent Form

I have received and have read and understand a copy of the Poplar Schools' "Extracurricular Activities Drug Testing Program". I desire that _____

Participate in this program and in the extracurricular program of Poplar Schools and hereby voluntarily agree to be subject to its terms for the entire high school career (grades 9-12). I accept the method of obtaining urine specimens, testing, and analysis of such specimens and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program

Date:_____, 20__

_____ _____

Student Signature Parent Signature

I, _____, have decided <u>not</u> to participate in any extracurricular activities sponsored by Poplar Schools for the remainder of the school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to urinalysis.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date

Transfer Rule

Below are the general guidelines for students who transfer into Poplar High School. All guidelines follow the MHSA handbook. It is important that parents/guardians understand that transfer rules are applied by the Montana High School Association and we simply follow their guidelines. If the transfer is athletically motivated it will be denied and the student will need to sit 90 pupil instruction days. In appendix A there is the full wording on the transfer rules/forms.

1. Any student who transfers from one high school or junior high school to another high school is ineligible to participate in a varsity Association Contest for 90 days from the date of enrollment in the school to which he/she transfers. This rule applies to a student who transfers after twenty (20) days of attendance or after he/she participates in an athletic contest while enrolled in grades 9, 10, 11, and 12.

EXCEPTIONS by MHSA to the transfer rule are as followed if the following students are to be declared eligible:

a) A student who moves into a new district or school attendance area upon a corresponding change or residence by the parents or legal guardians with whom the student was living during his/her previous school enrollment.
b) A student who is a ward of the court or state and is placed in a district or school attendance area by court order.
c) Students transferring from one high school to another under a bona fide foreign exchange program will be eligible for two (2) consecutive semesters only after the principal properly certifies that they meet all eligibility requirements.
d) A student who marries and establishes a new residence in a new district or school attendance area.
e) A student who transfers to another school because his or her school ceases to operate.
f) A student in attendance at a school designated by the governing body of that school as a result of reorganization, consolidation or annexation, or a student ordered transferred within a school system for other than interscholastic competition purposes by a board of education or governing body of a private or parochial school system.
g) A student who completes the last grade available in the school system previously attended.
h) A student who moves from parent/legal guardian to parent/legal guardian the first time in his/her high school career will be eligible upon verification to the MHSA office that this is the first move and is certified by the administrators involved that the move was neither athletically motivated nor was the move because of recruitment.

APPENDIX A
MHSA Transfer Language

Transfer Forms

MONTANA HIGH SCHOOL ASSOCIATION
1 South Dakota Avenue
Helena, Montana 59601
406-442-6010
406-442-8250 (fax)
www.mhsa.org

RECORD OF TRANSFER

Article II, Section 12 of the MHSA By-Laws requires that a Record of Transfer be filed for all transfer students. This official transfer form must be used. *A student who moves from parent to parent or legal guardian to legal guardian the first time in his/her high school career will be eligible upon verification to the MHSA office that this is the first move and certified by the administrators involved that the move was neither athletically motivated nor was the move because of recruitment. The legal guardianship must have been established at least one calendar year before the transfer. The transfer supplement (parent-to-parent form) must also be filed. A student who has attended high school and resides in a district other than where the student's parent(s) resides, and who returns to live with the student's parents becomes immediately transfer eligible for varsity competition in the parent's district. This can be applied only one time during the student's career.* **To be eligible for competition at any level, the student must meet all eligibility requirements, including age, semester, transfer,**

Please complete the information for each transfer student. List the students in order by grade in school. Use additional forms if necessary.

	Name of Student	Student's Date of Birth	High School from Which Student Transferred	Enrollment Date of Student	Indicate the SEMESTERS in which the student attended high school including current semester. 9th Grade 1st	9th Grade 2nd	10th Grade 1st	10th Grade 2nd	11th Grade 1st	11th Grade 2nd	12th Grade 1st	12th Grade 2nd	Did parents move with student to your attendance area?	Was move from parent/legal guardian to parent/legal guardian for the first time? Include FORM.	Did the student reside in a district other than the parents' and return to their district for the 1st time in their career? Include FORM.	Did the move take place under a bona fide foreign exchange program?	Did the student receive credit in 20 hours of prepared work or its equivalent in the last previous semester?	Is the student eligible for VARSITY ?	Is the student eligible for sub-varsity ?
	John Smith	6/30/95	East High School – Boise, ID	9/3/12	☒	☒	☒	☒	☒				YES	NO	NO	NO	YES	YES	YES
1					☐	☐	☐	☐	☐	☐	☐	☐							
2					☐	☐	☐	☐	☐	☐	☐	☐							
3					☐	☐	☐	☐	☐	☐	☐	☐							
4					☐	☐	☐	☐	☐	☐	☐	☐							
5					☐	☐	☐	☐	☐	☐	☐	☐							
6					☐	☐	☐	☐	☐	☐	☐	☐							
7					☐	☐	☐	☐	☐	☐	☐	☐							
8					☐	☐	☐	☐	☐	☐	☐	☐							
9					☐	☐	☐	☐	☐	☐	☐	☐							
10					☐	☐	☐	☐	☐	☐	☐	☐							

Name of High School Submitting Transfer Form

Name/Signature of Superintendent or Principal

Date

Contact Number(s) for Person Submitting Form

MONTANA HIGH SCHOOL ASSOCIATION
1 South Dakota Avenue
Helena, Montana 59601
406-442-6010
406-442-8250 (fax)
www.mhsa.org

PARENT TO PARENT FORM

Article II, Section (10), 10.1, e, of the Montana High School Association Handbook states the following:

> e. *A student who moves from parent to parent or legal guardian to legal guardian the first time in his/her high school career will be eligible upon verification to the MHSA office that this is the first move and certified by the administrators involved that the move was neither athletically motivated nor was the move because of recruitment. The legal guardianship must have been established at least one calendar year before the transfer.*

Student's Name: _____

Date of Enrollment: _____

School of Enrollment: _____

Name of Parent/Legal Guardian from whom the student moved:	Name of Parent/Legal Guardian to whom the student moved:
_____	_____
Relationship to student:	*Relationship to student:*
_____	_____

By signing below the administrators certify the following:

1. **The information pertaining to the student name above is accurate.**
2. **The student has moved from parent to parent for the first time in his/her career.**
3. **The move was NOT athletically motivated.**
4. **The move was NOT the result of recruitment.**

SIGNATURES:

_____	_____	_____
Superintendent or Principal of Transferring School	School Name	Date
_____	_____	_____
Superintendent or Principal of Receiving School	School Name	Date

For a student moving from parent to parent, this form must accompany the Record of Transfer form on which the transferring student's name appears. Please retain a copy for your records.

MONTANA HIGH SCHOOL ASSOCIATION
1 South Dakota Avenue
Helena, Montana 59601
406-442-6010
406-442-8250 (fax)
www.mhsa.org

RETURN TO PARENT FORM

Applies to students returning to parent(s) for the first time.

Article II, Section (10), 10.1, h, of the Montana High School Association Handbook states the following:

> *h. A student who has attended high school and resides in a district other than where the student's parent(s) resides, and who subsequently returns to live with the student's parents becomes immediately transfer eligible for varsity competition in the parent's district. This can be applied only one time during the student's career.*

Student's Name: _____

Date of Enrollment: _____

School of Enrollment: _____

Name of school student attended outside the parent's district: _____

Name of Individual with whom student resided before returning to parent: _____

By signing below the administrator certifies the following:

1. **The information pertaining to the student name above is accurate.**
2. **The student has resided in a district other than where the parent(s) reside.**
3. **The student returned to live with the parent(s) and is attending high school in the parent's district.**
4. **This is the first return-to-parent move for the student.**

SIGNATURES:

_____	_____	_____
Superintendent or Principal	School Name	Date

For a student returning to parent, this form must accompany the Record of Transfer form on which the transferring student's name appears. Please retain a copy for your records.

PETITION FOR WAIVER of the TRANSFER RULE

This form is to be used when submitting information to the MHSA for waiver of the transfer rule under the provisions of the "Hardship Rule" as published in the Association Handbook. Follow the instructions on this form when preparing.

Hardship Rule: A high school student who, because of circumstances beyond his/her control such as broken home conditions, death of parents or guardian, abandonment or other exceptional circumstances, finds it necessary to change high schools may be declared eligible by the Executive Director provided the principal of each high school involved files a statement with the Executive Director that the change was necessary, was not athletically motivated, and there was no known undue influence. If the transfer of any student from one school to another is approved by the Executive Director under the foregoing circumstances, he/she shall be eligible provided he/she meets all other eligibility requirements. Appeals on Petitions for Waiver of the Transfer Rule under the Hardship Rule shall be acted upon by the MHSA Executive Board at any regular or special meeting, including conference phone calls, provided the school or individual requesting, agrees to pay the cost of the call.

MHSA Procedure for Action on a Petition: Each petition will be acted upon by the Executive Director following the receipt of this completed form in the MHSA office.

(1) Petition for Waiver completed by petitioning school; (2) Petition forwarded to superintendent or principal of school from which student transferred; (3) Reverse side of this waiver form completed by superintendent or principal of school student last attended; and (4) Completed form returned to the Montana High School Association office.

Name of School Submitting Request:	
Name of Student:	
Student's Date of Birth:	Student's Grade Level in Current Year:
Current School Year:	Date Student Enrolled in This School:
Mother and Father: Married (living together) ☐ Separated ☐ Divorced ☐	
Mother: Living ☐ Deceased ☐	Father: Living ☐ Deceased ☐
District Where Mother Lives:	District Where Father Lives:
School Last Attended:	Last Date of Attendance There:

STATE FULL DETAILS

It is the responsibility of the petitioning school to supply statements of proof that it was necessary for the student to transfer as stated above. Be sure that your explanation is attached as a supplement to this form if the space below is not adequate; the same is to accompany your request for waiver when it is forwarded to the superintendent or principal of the school the student last attended. **Request immediate return of this form to the MHSA office. All information provided will be considered confidential. Note: A complete statement giving reasons for transfer must be included before this petition will be considered.**

- In your opinion, under the hardship rule, was this transfer **necessary**? Yes ☐ No ☐
- In your opinion, was this move **athletically motivated**? Yes ☐ No ☐
- In your opinion, was there **undue influence** on the student? Yes ☐ No ☐

Reason for the student's transfer:

Signed _____ Date _____
(School administrator)

M:\Forms\Hardship Revised: 10/09

ACTION ON WAIVER BY PRINCIPAL OF HOME DISTRICT OR SCHOOL LAST ATTENDED

Observe carefully: All waivers requested under "The Hardship Rule," as stated on the other side of this petition must be approved by the principal of the student's school and by the school last attended before being acted upon by the Executive Director.

- In your opinion, under the hardship rule, was this transfer necessary? Yes ☐ No ☐
- In your opinion, was this move athletically motivated? Yes ☐ No ☐
- In your opinion, was there undue influence on the student? Yes ☐ No ☐
- Did the student pass in twenty periods of prepared work per week his/her last full semester of attendance? *(Twenty (20) days attendance constitutes a semester.)* Yes ☐ No ☐
- Was the student enrolled in at least twenty periods of prepared work per week at the time of withdrawal from your school? Yes ☐ No ☐

I have read carefully the foregoing petition and hereby:

_____Approve the Waiver _____Disapprove the Waiver

Note: State reason for disapproval.

I certify that the reasons for transfer as stated on this form or attached paper(s) are correct to the best of my knowledge.

Signed _____ Date _____
(School administrator)

High School_____ City _____ State_____

Phone Number_____ Fax _____

A copy of this side of this petition must be sent to the petitioning school listed on the front side.

This original must be sent to:

Montana High School Association
1 South Dakota Avenue
Helena, MT 59601
Phone: 406-442-6010
Fax: 406-442-8250

Drug Free Schools Program Consent and Release Form

I, _____ (student's name), have read the Drug Free schools information provided and agree to abide by the Poplar School Districts Drug Free Schools Program rules and regulations. I understand that I will not be penalized in any way for participating in this program.

_____ (student initials) I volunteer to submit to drug testing in accordance with the rules and regulations of the Drug Free Schools Program.

I do hereby give consent to the Poplar School District to collect a specimen from me, and I further give my consent to the Poplar School District to forward the sample(s) to the testing laboratory for its performance of appropriate tests thereon to identify the presence of drugs and then to transmit the results to the Poplar School Districts school nurse/administrations/athletic director.

I authorize the testing laboratory or PSD to release test results to the individual(s) in charge of adhering to the programs rules and regulations.

I also expressly authorize the Poplar School District to release any test-related information, including positive results as directed by my specific, written consent authorizing release of the information to an identified person.

I understand that refusal to submit to testing or a positive adulterated test result will be reported to the parent, administration, and/or athletic director.

Student Name: _____

Student Signature: _____

Parent Signature: _____ Date: _____

POPLAR SCHOOL DISTRICT WAIVER/INSURANCE FORM

LAST NAME: _____ FIRST NAME: _____

POPLAR SCHOOL DISTRICT ATHLETIC WARNING STATEMENT & CONSENT TO PARTICIPATE

As an athlete / athletic parent in the PSD Athletic program, I / We understand that participation in any sport can be a dangerous activity involving ***MANY RISKS TO INJURY***. I / We further understand that there are serious risks including and not limited to brain damage, cardiac arrest, serious injury to internal organs and to bones, joints, ligaments, muscles, tendons, and other serious injury or impairment to other aspects of the athlete's general health and well-being. I / We understand that the dangers and risks of participating in sports also include the potentially high cost of medical care and impairment of the athlete's future ability to earn a living, to engage in other business, social and recreational activities, and generally enjoy life. Recognizing these risks, I / We consent to the participation of my / our son / daughter in the sports program offered by PSD. I / We also agree to comply with all rules, regulations, and recommendations of administrators, coaches, athletic trainers and doctors concerning injury prevention and care. I / We hereby grant consent to any and all health care providers designated by Poplar School District to provide my child any necessary medical care as a result of any injury / illness. I / We consent to participation in all sports that are offered by Poplar School District.

Signature of Parent / Guardian: _____

Signature of Student: _____

EMERGENCY INFORMATION

Parent / Guardian Name: _____ Contact Number: _____

Secondary Individual: _____ Contact Number: _____

HEALTH INSURANCE INFORMATION:

This MUST be completed. You must have insurance to participate. Also, please inform us of any changes in your insurance coverage during this school year.

Carrier: _____

Policy No.: _____

Group No.: _____

Expiration Date: _____

Policyholder's name: _____

MEDICAL HISTORY: List any allergies or medical conditions:

_____

_____

Agenda Number 8.3: Waive Board Policy 3141

POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 11, 2025

SUMMARY: According to policy 3141 the Board of Trustees needs to approve all out of district students. I am asking the Board of Trustees to waive policy 3141 and give the superintendent permission to approve out of district students.

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached –
Estimated Cost –

SAMPLE MOTION: *I move to accept the waiver of board policy 3141.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
R. Baker						
M. Chapman						
K. Smoker						
J. Berger						

Poplar School District

STUDENTS **3141**

Discretionary Nonresident Student Attendance Policy

Recognizing that its resident students need an orderly educational process and environment free from disruption and overcrowding, the Board has determined that the District will permit discretionary nonresident students to attend school in the District, subject to annual approval. The District will screen all nonresident students and consider only those who meet the criteria set forth in this policy. The Superintendent will recommend to the Board any nonresident student admission in accordance with this policy, with the Board making the final decision on admission. Foreign exchange students shall be admitted pursuant to the terms of this policy and according to current federal law regulating foreign exchange programs.

The District will consider the following criteria for discretionary admission of nonresident students: the student's academic record, disciplinary record, including truancy records, and the current student level in the class in which the student would be admitted. The Superintendent, with the assistance of the Principal, will evaluate the student based on the above listed criteria and determine whether or not to recommend continued enrollment of the student.

Admission in one school year does not imply or guarantee admission in subsequent years. All resident students who become nonresident students due to a move by the students' parents from the District may continue attendance for the remainder of school year, barring registration in another school district. At the completion of the current school year, the student must apply for admission as a nonresident student if the student wishes to remain in the District.

The Board reserves the right to charge tuition for nonresident students. The Board may, in its discretion, charge or waive tuition for all students whose tuition is required to be paid by one type of entity. Unless otherwise provided by law, nonresident students are not eligible transportees for school transportation services.

Legal References:	§ 20-5-320, MCA	Attendance with discretionary approval
	§ 20-5-323, MCA	Tuition and transportation rates
	10.10.301B, ARM	Out of District Attendance Agreements

Policy History:
Adopted on:
Revised:

Poplar School District
Administrative Regulation

STUDENTS **AR 3141**

Admission to School and Residency

Attendance in Montana is controlled by law. If the student resides inside of the District, the student is entitled to attend a school within the District unless the student is not of the ages for which the District otherwise enrolls students. If the student resides outside of the District, attendance is usually within the discretion of the Board of Trustees. Section 20-5-320, MCA, discusses the criteria for discretionary non-resident attendance, and Section 20-5-321, MCA, discusses the criteria for mandatory non-resident attendance.

Under Montana law, a person can have only one residence, and a minor's residence is **generally** the residence of his or her parents. There are some exceptions to when a minor's residence can be other than that of his or her parents. In determining the place of residence, the following rules, based on Section 1-1-215, MCA, will be observed:

1. It is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he or she returns in seasons of repose.
2. There can only be one residence.
3. A residence cannot be lost until another is gained.
4. The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of such unmarried minor child.
5. If neither parent has legal custody, it is the residence of the legal guardian or custodian appointed by a court of competent jurisdiction.
6. If an adult qualifies as a caretaker relative, it is the residence of the caretaker relative.
7. Unless there is a caretaker relative or a guardian appointed by a court, the residence of an unmarried minor who has a parent living cannot be changed by the minor's own act or any other person who does not have a recognized legal relationship with the student.
8. The residence can be changed only by the union of act or intent.

Prior to admission of any student, the District will require proof of residency or qualification for admission under Section 20-5-321, MCA. A student shall be deemed to have complied with residency requirements if he/she meets any of the following criteria:

1. The student's parents/guardians reside within district boundaries.
2. The student is an emancipated minor residing within district boundaries.
3. The student is a homeless youth or unaccompanied youth pursuant to the McKinney-Vento Homeless Assistance Act.

Proof of Residency

The Superintendent or designee shall retain a copy of the initial document or written verification offered as proof of residency. In addition, the Superintendent or designee shall annually verify

the student's residency as needed. When presented with a substitute address designated by the Secretary of State for victims of domestic violence or stalking residing within district boundaries, the Superintendent or designee shall accept and use the substitute address for all future communication, correspondence, and in all public records. If any district employee reasonably believes that the parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent or designee shall make reasonable efforts to determine whether the student meets legal residency requirements. Reasonable evidence of residency may be established by documentation including, but not limited to, any of the following:

1. Property tax payment receipts, deeds or escrow papers
2. Rent payment receipts and rental agreements
3. Utility service payment receipts
4. Declaration of residency executed by the student's parent/guardian and property owner

If a student is seeking admission on the basis of the residency of his or her court-appointed guardian or custodian, the guardian or custodian shall be required to present to the Superintendent or designee all court orders appointing that individual as the student's guardian.

Proof of Age

The District is entitled to require proof of age before enrolling a student to ensure that the student is between the ages of 5 (on or before September 10th of a given year) or has not reached the age of 19 (on or before September 10th of a given year). Exceptions to these ages may be approved individually by the Board of Trustees. Proof of age may be established by documentation including, but not limited to, any of the following:

- Birth certificate
- Certified records from a public or private school of attendance
- Religious records certified by religious officials, including baptismal certificates
- Medical records
- Life insurance policy on child in force for at least two years
- Passport issued by any country or other documents issued by federal government showing entrance into United States
- Sworn affidavit by parent or legal guardian attesting to child's age
- Adoption record

No one particular document proving age is required.

Revocation of Enrollment

If the Superintendent or designee, upon investigation, determines that a student's enrollment is based on false evidence of residency, he/she shall revoke the student's enrollment. Before any such revocation, the parent/guardian shall be sent written notice of the facts leading to the decision. This notice shall state the parent/guardian's right, within five school days, to schedule an appeal with the School Board.

If the parent/guardian fails to schedule the above meeting, the student's enrollment shall be revoked ten school days after the date of the notice. A parent/guardian who appeals to the Board shall have the right to have a representative present. The student may continue to attend school during the period of the appeal. The Board's decision shall be final.

Proof of Identity

Montana law requires proof of identity be provided within 40 days of enrollment. This requirement applies to all students, regardless of whether they are homeless. Proof of identity may be provided at the time of enrollment, but it is not required to process enrollment. If a student is homeless, the FIT Coordinator should work with the family to obtain proof of identity. The District may not withdraw a student (or dis-enroll) a student for failing to provide proof of identity.

Montana law identifies "proof of identity" as:

- A certified copy of a birth certificate
- A certified transcript or similar types of student records from a previous school
- Documentary evidence the district considers to be satisfactory proof of identity.

The District may accept any of the following as other documentary evidence of proof of identity:

- Passport from any country
- Driver's license/state identification card
- Original social security card
- Documents issued by federal government showing entrance into United States
- Military identification card

Other documents to prove identity may be submitted (including with limitation to religious records, medical records) along with a sworn affidavit by the parent or legal guardian attesting to the unavailability of other documentation and reasons for the unavailability and the identity of the student. The District will consider the documents submitted to ascertain whether they are sufficient to prove the student's identity in accordance with Montana law.

AFFIDAVIT OF RESIDENCE

To be completed if residency requirements cannot be provided due to the fact that the parent/legal guardian and child(ren) are sharing or living at a home with another person. **(NON-CAREGIVER)**

All sections must be completed and signatures notarized DO NOT SIGN THIS FORM IF ANY OF THE STATEMENTS ARE INCORRECT. Evidence that false information was provided will result in immediate withdrawal of the child(ren) from school and a referral to law enforcement.

TO BE COMPLETED BY PARENT(S)/LEGAL GUARDIAN(S):

School:_____Student:_____Grade: _____
(Last) (First)

Parent(s):_____ Phone:_____

Address:_____

The address listed above is my only residence. I agree to notify _____if there is any change in the status of my residency. I understand that home visitation and/or residency verification is part of a periodic process when residency is established by an Affidavit of Residence.

I swear (or certify) under penalty of perjury that the foregoing is true and correct.

_____ _____
Signature of Parent Date

TO BE COMPLETED BY PRIMARY RESIDENT:

I,_____ declare I am the primary resident at the above address and the person(s) listed above: (1) resides with me on a full-time basis (seven days a week). I agree to notify _____if there is any change in the status of the residency of the persons listed above. I understand that home visitation and/or residency verification is a part of a periodic process when residency is established by an Affidavit of Residence.

I swear (or certify) under penalty of perjury that the foregoing is true and correct.

_____ _____
Signature of Primary Resident Date

SUBSCRIBED AND SWORN TO before me this _____ day of_____, 2009.

_____

Printed Name:
Notary Public for the State of Montana
Residing at _____, Montana
My commission expires: _____

(S E A L)

CARETAKER RELATIVE'S EDUCATIONAL AUTHORIZATION AFFIDAVIT

1. INSTRUCTIONS: The completion and signing of the affidavit before a notary public are sufficient to authorize educational enrollment and services and school-related medical care for the named child. Please print clearly.
2. The child named below lives in my home, and I am 18 years of age or older.

    a. Name of child: _____

    b. Child's date of birth: _____

    c. My name (caretaker relative): _____

    d. My home address: _____

    e. My relationship to the child (the caretaker relative must be an individual related by blood, marriage, or adoption by another individual to the child whose care is undertaken by the caretaker relative, but who is not a parent, foster parent, stepparent, or legal guardian of the child):

    _____

    f. I hereby certify that this affidavit is not being used for the purpose of circumventing school residency laws, to take advantage of a particular academic program or athletic activity, to circumvent a disciplinary action of a previous school, or for an otherwise unlawful purpose.
3. My date and year of birth: _____
4. Check the following if true (**all must be checked for this affidavit to apply**):
    a. [ ] A parent of the child identified in paragraph 1a of this affidavit has left the child with me and has expressed no definite time period when the parent will return for the child.
    b. [ ] The child is now residing with me on a full-time basis.
    c. [ ] No adequate provision, such as appointment of a legal custodian or guardian or execution of a notarized power of attorney, has been made for enrollment of the child in school, other educational services, or educationally related medical services.
5. WARNING: DO NOT SIGN THIS FORM IF ANY OF THE STATEMENTS ABOVE ARE INCORRECT OR YOU WILL BE COMMITTING A CRIME PUNISHABLE BY A FINE, IMPRISONMENT, OR BOTH.
6. I declare under penalty of false swearing under the laws of Montana that the foregoing is true and correct.
7. Signed this __ day of _____, 20__.

8. _____
    a. (Signature of caretaker relative)
9. SUBSCRIBED AND SWORN TO before me this _____ day of_____, 2009.
    a. _____
    b. Signature

c. Printed Name: _____
d. Notary Public for the State of Montana
e. Residing at _____, Montana
f. My commission expires: _____

10. NOTICES:
    a. Completion of this affidavit does not affect the rights of the child's parents or legal guardian regarding the care, custody, and control of the child and does not mean that the caretaker relative has legal custody of the child.
    b. A person who relies on this affidavit has no obligation to make any further inquiry or investigation.
    c. This affidavit is effective until the earlier of:
        i. the end of the first school year after delivery of the affidavit to the school;
        ii. revocation by the caretaker relative; or
        iii. the child no longer resides with the caretaker relative.
    d. If the child stops living with you, you shall notify anyone to whom you have given this affidavit.

Agenda Number 8.4: Ratification of janitors CBA

POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 11, 2025

SUMMARY: 3 year agreement between the janitors/MFPE and the School District.

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached –
Estimated Cost –

SAMPLE MOTION: *I move to approve the collective bargaining agreement for the janitors group.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
R. Baker						
M. Chapman						
K. Smoker						
J. Berger						

AGREEMENT

2025-2028

THIS AGREEMENT IS ENTERED INTO

BY AND BETWEEN

THE BOARD OF TRUSTEES,

ELEMENTARY SCHOOL DISTRICT #9 AND HIGH

SCHOOL DISTRICT #9B, POPLAR, MONTANA,

HEREINAFTER CALLED THE "BOARD," AND THE

POPLAR EDUCATION SUPPORT STAFF ORGANIZATION,

THE Montana Federationof Public Employees (MFPE), AND THE NEA,

HEREINAFTER CALLED THE "ASSOCIATION."

TABLE OF CONTENTS

ARTICLE I RECOGNITION

1.1 ASSOCIATION RECOGNITION

The Board hereby recognized the Poplar Education Support Staff (PESSO) as the exclusive representative for collective bargaining with respect to wages, hours, fringe benefits and other conditions of employment for all employees in the appropriate unit.

1.2 APPROPRIATE UNIT DEFINITION

The appropriate unit consists of all custodial staff exclusive of supervisors, substitutes and temporary employees. (By way of definition, temporary means someone hired to work for the District for less than 90 consecutive days in one (1) school year (July 1-June 30) and/or summer workers defined as persons who start work during the period after the last PIR day of the school year and working no longer than the first PIR day of the next school year.)

1.3 EMPLOYEE DEFINITION

Unless otherwise indicated, the term "employee," when used hereinafter in this Agreement shall refer to all employees in the appropriate unit as above defined.

ARTICLE II ASSOCIATION RIGHTS

2.1 RIGHT TO ORGANIZE

The Board agrees the individual employees shall have full freedom of association, self-organization, and the designation of representatives of their own choosing, to negotiate the terms and conditions of their employment, and that they shall be free from interference, restraint or coercion by the Board, or its agents, or the Association in the designation of such representatives or in self-organization.

2.2 ASSOCIATION BUSINESS

Representatives of the Association and its affiliates will be permitted to transact Association business on school property, provided that this shall not disrupt normal operations. The Association will be allowed to use school buildings for meetings, to communicate and receive communications, to use available bulletin boards, and to use typewriters and copiers when not otherwise in use.

2.3 ASSOCIATION LEAVE

At the beginning of every school year, the Association will be credited with three (3) days to be used by employees who are officers or agents of the Association, such use, with pay, to be at the discretion of the Association. The Superintendent will be notified no less than 24 hours prior to the commencement of such leave.

ARTICLE III DUES AND FEES: PAYROLL DEDUCTIONS

3.1 DUES DEDUCTION AUTHORIZED

The Board agrees to deduct in equal installments from the salaries of all employees such monies for annual membership in the Association, (National Education Association, Montana Federation of Public Employees and Poplar Education Support Staff Organization) as said employees individually authorize the Board to deduct as provided by law. Deductions for employees who submit their authorizations to the Board after October 1 shall be prorated so that the full amount authorized is deducted, in equal payments by the end of the membership year.

3.2 NOTIFICATION AND TRANSMITTAL OF MONIES

1. The Association will certify to the Board, in writing, the current rate of annual membership dues.
2. By October 1 of each year, the Board will provide the Montana Federation of Public Employees with a listing of those employees who have authorized the Board to deduct dues for membership in the Association. The Board will notify MFPE promptly of any changes in the list.
3. All schedules and fees, together with records of any corrections or changes, shall be transmitted to the appropriate office of the Poplar Education Support Staff Organization.

3.3 OTHER PAYROLL DEDUCTIONS

Upon written authorization from the employee, The Board shall deduct from the salary of any employees and make appropriate remittance for annuities, insurance of any other plans or programs approved by the District.

ARTICLE IV EMPLOYEE RIGHTS

4.1 ASSOCIATION ACTIVITIES

The Board will not discriminate against any employee with respect to wages, hours, fringe benefits or other conditions of employment because of his or her membership in the Association or participation in any of its activities.

4.2 EMPLOYEE SAFETY AND WELL-BEING

Employees will not be required to perform any duty or act which threatens anyone's physical safety or well-being. First aid kits will be supplied in each building. Hard hats and safety goggles will be available where they are appropriate.

The District shall annually conduct safety trainings for all employees to assist them in performing their daily work in a manner that avoids injury.

The District shall conduct any additional training as needed.

4.3 PERSONAL LIFE

The personal life of any employee is not an appropriate concern of the Board as long as it does not affect his/her job.

4.4 APPEARANCE BEFORE EMPLOYER

An employee shall be afforded all the rights of due process. The employee, at the employee's request, shall have the right to have present an Association representative at an investigative meeting at which the employee reasonably could believe may result in disciplinary action.

4.5 JUST CAUSE

The Board will follow a policy of progressive discipline as it relates to job performance. Progressive discipline is defined as:

LEVEL 1 Written Warning
LEVEL 2 Written Reprimand/suspension without pay, two (2) weeks maximum, no minimum.
LEVEL 3 Written Reprimand/suspension without pay, recommendation for termination at next regularly scheduled Board Meeting.

A suspension with pay is appropriate only during an investigation before guilt is established. However, in cases including but not limited to the following, termination may be immediate: Insubordination, theft, misconduct involving students or violation of school board policy.

4.6 UNIFORM APPLICATION OF RULES AND REGULATIONS

All rules and regulations governing employee activities and conduct shall be uniformly applied throughout the District.

4.7 STATE AND FEDERAL RIGHTS

Nothing contained herein shall be construed to deny or to restrict an employee such rights as they have under the laws of Montana and the United States or other applicable laws, decisions and regulations.

4.8 BOARD POLICY BOOKS

Bargaining Unit Members will be provided with School District policy handbooks. Updates and changes will be provided as they occur.

ARTICLE V GRIEVANCE PROCEDURES

5.1 DEFINITIONS

1. A grievance is a claim by an employee that there has been a violation of this agreement or Board policy.
2. A grievant is an employee, or group of employees, or the local Association filing a grievance.
3. Days shall mean calendar days, except as otherwise indicated.

5.2 RIGHTS TO REPRESENTATION

An Association representative at the request of the employee may be present for any meeting, hearing, appeal or other proceeding relating to a grievance. If the Association is not present, the Association will be notified in writing of the disposition of the grievance.

5.3 INDIVIDUAL RIGHTS

Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter with the appropriate supervisor and have the problem adjusted without the intervention of the Association, as long as the local Association is notified as to the disposition of the matter and such disposition is consistent with the terms of this Agreement. Exhaustion of the informal complaint procedure is a requisite to invoking the formal grievance procedure.

5.4 PROCEDURES

STEP I. Immediate Supervisor

The grievant shall within twenty-one (21) days of the occurrence or knowledge of the act or condition which is the basis of the complaint, present the grievance in writing, to the immediately involved supervisor.

The grievance shall be written on the appropriate grievance form (Appendix C) and shall include a statement of the grievance, which article(s) are in dispute, and the requested remedy. If the grievance is of a repeat or recurrent nature, the remedy of the grievance shall only extend back 60 days from the date the grievance was filed.

The immediate supervisor will arrange for a meeting with the grievant to take place within ten (10) days after receipt of the grievance. The supervisor shall provide the grievant and the Association with a written answer to the grievance within ten (10) days after the meeting.

STEP II. Superintendent

If the grievant or the Association is not satisfied with the disposition of the grievance at Step I, or if no decision has been rendered within ten (10) days after presentation of the grievance, then the grievance within ten (10) days, may be referred to the Superintendent or the Superintendent's designee. The Superintendent shall arrange for a hearing with the grievant to take place within ten (10) days after receipt of the appeal. Upon conclusion of the hearing, the Superintendent will have ten (10) days to provide the grievant and the Association with a written decision.

STEP III. School Board

If the grievant or the Association is not satisfied with the disposition of the grievance at Step II, or if no decision has been rendered within ten (10) days after presentation of the grievance, then the grievance within seven (7) days may be referred to the Board of Trustees. The chairman of the Board shall arrange for a hearing with the grievant to take place at the next regularly scheduled meeting. Upon conclusion of the hearing, the Board will have fourteen (14) days to provide the grievant and the Association with a written decision.

STEP IV. Binding Arbitration

If the association is not satisfied with the disposition of the grievance at Step III, or if no disposition has been made within the time period provided, the grievance, only at the option of the Association, may be submitted before an impartial arbitrator. The Association shall exercise its right of arbitration by giving the Superintendent written notice of its intention to arbitrate within ten (10) days after it has received the decision at Step III.

After notice of submission to arbitration, the Association shall request from the Montana Board of Personnel Appeals, a list of qualified arbitrators. Within fourteen (14) days of receipt, each party shall alternately strike names from the list, and the name remaining shall be the arbitrator.

The arbitrator shall not consider any argument or evidence that the grievant, Exclusive Representative or School Board did not submit to the other side seven (7) days before arbitration.

The arbitrator shall consider the grievance and render a decision within sixty days (60) of the hearing or final submission of briefs, whichever is later. The arbitrator's decision shall be final and binding upon the parties.

Costs associated with binding arbitration shall be shared equally by the Poplar Education Support Staff Association and the School District. If one of the parties wants a transcript of the arbitration proceedings, the party requesting the transcript will pay the costs for the transcript. If both parties request transcripts, they shall share equally the cost.

5.5 ELECTION OF REMEDIES

Pursuant to 39-31-306 (5), the Aggrieved party may have the grievance resolved either by final and binding arbitration or by any other available legal method and forum, but not by both. After a grievance has been submitted to arbitration, the grievant and the Association waive any right to pursue against the District an action or complaint that seeks the same remedy. If a grievant or the Association files a complaint or other action against the District, arbitration seeking the same remedy may not be filed or pursued under this Article.

5.6 NO REPRISALS
No reprisals of any kind will be taken by the Board or the School Administration or the Association against any person because of participation in this grievance procedure.

5.7 COOPERATION OF EMPLOYER
The District will make available unprivileged information to the Association as is needed and requested for the processing of any grievance.

ARTICLE VI EMPLOYEE EVALUATION & TERMINATION

6.1 EVALUATION
A system of evaluation will be established which will recognize employee seniority, skills, industry and general contributions to the system. Evaluations will be the major responsibility of the Building Grounds Supervisor. The evaluation instruments will be presented to the Association prior to July 1st of every year.

6.2 PRIOR NOTICE OF EVALUATION
All employees shall, within the first month of initial employment, be advised as to the evaluative procedures which are provided for by this agreement.

6.3 CONDITIONS OF EVALUATION
All monitoring or observation of the employee's activities shall be conducted openly and with the employee's full knowledge and awareness.

6.4 NUMBER OF EVALUATIONS
1. An employee shall be evaluated twice during the first ninety (90) calendar days of employment.
2. If the evaluator finds that the employee's performance has not been acceptable, the areas of deficiency shall be explained in writing. Identification of the ways the employee is to improve, and the assistance which shall be given will also be explained in writing

6.5 POST EVALUATION CONFERENCE
All evaluations shall be reduced to writing and shall be followed within ten (10) days by a conference between the evaluator and the employee in order for questions arising from the observation discussed. At such a conference the employee will be provided a copy of the evaluation report.

6.6 NOTICE OF REPLIES TO REPORTS
1. Prior to any evaluation being placed in an employee's personnel file, the employee shall be provided with a copy of the evaluation.
2. After receiving any evaluation, an employee may submit signed comment regarding the report which shall be attached to the report in that employee's personnel file and considered with the report within ten (10) calendar days.
3. Any complaint regarding an employee which may be used in evaluating an employee shall be investigated and called to the attention of the employee. The employee shall be given an opportunity to respond to and/or rebut such complaint.
4. NO material derogatory to an employee's conduct, service, character or personality shall be placed in the file unless the employee has had an opportunity to read the material and respond accordingly.

   No derogatory material other than that contained in evaluations and documents supporting comments in the evaluations shall remain in the file for more than five (5) years. Employees will be given copies of any such supporting documentation at the time for the post evaluation conference and will have any opportunity for rebuttal.
5. Nothing in this article shall prohibit the School District from reporting complaints to the sheriff's office, county attorney's office and/or social welfare office and following the instructions of those agencies.

6.7 OPEN PERSONNEL FILES
Each employee shall have the right to review the contents of his/her personnel file. All items relating to an individual employee shall be kept in a single official file. A representative of the Association, at the employee's request may accompany the employee in this review.

6.8 TERMINATION
Prerequisite to the termination of a permanent employee's service the following will be observed:
1. The employee will have been fairly evaluated in accordance with Article VI.
2. Deficiencies will have been explained in writing and an opportunity for improvement will have been provided.
3. The employee will be notified in writing prior to the meeting at which termination will be considered by the Board of Trustees.

4. For the purposes of this article, a permanent employee is defined as an employee who has successfully completed a ninety (90) working day probationary period.
5. Nothing in this Article shall prevent the Board from terminating an employee for just cause in accordance with Article 4.5.

ARTICLE VII ASSIGNMENTS AND TRANSFERS

7.1 The Board will make those assignments and transfers that will best serve the needs of the District. However, the District shall notify employees of job openings and will consider the employee's seniority in making any hiring and/or transfer decision.

ARTICLE VIII LAYOFFS

8.1 CONDITIONS OF LAYOFF

Employees may be laid off when their positions are eliminated.

The Board agrees not to subcontract work out of the bargaining unit during the term of this contract unless the schedule for such work cannot be met within the time available for completion of such work.

8.2 NOTIFICATION OF LAYOFF

The Board shall lay off employees on the basis of the following criteria: job-related skills, written evaluation and seniority. The Board shall notify the Association and affected employees of proposed layoffs at least thirty (30) days prior to implementation.

8.3 SENIORITY LIST

Seniority will be computed from the employee's date of last hire in the bargaining unit. Seniority will continue to accrue during all approved leaves. By September 1 of each school year, the Superintendent will provide the Association with a list showing the seniority of each employee in the unit and promptly notify the Association of any changes in the list.

8.4 RECALL

1. Recall rights shall exist for 12 months from the last day of work.
2. In the event a custodial position becomes available, it will be offered to those custodial employees on layoff status in reverse order of layoff.
3. Notice of recall will be made by certified mail to the employees' last known address. It shall be the responsibility of each custodian to notify the Board of any changes of address. The custodian's address as it appears on the Board's records shall be conclusive when used in connection with layoffs, recalls or other notices to the custodian. If delivery of the notice of recall is not accepted within ten (10) working days of the date that such notice is sent, it shall result in forfeiture on the part of the custodian to any further rights to recall.

ARTICLE IX FRINGE BENEFITS

9.1 HEALTH INSURANCE

A comprehensive major medical insurance program will be provided by the Board for employees and their dependents. For the 2025-2028 school year(s) the District shall contribute towards the HDHP $5,000/$10,000 rate at an amount that results in an out-of-pocket contribution of $75 per month for the employee. Employees shall not pay any more than $75 per month until the parties bargain a different rate.

Annually, for qualified employees, the District shall contribute into a Health Reimbursement Account $6100.

The School District agrees to pay in for the $10,000.00 life insurance policy.

The District will contribute to only one policy in situations where one employee is entitled to coverage under the terms of a policy issued to another employee.

9.2 CARRIERS

If the District is going to change insurance carriers, they will notify the Association and receive their input before the change occurs.

9.3 CONTINUITY OF COVERAGE

All insurance coverage under this article shall remain in full force during the life of the Agreement and until the effective days of

a ratified successor agreement. In the event of a work stoppage or strike by the Association, the cost of the insurance premium shall be paid by the employee. The employee shall pay the premium to the District by the first calendar day of each month, and the District shall pay the insurance company. Failure by the employee to pay the premium to the District may result in the employee losing his/her insurance coverage.

9.4 RETIREE BENEFITS

Retired employees shall be eligible to continue participation in the Board's group insurance program but shall pay the entire premiums for such coverage commencing with the date of retirement. It shall be the responsibility of said employee to make appropriate arrangements with the District business office to pay the School District the monthly premiums in advance of premium due dates.

ARTICLE X EMPLOYEE BENEFITS

10.1 SICK LEAVE

All employees shall be provided sick leave at full salary according to 2-18-618 MCA and the following guidelines:

1. Employees may use sick leave for: personal illness or disability, injury, medical disability, maternity related disability, quarantine for communicable disease, medical appointments of treatment, or care of a family member as a result of the above. Unused days of leave each year will be allowed to accumulate without limit. Immediate family shall include spouse, children, parents and grandchildren with a serious health condition for which the employee is needed to provide care, or custodial grandchildren.
2. Sick leave may be used for absences necessitated by pregnancy, miscarriage, childbirth and recovery there from.
3. Upon termination of employment, employees shall receive a lump sum payment equal to one-fourth of all days of accumulated and unused sick leave at their daily rate of pay.
4. Absence due to injury in the course of employment shall be charged to an employee's sick leave days.
5. Employees shall be given a written accounting of accumulated sick leave days by September 15th of each year.

10.2 BEREAVEMENTLEAVE

Three (3) days at full salary will be allowed to each employee for each death in his/her immediate family. Said leave shall be paid by the District. Any additional bereavement shall be deducted from the employee's accumulated sick leave and shall be at the determination of the Administration. Immediate family for bereavement leave shall include spouse, children, parents, siblings, grandchildren, and spouse's parents.

10.3 LEAVE FOR CIVIC DUTIES

Employee shall be granted leave for jury duty and service as witness as provided by State Law 2-19-619 MCA.

10.4 PERSONAL LEAVE

Each employee shall be granted leave at full pay for personal reasons which require his/her absence during working hours. Such leave shall be deducted from accumulated annual vacation leave. Barring emergency situations, forty-eight (48) hours' notice is required.

10.5 FAMILY AND MEDICAL LEAVE ACT

Family Medical Leave shall run concurrent with other applicable leaves.

10.6 ANNUAL VACATION LEAVE

1. In accordance with 2-18-611 and 2-18-612 MCA, each permanent full-time employee is entitled to and shall earn paid annual vacation leave credits from the first day of employment.
2. Annual vacation leave may be accumulated up to a total not to exceed two (2) times the earned annual rate of the last day of any calendar year.
3. Vacation time may be taken as earned. Use of vacation time during critical cleaning times, (such as Christmas break) may be denied at the discretion of the Building & Grounds Supervisor, in his/her absence, the Superintendent of Schools.
4. Unused earned vacation leave shall be paid to the employee at his/her regular rate of pay at the time of separation from service.
5. In the event of death of an employee, unused vacation leave shall be paid to the employee's heir at his/her regular rate of pay.
6. Holidays occurring while an employee is on paid vacation will not be charged as vacation.
7. A period of absence from employment with the state, county, or city occurring either during a war involving the United States or in any other national emergency and for ninety (90) days thereafter for one of the reasons below is considered as service for the purpose of determining the number of years of employment used in calculating vacation leave credits under this section.

a. Having been ordered on active duty with the Armed Forces of the United States.
b. Voluntary service on active duty in the Armed Forces or on ships operated by or for the United States Government; or
c. Direct assignment to the United States Department of Defense of duties relating to national defense efforts if a leave of absence has been granted by the employer.

ARTICLE XI WORK LOADS & CONDITIONS

11.1 WORKDAY

Except as otherwise provided in this Agreement, the workday shall consist of eight (8) hours in a twenty-four-hour period. In addition, each employee shall receive one 15-minute rest period during the first and last four hours on an eight-hour shift.

Exception or changes to established work schedules shall be made by mutual agreement between the employee and the appropriate supervisor.

11.2 WORK WEEK

Except as otherwise provided in this agreement, the work week for full-time employees shall consist of forty (40) hours with two (2) consecutive days off in each seven (7) days. So far as possible, the days of rest will be Saturday and Sunday. The days of rest may be adapted to meet work schedules.

11.3 WORK RULES

Each employee will be furnished a copy of all work rules.

11.4 SUBSTITUTING

Bargaining Unit members shall receive consideration for substitute work if such an assignment does not result in an entitlement to overtime pay.

11.5 PROFESSIONAL DEVELOPMENT

The District shall provide up to an additional eight (8) hours of Professional Development for job-related functions.

ARTICLE XII HOLIDAYS

12.1 Employees shall receive the following paid holidays:

Independence Day	Labor Day	Thanksgiving Day
Christmas Eve Day	Christmas Day	New Year's Day
Memorial Day		

Employees shall receive the following paid days off:

Day after Thanksgiving	Good Friday

12.2 Employees shall receive any additional paid holidays declared by the Superintendent of Schools for employees.
12.3 If a holiday falls on a Saturday, the preceding Friday will be considered the holiday. If the legal holiday falls on a Sunday, the following Monday will be considered the holiday.
12.4 Employees will receive one (1) Floating Holiday to be used at the employee's discretion, given that the employee has properly informed the Maintenance Director forty-eight (48) hours prior to use of the Floating Holiday.

ARTICLE XIII COMPENSATION

13.1 COMPENSATION

1. Custodians shall be paid following the attached Wage and Longevity scale (Appendix D).
2. Class I Custodians will be paid an additional fifty ($0.50) cents per hour if they are performing Maintenance work instead of cleaning.
3. Class II Shift Differential: All hours worked after 8:00 p.m., will receive an additional fifteen cents ($0.15) per hour for each hour worked after 8:00 p.m.
4. Two payroll checks shall be issued on the fifth (5th) and twentieth (20th) day each month unless the 5th and the 20th fall on a weekend or holiday in which case, payment will be made on the last preceding workday.
5. If an employee is to be gone during a pay period, he/she can make arrangements in writing to do one of the following:
    a. Have the check deposited directly into his/her checking account.

b. Leave a forwarding address
c. Leave a note authorizing another person to pick up the check.

6. Job descriptions for Custodian I, Custodian II Maintenance and Custodian III employees are a part of this agreement and attached as Appendix A.

13.2 OVERTIME

1. Employees requested to work in excess of forty (40) hours in any week will be compensated at the rate of one and one-half (1-1/2) times their normal rate of pay for the additional time worked. The employee has no right to work overtime.
2. Employees will not be required to suspend work during their regular hours to absorb overtime, except upon mutual agreement between the supervisor and the employee.
3. When computing overtime, only time worked will be used.
4. When required to work on holidays, employees shall be paid at two (2) times their regular rate of pay.
5. CALL OUT - In the event that the employer calls back an employee before the start of the employee's scheduled normal workday, or after completion of the employee's scheduled normal workday, or on a scheduled day off, or for boiler checks, the employee shall be paid for a minimum of two (2) hours at the time and one-half (1-1/2) rate, unless the call occurs on a Sunday, holiday or a paid day off as described in Article 12.1, then the employee shall be paid at two (2) times his/her normal rate of pay. Overtime shall be paid in one and one-half (1-1/2) hour increments.

   30 minutes = 1/2 hour
   31 - 60 minutes = hour

   The two (2) hour minimum call out pay could be deleted if travel time to and from the job site is included in the time worked.

   The Board and Association recognize that the weekend security checks shall take a minimum of one (1) hour to complete.

13.3 TIMECARDS

Each employee records daily the hours worked and submit his/her timecard to his supervisor for certification.

13.4 CLOTHING AND EQUIPMENT STIPEND

1. The District will provide the amount of eight hundred dollars ($800) to each custodian on the first applicable paycheck at the beginning of the school year for 2025-2026 and 2026-2027 for the purchase of clothing and shoes. The amount will be nine hundred dollars ($900) for the 2027-2028 school year.
2. Steel toed shoes shall be worn at all times unless express written permission from the appropriate supervisor waives the requirement to wear steel toed shoes.
3. Custodians have until June 30th to use their clothing and equipment stipend that year.

13.5 Signing Bonus

New Full-time Hires who have never worked for the District as a Custodian will be offered a signing bonus of $1,000, 20% to be paid with the first paycheck, 20% with first paycheck after satisfying the probationary period, and 60% with first paycheck following the first anniversary date of first day worked.

Employees are limited to one signing bonus in a lifetime within the PESSO unit.

ARTICLE XIV JOINT COMMITTEE

14.1 A joint Association Administration Committee shall be established to review matters of mutual concern. This committee shall consist of representatives of the Association and representatives of the Administration.
14.2 The committee will meet at the request of either party at a time and place mutually agreeable.
14.3 Each party must submit its agenda to the other party at least forty-eight (48) hours in advance of the scheduled meeting.
14.4 The position of Chairperson shall alternate between the parties.
14.5 The disposition of matters covered in Committee meetings shall not contradict, add to, or otherwise modify the terms of the Agreement.

ARTICLE XV EFFECT OF AGREEMENT

15.1 CHANGES IN AGREEMENT

During its term, this agreement may be modified only through the voluntary, mutual consent of the parties in written and signed amendment to this agreement.

15.2 COMPLIANCE OF INDIVIDUAL CONTRACT

Any individual contract between the Board and an employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of the Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement shall be controlling.

15.3 SAVINGS CLAUSE

If any provision of the Agreement or any application thereof to any employee is finally held to be contrary to law, then such provision or application shall be deemed invalid, to the extent required by such decision, but all other provisions or applications shall continue in full force and effect.

15.5 NON-DISCRIMINATION CLAUSE

The provision of the Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status.

15.6 DUPLICATION AND DISTRIBUTION

The provisions of this Agreement shall be printed at the expense of the Board within thirty (30) days after the Agreement is signed. Copies shall be presented to all employees now employed. The Association shall be provided one copy of this Agreement.

ARTICLE XVI DURATION OF AGREEMENT

16.1 EFFECTIVE DATE
This Agreement shall be effective as of 7/01/2025 and shall continue in full force and effect until 06/30/2028.
16.2 RENEWAL AND REOPENING OF AGREEMENT

THIS AGREEMENT IS SIGNED THE _____ DAY OF JUNE 2025.

FOR THE ASSOCIATION:

_____
PESSO PRESIDENT

_____
PESSO SECRETARY

FOR THE BOARD OF TRUSTEES
POPLAR SCHOOL DISTRICT 9&9B

_____
BOARD CHAIR

_____
DISTRICT CLERK

APPENDIX A: POPLAR CUSTODIAL CLASSIFICATIONS

CUSTODIAL WORKER I	**DESCRIPTION OF WORK**
GENERAL DUTIES:	Performs semi-skilled labor as a custodian. Custodial duty such as checking bathrooms, sweeping, mopping spills, making sure that windows are cleaned, and entries are cleaned and getting water for all buildings, painting, shampoo carpets, cleaning gum off of everything. Empty all garbage, pick up and deliver mail to Administration and all buildings. Setting up and taking down for events. Basic maintenance of equipment, stripping and waxing of floors, change filters, greasing, and similar or dissimilar activities.
SUPERVISION RECEIVED:	Employees will be required to perform duties as prescribed by the buildings and grounds supervisor, building principal, or the Superintendent of Schools provided it does not endanger his/her health.
MINIMUM QUALIFICATIONS KNOWLEDGE:	Some knowledge of cleaning equipment and supplies
SKILLS:	None
ABILITIES:	Ability to perform moderate physical activity; to operate cleaning equipment; to deal effectively with the public. Heavy Work: Exerting 50-100# of force occasionally, and/or 20-50# of force frequently, and/or 10-20# of force constantly to move objects. Stand, bend, twist, kneel, stoop, crouch and crawl to work on various parts of building structures and systems. The School District may seek a second medical opinion from a School District selected medical provider by paying all medical fees, travel cost and employee's wages for all time related to the medical opinion.
EDUCATION:	Completion of the eighth (8th) grade
EXPERIENCE:	Any combination of education and experience

CUSTODIAL WORKER II	**DESCRIPTION OF WORK**
GENERAL DUTIES	Performs skilled manual labor as a custodian and general maintenance.
SUPERVISION RECEIVED:	Employee will be required to perform duties as prescribed by the building and grounds supervisor, building principal, or the Superintendent of Schools. The building principals and the Superintendent will follow chain of command with their request.
MINIMUM QUALIFICATIONS KNOWLEDGE:	Working knowledge of cleaning equipment, supplies, cleaning techniques and general maintenance.
SKILLS:	Basic electrical, plumbing, painting, carpentry. Clean clogged drains with hand tools, unclog toilets, hanging pictures, smart board, marking boards, black boards, change phones, outside building repairs, keep items confidential, clean up after all work orders, general cleaning, other similar or dissimilar tasks as directed. And any work covered by Custodial I.
ABILITIES:	Ability to perform moderate physical activity, operating, cleaning and power equipment, deal effectively with the public. Heavy Work: Exerting 50-100# of force occasionally, and/or 20-50# of force frequently, and/or 10-20# of force constantly to move objects. Stand, bend, twist, kneel, stoop, crouch and crawl to work on various parts of building structures and systems. The School District may seek a second medical opinion from a School District selected medical provider by paying all medical fees, travel cost and employee's wages for all time related to the medical opinion.

EDUCATION: Completion of eighth grade (8th). (High School preferred)
EXPERIENCE: Two (2) years of experience in custodial work, or any equivalent combination of education and experience.

CUSTODIAL WORKER III DESCRIPTION OF WORK

Building maintenance workers keep buildings and/or grounds in good shape. May at times, lead workers, work with crews, work in all phases of repair, maintenance of equipment, structures, welding, utilities, systems and/or grounds. They do advanced repair plumbing, electric fixtures, machinery and the structure of buildings and/or grounds. Heating and Air Conditioning.

GENERAL TYPICAL DUTIES

Custodial III workers use carpentry, electrical, plumbing and/or painting, plastering, welding, heating, air conditioning, motor vehicles, grounds, utilities, operations training, maintenance, masonry skills to keep buildings in good shape, and some of the maintenance that does occur in almost every building. Custodial III does groundwork. When making repairs, workers inspect the structure or equipment. Maintenance work take apart machines and fix them. This may involve cleaning and lubricating parts. It may also require the replacement of worn or broken parts. After making repairs, workers reassemble machines and test them. They may also use machine tools to repair and construct parts. They also operate and repair all grounds equipment. Repair boiler equipment, repair air handlers and HVAC equipment. Rekey locks, repair door locks. Repair or replace pumps or heaters. Trouble shoot, repair HVAC operating equipment, plumbing, electrical, phone systems and work covered by Custodial I and Custodial II. Other similar and dissimilar tasks as specified by the building and maintenance supervisor.

SKILLS

Set up and take down for any activities going on. Do advance repairs and maintenance of mechanical, electrical, plumbing, HVAC and power equipment. Get information needed to do the job. Do routine maintenance. Clean up after any work being done. Will maintain security equipment codes, dialers, and sensors. Must answer all alarm calls.

People in this career perform the following tasks, but the tasks are common to man's occupations.

1. Inspect equipment, structure or materials.
2. Perform activities that use the whole body.
3. Update and use job-related knowledge
4. Handle and move objects
5. Make decisions and solve problems.
6. Organize, plan and prioritize work.

Supervision Received: General Instruction and periodic review from immediate supervisors.

Education Requirements: High School graduation or any equivalent combination of training and experience.

Working Conditions: Are responsible for the health and safety of people who work in buildings and grounds. Have a Low level of social interaction. They discuss repairs with supervisors but spend most of their time alone and/or with a working crew. Like all other jobs the School District may fill or not fill any jobs and/or positions.

Physical Work Conditions: Often wear protective attire such as work gloves, hard hats, leather aprons, back supports, and sturdy boots. May work outdoors repairing foundations and exteriors.

Boiler License: Must possess a Low-Pressure Boiler License

Abilities: Use hands to handle all tools, controls, and equipment. using power equipment, buffers, restore floors and/or shampoo carpets. Stand, bend, twist, kneel, stoop, crouch, and crawl to work on various parts of building structures and systems. Heavy Work: Exerting 50-100# of force occasionally, and/or 20-50# of force frequently, and/or 10-20# of force constantly to move objects. The School District may seek a second medical opinion from a School District selected medical provider by paying all medical fees, travel cost and employee's wages for all time related to the medical opinion.

It is important for people of this career to be able to:

1. Make quick, precise adjustments to machine controls

2. Use hands and fingers to grasp, move or assemble very small objects.
3. Quickly and repeatedly bend, stretch, and twist and reach out with the body, arms and legs.
4. Hold the arm and hand in one position for long periods and to lift, push and carry heavy objects.
5. Use muscles to support the body for long periods and to lift, push, pull or carry heavy objects.
6. See differences between colors, shades, and brightness.
7. See details to jump, spring or throw objects.
8. Move arms and legs quickly.
9. Move two (2) or more limbs together while remaining in place.
10. Determine the distance between objects. Hear sounds and recognize the direction they came from and the differences between them.
11. Make fast, simple, repeated movements of fingers, hands, wrists.
12. Keep or regain the body's balance to stay upright when in unstable position.
13. React quickly using hands, fingers or feet. Be physically active for long periods without getting out of breath.

For people in this career to be able to:

1. Choose quickly and correctly among various movements when responding to different signals.
2. Coordinate movement of several body parts of the body such as arms and legs, while the body is moving.
3. See objects in very low and very bright, glaring light.
4. Focus on one source of sound and ignore others.
5. While looking forward, see objects or movements that are off to the side.
6. Recognize and understand the speech of another person.
7. Speak clearly so listeners can understand.
8. Complete confidentiality

Experience Required: Demonstrated successful six (6) years in maintenance, general construction and/or utilities.

Work with things:

Repair machines or system and maintain equipment. Determine when and what kind of upkeep is needed. Determine the tools and equipment needed to do the job.

Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fomes, smoke, unpleasant Odors, and/or loud noises. Considerable physical work; heavy lifting, pushing and pulling required of objects up to 100 pounds. Physical work is a primary part (more than 70% of the job). Work environment involves some exposure to hazards or physical risks, which requires the following safety precautions as long as it does not harm his/her health.

APPENDIX B CUSTODIAL EVALUATION

NAME: _____ AREA: _____

JOB DESCRIPTION:_____ DATE:_____

	GENERAL	GOOD	FAIR	NEEDS IMPROVEMENT
Personal Appearance				
Cooperative Attitude				
Classrooms				
Floors				
Chalkboards				
Waste Baskets				
General Dusting Sink (Bathrooms)				
Other				
Entry ways (Outside & Inside) Door glass & glass areas Inside doors and walls Hallway floors				
Bathrooms				
Storeroom				
Light Fixtures				
Other:				

Specific to Job: _____

Comments: _____

_____

Evaluated By: _____ DATE _____

Signature _____ DATE _____

APPENDIX C

GRIEVANCE REPORT FORM

Aggrieved person _____ Date Filed _____, 202____

School/Work Area _____

1. Date Grievance Occurred _____
2. Brief Statement of the Grievance and Articles Violated:

   _____
   _____
   _____
   _____

3. Action Requested or Relief Sought:

   _____
   _____
   _____
   _____

(Attach additional sheet if necessary)

_____ DATE _____

Signature of Grievant or Association Rep

HOURLY WAGE AND LONGEVITY SCHEDULE
APPENDIX D

15% increase on each base and rebalance wages to match contract step increases			
Step	Class 1 ($0.20 between steps)	Class 2 ($0.25 between steps)	Class 3 ($0.30 between steps)
0	17.94	20.30	25.12
1	18.14	20.55	25.42
2	18.34	20.80	25.72
3	18.54	21.05	26.02
4	18.74	21.30	26.32
5	18.94	21.55	26.62
6	19.14	21.80	26.92
7	19.34	22.05	27.22
8	19.54	22.30	27.52
9	19.74	22.55	27.82
10	19.94	22.80	28.12
11	20.14	23.05	28.42
12	20.34	23.30	28.72
13	20.54	23.55	29.02
14	20.74	23.80	29.32
15	20.94	24.05	29.62
16	21.14	24.30	29.92
17	21.34	24.55	30.22
18	21.54	24.80	30.52
19	21.74	25.05	30.82
20	21.94	25.30	31.12
21	22.14	25.55	31.42
22	22.34	25.80	31.72
23	22.54	26.05	32.02
24	22.74	26.30	32.32
25	22.94	26.55	32.62
26	23.14	26.80	32.92
27	23.34	27.05	33.22

Agenda Number 8.5: Ratification of bus drivers/Teamsters CBA

POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 11, 2025

SUMMARY: 3 year agreement between the bus drivers/teamsters and School District

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached –
Estimated Cost –

SAMPLE MOTION: *I move to accept the ratification of the bus drivers/Teamsters CBA*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
R. Baker						
M. Chapman						
K. Smoker						
J. Berger						

COLLECTIVE BARGAINING AGREEMENT

POPLAR SCHOOL DISTRICT NO. 9 AND 9B

AND

TEAMSTERS LOCAL UNION NO. 2
GREAT FALLS, MT

Regular and Customary Bus Drivers

July 1, 2025 through June 30, 2028

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A G R E E M E N T

This Agreement, made and entered into this day of July 2025, by and between School District No. 9 and 9B, Poplar, Montana, hereinafter referred to as the "Employer" and Teamsters Local No. 2 affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the "Union" shall constitute a binding Agreement governing the work performed by the Employer within the jurisdiction of the Union.

WITNESSETH

In consideration of the covenants herein recited, and in order to mutually establish and stabilize wages and working conditions affecting the employees covered by this Agreement, the parties mutually agree as follows:

ARTICLE 1. RECOGNITION

A. The Employer recognizes the Union as the sole and exclusive bargaining agent within the work jurisdiction for the purpose of collective bargaining. The work jurisdiction is defined as, "the transporting of Poplar students to and from school and/or Poplar Public School-sponsored student activities and/or BIA fire fighters by the black and yellow buses and/or gray hound coaches." The parties agree to continue the current practice of using fill-in or part-time bus drivers in addition to the regular and customary bus drivers.

The appropriate unit for the purposes of collective bargaining is defined as, "Employees employed by the Poplar School District as regular and customary bus drivers including BIA fire fighting drivers while on the School District payroll excluding substitute bus drivers (those bus drivers working less than thirty (30) consecutive school days in the appropriate unit), bus maintenance employees, bus mechanic(s), probationary bus employees, BIA fire fighting bus drivers while not on the School District payroll, all employees excluded by Section 39-31-103, MCA, and all other employees."

Employee(s) is defined as, "An employee working with the appropriate unit."

Nothing in this article and/or contract shall be interpreted as to stop the Employer from assigning additional duties, work and/or responsibilities to the employees covered by this contract.

B. Employees covered by the terms of this Agreement must, as a term and condition of employment, pay a representation fee to the Union.

All employees covered by the terms of this Agreement shall within thirty (30) days of the signing of this Agreement, or within thirty (30) calendar days of employment, whichever is later, pay dues or the representation fee to the Union. The employee who fails to pay representation fee required by this Article is subject to discharge. The Union may make written notice by certified mail to both the School District and the employee of the employee's failure to pay the representation fee and demand the discharge of the employee after the thirty (30) calendar day period specified above. After the certified written notice, the employee shall have twenty (20) additional calendar days to comply with the Article. If the employee still fails to pay the representation fee required by the Article, the employee shall be discharged.

C. The Union will indemnify, defend, and hold the Employer harmless against any claim made and against any suit instituted against the Employer, including attorney's fees and cost of defense thereof, on account of any provision of the Article.

D. The Employer agrees to accept and honor voluntary written assignments of wages or salaries due and owing employees covered by this Agreement for initiation, reinstatement, dues or representation fee, providing such assessments can be grouped and the total made payable to one assignee.

E. The terms hereof are intended to cover only minimums in wages, hours, working conditions and other employee benefits. Employer may place superior wages, hours, working conditions and other employee benefits in effect and may reduce the same to

the minimums herein prescribed without the consent of the Union. Provided, however, that for a period of ninety (90) days after the execution of this Agreement, Employer agrees to refrain from reducing the hourly wages of above scale employees.

ARTICLE 2. NON-DISCRIMINATION

The Board and the Union will not discriminate against any employee because of membership in the Union, non-membership in the Union, participation or non-participation in any of its activities, or involvement in the processing of a grievance.

ARTICLE 3. PROBATIONARY POLICY

A. All employees new to the School District shall serve a one hundred twenty (120) day driving probationary period. The one hundred twenty (120) day probationary period must be served within the past two (2) school years to be counted. During probationary period, the Employer is free to discharge the probationary employee for any reason.

Disciplinary Discharge - Just Cause

No non-probationary employee shall be disciplinary discharged without just cause. Just cause applies only to disciplinary discharge of non-probationary employees.

B. Upon written demand by a discharged employee, the School District shall furnish the employee a full, succinct and complete a written statement of the reason for discharge within fourteen (14) calendar days. A copy of the reason shall also be given to the Union in Great Falls.

ARTICLE 4. SENIORITY

A. Seniority is defined as an employee's first date of current, continuous employment by the Employer once the employee has completed their probationary period. During the employee's probationary period, the employee has no seniority. Seniority applies to layoff and/or bidding vacant only.

B. Claims respecting seniority shall be processed under the grievance and arbitration provisions hereof and settlement awards may include reinstatement with back pay if germane to the issues arbitrated.

C. Lay-offs caused by reduction in force shall be in order of seniority. The employee last hired shall be the first released. Employees who are scheduled to be released shall be given at least two (2) weeks notice. The employee shall give the Employer two (2) weeks notice of quitting. If the employee fails to give notice, the employee shall lose any right to sick leave cash out. All recalls to employment shall be likewise in order of seniority; that is, the last employee released as a result of reduction in force shall be the first rehired when the Employer needs additional employees. The Employer shall notify such employees to return to work by certified mail and furnish the Union a copy of such notifications.

If the employee fails to return to work in ten (10) working days, such employee shall be considered as having forfeited his/her right to re-employment, unless failure is for medical reasons.

D. Employees whose seniority dates are the same shall have their seniority rank determined by alphabetic listing.

E. Seniority shall be forfeited by discharge for just cause or voluntary termination.

ARTICLE 5. JOB POSTING

The School District shall post notice of a new or vacant bargaining unit job for seven (7) calendar days. Any school bargaining unit employee may apply for the new or vacant bargaining unit job. Nothing in this Article shall be construed to stop the School District from temporarily filling a job.

ARTICLE 6. HOURS AND WORKING CONDITIONS

A. The School District will assign hours of work, number of days of work, length of work, job responsibility, and/or duties. Only after seeking input from the employees, the

hours of work, number of days of work, the length of work, job responsibility, and/or duties may be changed by the School District.

B. Call Outs and/or Show Up: An employee who is called out by the School District or is scheduled by the District to work (show up) shall be paid a minimum of two (2) hours for each and every call out and/or show up. Call out is defined as, "separate, stand-alone work an employee is called in to perform." Call out is not an employee directed to continue to work after a shift or run, nor an employee directed to start a shift or run earlier than scheduled. Show up is not employee directed work and/or employee self scheduled work. There will be no stacking, duplication or pyramiding of hours, payments involving the same hours of labor, rates of pay, call outs, show up, minimum pay time, minimum time, overtime and/or overtime pay rate.

C. Each hour spent participating at School District-directed workshops, classes, drug testing and/or training shall be paid at the route rate as hours worked provided the employee exceeds the minimum hours stated in SCHEDULE A, 1. of this contract.

D. When a driver passes on a trip the next driver in the rotation will be up for the activity. Once the full-time driver rotation has been gone through it is then left to the school's discretion for other drivers to take the trip. If no other driver can take the trip, it will then move to 15 passenger vehicle(s).\

Clarification: Members would be identified by Numbers for Activity Trips for Rotation. Seniority would identify the number. The next trips would start at the next number

Trip 1	Trip 2
1 Pass	3
2 Takes it	4
3	1
4	2

The rotation will start at the person after whoever drove the last trip or whoever was the last person to pass on the last trip

- If the school decides to use 15 passenger vehicle(s) the full-time drivers will have the opportunity to drive the activity.

- Cancellation of Trips- 2-hours

Section D.1: It is Agreed between Poplar School District and Teamsters Local 2, if something should come up to where it was never discussed or bargained over to where the CBA is silent on a particular subject. The school district and the union agree to meet and discuss any items involving bus activities to help clarify, identify any missing items and follow up with an LOU on any Bus Activities.

Section D.2 The transportation director will assign all activity trips (Cruiser, Yellow, White, 15 passenger) based on seniority. The rotation will be started with the most senior certified bus driver and if denied will move to the next most senior bus driver and so on. If no certified bus driver takes the activity trip, then the transportation director will assign those activity trips. This process will begin every Monday at 8 am with weekly activity trips being posted in the bus garage.

The District shall post a coach training schedule that is open to all bargaining unit employees. The bargaining unit employee must successfully complete the training and be signed off by the Transportation Supervisor.

An employee who shows up for an activity run that is canceled, shall not lose his/her place in the rotation.

E. The District shall assign the bargaining unit employees to fill all BIA contracted runs provided the bargaining unit employee is acceptable to the BIA. The BIA will have to provide a letter documenting any bargaining unit employee who is not acceptable to

them.

F. The assignments of BIA runs shall be on a rotation basis as contained in Section d of this Article.

G. At times a bargaining unit employee(s) will be directly employed by the BIA for training and/or other work. When the BIA directly employs a bargaining unit employee (s) for training and/or other work, all enumerations (wage, per diem, motel/lodging, meals, payroll taxes and, if available, retirement, vacation, sick leave), shall be paid by the BIA. All the directly employed bargaining unit employee(s) by the BIA for training and/or other work is outside the jurisdiction of this Collective Bargaining Agreement. Except for subsections D, E, F, G and H above, no parts, articles nor sections of this Collective Bargaining Agreement applies to the directly employed bargaining unit employee(s) for training and/or other work by the BIA.

H. Starting with the signing of the Teamsters 2014 – 2017 Collective Bargaining Agreement, the District shall pay for all D. O.T. required physicals. The District will not submit the D. O.T. required physicals to the health insurance policy of the employee. A District purchase order will be issued by the transportation supervisor.

I. Employees shall be subject to all rules and regulations regarding drug and alcohol testing, including drug and alcohol training. The District is subject to follow all Federal regulations as to rules and regulations of drug and alcohol testing.

J. **Overtime:** Any work performed in excess of forty (40) hours in a work week shall be compensated at the rate of one and one-half times the employee's regular hourly wage rate. For the purposes of determining overtime/comp time, a work week for the employees covered by this Collective Bargaining Agreement shall start at 12:01 a.m. Sunday and shall continue for the next seven days (24 hours x 7 days = 168 hours). Starting with the first full pay period after the Union approves the new 2012 – 2013 Collective Bargaining Agreement, all overtime will be calculated using the weighted average method.

By mutual Agreement between the School District and the employee, the employee may earn and use comp time as prescribed by the Fair Labor Standard Act (FLSA).

No employee shall work overtime, except in case of an emergency, without the direction of proper authority.

ARTICLE 7. HEALTH AND WELFARE

The School District will pay the below stated amount to the insurance company or trust for each participating employee per month subject to the following and the limits of the insurance policy or plan:

Bus Driver Group Health Insurance Rates for 25/26

	Health	Dental	Vision	Total Monthly
Single	$1,087.00	$48.00	$11.00	$1,146.00
Employee/Spouse	$2,174.00	$96.00	$22.00	$2,292.00
Employee/Children	$1,794.00	$99.00	$15.00	$1,908.00
Family	$2,935.00	$147.00	$23.00	$3,105.00

Poplar School District also agrees to continue with a $6,100 Health Reimbursement card for all bus drivers.

All bus drivers are required to pay a maximum of $75.00 per month in health insurance premiums.

Employees who do not participate in this health insurance program forfeit all benefits listed in this Article and/or money transfer rights.

Any additional monies needed for insurance premiums shall be deducted from the employee's paycheck. The Union may transfer money from wages to insurance premiums or from insurance premiums to wages. The transfer of money must balance.

The employee's insurance contributions for the months of July, August and September will be deducted from the Employee's June 5th and 20th pay checks.

The School District will make insurance payments to the insurance company and/or trust as directed by the insurance company and/or trust the first of the month following the first day of employment of the employee. All School District payments to the insurance company and/or trust shall stop on the employees last day of work.

When insurance benefits and/or coverage starts and stops will be determined by the insurance company and/or trust.

It is understood that the District's only obligation is to pay such amounts as agreed. No claims shall be made against the School District as a result of the denial of insurance coverage, insurance benefits and/or denial of claim(s).

The employees shall be notified of any increases to their health and welfare rates as soon as the District received the new rates.

Any questions to obtain information about the health and welfare rates, window periods or other information about the health and welfare should be directed to the Superintendent.

ARTICLE 8. WAGES

The wages for:

1. Bus Route, Kindergarten Route, JOM, Bilingual, Training and Drug Testing,
2. Extra-Curricular Assignment, and
3. BIA Runs, when not directly employed by the BIA, are contained in Schedule "A" attached to this Agreement and are considered part of this Agreement.

ARTICLE 9. HOLIDAYS

The School District will pay the holidays to the extent required by Section 2-18-601(8), MCA.

A. New Year's Day (January 1);

B. Good Friday (effective 7-1-11)

C. Memorial Day (Last Monday in May);

D. Labor Day (First Monday in September);

E. Thanksgiving Day (Fourth Thursday in November);

F. Day After Thanksgiving (effective 7-1-11)

G. Christmas Day (December 25);

H. State and national election days when the school building is used as a polling place and the conduct of school would interfere with the election process at the polling place.

I. Employees shall be paid three (3) hours holiday pay for each holiday or Regular Bus (Yellow Bus) hours, whatever is greater.

ARTICLE 10. LEAVE

Employees on any leave are subject to layoff and/or change in work.

A. Sick Leave

1. **Defined:** Sick leave is the necessary absence from duty caused when an employee has suffered illness, injury, exposure to contagious disease that requires isolation, or the necessary absence from duty to receive a medical examination or treatment. Accumulated sick leave credit should be regarded by employees as valuable free health insurance that maintains the employee's income during a period of personal illness or family emergencies (including step-parents and step-children) for transportation or until transportation can be arranged. Sick leave is given during time on leave. Up to five (5) days of accumulated sick leave may be used to attend funerals of friends and relatives not covered above. Sick leave benefits should be carefully guarded and not dissipated or abused.

2. Accrual of Sick Leave shall be as stated in Section 2-18-618, MCA.

3. **Reporting of Sick Leave:** If an employee is unable to work due to illness or emergency, he/she must notify the immediate Supervisor or the office of the

Superintendent. The Superintendent should be notified only in those cases when the immediate Supervisor cannot be located. If the illness or emergency occurs during the Supervisor's day off, the appropriate person may be contacted at home if necessary.

4. **Emergency Leave: Defined:** Emergency leave is defined as a necessary absence due to the illness of a member of the employee's immediate family which requires the attendance of the employee until professional or other attendance can be obtained.

5. Employee shall receive a print-out each September indicating the number of sick days the employee has accrued to date.

B. **Payment of Sick Leave**

1. Eligible employees are entitled by law to receive a lump sum payment, upon termination, equal to one-fourth (1/4) of the pay attributed to the unused sick leave accrued after July 1, 1971.
   The computation of the value of the unused sick leave is based on the employee's rate at the time of termination. An employee must give the District two (2) weeks notice prior to the employee quitting. If notice is not given, the employee forfeits the lump sum payment of unused sick leave that the employee would normally be entitled to.

2. **Other Sick Leave Provisions:**

   a. Sick leave charges in excess of earned sick leave credits may be charged to earned and available annual leave or leave without pay at the employee's option.

   b. Sick leave charges and credits shall be charged to the nearest one-half (1/2) hour.

c. A physician's certificate or other evidence to substantiate a sick leave charge may be required by an employee's immediate Supervisor or the appointing authority.

d. Medical appointments may be charged to sick leave, provided the minimum time is not less than one-half (1/2) hour. Each absence shall be reported separately and authorized in advance by the employee's Supervisor.

e. Any holidays that fall during a period that an employee is on sick leave will be charged as a holiday and not taken off the total accumulated sick leave.

3. **Abuse of Sick Leave:**

a. Abuse of sick leave is cause for dismissal.

b. Abuse of sick leave occurs when an employee misrepresents the actual reason for charging an absence to sick leave, or when an employee uses sick leave for unauthorized purposes.

c. Administrators must be able to substantiate any charges of sick leave abuse that results in an employee's dismissal.

d. Controversial use of sick leave should be thoroughly discussed by the employee's immediate Supervisor and the appointing authority before disciplinary actions are instituted.

C. **Annual Leave (Vacation):**

1. Employer agrees that each employee shall accrue vacation time at the rate prescribed by Section 2-18-612, MCA, subject to the maximum accumulation of vacation time provided in Section 2-18-617(1), MCA.

2. An employee who terminates his employment for any reasons not reflecting discredit on himself, shall be entitled to cash compensation on the next regular pay day for unused vacation leave, assuming that the employee has worked the qualified period set forth in Section 2-18-611, MCA.

3. It will be general policy of the School District that all vacation days will be taken when the school is in summer recess and/or paid at the end of the school year. At the end of the calendar year, an employee may request and be paid a lump payment for the earned vacation time, up to the maximum on the books.

   At the end of the school year, the School District will pay as a Alump payment@ any earned vacation time on the books.

4. Vacation leave shall not accrue during a leave of absence without pay which exceeds fifteen (15) calendar days.

5. In the event of death of an employee, unused and earned vacation time shall be paid to the employee's heirs at the employee's regular rate of pay.

6. The dates when employee's vacations shall be granted shall be determined by Agreement between each employee and his Employer with regards to the best interest of the School District.

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

8. Vacation time may be taken on split vacation basis.

D. **Other Leave With Pay:**

1. **Military Leave**

The School District will grant military leave with or without benefits to the extent required by law.

2. **Jury Duty or Witness Duty Leave**

a. Each employee who is under proper summons as a juror shall collect all fees and allowances payable as a result of the service and forward the fees to the appropriate accounting office. Juror fees shall be applied against the amount due the employee from his Employer. However, if an employee elects to charge his juror time off against his annual leave, he shall not be required to remit his juror fees to his Employer.

b. An employee subpoenaed to serve as a witness shall collect all fees and allowances payable as a result of the service and shall forward the fees to the appropriate accounting office. Witness fees shall be applied against the amount due the employee from his Employer. However, if an employee elects to charge his witness time off against his annual leave, he shall not be required to remit his witness fees to his Employer. In no instance is an employee required to remit to his Employer any expense or mileage allowances paid him by the court.

c. Employers may request the court to excuse their employees from jury duty if they are needed for the proper operation of a unit of state or local government.

E. **Leave Without Pay:**

The School District may, at the School District's sole discretion and without setting a precedent, grant other or extended leave without pay or benefits. The School District

and the employee shall enter into a written agreement covering any leave without pay.

F. **Family Medical Leave Act:**

Family Medical Leave shall run concurrent with other applicable leaves.

ARTICLE 11. GRIEVANCE PROCEDURE

11.1 Definitions

A. A grievance is a written and signed claim by a grievant that there has been a violation of the terms of this Agreement.

B. A grievant is an employee or group of employees or the Union.

C. Days shall mean calendar days, except as otherwise indicated.

11.2 Individual Rights

Nothing herein contained will be construed as limiting the right of any employee having a grievance to discuss the matter informally with the appropriate member of the administration at Level One without intervention by the Union, provided that adjustment is not inconsistent with the terms of the contract.

STEP I Immediate Supervisor

The grievance shall, within twenty-one (21) days of the occurrence or knowledge of the act or condition which is the basis of the complaint, present the grievance in writing, to the immediately involved Supervisor.

The grievance shall be written and shall include a statement of the grievance, which Article(s) are in dispute, and the requested remedy.

If the grievance is of a repeat or recurrent nature, the remedy of the grievance shall only extend back sixty (60) days from the date the grievance was filed.

The immediate Supervisor will arrange for a meeting with the grievant to take place within ten (10) days after receipt of the grievance. The Supervisor shall provide the grievant and the Union with a written answer to the grievance within ten (10) days after the meeting.

STEP II Superintendent

If the grievant or the Union is not satisfied with the disposition of the grievance at Step I, or if no decision has been rendered within ten (10) days after presentation of the grievance, then the grievance, within ten (10) days, may be referred to the Superintendent or the Superintendent's designee.

The Superintendent shall arrange for a hearing with the grievant to take place within ten (10) days after receipt of the appeal. Upon conclusion of the hearing, the Superintendent will have ten (10) days to provide the grievant and the Union with a written decision.

STEP III School Board

If the grievant or the Union is not satisfied with the disposition of the grievance at Step II, or if no decision has been rendered within ten (10) days after presentation of the grievance, then the grievance within seven (7) days may be referred to the Board of Trustees. The Chairman of the Board shall arrange for a hearing with the grievant to take place at the next regularly scheduled meeting.

Upon conclusion of the hearing, the Board will have fourteen (14) days to provide the grievant and the Union with a written decision.

STEP IV Binding Arbitration

If the Union is not satisfied with the disposition of the grievance at Step III, or if no disposition has been made within the time period provided, the grievance, only at the option of the Union may be submitted before an impartial arbitrator. The Union shall exercise its right of arbitration by giving the Superintendent written notice of its intention to arbitrate within ten (10) days after it has received the decision at Step III.

After notice of submission to arbitration, the Union shall request from the Montana Board of Personnel Appeals, a list of qualified arbitrators. Within fourteen (14) days of receipt, each party shall alternately strike names from the list, and the name remaining shall be the arbitrator.

The arbitrator shall not consider any argument or evidence that the grievant, Union or School Board did not submit to the other side seven (7) days before arbitration.

The arbitrator shall consider the grievance and render a decision within sixty (60) days of the hearing or final submission of briefs, whichever is later. The arbitrator's decision shall be final and binding upon the parties.

The expenses of arbitration shall be borne by the two parties equally. However, each party shall be responsible for compensating its own representative and witnesses. If either party desires a verbatim record of proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the costs shall be shared equally.

11.3 Exceptions to Time Limits

The time limits set forth in the Article may be changed by written Agreement. If the grievant fails to file the grievance within the first twenty-one (21) days as stated in Step I, the grievance is forever waived. If the grievant fails to timely file an appeal, the grievance is settled as stated in the earlier step.

11.4 No Reprisals

No reprisals of any kind will be taken by the Board, the school administration, the Union or the employee against any person because of participation in this grievance procedure.

11.5 Cooperation of Parties

The Board, the administration, the Union and the employee will cooperate with the other in this investigation of any grievance, and further will furnish the other such information as is requested for processing of any grievance.

11.6 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.

11.7 Election of Remedies and Waiver

The Union and/or employee(s) instituting any actions, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, Tribal Court or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all right to pursue a grievance under this Agreement. Upon instituting a proceeding in another forum as outlined herein, the employee(s) and/or Union shall waive his/her/their right to initiate a grievance pursuant to this Agreement, or if the grievance is pending in the grievance

procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

11.8 Jurisdiction of the Arbitrator

The arbitrator shall have no power to alter, add to, or subtract from the terms of the Agreement. The arbitrator's decision will be based upon the specific provisions of this Agreement. This arbitration provision shall be for grievances only. There shall be no interest arbitration.

ARTICLE 12. NO STRIKE/NO LOCKOUT

It is agreed that there will be no strike, lockouts, picketing, sit-downs, stay-ins, slow-downs, walk-outs, curtailment of work or stoppage of operations of any kind by the employee during the entirety of this Agreement.

ARTICLE 13. SAVING CLAUSE/EFFECT OF AGREEMENT

A. **Changes in Agreement:** No change shall be made in any provision of this Agreement unless by mutual consent of the parties.

B. **Savings Clause:** If any provision of this Agreement or any application thereof to any employees is finally held to be contrary to law,
then such provision or application shall be deemed invalid, to the extent required by such decision, but all other provisions or applications shall continue in full force and effect. At the request of either party, negotiations shall immediately begin in order to modify or replace the invalid provisions.

C. **Effect of Agreement:** This Agreement constitutes complete Agreement between the School Board and the Union. This Agreement supersedes any prior Agreement, rules or practices concerning the terms and conditions of employment.

The parties further acknowledge that during the course of collective bargaining, each party has had the unlimited right to offer, discuss, accept or reject proposals. Therefore, for the term of this Agreement, no further collective bargaining shall be had upon any provision of this Agreement, nor upon any subject of collective bargaining, unless by mutual consent of the parties hereto.

ARTICLE 14. MANAGEMENT RIGHTS

Nothing in this Agreement shall be construed to prohibit the School District from exercising all management rights and prerogatives except those expressly waived in this Agreement. The Board has all rights to manage the School District except those expressly waived by this Agreement.

It is recognized that, except as expressly provided in this Agreement, the District shall retain whatever rights and authority are necessary for it to operate and direct affairs of the District in all of its various aspects, including but not limited to the right to direct the working forces; to plan, direct and control operations and services of the District; to determine the methods, means, organization and number of personnel by which such operations and services are to be conducted; to assign and transfer employees; to schedule working hours and to assign overtime; to determine whether goods or services should be made or purchased; to hire, promote, suspend, discipline, or discharge; to make and enforce rules and regulations; and to change or eliminate existing methods, equipment or facilities.

ARTICLE 15. VISITS BY UNION REPRESENTATIVE

The Employer agrees that accredited representatives of Teamsters Local Union No. 2 shall have full and free access to the premises of the Employer at any time during working hours to conduct Union business so long as the duty function of the employee(s) is not impaired. The Superintendent is to be advised of the Union's representative on the school property.

ARTICLE 16. SCHOOL BOARD POLICIES

Employees covered by this Agreement acknowledge that School Board Policies are binding upon them. If there is a conflict of interpretation between the School Board Policies and this

Agreement, this Agreement shall supersede the Board Policy. School Board Policy is not part of this Collective Bargaining Agreement.
By making reference to School Board Policy, the parties do not intend to incorporate School Board Policy into this Collective Bargaining Agreement.

ARTICLE 17. DURATION

This contract becomes effective July 1, 2025 and shall continue in full force and effect until June 30, 2028.

This Agreement will automatically be renewed and will continue in full force and effect for additional periods of one year unless either party gives notice to the other party, during the month of March of the expiration year, of its desire to negotiate.

IN WITNESS WHEREOF, the parties hereto, acting by and through their respective and duly authorized officers and representatives, have hereto set forth their hands and seals the day and year first written above.

SCHOOL DISTRICT NO. 9 AND 9B POPLAR, MONTANA	TEAMSTERS LOCAL UNION NO. 2 GREAT FALLS, MONTANA
BY_____	BY_____
TITLE Board Chairperson	TITLE Business Representative

ATTEST_____

SCHEDULE "A"

Starting July 1, 2025:

A. Bus Route, Training and Drug Testing Minimum Hours and Pay

1. **Minimum Hours of Pay Per Day - Bus Route, Training and Drug Testing:** Except as noted below, an employee who makes an a.m. or p.m. bus route run shall be paid a minimum of one and one-half hours per route or the actual hours worked (bus route) training and drug testing) that route, whichever is the greatest. If an employee works the a.m. bus route and an extracurricular bus trip in the afternoon, the minimum pay for the bus route is one and one-half (1-1/2) hours (bus route, training and drug testing). If an employee works only an a.m. or p.m. bus route, the employee will be paid one and one-half hours or for actual hours worked (bus route, training and drug testing) whichever is the greatest. For employees who make one (1) route per day and who work less than one and one-half (1-1/2) hours per day, one and one-half (1-1/2) hours per day will be used and considered time worked for all overtime and all payroll taxes. For employees who make two (2) or more routes per day and who work more than one and one-half (1-1/2) hour per day but less than three (3) hours per day, three (3) hours per day will be used and considered time worked for all overtime and all payroll taxes. In all bus route(s), bus run(s), training and/or drug testing, there shall be no more than one minimum of one and one-half hours per AM and no more than one minimum of one and one-half hours per PM. For the bus route(s), bus run(s), training and/or drug testing work that overlaps the AM and PM, only the AM minimum will be applied.

2. **Rate of Pay:**

July 1, 2024 to June 30, 2025, twenty-six dollars and one cents ($26.01) per hour

July 1, 2025 to June 30, 2026, thirty-one dollars and one cents ($31.01) per hour

July 1, 2026 to June 30, 2027, thirty-one and sixty-three cents ($31.63) per hour.

July 1, 2027 to June 30, 2028, thirty-two and twenty-six cents ($32.26) per hour.

B. EXTRACURRICULAR BUS TRIP PAY

1. Minimum Hours of Pay Per Trip: An employee who is assigned an extracurricular bus trip and shows up and/or drives shall be paid a minimum of two (2) hours or the actual hours worked that trip, whichever is the greatest. For employees who work less than two (2) hours per trip, two (2) hours per trip will be used and considered time worked for all overtime and all payroll taxes.

2. Rate of Pay:

July 1, 2024 to June 30, 2025, seventeen dollars and sixty-nine cents ($17.69) per hour for extracurricular bus trips.
July 1, 2025 to June 30, 2026, twenty-two and sixty-nine cents ($22.69) per hour for extracurricular bus trips.
July 1, 2026 to June 30, 2027, thirty-one and sixty-three cents ($31.63) per hour for extracurricular bus trips.
July 1, 2027 to June 30, 2028, thirty-two and twenty-six cents ($32.26) per hour for extracurricular bus trips.

All non School church trips, club trips, social club trips and/or other like non-School trips are extracurricular trips.

C. BIA CONTRACTED WORK

The pay rate for all BIA contracted runs shall be paid as follows: The drivers operating black and yellow buses shall receive $13.95 per hour plus fringe benefits.

The employees that will be operating coach buses shall receive $15.29 per hour plus benefits.

When the School District receives an increase from the BIA for the hourly rates of pay list above, the School District shall adjust the above rates of pay by the same rates received and pay the same retroactive to the drivers for the same time period as received by the School District.

All drivers assigned a BIA run shall receive a minimum of eight (8) hours per day based on the hourly rates listed above or as modified. All hours worked over eight (8) hours per day shall be paid at the rates listed above or as modified. All actual work hours over forty (40) hours in any one week shall be paid at the rate of one and one-half times (1-2) the hourly rates contained in this Agreement. When two (2) drivers are assigned for one (1) run, both drivers shall receive the full wage rate contained in this Agreement plus fringe benefits. After each BIA designated trip, drivers must report their actual hours worked and miles driven each day to their Supervisor.

D. LONGEVITY

Employees shall receive the following in addition to their hourly rate of pay for longevity purposes.

Beginning of 7th Year - 13 Complete Years	$.45 Cents Per Hour
Beginning of 14th Year	Additional $.70 Cents Per Hour

For clarification, a ten (10) year employee would receive an additional twenty-five cents ($.45) per hour, while a fourteen (14) year employee would receive another fifty cents ($.70) per hour on top of the additional twenty-five cents ($.45) per hour they were already receiving, for a total of seventy-five cents ($1.15) per hour paid specifically for longevity purposes. (Daily runs and extracurricular only) There will be no longevity paid on BIA trips.

Employees are encouraged to notify the Employer when they are eligible for longevity, if possible.

Nothing in this longevity section and/or this Collective Bargaining Agreement shall be interpreted, read and/or ruled as requiring the School District to advance an employee=s longevity step, to be paid at a higher longevity rate to any employee and/or to increase the years of experience of any employee after the expiration date (last effective date) of this Agreement.

E. Should the School District receive any increase in BIA wage rates, the employees will receive the same retroactive to the date of the BIA increase.

Agenda Number 8.6: HPDP MOU Approval

POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 11, 2025

SUMMARY: The district needs an MOU with HPDP to continue services in our buildings.

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached –
Estimated Cost –

SAMPLE MOTION: *I move to accept the HPDP MOU as presented.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
R. Baker						
M. Chapman						
K. Smoker						
J. Berger						

MEMORANDUM OF UNDERSTANDING

The following Agreement is entered into on August 11, 2025 by Poplar Schools (District), a political subdivision of the State of Montana and the Assiniboine and Sioux Tribes' Tribal Health Department [hereinafter "Tribes" or "Tribal Health" or "HPDP"], whose address is P.O. Box 1027, Poplar, Montana, 59255 Tribal Health Department, a political subdivision of the Fort Peck Tribal Government.

I. RECITALS

A. The parties recognize that members of the Tribes may suffer from many persistent health disparities and involving the District in addressing these disparities is appropriate.

B. The parties believe that the education process will improve with an improved School Health Program in the Poplar Schools.

C. To address a reservation wide School Health Program, the parties created a working relationship based on the principles memorialized in this document and intend to establish additional cooperative activities and projects that will improve health prevention and education for the students of the Poplar community.

D. The parties will work to implement project that provides school based medical, allied health (dental, PT, OT), public health, and behavioral health services. The parties also may work with other academic centers to improve the total health and educational process.

E. The parties mutually intend to identify additional approaches to the provision of health services prevention and educational programming and will solicit support of parents and the total community in improving our educational system.

F. This project will periodically collect data for evaluation purposes and for use in the solicitation of resources. None of this data will be used in any way for any type of research. Clinical data will be collected as appropriate and stored in a manner consistent with the Health Insurance Portability and Accountability Act, FERPA, and other Federal and State Laws and Regulations.

II THEREFORE, WE HAVE THE FOLLOWING UNDERSTANDING:

I Poplar Schools agree to:

a) Subject to all other terms and conditions of this Agreement, participate with the Fort Peck Tribe's Office of Health Promotion and Disease Prevention in the approval of appropriate and qualified candidates to provide health care services on site;

b) Provide on-site space to be used only for program implementation as long as Tribal Health personnel comply with all applicable statues, regulations, and policies of the District as well as reasonable requests and directives from the District Superintendent or his/her designee.

c) Partner with Tribal Health in developing and promoting disease awareness, prevention and early detection.

d) Partner with Tribal Health and other health-related organizations to develop programs that can address school health related programming on the site if determined applicable through School Board Action.

e) Provide executive oversight and guidance to the joint school health programs and participate in program evaluations.

f) Provide communication regarding outside partnerships in order to ensure continuity of care.

II. **The Fort Peck Tribal Health Department will:**

a) Provide the District Board of Trustees on the parameters of the program, in a mutually agreed time period.

b) Provide competent and qualified professional staff to provide services to the students of the District;

c) Perform background checks on, and warrant the security of, any staff who may be providing services to the students of the District

d) Participate in generating new ideas for projects and programs that bear on the health disparities in the school age population of the Reservation.

e) Develop and promote health awareness, prevention and early detection programs to communities and Tribal members.

f) Provide educational opportunities for school faculty and for the school population of the Poplar Schools 2&2B.

g) Maintain appropriate policy and procedure manuals for the entire program including guidelines concerning program measurement and quality assurance.

h) Ensure the maintenance of a capable business office function with appropriate internal controls, revenue reporting and other fiscal support activities.

i) Assist academic partners in working with the Tribes and the Schools in the delivery of video linked remote education and health service delivery. Support outreach efforts and outreach personnel.

j) Support and/or fund, as resources are available, purchasing and installing of equipment and supplies necessary to maximize the impact of health promotion and disease prevention activities including office supplies, copy machines, phone/fax lines, etc. in the school districts supported by the program.

k) Provide a process to survey staff and community members on the effectiveness of this program.

l) Comply with all policies and procedures adopted by the Poplar Schools Board of Trustees.

Schedule

a) The Poplar Schools Superintendent and the Fort Peck Tribal Health school based leadership will meet every other month during the academic school year to discuss the program. Additional meetings may be held as necessary.
b) All employees of the Fort Peck Tribal Health program will sign in and out of the school utilizing the school processes to ensure the safety and security of the students and school building.
c) All employees of the Fort Peck Tribal Health program will have access to the designate space provided by the District during normal student days/ hours

Credentials – Licenses

Prior to commencement with any health related services, Ft. Peck Tribal Health shall provide proof to the District of all licenses and endorsements of all personnel that will be providing services in District Buildings within the scope of their agreement and hereby agrees to assume full and sole legal responsibility for any and all acts or omissions of its employees.

Insurance

Prior to commencement with any health related services, Ft. Peck Tribal Health shall provide proof to the District of liability insurance coverage in a coverage amount of no less than $2million and it hereby agrees to add the District as an additional named insured on any policy

This MOU may be terminated, without cause, by either party upon 30-day written notice, which notice shall be delivered by e-mail, hand-delivery, or first class mail. If by first class mail, notice is to be given as follows:

DISTRICT

TRIBE

On termination, the Tribe shall vacate the space designated by the District within the original 30 days' notice.

If this MOU is terminated by either Party with thirty (30) days written notice, the Parties shall work collaboratively to ensure a responsible transition of care for any students in need of ongoing services.

Unless renewed in writing by the parties, this Agreement shall automatically expire on August 11, 2026.

No employee of the Tribe shall be considered an employee of the District. This Agreement is not to be considered a joint venture between the parties.

No Waiver of Sovereign Immunity. No provision in this MOU shall be construed as a waiver of the Tribes' tribal sovereign immunity, or the tribal sovereign immunity of the Tribes' employees, officers, or agents or as a consent to the jurisdiction of any state court or federal court or tribunal. All Parties further understand that no person or entity other than the Fort Peck Assiniboine and Sioux Tribes' Tribal Executive Board has the authority to grant a waiver of the Fort Peck Assiniboine and Sioux Tribes' sovereign immunity.

SIGNED BY THE PARTIES ON THE DATES SET OUT BELOW

Superintendent of Poplar Schools	Date
Poplar School Board Chairman	Date
Program Director	Date
Fort Peck Tribal Chairman	Date

Agenda Number 8.7: Indian Policies and Procedures: BP 7231

POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 11, 2025

SUMMARY: BP 7231 needs yearly approval by the Board of Trustees.

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached –
Estimated Cost –

SAMPLE MOTION: *I move to accept the recommendation for passage of BP 7231.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
R. Baker						
M. Chapman						
K. Smoker						
J. Berger						

Indian Policies and Procedures, Title VIII, and Impact Aid

The Fort Peck Assiniboine and Sioux Tribes or their designee, and parents of Indian children served in the District, shall be provided with the opportunity to comment on the participation of Indian children on an equal basis with other children educated by the Poplar Schools. Not later than December 1 of each year, the District will hold a public meeting for the express purpose of allowing the Fort Peck Assiniboine and Sioux Tribes and parents of Indian children the opportunity to: 1) receive and review data presented by the Poplar Schools on the number and percentage of Indian students participating in each program offered by the school district; and 2) comment on the participation of Indian children on an equal basis in the school programs with all other children educated by the Poplar Schools.

The District will, by October 1, assess each of its programs, classrooms, teams, clubs, etc., and record, at a minimum, the number of students participating and the percentage of Indian students participating. This report shall be disseminated to the Fort Peck Assiniboine and Sioux Tribes through the Tribal Health, Education and Welfare Committee and placed on the agenda of the next Board meeting for discussion by the Board.

On an annual basis, the District will conduct a needs assessment, in an effort to identify how its educational program may need to be modified to allow Indian children to participate on an equal basis. The results of this assessment will be presented to the Board and discussed at the next regularly scheduled Board meeting.

The express purposes of the discussion shall be to: 1) discuss recommended modifications to school education programs to allow Indian students to participate on an equal basis, if it is determined that they are not; 2) continue the opportunity to provide meaningful input on any relevant issue; 3) discuss recommendations of School policies and procedures based on input.

The District will disseminate copies of the Impact Aid applications to tribal officials, and the applications will be reviewed at the annual public hearing. The review of new or continuing programs is an ongoing process of the Board, and agendas are posted in the District Office. Program plans and information related to the education programs of the District will also be reviewed at District meetings as changes are considered.

Adequate time and opportunity will be provided for tribal officials and parents to present views and comments regarding the disseminated documents.

The Administrative Assistant for Indian Education monitors all educational programs on a daily basis and provides a report to the Indian Education Parent Committee on a monthly basis. In addition, a member of the Indian Education Parent Committee, designated by said Committee, is present at each Board meeting to provide input to the Board.

Tribal officials, parents of Indian students, or the Indian Education Committee may place items on the Board meeting agenda for discussion and/or action by the Board. Such meetings occur on the Poplar School District second Monday of each month and convene at 7:00 p.m., in the Board Meeting Room. In August of each year, the Board convenes to discuss the final budget. Any community member may be present to provide comments and input on the final budget. All meetings are duly advertised in accordance with the "Open Meeting" statutes of the State of Montana.

Based upon the recommendations of the needs assessment, the Title IX external evaluation and other pertinent data in cooperation with the Indian Education Parent Committee, the Board may, at its discretion, adopt these changes and recommendations.

All changes to the policies must be posted for a period of not less than twenty (20) days, to provide for public input and comment.

All meetings called for any purpose addressed by these Policies and Procedures regarding P.L. 874 must meet the requirements of the "Open Meeting" statutes of the State of Montana. Inasmuch as state law prohibits the Board from delegating legal responsibility, the Trustees retain final authority for the established policies, procedures, and school programs affected by this Act.

Policy History:
Adopted on:
Revised on: 11 July 2016

Agenda Number 8.8: Bus Route Approval

POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 11, 2025

SUMMARY: All Bus Routes for 25/26 need Board of Trustees approval

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached –
Estimated Cost –

SAMPLE MOTION: *I move to approve the attached bus routes for school year 25/26.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
R. Baker						
M. Chapman						
K. Smoker						
J. Berger						

Bus # 3 Levi Route #1 Purple 80 Miles

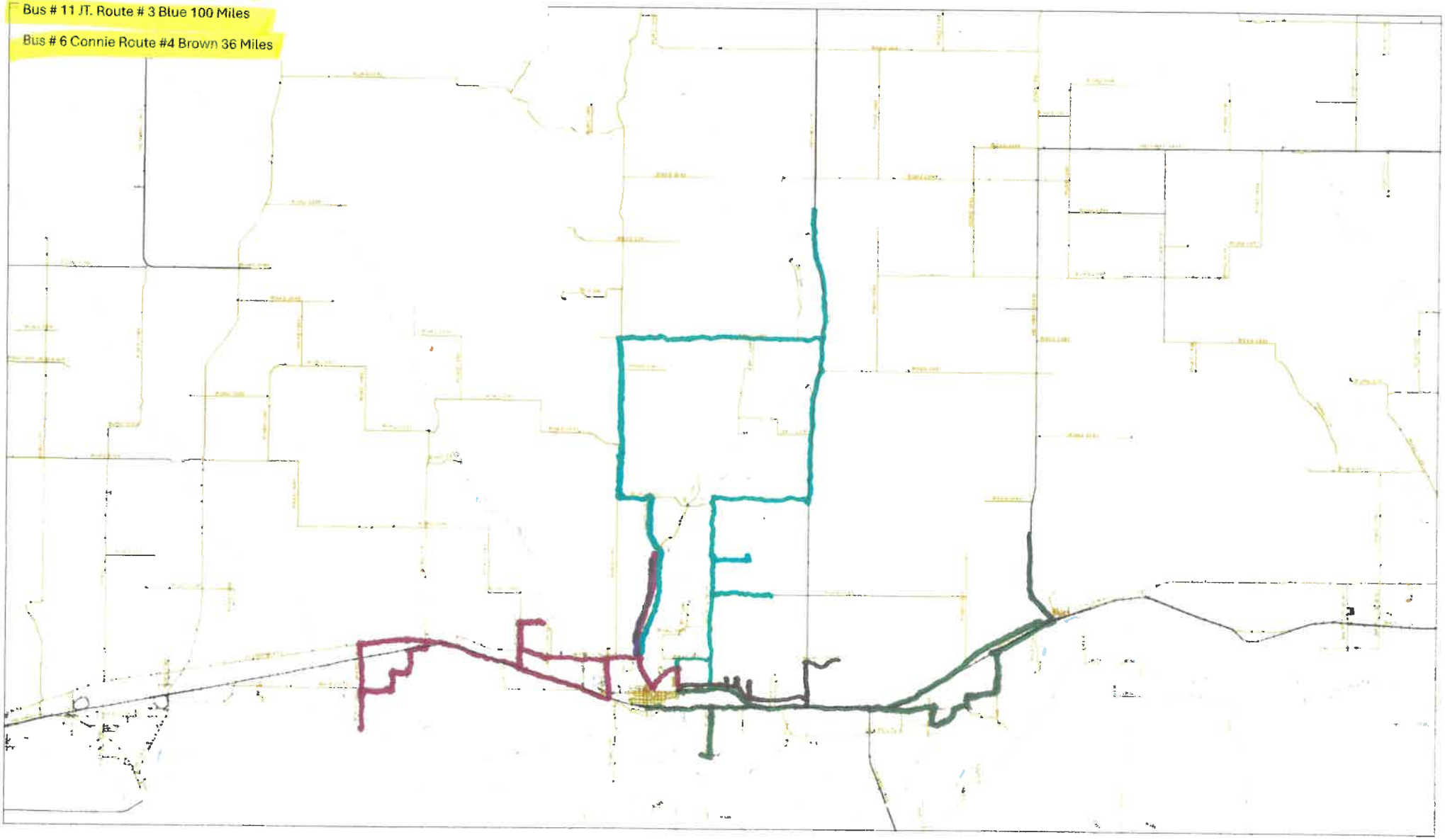
Bus # 7 Clint Route # 2 Green 80 Miles

Bus # 11 JT. Route # 3 Blue 100 Miles

Bus # 6 Connie Route #4 Brown 36 Miles

Poplar Schools 9 & 9B Bus Route Mileage

Poplar Bus Map



Agenda Number 8.9: SY 26 OPI Budgeted Funds

POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 11, 2025

SUMMARY: The Trustees may continue the meeting from day to day but shall adopt the final budget for the district and determine the amounts to be raised by tax levies for the District not later than August 25th and before the computation of the general fund net levy requirement by the County Superintendent and the fixing of the tax levies for each district. Any taxpayer in the District may attend any portion of the Trustees meeting and be heard on the budget of the District or any item or amount contained in the budget.

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached –
Estimated Cost –

SAMPLE MOTION: *I move to approve the budgeted funds for school year 25/26 as presented.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
R. Baker						
M. Chapman						
K. Smoker						
J. Berger						

Agenda Number 8.10: Offer/Purchase ALC Property

POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 11, 2025

SUMMARY: 314 F Street West: The District previously owned this property.

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached –
Estimated Cost – $100,000: Impact Aid Construction Funds

SAMPLE MOTION: *I move to approve the purchase/renovation of 314 F. Street West.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
R. Baker						
M. Chapman						
K. Smoker						
J. Berger						

APPRAISAL REPORT

Haven Gourneau Building
.249 +/- Deeded Acres
Roosevelt County, Montana
as of July 7, 2025

Prepared For:

Poplar School District
400 4th Avenue W
Poplar, MT 59255

Intended User:

Poplar School District
their assigns

Prepared By:

Warren Land & Livestock
Bethany Toews
4223 Highway 13
Wolf Point, MT 59201

Date Prepared:

August 6, 2025

August 6, 20253

Keith Erickson
400 4th Avenue W
Poplar, MT 59255

Dear Mr Erickson:

At your request and with your authorization, I have prepared a written narrative appraisal report in UAAR format concerning the real property owned by Haven Gourneau, located in Roosevelt County, Montana. The subject property comprises approximately 0.249 acres, or 10,839 square feet, and is situated at 314 W F Street in Poplar, Montana. The property rights appraised are Fee Simple interest in the surface estate, subject to any visual or recorded reservations of record. No title commitment or title report was provided for review.

The purpose of this appraisal is to estimate the market value of the property identified in the legal description in support of decision-making related to a potential sale. The value opinion is effective as of July 7, 2025, the date the property was personally inspected. Based on market conditions and the nature of the property, an estimated marketing period of up to 12 months is considered reasonable. The estimated Market Value of the subject property, as of the date of inspection, is:

Market Value: $35,000

This valuation is the result of a thorough analysis of the subject property and all relevant market data. To the best of my knowledge and belief, the appraisal complies with the scope of work agreed upon and adheres to the requirements of FIRREA Title XI as well as the Uniform Standards of Professional Appraisal Practice (USPAP) as promulgated in 2024. Furthermore, I affirm that the statements contained within this report are true and correct, subject to the stated Assumptions and Limiting Conditions. No extraordinary assumptions or hypothetical conditions were employed in the development of this opinion of value. All supporting data, analyses, and rationale used in this report are retained in the appraiser's workfile and can be made available for review upon request.

An experience contractor should address the water damage and repairs to the building. My appraisal is based "as is".

Should you require additional information or clarification, please do not hesitate to contact me. I sincerely appreciate the opportunity to assist you with this assignment.

Sincerely,

Bethany Toews

Bethany Toews

Montana Certified General Appraiser

Appraiser Certification

I certify that, to the best of my knowledge and belief:

1. the statements of fact contained in this report are true and correct.
2. the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial and unbiased professional analysis, opinions, and conclusions.
3. I have [X] no [ ] the specified present or prospective interest in the property that is the subject of this report and I have [X] no [ ] the specified personal interest with respect to the parties involved.
4. I have performed [X] no [ ] the specified services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
6. my engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. my compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
8. my analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice*.
9. I [X] have [ ] have not made a personal inspection of the property that is the subject of this report.
10. [X] no one [ ] the specified persons provided significant real property appraisal assistance to the person signing this certification.

The comparable sales were researched and verified at various points in time from dates of sale through the writing of this report.

Effective Date of Appraisal: 08/06/25

Opinion of Value: $ 35,000

Appraiser:

Signature: Bethany Toews

Name: Bethany Toews
License #: MT-REA-RAG-LIC-4590
Certification #:

Date Signed: 08/06/25

Property Inspection: [X] Yes [ ] No
Inspection Date: 08/06/25

Appraiser has [X] inspected [X] verified [X] analyzed the sales contained herein.

Items of Interest

9.1

Work Session Dates: None

9.2

Special Meeting Dates: None

9.3

Regular Meeting Date: September 8, 2025

Poplar
School District

Agenda Number 10: Adjournment

POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 11, 2025

SUMMARY: Adjournment for the August 11, 2025 meeting.

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached -
Fund -
Estimated Cost –

SAMPLE MOTION: *I move to adjourn the August 11, 2025 regular school board meeting.*

	Motion	Second	Aye	Nay	Abstain	Other
Crowley						
K. Smoker						
Chapman						
Baker						
L.Smoker						