

# POPLAR SCHOOLS

400 4<sup>th</sup> Avenue West, Poplar, MT 59255 406.768.6600  
www.poplarschools.com

LARAE CROWLEY  
Chairman

MARVIN YOUPEE JR.  
Vice-Chairman

ROBYN BAKER  
Trustee

MARVA CHAPMAN  
Trustee

LORI SMOKER  
Trustee

## AGENDA Regular Board Meeting Monday, August 12th, 2024 5 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 Meeting Minutes, Warrants and Claims, Budget vs. Actual, Investment Reports, and High School Activity Fund (Investment report-Judy)
6. Informational Items
  - 6.1. Superintendents Report
  - 6.2. Administrators Reports
  - 6.3. Directors Reports
7. Discussion Agenda
  - 7.1. Coaching Updates
  - 7.2. Classified Negotiations
  - 7.3. Activity Buses
  - 7.4. Tribal Credit Loans
8. Action Agenda
  - 8.1. Personnel Report
  - 8.2. Handbooks
  - 8.3. Yearly Indian Policies-7231
  - 8.4. Bus Routes
  - 8.5. Non-Resident Enrollment Requests (Executive Session)
  - 8.6. SY25 OPI Budgeted Funds
  - 8.7. Policies-First/Second Reading
9. Items of Interest
  - 9.1. Work Session Dates:
  - 9.2. Special Meeting Dates:
  - 9.3. Regular Meeting Date:
10. Adjournment

Please put cell phones on silent, and keep conversations limited. All meetings are recorded.  
We want to limit background noises.





## **CONSENT AGENDA**

**Students First**



## Agenda Item Number 5

### POPLAR PUBLIC SCHOOLS 9&9B BOARD AGENDA FACT SHEET MEETING DATE: August 12, 2024

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 12, 2024:*

	Motion	Second	Aye	Nay	Abstain	Other
Crowley						
Chapman						
Baker						
Smoker						



## **PREVIOUS BOARD MINUTES July/Special Meeting Minutes**

**Students First**



## **Regular Board Meeting**

### **Monday July 8, 2024**

**Call to Order:** The Regular board meeting of the Board of Trustees called to order by the Vice Chair at 5:00 p.m. Board led the Pledge of Allegiance. The School District No. 9 & 9B Trustees present to constitute a quorum were:

LaRae Crowley, Chair  
Robyn Baker, Trustee  
Marva Chapman, Trustee

Marvin Youpee, Vice Chair  
Lori Smoker, Trustee

Robyn Baker, Trustee absent

#### **District Staff:**

Keith Erickson, Superintendent  
John Wetsit  
Jessie Colon  
Vonda Bighorn

Judy Linthicum, Clerk  
Jake Riediger  
Brandi Burshia

**Recognition of Guests: None**

**Public Comment:**

**4.) Recognition of Poplar Education Association: None**

#### **5.) Consent Agenda:**

- **Minutes of Regular Board meeting June 17, 2024**
- **Warrants and Claims**
- **Budget Vs Actual June 2024**
- **Investments Reports June 2024**
- **High School Activity Report**

#### **ACTION:**

Marvin Youpee made motion to approve of Minutes of Regular Board meeting Monday June 17, 2024, Warrants and Claims, Budget Vs Actual June 2024, Investments Reports June 2024, and High School Activity Report.

Seconded by Lori Smoker

**Vote: 4-0 For**

## **Regular Board Meeting**

### **Monday July 8, 2024**

#### **6) Informational Items**

##### **6.1) Superintendent Report**

###### **Highlights:**

- Superintendent Keith Erickson is working on hiring: Coaches, Middle School Counselor and Athletic Director, and Assistant Clerk.
- Facilities Committee held a meeting discussing what spending of ESSER funds, \$700,000.
- The district has a strong need to start the Alternative Learning Center back. In the past the center was successful for students who needed a different learning environment.
- Middle School has a strong need for a Counselor, the position has been vacant for two years.
- Summer school ended June 21, with ESSER funds over on October 31, 2024; next year summer school will be operating at a smaller scale.
- Classified negotiations will be held July 18<sup>th</sup> and 19<sup>th</sup> in the boardroom.

#### **7) Discussion Agenda**

##### **7.1 Superintendent expectations/goals:**

Evaluation tool provided to help Trustees about expectations.

###### **Goals:**

1. Improving student achievement
2. Creating and fostering a safe and orderly environment
3. Building leadership
4. Communication with parents
5. Put the students first

##### **7.2 Staff Survey**

A staff environment survey was conducted last spring. The surveys are attached to the board packet for the board to review.

##### **7.3 Athletic Director Update**

Superintendent Keith Erickson has formed an Interview Committee to interview the two applicants for the athletic director

## **Regular Board Meeting**

### **Monday July 8, 2024**

#### **7.4 Pre-School Update**

The district has a terrific opportunity to start a Pre-school that is fully funded. John Wetsit explained the process that will need to happen to start this school year. At the current time John and Shari Daniels attended a training course to help begin the steps to start with the best program to for testing and selecting what students need in order to be apart of the program.

#### **7.5 Security Concerns**

School Resource Officer: Full time, talked with Kenny S about funding.

Dogs: Met with TEB about how to deal with the dogs on school grounds.

Buildings: Break-ins. Better utilization of cameras, security guards, closing gates, better lighting is needed.

#### **7.6 Air Conditioning HS**

Roof mount installed, hope to have this project completed soon. McKinstry assured that air conditioning will be running before school starts this year.

#### **7.7 Superintendent House**

Livable and rentable, needs cleaning and supply pipes need to be replaced.

#### **7.8) Committee Assignments**

##### **Facilities Committee**

LaRae Crowley and Marvin Youpee volunteered to serve on the Facilities Committee.

##### **Policy Committee**

Lori Smoker and Marva Chapman volunteered to serve on the Policy Committee.

##### **Budget Committee**

Robyn Baker and Marvin Youpee volunteered to serve on the Budget Committee.

## **Regular Board Meeting**

### **Monday July 8, 2024**

## **8.) ACTION AGENDA**

### **8.1) Personnel Report**

#### **Classified Staff**

Jessica Dionne	SPED Paraprofessional
Ronald Shanks	Assistant Clerk

#### **Co- and Extra Curricular Staff**

John Wetsit	Head Cross Country	\$5,847
Benny Lovan	High School Asst. Basketball	\$4,048
Brent Moore	High School Asst. Basketball	\$4,048
Jordan Hoops-Lovan	Middle School Cheerleading	\$2,699
Karolyn Kohl	Advisor Junior Class	\$2,699
Traci Sadler	Advisor Senior Class	\$1,348
Kelly Haaland	High School Annual	\$2,249
Kelly Haaland	High School Newspaper	\$1,349
Tara Zumbrun	High School Student Council	\$1,349
Theresa Turner	High School Business Professional	\$4,048
Ted Fulgham	High School Future Farmers	\$4,048
Jeanine Granada	High School FCCLA	\$4,048
Brent Moore	High School Assistant Football	\$4,048
Loren Boadle	High School Assistant Football	\$4,048

\* Denotes a Contingent Hiring as outlined in BP 5122

#### **ACTION:**

Motion made by Lori Smoker to approve the Personnel Report with Ronald Shanks being voted on separately.

Seconded by Marvin Youpee

**Vote: 4-0 For**

#### **ACTION:**

Directive made by Marvin Youpee for Superintendent Keith Erickson to negotiate salary with Ronald Shanks and bring back to next meeting for approval.

Seconded by Lori Smoker

**Vote: 4-0 For**

## **Regular Board Meeting**

### **Monday July 8, 2024**

#### **8.2) Website/Facebook/Community Information Expenditure**

The school district normally contracts our website to a 3<sup>rd</sup> party. In order to better serve our community and deliver information we need a local(s) hire to manage, update, and maintain our website, Facebook page, and other forms of community information. Jake Riediger and Mariah Dimas have currently taken on this task. They will be paid for hours worked outside of their regular job.

#### **ACTION:**

Motion made Marvin Youpee approve the website & Facebook community information with a stipend at a rate of \$30.00 per hour.

Seconded by Marva Chapman

**Vote: 4-0 For**

#### **8.3) ADA Accessible Van**

Poplar School District has a minimum of 3 students who currently use a wheelchair. At the present time we do not have an ADA accessible van.

#### **ACTION:**

Motion made Marvin Youpee approve the purchase of the Ford Transit ADA handicap van at a cost of \$85,900.

Seconded by Lori Smoker

**Vote: 4-0 For**

#### **8.4) Policy- Second Reading**

SUMMARY: Two new policies is available for the district should we pursue an early literacy program:

- BP 2165 Early Literacy Targeted Intervention Programs
- BP 8132 Activity Trips Policy Revisions for the following policies are attached for the First Reading:
- BP 1420 School Board Meeting Procedure
- BP 2500 English Language Learner Program BP 3110 Entrance, Placement, and Transfer

#### **ACTION:**

Motion made by Lori Smoker to approve the Policy Second Reading.

Seconded by Marvin Youpee

**Vote: 4-0 For**

## **Regular Board Meeting**

### **Monday July 8, 2024**

#### **9.) Items of Interest**

9.1) Work Session Date: July 17, 2024, at 6p.m.

9.2) Special Meeting Date: if needed July 17 before work session

9.3) Next Regular Meeting: August 12, 2024, at 5p.m.

#### **Adjourn**

**LaRae Crowley adjourned at 6:48 p.m. July 8, 2024.**

#### **ATTEST:**

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**Judy Linthicum, Board Clerk**

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**LaRae Crowley , Chair**

# **Special Board Meeting**

## **Wednesday July 17, 2024**

**Call to Order:** The Board meeting for the Board of Trustees called to order by the Chair at 6:11 p.m. The School District No. 9 & 9B Trustees present to constitute a quorum were:

LaRae Crowley, Chair                      Marvin Youpee, Vice Chair  
Lori Smoker, Trustee                      Marva Chapman, Trustee  
Cell phone: Robyn Baker, Trustee

### **District Staff:**

Keith Erickson                                      Judy Linthicum  
Morgan Norgaard                                  Frank Gourneau  
Jessie Colon                                        Vonda Bighorn  
Shannon Murphy                                  Griffin Ricker

#### **4.1) Hiring Improvements:**

Keith is in the process of removing Front Line for the hiring process.  
He is also going to assure that the school district utilizes OPI jobs, on web site.  
Employees will be properly notified after each board meeting of their being hired.  
The board will be informed of number of applicants and who were interviewed.

#### **4.2) OPI 5/6 Grade Report:**

Poplar School District 5/6 is under rigorous action designation by Montana Office of Public Instruction.  
LaRae Crowley, Chandra Young and Morgan Norgaard will be attending training in Helena July 29 & 30, on recommendations from OPI.  
Chandra Young will be paid by OPI to be the lead teacher for the improvement plan.

#### **4.3) McKinstry Presentation/Report:**

Tyler from McKinstry is here to explain what his company does and provide an update on the progress of facility improvements. Mike Gorder, LaRae Crowley, Keith Erickson and Judy Linthicum met with Tyler on Tuesday July 16, to go over existing plans and the completion of the High School Air Conditioning will be done before the first day of school, which is August 21, 2024.

### **Adjourn**

**LaRae Crowley adjourned at 6:43 p.m. July 17, 2024.**

**ATTEST:**

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**Judy Linthicum, Board Clerk**

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**LaRae Crowley , Chair**

**Special Board Meeting**  
**Wednesday July 17, 2024**



**Special Board Meeting**  
**Wednesday July 17, 2024**

**Call to Order:** The Board meeting for the Board of Trustees called to order by the Chair at 5:00 p.m. The School District No. 9 & 9B Trustees present to constitute a quorum were:

LaRae Crowley, Chair

Marvin Youpee, Vice Chair

Lori Smoker, Trustee

Marva Chapman, Trustee

Cell phone: Robyn Baker, Trustee

**District Staff:**

Keith Erickson

Judy Linthicum

Morgan Norgaard

Frank Gourneau

Jessie Colon

Vonda Bighorn

Shannon Murphy

Griffin Ricker

**Frank Gourneau led Pledge of Allegiance**

**Public Comment: None**

**4.) ACTION ITEMS**

**4.1) Personnel Report**

Krystal Forsness	<b>Certified Staff</b>	
	Elementary Teacher	\$44,980
Connie Wittak	<b>Classified Staff</b>	
	Substitute Bus Driver	\$26.01
	Assistant Clerk	\$30.00
Ronald Shanks		
Donald Moran	Maintenance	\$25.00
<b>Co-Extracurricular Staff</b>		
Brock Copenhaver	Athletic Director	\$13,494

**ACTION:**

Motion made by Marvin Youpee to approve the Personnel Report, with Krystal Forsness pending emergency licensure approval.

Seconded by Lori Smoker

**Vote: 5-0 For**

**Adjourn**

LaRae Crowley adjourned at 6:10 p.m. July 17, 2024.

**ATTEST:**

\_\_\_\_\_  
Judy Linthicum, Board Clerk

\_\_\_\_\_  
LaRae Crowley , Chair

**Special Board Meeting**  
**Wednesday July 17, 2024**



## **WARRANTS AND CLAIMS**

**Students First**

08/07/24  
15:31:29

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 8/24

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Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Frog-Func	Obj	Proj	
69686	25862	ADVANCED SOLUTIONS LLC	650.00						
1		2981 07/03/24 Schoolwide pest elimination	650.00		126 90 100-2600		440		
69691	10032	BRUCO, INC.	3,893.40						
		Middle school gym floor recoating service							
1		426151 07/28/24 MS gym recoating	3,893.40		126 90 100-2600		440		
69692	10032	BRUCO, INC.	3,024.00						
		HS gym floorr recoating service							
1		426160 07/29/24 HS gym recoating	3,024.00		226 16 100-2600		440		
69693	10032	BRUCO, INC.	242.20						
1		426240 07/31/24 Floor pad PT2000	242.20		126 90 100-2600		615		
69695	25837	BULLSEYE LLC	9,900.00						
		SY 24-25 coaching and walkthrough package renewal							
1		1999 07/19/24 Coaching package	4,950.00		115 15 494-1000		610	314	
2		1999 07/19/24 Coaching package	4,950.00		115 90 494-1016		610	314	
69684	10748	CITY OF POPLAR	5,547.15						
		Water charges for June 2024							
1		08/05/24 Admin building- water/sewer	107.00		126 90 100-2600		421		
2		08/05/24 #9 shop- water/sewer	62.51		126 90 100-2600		421		
3		08/05/24 Trnsprtn&mntnc water/sewer	126.91		126 90 100-2600		421		
4		08/05/24 Bus Garage- water/sewer	173.13		110 15 100-2700		421		
5		08/05/24 Grade school- water/sewer	1,355.74		126 90 100-2600		421		
6		08/05/24 Middle school- water/sewer	816.56		126 90 100-2600		421		
7		08/05/24 High school- water/sewer	64.02		226 16 100-2600		421		
8		08/05/24 HS metal shop- water/sewer	1,887.95		226 16 100-2600		421		
9		08/05/24 Supt house- water/sewer	99.69		115 100-2620		410	31	
10		08/05/24 Townhouse #1- water/sewer	150.32		115 100-2620		410	31	
11		08/05/24 Townhouse #2- water/sewer	143.59		115 100-2620		410	31	
12		08/05/24 Townhouse #3- water/sewer	177.12		115 100-2620		410	31	
13		08/05/24 Townhouse #4-water/sewer	144.97		115 100-2620		410	31	
14		08/05/24 Townhouse #5- water/sewer	143.59		115 100-2620		410	31	
15		08/05/24 Prof Village- Garbage	94.05		115 100-2620		410	31	

08/07/24  
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POPLAR SCHOOLS  
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For the Accounting Period: 8/24

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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
69681	24979	COY WEEKS	75.00						
		Cell phone service for the month of August 2024							
1		08/12/24 Cell phone service cost	75.00		226 16 100-2600		531		
69689	22592	DECKER EQUIPMENT	2,235.69						
1		581794A 07/05/24 White markerboards	1,800.00		126 90 100-2600		615		
2		581794A 07/05/24 White markerboards	435.69		226 16 100-2600		615		
69687	20959	FORT PECK TRIBES-ENTERPRISE	400.00						
		Septic pumping at teacher trailers, and at bus garage							
1		3616 07/09/24 Bus garage septic pumping	200.00		126 90 100-2600		440		
2		3616 07/09/24 Teacher village septic pumping	200.00		115 100-2620		440	31	
69678	22225	FRANK GOURNEAU	75.00						
		Cell phone service for the month of August 2024							
1		08/12/24 Cell phone service cost	75.00		226 16 100-2600		531		
69698	23240	GLASGOW SCHOOL DISTRICT 1A	11,574.24						
		FY2024 resident district tuition							
1		07/23/24 tuition foster care elem	2,550.16*		126 15 100-1000		561		
2		07/23/24 tuition foster care 5/6	2,550.16*		126 14 100-1000		561		
3		07/23/24 tuition foster care 7/8	3,236.96*		126 50 100-1000		561		
4		07/23/24 tuition foster care HS	3,236.96*		213 16 100-1000		561		
69694	12805	GRAINGER	155.12						
1		9184191063 07/16/24 Pleated air filter	155.12		115 100-2620		440	31	
69709	12805	GRAINGER	315.52						
1		9195053708 07/25/24 Pleated air filters	315.52		115 100-2620		440	31	
69683	25502	GREG GOURNEAU	75.00						
		Cell phone service charge for the month of August 2024							
1		08/12/24 Monthly service charge	75.00		126 90 100-2600		531		
69679	25360	JOHN WETSIT	75.00						
		Cellphone service for the month of August 2024							
1		08/12/24 Cell phone service cost	75.00		126 90 100-2600		531		

08/07/24  
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FOPLAR SCHOOLS  
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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
69706		23989 KALEVA LAW FIRM	43.75					
1		7483 07/15/24 Research and advise	30.62		126 90 100-2306		330	
2		7483 07/15/24 Research and advise	13.13		226 16 100-2306		330	
69710		25912 KIRN CONSTRUCTION LLC	750.00					
		Remove asphalt and disposal						
1		08/07/24 Remove asphalt and disposal	750.00		226 16 100-2600		460	
69680		24786 LEWIS REESE	75.00					
		Cell phone service for the month of August 2024						
1		08/12/24 Cell phone service cost	75.00		126 90 100-2600		531	
69703		14492 LINDE GAS AND EQUIPMENT INC.	108.96					
1		44416486 07/31/24 Industrial Acetylene	108.96		226 16 390-1000		610	
69702		24921 LORRI COULTER, MS, PS, BCBA	840.00					
1		1029 07/29/24 OPI meeting with employees	168.00		126 14 280-2140		320	
2		1029 07/29/24 OPI meeting with employees	336.00		126 15 280-2140		320	
3		1029 07/29/24 OPI meeting with employees	168.00		126 50 280-2140		320	
4		1029 07/29/24 OPI meeting with employees	168.00		226 16 280-2140		320	
69705		10087 MAIN STREET GROCERY	217.82					
1		1311425 07/08/24 Board meeting meal	102.61		126 90 100-2300		610	
2		1341427 07/08/24 Board meeting meal	5.38		126 90 100-2300		610	
3		0201130 07/18/24 Negotiations meal	109.83		126 90 100-2300		610	
69699		25209 MARCO TECHNOLOGIES LLC	2,211.64					
		Copier contract payment for July 2024						
1		533890604 07/16/24 Copier contract agreement	276.42		126 14 100-1000		610	
2		533890604 07/16/24 Copier contract agreement	276.46		126 14 280-1000		610	
3		533890604 07/16/24 Copier contract agreement	276.46		126 15 100-1000		610	
4		533890604 07/16/24 Copier contract agreement	276.46		126 15 280-1000		610	
5		533890604 07/16/24 Copier contract agreement	276.46		126 50 100-1000		610	
6		533890604 07/16/24 Copier contract agreement	276.46		126 50 280-1000		610	
7		533890604 07/16/24 Copier contract agreement	276.46		226 16 100-1000		610	
8		533890604 07/16/24 Copier contract agreement	276.46		226 16 280-1000		610	

08/07/24  
15:31:29

POPLAR SCHOOLS  
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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
69700		25209 MARCO TECHNOLOGIES LLC	2,107.42						
Copier service agreement for 7/15/24-8/15/24									
1		534133129 07/22/24 Copier service agreement	263.41		126 14 100-1000		610		
2		534133129 07/22/24 Copier service agreement	263.43		126 14 280-1000		610		
3		534133129 07/22/24 Copier service agreement	263.43		126 15 100-1000		610		
4		534133129 07/22/24 Copier service agreement	263.43		126 15 280-1000		610		
5		534133129 07/22/24 Copier service agreement	263.43		126 50 100-1000		610		
6		534133129 07/22/24 Copier service agreement	263.43		126 50 280-1000		610		
7		534133129 07/22/24 Copier service agreement	263.43		226 16 100-1000		610		
8		534133129 07/22/24 Copier service agreement	263.43		226 16 280-1000		610		
69701		25209 MARCO TECHNOLOGIES LLC	2,211.64						
Copier contract service agreement for 7/15/24-8/15/24									
1		534811633 07/29/24 Copier contract agreement	276.42		126 14 100-1000		610		
2		534811633 07/29/24 Copier contract agreement	276.46		126 14 280-1000		610		
3		534811633 07/29/24 Copier contract agreement	276.46		126 15 100-1000		610		
4		534811633 07/29/24 Copier contract agreement	276.46		126 15 280-1000		610		
5		534811633 07/29/24 Copier contract agreement	276.46		126 50 100-1000		610		
6		534811633 07/29/24 Copier contract agreement	276.46		126 50 280-1000		610		
7		534811633 07/29/24 Copier contract agreement	276.46		226 16 100-1000		610		
8		534811633 07/29/24 Copier contract agreement	276.46		226 16 280-1000		610		
69697		25863 MARCO TECHNOLOGIES LLC. NW 7128	87.50						
1		12701301 07/10/24 Support help	87.50		226 16 141-1000		610		
69704		21755 MONTANA DOJ	120.00						
1		168611 07/17/24 Background check on new employ	84.00		126 90 100-2305		340		
2		168611 07/17/24 Background check on new employ	36.00		226 16 100-2305		340		
69677		21147 MORGAN NORGAARD	75.00						
Cell phone service for the month of August 2024									
1		08/12/24 Cell phone service cost	75.00		126 90 100-2600		531		
69711		25132 NORTHERN PLAINS INDEPENDENT	496.84						
Coaches wanted, activities fund admin/assistant clerk ad, extracurricular positions ad									
1		5351 07/29/24 Job advertisements	347.79		126 90 100-2300		540		
2		5351 07/29/24 Job advertisements	149.05		226 16 100-2300		540		

08/07/24  
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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
69712		25132 NORTHERN PLAINS INDEPENDENT	1,108.48					
		Assistant clerk ad, extracurricular positions ad, HS ISS proctor, night security guard position						
1		5439 07/27/24 Job opening advertisements	775.94		126 90 100-2300		540	
2		5439 07/27/24 Job opening advertisements	332.54		226 16 100-2300		540	
69682		24767 PATTI JO BLACK	75.00					
		Cell phone services for the month of August 2024						
1		08/12/24 Cell phone service cost	75.00		226 16 100-2600		531	
SYS		12492 SYSCO MONTANA INC.	4,782.90					
1		543000617 07/20/24 Trash can liners	3,000.00		126 90 100-2600		615	
2		543000617 07/20/24 Trash can liners	1,782.90		226 16 100-2600		615	
69688		13393 THE BODY SHOP	4,565.00					
1		30253 07/15/24 Glass and screens	3,000.00		126 90 100-2600		440	
2		30253 07/15/24 Glass and screens	1,565.00		226 16 100-2600		440	
69696		10111 WILL'S OFFICE WORLD	754.86					
		write up slips for middle school						
1		10434186 07/08/24 Write up slips for MS	754.86		126 50 100-1000		610	
		# of Claims	33	Total:	58,869.13	# of Vendors	27	



08/07/24  
15:31:30

POPLAR SCHOOLS  
Fund Summary for Claims  
For the Accounting Period: 8/24

Page: 6 of 7  
Report ID: AP110

Fund/Account	Amount
110 Elementary Transportation Fund	
101	173.13
115 Elementary Miscellaneous Programs Fund	
101	11,523.97
126 Elementary Impact Aid Fund	
101	31,672.63
213 High School Tuition Fund	
101	3,236.96
226 High School Impact Aid Fund	
101	12,262.44
Total:	58,869.13

08/07/24  
15:31:30

POPLAR SCHOOLS  
Claim Approval Signature Page  
For the Accounting Period: 8 / 24

Page: 7 of 7  
Report ID: AP100A

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

08/05/24  
09:06:07

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 8/24

Page: 1 of 3  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
69671	24979	COY WEEKS	207.00						
		Travel and expense voucher for Principals Academy in Missoula MT							
1		07/31/24 Per Diem	207.00		215 16 420-2200		582	304	
69672	22225	FRANK GOURNEAU	883.03						
		Mileage and per diem for Principals academy in Missoula MT							
1		07/31/24 Mileage to Missoula	676.03		215 16 420-2200		582	304	
2		07/31/24 Per Diem	207.00		215 16 420-2200		582	304	
69674	25360	JOHN WETSIT	952.03						
		Mileage and per diem to Missoula for principals academy							
1		07/31/24 Mileage to Missoula	676.03*		115 15 494-2213		582	314	
2		07/31/24 Per Diem	276.00*		115 15 494-2213		582	314	
69673	24786	LEWIS REESE	952.03						
		Mileage and Per Diem to Missoula MT for Principals academy							
1		07/31/24 Mileage to Missoula	676.03*		115 15 494-2213		582	314	
2		07/31/24 Per Diem	276.00*		115 15 494-2213		582	314	
69675	21147	MORGAN NORGAARD	883.03						
		Mileage and per diem to Missoula MT for law presentation							
1		08/05/24 Mileage to Missoula	676.03*		115 15 494-2213		582	314	
2		08/05/24 Per Diem	207.00*		115 15 494-2213		582	314	
# of Claims		5	Total:	3,877.12	# of Vendors		5		

08/05/24  
09:06:08

POPLAR SCHOOLS  
Fund Summary for Claims  
For the Accounting Period: 8/24

Page: 2 of 3  
Report ID: AP110

Fund/Account	Amount
115 Elementary Miscellaneous Programs Fund	
101	2,787.09
215 High School Miscellaneous Programs Fund	
101	1,090.03
Total:	3,877.12

08/05/24  
09:06:08

POPLAR SCHOOLS  
Claim Approval Signature Page  
For the Accounting Period: 8 / 24

Page: 3 of 3  
Report ID: AP100A

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

07/29/24  
09:11:47

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 7/24

Page: 1 of 3  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
69670	10069 MONTANA DAKOTA UTILITIES	11,280.27						
Gas and electric chargers for 6/15/24-7/17/24								
1	07/18/24 Admin building- Gas	25.40		126 90 100-2600		411		
2	07/18/24 Admin building- Electric	291.54		126 90 100-2600		412		
3	07/18/24 Maint shop- Gas	24.29		126 90 100-2600		411		
4	07/18/24 Maint shop- Electric	69.36		126 90 100-2600		412		
5	07/18/24 Bus Garage- Gas	33.79		110 15 100-2700		411		
6	07/18/24 Bus Garage- Electric	102.29		110 15 100-2700		412		
7	07/18/24 Middle&Grade school- Gas	122.83		126 90 100-2600		411		
8	07/18/24 Middle&Grade school- Electric	5,166.27		126 90 100-2600		412		
9	07/18/24 High school- Gas	191.81		226 16 100-2600		411		
10	07/18/24 High school- Electric	4,043.26		226 16 100-2600		412		
11	07/18/24 Football field- Electric	24.54		226 16 100-2600		412		
12	07/18/24 413 W HWY 2- Gas	27.09		126 90 100-2600		411		
13	07/18/24 413 W HWY 2- Electric	149.34		126 90 100-2600		412		
14	07/18/24 317 W HWY2- Gas/Electric	61.92		115 100-2620		410	31	
15	07/18/24 407 4th AVE HPDP- Gas/Electric	219.14		115 100-2620		410	31	
16	07/18/24 Apt 1A- Gas/Electric	56.41		115 100-2620		410	31	
17	07/18/24 Apt 1B- Gas/Electric	42.61		115 100-2620		410	31	
18	07/18/24 Apt 1C- Gas/Electric	250.12		115 100-2620		410	31	
19	07/18/24 Apt 2A- Gas/Electric	38.82		115 100-2620		410	31	
20	07/18/24 Apt 2B- Gas/Electric	42.35		115 100-2620		410	31	
21	07/18/24 Apt 2C- Gas/Electric	21.65		115 100-2620		410	31	
22	07/18/24 Apt 3A- Gas/Electric	20.03		115 100-2620		410	31	
23	07/18/24 Apt 3B- Gas/Electric	34.76		115 100-2620		410	31	
24	07/18/24 Apt 3C- Gas/Electric	47.62		115 100-2620		410	31	
25	07/18/24 Apt 4A- Gas/Electric	18.95		115 100-2620		410	31	
26	07/18/24 Apt 4B- Gas/ Electric	25.70		115 100-2620		410	31	
27	07/18/24 Apt 4C- Gas/Electric	7.17		115 100-2620		410	31	
28	07/18/24 Apt 5A- Gas/Electric	98.75		115 100-2620		410	31	
29	07/18/24 Apt 5B- Gas/Electric	7.17		115 100-2620		410	31	
30	07/18/24 Apt 5C- Gas/Electric	15.29		115 100-2620		410	31	
# of Claims		1	Total:	11,280.27	# of Vendors	1		

07/29/24  
09:11:53

POPLAR SCHOOLS  
Fund Summary for Claims  
For the Accounting Period: 7/24

Page: 2 of 3  
Report ID: AP110

Fund/Account	Amount
110 Elementary Transportation Fund	
101	136.08
115 Elementary Miscellaneous Programs Fund	
101	1,008.46
126 Elementary Impact Aid Fund	
101	5,876.12
226 High School Impact Aid Fund	
101	4,259.61
Total:	11,280.27

07/29/24  
09:11:53

FOPLAR SCHOOLS  
Claim Approval Signature Page  
For the Accounting Period: 7 / 24

Page: 3 of 3  
Report ID: AP100A

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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\_\_\_\_\_  
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I hereby certify that the above is correct

\_\_\_\_\_

Business Manager/Clerk



07/16/24  
07:34:39

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 7/24

Page: 1 of 6  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
69647	10162	AGLAND CO-OP	5,141.34						
June 2024									
1		06/30/24 ROUTE	189.01		110 15	100-2700	624		
2		06/30/24 PICKUPS/RANGERS	986.65		126 90	100-2600	624		
3		06/30/24 MAINTENANCE	2,055.81		126 90	100-2600	615		
4		06/30/24 MAINTENANCE	432.31		226 16	100-2600	615		
5		06/30/24 BUS BARN PARTS	32.50		110 14	100-2700	440		
6		06/30/24 BUS BARN GAS	73.46		110 50	100-2700	624		
7		06/30/24 HOUSING PARTS	10.48		115	100-2620	440	31	
8		06/30/24 HOUSING GAS	51.54		115	100-2620	624	31	
9		06/30/24 DRIVERS ED GAS	709.68*		218 16	100-1770	624		
10		06/30/24 PAINT FB FIELD- FLAG FOOTBALL	599.90		226 16	720-3500	610		
69657	24853	AMERICAN FIDELITY ADMINISTRATIVE	268.00						
Time and eligibility services for July 2024									
1		07/14/24 Time & eligibility July 2024	200.00		126 90	100-2300	340		
2		07/14/24 Time & eligibility July 2024	68.00		226 16	100-2300	340		
69664	25735	CHANDRA YOUNG	768.20						
Mileage and per diem to Helena for ISAP conference									
1		07/15/24 Mileage to Helena	576.20		115 14	494-2213	582	314	
2		07/15/24 Per Diem	192.00		115 14	494-2213	582	314	
69655	25304	CLINT LINTHICUM	217.25						
Travel to Chicago for Handicap van, food per diem only									
1		07/15/24 Per Diem Chicago	217.25*		110 15	100-2700	582		
69650	10044	DACOTAH PAPER CO.	182.34						
Baker steam barriers and straps. On back order from previous invoice.									
1		37465 07/08/24 Baker steam barriers	182.34*		212 90	910-3100	610		
69646	10211	FRIESEN'S FLORAL	75.00						
Flowers for funeral service									
1		63115 06/06/24 Flowers funeral service	75.00		126 90	100-2300	610		
69656	14182	HELENA SCHOOL DISTRICT #1	917.14						
Out of district tuition for high school student									
1		2500027 07/11/24 Out of district tuition HS	917.14*		213 16	100-1000	563		

07/16/24  
07:34:39

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 7/24

Page: 2 of 6  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
69651	12090	LARAE CROWLEY	768.20						
		Travel and expenses to ISAP conference in Helena							
1		07/10/24 Mileage to Helena	576.20		126 90	100-2300	582		
2		07/10/24 Per Diem	192.00		126 90	100-2300	582		
69645	14492	LINDE GAS AND EQUIPMENT INC.	111.99						
		Industrial acetylene, Industrial high pressure, CO2, safety and enviromental service fee							
1		43821272 06/30/24 Industrial acetylene charges	111.99		226 16	390-1000	610		
69659	25209	MARCO TECHNOLOGIES LLC	2,107.42						
		Copier service contract for 5/15/24-6/15/24							
1		529738601 05/22/24 Schoolwide copier contract	263.41		126 14	100-1000	610		
2		529738601 05/22/24 Schoolwide copier contract	263.43		126 14	280-1000	610		
3		529738601 05/22/24 Schoolwide copier contract	263.43		126 15	100-1000	610		
4		529738601 05/22/24 Schoolwide copier contract	263.43		126 15	280-1000	610		
5		529738601 05/22/24 Schoolwide copier contract	263.43		126 50	100-1000	610		
6		529738601 05/22/24 Schoolwide copier contract	263.43		126 50	280-1000	610		
7		529738601 05/22/24 Schoolwide copier contract	263.43		226 16	100-1000	610		
8		529738601 05/22/24 Schoolwide copier contract	263.43		226 16	280-1000	610		
69660	25209	MARCO TECHNOLOGIES LLC	2,685.67						
		Schoolwide copier service contract for 5/15/24-6/15/24							
1		529897571 05/23/24 Schoolwide copier contract	335.70		126 14	100-1000	610		
2		529897571 05/23/24 Schoolwide copier contract	335.71		126 14	280-1000	610		
3		529897571 05/23/24 Schoolwide copier contract	335.71		126 15	100-1000	610		
4		529897571 05/23/24 Schoolwide copier contract	335.71		126 15	280-1000	610		
5		529897571 05/23/24 Schoolwide copier contract	335.71		126 50	100-1000	610		
6		529897571 05/23/24 Schoolwide copier contract	335.71		126 50	280-1000	610		
7		529897571 05/23/24 Schoolwide copier contract	335.71		226 16	100-1000	610		
8		529897571 05/23/24 Schoolwide copier contract	335.71		226 16	280-1000	610		
69661	25209	MARCO TECHNOLOGIES LLC	2,211.64						
		Schoolwide copier contracts for 6/15/24-7/15/24							
1		531974269 06/21/24 Schoolwide copier contract	276.42		126 14	100-1000	610		
2		531974269 06/21/24 Schoolwide copier contract	276.46		126 14	280-1000	610		
3		531974269 06/21/24 Schoolwide copier contract	276.46		126 15	100-1000	610		
4		531974269 06/21/24 Schoolwide copier contract	276.46		126 15	280-1000	610		
5		531974269 06/21/24 Schoolwide copier contract	276.46		126 50	100-1000	610		
6		531974269 06/21/24 Schoolwide copier contract	276.46		126 50	280-1000	610		
7		531974269 06/21/24 Schoolwide copier contract	276.46		226 16	100-1000	610		
8		531974269 06/21/24 Schoolwide copier contract	276.46		226 16	280-1000	610		

07/16/24  
07:34:39

POPLAR SCHOOLS  
Claim Approval List

Page: 3 of 6  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
69662		25209 MARCO TECHNOLOGIES LLC	2,818.86						
		Schoolwide copier contract for 6/15/24-7/15/24							
1		532176641 06/22/24 Schoolwide copier contracts	352.34		126 14	100-1000	610		
2		532176641 06/22/24 Schoolwide copier contracts	352.36		126 14	280-1000	610		
3		532176641 06/22/24 Schoolwide copier contracts	352.36		126 15	100-1000	610		
4		532176641 06/22/24 Schoolwide copier contracts	352.36		126 15	280-1000	610		
5		532176641 06/22/24 Schoolwide copier contracts	352.36		126 50	100-1000	610		
6		532176641 06/22/24 Schoolwide copier contracts	352.36		126 50	280-1000	610		
7		532176641 06/22/24 Schoolwide copier contracts	352.36		226 16	100-1000	610		
8		532176641 06/22/24 Schoolwide copier contracts	352.36		226 16	280-1000	610		
69653		25956 MIDWEST TRANSIT EQUIPMENT, INC.	85,900.00						
		2023 Ford Transit.							
		Handicap accessible							
1		V101014867 07/15/24 2023 Ford Transit	85,900.00		111 90	100-2700	742		
69648		21755 MONTANA DOJ	60.00						
		Back ground check on new employees							
1		168176 05/21/24 Background on new employees	42.00		126 90	100-2305	340		
2		168176 05/21/24 Background on new employees	18.00		226 16	100-2305	340		
69663		21147 MORGAN NORGAARD	768.20						
		Mileage and per diem to Helena for ISAP conference							
1		07/10/24 Mileage to Helena	576.20		115 14	494-2213	582	314	
2		07/10/24 Per Diem	192.00		115 14	494-2213	582	314	
69654		11014 NAFIS	9,515.79						
		Membership dues for Elementary and High school							
1		35848 07/01/24 Elementary Membership dues	6,835.38		126 90	100-2300	810		
2		35848 07/01/24 High school membership dues	2,680.41		226 16	100-2300	810		
69652		25132 NORTHERN PLAINS INDEPENDENT	48.75						
		One year newspaper subscription							
1		06/21/24 One year newspapaer subscrip	48.75		226 16	100-2225	650		
69649		20478 YELLOWSTONE COUNTY YOUTH SERVICES	600.00						
		HS educational expense for 6/1/24-6/30/24							
1		POP062447 07/02/24 HS educational expense	600.00*		213 16	100-1000	563		
		# of Claims 19	Total: 115,165.79	# of Vendors 16					

07/16/24  
07:34:40

POPLAR SCHOOLS  
Claim Approval Signature Page  
For the Accounting Period: 7 / 24

Page: 6 of 6  
Report ID: AP100A

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

07/16/24  
07:34:40

POPLAR SCHOOLS  
Fund Summary for Claims  
For the Accounting Period: 7/24

Page: 5 of 6  
Report ID: AP110

Fund/Account	Amount
110 Elementary Transportation Fund	
101	512.22
111 Elementary Bus Depreciation Fund	
101	85,900.00
115 Elementary Miscellaneous Programs Fund	
101	1,598.42
126 Elementary Impact Aid Fund	
101	18,330.71
212 High School Food Service Fund	
101	182.34
213 High School Tuition Fund	
101	1,517.14
218 High School Traffic Education Fund	
101	709.68
226 High School Impact Aid Fund	
101	6,415.28
Total:	115,165.79

07/18/24  
10:41:34

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 7/24

Page: 1 of 7  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct./Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
69665		22685 INDEPENDENCE BANK	28,322.25						
		June 2024 credit card purchases							
1		CC-13404 06/10/24 Electric charges at village	549.00		115	625		31	
	SHERIDAN ELECTRIC CO-OP								
					CC Accounting: 115-	-100-2620-410-			
2		CC-13405 05/16/24 DISTRICT PHONES	1,248.63		226	625			
	NEMONT TELEPHONE COOPERATIVE, INC.								
					CC Accounting: 226-	16-100-2600-531			
3		CC-13405 05/16/24 DISTRICT PHONES	1,248.63		126	625			
	NEMONT TELEPHONE COOPERATIVE, INC.								
					CC Accounting: 126-	15-100-2600-531			
4		CC-13405 05/16/24 DISTRICT PHONES	1,248.62		126	625			
	NEMONT TELEPHONE COOPERATIVE, INC.								
					CC Accounting: 126-	14-100-2600-531			
5		CC-13405 05/16/24 DISTRICT PHONES	1,248.62		126	625			
	NEMONT TELEPHONE COOPERATIVE, INC.								
					CC Accounting: 126-	15-100-2600-531			
6		CC-13405 05/16/24 TECH DEPT PHONES	125.57		126	625			
	NEMONT TELEPHONE COOPERATIVE, INC.								
					CC Accounting: 126-	15-100-2600-531			
7		CC-13405 05/16/24 MAINTENANCE PHONES	89.78		126	625			
	NEMONT TELEPHONE COOPERATIVE, INC.								
					CC Accounting: 126-	90-100-2600-531			
8		CC-13405 05/16/24 TRANSPORTATION PHONES	99.41		110	625			
	NEMONT TELEPHONE COOPERATIVE, INC.								
					CC Accounting: 110-	50-100-2700-531			
9		CC-13406 07/03/24 2- 65" Smart TV's	796.00		226	625			
	WALMART								
					CC Accounting: 226-	16-141-1000-610			
10		CC-13408 06/11/24 Gas for drivers education	37.90		218	625			
	BRENT MOORE								
					CC Accounting: 218-	16-100-1770-624			
11		CC-13409 06/18/24 Ceiling and floor paint	339.41		126	625			
	MENARDS								
					CC Accounting: 126-	90-100-2600-615			
12		CC-13409 07/02/24 Bottled water	25.90		226	625			
	TANDE'S GROCERY								
					CC Accounting: 226-	16-100-2600-615			
13		CC-13409 07/05/24 Statement fee	3.00		226	625			
					CC Accounting: 226-	16-100-2600-615			
14		CC-13410 06/04/24 Electrical defender	662.78		210	625			
	HARLOW'S BUS SALES, INC.								
					CC Accounting: 210-	16-100-2700-440			
15		CC-13410 06/10/24 Electronic control board	1,024.71		210	625			
	HARLOW'S BUS SALES, INC.								
					CC Accounting: 210-	16-100-2700-440			
16		CC-13410 06/23/24 Gas Workshop Great Falls	58.02		110	625			
	MISC VENDOR								
					CC Accounting: 110-	50-100-2700-624			
17		CC-13410 07/05/24 Statement Fee	3.00		210	625			
					CC Accounting: 210-	16-100-2700-610			
18		CC-13411 06/05/24 Flour, eggs, fruit	25.62		126	625			
	MAIN STREET GROCERY								
					CC Accounting: 126-	15-100-1000-610			
19		CC-13411 06/13/24 Lunch bags	6.25		126	625			
	FAMILY DOLLAR								
					CC Accounting: 126-	15-100-1000-610			
20		CC-13411 06/13/24 Wading pool	30.00		126	625			
	FAMILY DOLLAR								
					CC Accounting: 126-	15-100-1000-610			

07/18/24  
10:41:34

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 7/24

Page: 2 of 7  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
21		CC-13411 06/13/24 Groceries Summer School	96.00		126 625				
	MAIN STREET GROCERY					CC Accounting: 126- 15-100-1000-610			
22		CC-13411 06/14/24 Cases of water and pop	27.56		126 625				
	TANDE'S GROCERY					CC Accounting: 126- 15-100-1000-610			
23		CC-13411 06/18/24 Registration OPI Institute	138.00		115 625				314
	MSU CONFERENCE SERVICES/MB12019					CC Accounting: 115- 15-494-2213-582-314			
24		CC-13411 06/20/24 Groceries Summer School	19.94		126 625				
	WALMART					CC Accounting: 126- 15-100-1000-610			
25		CC-13411 06/20/24 Room OPI Summer Institute	235.28		115 625				314
	MISC VENDOR					CC Accounting: 115- 15-494-2213-582-314			
26		CC-13411 06/20/24 Room OPI Summer Institute	254.72		115 625				314
	MISC VENDOR					CC Accounting: 115- 15-494-2213-582-314			
27		CC-13412 06/11/24 Groceries Summer school	33.12		126 625				
	MAIN STREET GROCERY					CC Accounting: 126- 14-100-1000-610			
28		CC-13412 06/13/24 Cooking class groceries	78.89		126 625				
	MAIN STREET GROCERY					CC Accounting: 126- 14-100-1000-610			
29		CC-13412 06/14/24 MS field trip	275.00		126 625				
	PRAIRIE CINEMA					CC Accounting: 126- 50-100-1000-610			
30		CC-13412 06/14/24 MS field trip	369.75		126 625				
	PRAIRIE CINEMA					CC Accounting: 126- 14-100-1000-610			
31		CC-13412 06/18/24 Groceries cooking class	11.42		126 625				
	MAIN STREET GROCERY					CC Accounting: 126- 50-100-1000-610			
32		CC-13412 06/19/24 Produce	40.27		126 625				
	MAIN STREET GROCERY					CC Accounting: 126- 14-100-1000-610			
33		CC-13412 07/05/24 Statement fee	3.00		126 625				
						CC Accounting: 126- 50-100-1000-610			
34		CC-13413 06/05/24 Groceries for summer school	161.38		126 625				
	REYNOLDS SUPERMARKET					CC Accounting: 126- 14-100-1000-610			
35		CC-13414 06/14/24 Rooms MASBO	1,030.55		226 625				
	BEST WESTERN					CC Accounting: 226- 16-100-2500-582			
36		CC-13414 06/14/24 Rooms MASBO	1,030.55		226 625				
	BEST WESTERN					CC Accounting: 226- 16-100-2500-582			
37		CC-13415 06/09/24 Business membership	349.00		126 625				
	AMAZON					CC Accounting: 126- 90-100-2300-610			
38		CC-13415 06/11/24 Room for MASBO	196.39		226 625				
	BEST WESTERN					CC Accounting: 226- 16-100-2300-582			
39		CC-13415 06/14/24 Room for MASBO	824.44		126 625				
	BEST WESTERN					CC Accounting: 126- 90-100-2300-582			
40		CC-13415 06/14/24 Room for MASBO	824.44		226 625				
	BEST WESTERN					CC Accounting: 226- 16-100-2300-582			
41		CC-13415 06/14/24 Bottle rocket launcher kit	285.27		126 625				
	AMAZON					CC Accounting: 126- 15-100-1000-610			
42		CC-13415 06/17/24 JBL portable speaker	684.85		126 625				
	AMAZON					CC Accounting: 126- 15-100-2400-660			

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10:41:34

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 7/24

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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
43		CC-13415 06/17/24 Fitbit fitness tracker	194.26		126 625			
AMAZON					CC Accounting: 126-	14-100-1000-610		
44		CC-13415 06/18/24 Office chairs	314.11		126 625			
AMAZON					CC Accounting: 126-	15-100-2400-660		
45		CC-13415 06/18/24 Rooms MAPT training	579.16		110 625			
SLEEP INN & SUITES					CC Accounting: 110-	15-100-2700-582		
46		CC-13415 06/18/24 Rooms MAPT training	579.16		110 625			
SLEEP INN & SUITES					CC Accounting: 110-	15-100-2700-582		
47		CC-13415 06/18/24 Rooms MAPT training	579.16		110 625			
SLEEP INN & SUITES					CC Accounting: 110-	15-100-2700-582		
48		CC-13415 06/18/24 Rooms MAPT training	579.16		110 625			
SLEEP INN & SUITES					CC Accounting: 110-	15-100-2700-582		
49		CC-13415 06/19/24 Rooms MAPT training	579.16		110 625			
SLEEP INN & SUITES					CC Accounting: 110-	15-100-2700-582		
50		CC-13415 06/19/24 Rooms MAPT training	569.76		110 625			
MISC VENDOR					CC Accounting: 110-	15-100-2700-582		
51		CC-13415 06/19/24 Rooms MAPT training	569.76		110 625			
MISC VENDOR					CC Accounting: 110-	15-100-2700-582		
52		CC-13415 06/19/24 Rooms MAPT training	-579.16		110 625			
SLEEP INN & SUITES					CC Accounting: 110-	15-100-2700-582		
53		CC-13415 06/19/24 Rooms MAPT training	-579.16		110 625			
SLEEP INN & SUITES					CC Accounting: 110-	15-100-2700-582		
54		CC-13415 06/24/24 Wireless laser projector	1,199.99		126 625			
AMAZON					CC Accounting: 126-	15-100-2400-660		
55		CC-13415 06/26/24 Monthly cricut access	9.99		226 625			
CRICUT					CC Accounting: 226-	16-390-1000-610		
56		CC-13415 06/27/24 Gallon jug sleeve	219.90		126 625			
AMAZON					CC Accounting: 126-	90-100-2600-615		
57		CC-13415 06/27/24 Flag football sets	221.37		226 625			
AMAZON					CC Accounting: 226-	16-720-3500-610		
58		CC-13415 06/27/24 Flag football jerseys	487.18		226 625			
AMAZON					CC Accounting: 226-	16-720-3500-610		
59		CC-13415 07/01/24 HS yearbooks	3,525.43		115 625			700
MIX BOOKS					CC Accounting: 115-	50-470-1016-610-700		
60		CC-13417 06/08/24 Room MHSA meeting	162.92		226 625			
COMFORT INN					CC Accounting: 226-	16-720-3500-582		
61		CC-13417 06/11/24 Room MHSA meeting	263.20		226 625			
MISC VENDOR					CC Accounting: 226-	16-720-3500-582		
62		CC-13417 06/21/24 Meal summer school	24.65		226 625			
MAIN STREET GROCERY					CC Accounting: 226-	16-100-1000-610		
63		CC-13417 06/22/24 FRAUD transaction	1,001.00		126 625			
MISC VENDOR					CC Accounting: 126-	90-100-2300-582		
64		CC-13418 07/01/24 XC site membership	135.00		226 625			
ATHLETIC.NET					CC Accounting: 226-	16-720-3500-610		



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POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 7/24

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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
65		CC-13419 06/10/24 Gas Missoula MT AIMS	75.32		115 625			50	
Cenex						CC Accounting: 115- 50-100-1000-582-	50		
66		CC-13419 06/10/24 Gas Missoula MT AIMS	77.06		115 625			50	
HOLIDAY STATIONS						CC Accounting: 115- 50-100-1000-582-	50		
67		CC-13419 06/10/24 Meal Missoula MT AIMS	84.12		115 625			50	
PIZZA HUT						CC Accounting: 115- 50-100-1000-582-	50		
68		CC-13419 06/11/24 Meal Missoula MT AIMS	31.25		115 625			50	
SUBWAY						CC Accounting: 115- 50-100-1000-582-	50		
69		CC-13419 06/10/24 Room MT AIMS	107.84		115 625			50	
HERITAGE INN						CC Accounting: 115- 50-100-1000-582-	50		
70		CC-13419 06/12/24 Gas MT AIMS	73.84		115 625			50	
AGLAND CO-OP						CC Accounting: 115- 50-100-1000-582-	50		
71		CC-13419 06/18/24 Gas MT AIMS	84.65		115 625			50	
Cenex						CC Accounting: 115- 50-100-1000-582-	50		
72		CC-13419 06/18/24 Room MT AIMS	135.57		115 625			50	
EXPEDIA						CC Accounting: 115- 50-100-1000-582-	50		
73		CC-13419 06/19/24 Gas MT AIMS	80.54		115 625			50	
CONOCO						CC Accounting: 115- 50-100-1000-582-	50		
74		CC-13419 06/19/24 Meal MT AIMS	76.53		115 625			50	
SUBWAY						CC Accounting: 115- 50-100-1000-582-	50		
75		CC-13419 06/24/24 Meal MT AIMS	125.32		115 625			50	
SUBWAY						CC Accounting: 115- 50-100-1000-582-	50		
76		CC-13419 06/24/24 Gas MT AIMS	67.39		115 625			50	
Cenex						CC Accounting: 115- 50-100-1000-582-	50		
77		CC-13419 06/24/24 Gas MT AIMS	36.88		115 625			50	
CONOCO						CC Accounting: 115- 50-100-1000-582-	50		
78		CC-13419 06/24/24 Gas MT AIMS	54.04		115 625			50	
MISC VENDOR						CC Accounting: 115- 50-100-1000-582-	50		
79		CC-13419 06/24/24 Meal MT AIMS	21.65		115 625			50	
WENDYS						CC Accounting: 115- 50-100-1000-582-	50		
80		CC-13419 06/25/24 Meal MT AIMS	77.41		115 625			50	
SUBWAY						CC Accounting: 115- 50-100-1000-582-	50		
81		CC-13419 06/25/24 Gas MT AIMS	64.76		115 625			50	
CONOCO						CC Accounting: 115- 50-100-1000-582-	50		
82		CC-13419 06/25/24 Room MT AIMS	107.84		115 625			50	
HERITAGE INN						CC Accounting: 115- 50-100-1000-582-	50		
83		CC-13419 06/29/24 Gas MT AIMS	45.83		115 625			50	
AGLAND CO-OP						CC Accounting: 115- 50-100-1000-582-	50		
84		CC-13419 06/29/24 Gas MT AIMS	76.80		115 625			50	
CONOCO						CC Accounting: 115- 50-100-1000-582-	50		
85		CC-13419 06/30/24 Gas MT AIMS	64.56		115 625			50	
CONOCO						CC Accounting: 115- 50-100-1000-582-	50		
86		CC-13419 06/30/24 Meal MT AIMS	166.49		115 625			50	
MC DONALD'S						CC Accounting: 115- 50-100-1000-582-	50		

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For the Accounting Period: 7/24

Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount	Acct./Source/				
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
87		CC-13419 06/30/24 Meal MT AIMS	17.07		115	625		50
	EXXON MOBILE			CC Accounting:	115-	50-100-1000-582-	50	
88		CC-13419 06/30/24 Gas MT AIMS	48.31		115	625		50
	CONOCO			CC Accounting:	115-	50-100-1000-582-	50	
89		CC-13419 06/30/24 Gas MT AIMS	44.51		115	625		50
	MISC VENDOR			CC Accounting:	115-	50-100-1000-582-	50	
69666		20976 WOLFTRAX BROADCASTING, LLC	58.74					
	KVCV AM invoice, bulk package, 400 ads							
1		24060111 06/30/24 AM Bulk pkg 400 ads	58.74		226	16 100-2300		540
		*** Claim from another period ( 6/24) ***						
69667		20976 WOLFTRAX BROADCASTING, LLC	82.95					
	KVCK FM Sports booster sponsorship							
1		24060109 06/30/24 FM Sports booster sponsor	82.95		226	16 100-2300		540
		*** Claim from another period ( 6/24) ***						
69668		20976 WOLFTRAX BROADCASTING, LLC	234.94					
	KVCK FM bulk package, 400 ads							
1		24060110 06/30/24 FM Bulk pkg, 400 ads	234.94		126	90 100-2300		540
	# of Claims	4	Total:	28,698.88	# of Vendors	2		

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POPLAR SCHOOLS  
Fund Summary for Claims  
For the Accounting Period: 7/24

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Fund/Account	Amount
110 Elementary Transportation Fund	
101	3,034.43
115 Elementary Miscellaneous Programs Fund	
101	6,548.01
126 Elementary Impact Aid Fund	
101	10,786.59
210 High School Transportation Fund	
101	1,690.49
218 High School Traffic Education Fund	
101	37.90
226 High School Impact Aid Fund	
101	6,601.46
Total:	28,698.88

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POPLAR SCHOOLS  
Claim Approval Signature Page  
For the Accounting Period: 7 / 24

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Report ID: AP100A

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



## **BUDGET v. ACTUAL INVESTMENT**

**Judy is working on the budget for this year.  
Once the budget sheets are completed they will inserted.**

**Students First**



**Poplar**

School District

## **INVESTMENT REPORT**

**Students First**

July 25, 2024

Betty Romo, County Treasurer

400 2nd Avenue South  
Wolf Point, Mt 59201

Please invest with **STIP** **\$16,498,050** as follows:

ELEMENTARY	FUND	PREVIOUS MONTH	DIFFERENCE	CURRENT MONTH
101	GENERAL	\$0	\$50,000	\$50,000
110	TRANSPORTATION	\$160,000	\$10,000	\$170,000
111	BUS DEPRECIATION	\$1,075,000	-\$70,000	\$1,005,000
113	TUITION	\$0	\$0	\$0
114	RETIREMENT	\$0	\$400,000	\$400,000
115	MISC FUNDS	\$0	\$0	\$0
121	SICK LEAVE	\$0	\$20,000	\$20,000
126	IMPACT AID	\$8,000,000	\$0	\$8,000,000
128	TECHNOLOGY	\$20,000	\$0	\$20,000
129	FLEX FUND	\$500,000	\$0	\$500,000
160	BUILDING	\$150,000	\$0	\$150,000
161	BUILDING RESERVE	\$425,000	\$0	\$425,000
<b>ELEMENTARY TOTALS</b>		<b>\$10,330,000</b>	<b>\$410,000</b>	<b>\$10,740,000</b>
<b>HIGH SCHOOL</b>				
201	GENERAL	\$0	\$50,000	\$50,000
210	TRANSPORTATION	\$120,000	-\$10,000	\$110,000
211	BUS DEPRECIATION	\$525,000	\$0	\$525,000
212	HOT LUNCH	\$0	\$25,000	\$25,000
213	TUITION	\$0	\$0	\$0
214	RETIREMENT	\$0	\$150,000	\$150,000
215	MISC FUNDS	\$0	\$0	\$0
218	TRAFFIC EDUCATION	\$0	\$0	\$0
221	SICK LEAVE	\$0	\$18,000	\$18,000
226	IMPACT AID	\$4,000,000	\$330,050	\$4,330,050
228	TECHNOLOGY	\$10,000	\$0	\$10,000
229	FLEX FUND	\$340,000	\$0	\$340,000
260	BUILDING	\$0	\$0	\$0
261	BUILDING RESERVE	\$200,000	\$0	\$200,000
<b>HIGH SCHOOL TOTALS</b>		<b>\$5,195,000</b>	<b>\$563,050</b>	<b>\$5,758,050</b>
<b>TOTAL INVESTMENTS</b>		<b>\$15,525,000</b>	<b>\$973,050</b>	<b>\$16,498,050</b>

Sincerely,

*Judy Lenthicam*  
Business Manager



# **HS ACTIVITY FUND**

**Students First**



08/07/24  
11:03:03

Statement of Activity by Account Number for 07/01/24 to 07/31/24

Page: 1 of 4  
Report ID: S100

Account	Opening Balance	Disbursed (-)	Receipts in Transit (+)	Deposits (+)	Transfers (+)	Invest (+)	Misc.	
							Earnings (+)	Charges (-)
								Balance
1 HIGH SCHOOL STUDENT COUNCIL	10251.16	0.00	0.00	0.00	0.00		0.00	10251.16
4 DRAMA	1741.13	0.00	0.00	0.00	0.00		0.00	1741.13
5 INDUSTRIAL ARTS	1758.99	0.00	0.00	0.00	0.00		0.00	1758.99
6 ATHLETICS	14181.94	831.42	0.00	887.38	0.00		0.00	14237.90
7 ANNUAL	2862.55	0.00	0.00	0.00	0.00		0.00	2862.55
8 7-8 MS STUDENT COUNCIL	147.75	0.00	0.00	0.00	0.00		0.00	147.75
10 MUSIC	7348.58	0.00	0.00	0.00	0.00		0.00	7348.58
11 FCCLA	4316.27	0.00	0.00	0.00	0.00		0.00	4316.27
12 NATIONAL HONOR SOCIETY	1592.63	0.00	0.00	0.00	0.00		0.00	1592.63
13 PEP CLUB	2187.79	0.00	0.00	0.00	0.00		0.00	2187.79
15 INDIAN CLUB	297.68	0.00	0.00	0.00	0.00		0.00	297.68
16 INDEPENDENCE BANK CARD DONATION	18476.50	0.00	0.00	0.00	0.00		0.00	18476.50
17 DISTRICT MUSIC	0.00	0.00	0.00	0.00	0.00		0.00	0.00
21 VENDING ACCOUNT	1899.11	0.00	927.00	0.00	0.00		0.00	2826.11
22 BPA	1670.93	0.00	0.00	0.00	0.00		0.00	1670.93
23 INTEREST	44.13	0.00	0.00	0.00	0.00		0.00	44.13
38 MS ART	0.00	0.00	0.00	0.00	0.00		0.00	0.00
39 MCA MT CAREER ASSOC (JMG)	1189.26	0.00	0.00	0.00	0.00		0.00	1189.26
48 HISTORY CLUB	6660.53	0.00	0.00	0.00	0.00		0.00	6660.53
50 CLASS OF 2028	0.00	0.00	0.00	0.00	0.00		0.00	0.00
53 CLASS OF 2021	1324.57	0.00	0.00	0.00	0.00		0.00	1324.57
54 CLASS OF 2022	4135.71	0.00	0.00	0.00	0.00		0.00	4135.71
55 CLASS OF 2023	1099.73	0.00	0.00	0.00	0.00		0.00	1099.73
56 CLASS OF 2024	7070.21	0.00	0.00	0.00	0.00		0.00	7070.21
57 CLASS OF 2025	14241.15	0.00	0.00	0.00	0.00		0.00	14241.15
60 MS INDIAN CLUB	4859.18	0.00	0.00	0.00	0.00		0.00	4859.18
61 FUTURE FARMERS OF AMERICAN	810.42	0.00	0.00	0.00	0.00		0.00	810.42
898 MISC EARNINGS	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
<b>Total for Student Accounts</b>	<b>110167.90</b>	<b>831.42</b>	<b>927.00</b>	<b>887.38</b>				<b>111150.86</b>

LaRae Crowley, Chair

Judy Linthicum, School Clerk



## **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 12, 2024**

#### **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 for month of August**

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

1. Improving student achievement.
2. Creating and fostering a safe and orderly environment. respectful.
3. To have more collaboration through our building leadership teams and district leadership team.
4. Improve our communication with parents and community.
5. Any and all discussions on resources need to be students first.

### **REPORT**

1. I included our PIR schedule in the packet. It would be great if all of you could show up to our initial PIR on Monday August 19<sup>th</sup> to introduce you all to staff.
2. Me and Mike Gorder had a call with our architect about the south side of the elementary parking lot. The architect is working on the design and should get back to us shortly with bid amounts. This is being funded with the remaining ESSER funds
3. Air conditioning in the HS is moving along. Lines are being ran and the progress is being made.
4. Montana Food Bank Backpack meals: I have signed up for backpack meals for the elementary school again. These are free to our students. They arrive one a month.
5. School Law Training: Most administrators attended the school law training provided by Bea Kaleva in Missoula. This is a normal beginning of the year process that all administrators needs to attend.

6. Me, Coy Weeks, and Lewis Reese interviewed 7 potential security guards for the district. I brought 2 names forward for hire. These will be part-time jobs to start with hours from 10-6.
7. Admin will be meeting with the Tribal Education Committee starting in September. These are general conversation meetings to help keep a solid relationship between the district and Fort Peck Tribes.
8. I am still eager to meet with Board Members on expectations for myself and the district. I will set these up soon.

# Poplar School District

PO Box 458, Poplar, Montana 59255

**Note: Due to the MHSA mandate that coaches have CPR and AED certification the School District will be offering these courses free to any and all staff. These dates are tentatively set for the first week in August. More information to come.**

## New Staff PIR August 16th

Staff	Time	Topic	Place	Facilitators
New Teachers	8:00 – 8:30	Check in (keys, rooms, etc.)	Building office	Office Staff
New Teachers	8:30 – 9:00	Opening from Keith	Board room	Keith Erickson
New Teachers	9:00-11:00	District Office (payroll, etc.)	District Office	DO Staff
New Teachers	11:15 – 12:00	Building Orientation	Building Office	Office Staff
New Teachers	12:00 – 1:00	Lunch	Buckhorn	Administration
New Teachers	1:00 – 3:00	Paperwork, room prep, etc.	Buildings	Administration
Community	6:00-8:00	Welcome and meal	Legion	Admin

## All Staff (Day 1) August 19th

Staff	Time	Topic	Place	Facilitators
All Staff	8:00 – 9:00	Breakfast (optional)	High School	Administrators
All Staff	9:00 – 9:45	District Presentation	HS Auditorium	Administrators
All Staff	9:45 - 10:00	Break		
All Staff	10:00 - 12:00	Legal Issues Presentation	HS Auditorium	Legal/Kaleva
All Staff	12:00 -1:00	Lunch in Cafeteria	Cafeteria	Mary Plante
All Staff	1:00 - 1:50	Breakout Sessions	Various	See Below
All Staff	2:00 - 2:50	Breakout Sessions	Various	See Below
Buildings	3:00- 4:00	Work in Rooms/Meetings	Buildings	Administration
Mentors & Mentees	3:00 – 4:00	Mentor Program – New Staff and Mentors	HS Auditorium	Morgan Norgaard
Classified	3:00-4:00	General Information	Central Office	Keith Erickson

## All Staff (Day 2) August 20th

Staff	Time	Topic	Place	Facilitators
All Staff	8:00-9:00	Breakfast (optional)	Cafeteria	Administrators
*All ES Staff	9:00-12:00	Building PIR	ES	John Wetsit
All MS Staff	9:00-12:00	ALICE Training	HS Auditorium	Morgan Norgaard
*All HS Staff	9:00-12:00	Meetings/Work in Rooms	HS	Frank Gourneau
All Staff	12:00-1:00	Lunch	Cafeteria	Mary Plante
*All ES Staff	1:00-4:00	Building PIR	ES	John Wetsit
*All MS Staff	1:00-4:00	Meetings/Work in Rooms	MS	Morgan Norgaard
All HS Staff	1:00-4:00	ALICE Training	HS Auditorium	Frank Gourneau

\*Principals will be emailing a building PIR when school begins in August.

\*\*Ms. Black will have working lunches with SPED. She will send out that notice.

**Breakout sessions are as follows:**

1:00-1:50

2:00-2:50

<b><u>Trainer</u></b>	<b><u>Topic</u></b>	<b><u>Location</u></b>
Mariah Dimas	Infinite Campus Training	TBD
Jake Riediger	Technology Training	TBD
Patti Black	SPED Training	TBD
Jessie Colon	Smartboard Training	TBD



**KALEVA**  
LAW OFFICE

## **THE PRINCIPALS' ACADEMY: SCHOOL LAW FOR PRINCIPALS**

**August 8 and 9, 2024 • Missoula, MT AND Via Zoom  
Fairfield Inn and Suites • 5252 Airway Blvd, Missoula MT**

It's not getting any easier to be a K-12 principal and keeping up with the rapidly changing world of "school law" is a difficult task for any administrator. This workshop is designed to walk K-12 principals, or any administrator, through the issues that come up every day: student and staff discipline, employment discrimination claims, staff evaluation, collective bargaining issues, special education and Section 504, and the many constitutional issues (search and seizure, free speech, equal protection, etc.) that impact a principal's day to day job duties. In addition, we will walk through the role of the administrator in litigation – an unfortunate reality in education today.

This one- and one-half day seminar will be in person in Missoula, and available on Zoom.

### **Thursday, August 8, 2024**

8:15 am	Registration/Coffee
9:00 am – 9:30 am	What Does it Mean to Be a School Administrator – Supervision and Leadership
9:30 am – 10:00 am	Hiring and Evaluating School Staff
10:00 am – 10:15 am	Break
10:15 am – 11:00 am	Employment Discrimination Claims in Montana
11:00 am – 12:00 pm	Hot Topics in Staff Discipline – What Now??
12 pm – 1:00 pm	Lunch on Your Own
1:00 pm – 2:00 pm	Parental Rights and New Policies – What to Do When State and Federal Law Conflict
2:00 pm – 2:45 pm	Student Discipline in Montana: Policies and Cases
2:45 pm – 3:00 pm	Break
3:00 pm – 4:00 pm	The Administrator's Role in Litigation – Help Us Help You



At 4:00 pm we will break and go enjoy some of Missoula's finest hospitality!

**Friday, August 9, 2023**

8:30 am – 9:30 am      The Role of Administrators in IEP Meetings – What You Need to Know

9:30 am – 10:15 am    Title IX: Injunction Dysfunction

10:15 am – 10:30 am   Break

10:30 am – 11:30 am   Section 504 Update and Guidance

11:30 am – 12:00 pm   Stump the Chumps! Ask Any Question You Want. .

**Cost for workshop, including materials, is \$300.00.**

*We are trying to join the 21<sup>st</sup> Century so sign up using this link:*

[2024 Principals' Academy Registration](#)

*Questions? Contact Kimberly Witt at Kaleva Law Office, 406.542.1300 or  
[kwitt@kalevalaw.com](mailto:kwitt@kalevalaw.com)*

## **6.2 Administrator Reports**

**Elementary Principal-John Wetsit**

**Middle School Principal-Morgan Norgaard**

**High School Principal-Frank Gourneau**

**SPED-Patti Black**

# *Poplar School District*

*PO Box 458, Poplar, Montana 59255*

**5-8 Principal**

Phone: 406-768-6731

**Associate 5-8 School Principal**

Phone: 406-768-6763

**Superintendent**

Phone: 406-768-6602

Fax: 406-768-6800

**9-12 Principal**

406-768-6831

**Associate 9-12 Principal**

406-768-6832

**K-4 Principal**

Phone: 406-768-6631

**Associate K-4 Principal**

Phone: 406-768-6665

*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.*

**Aug. 12, 2024**

**Preschool Update:**

Pre-K Screening is currently taking place (Aug. 5<sup>th</sup> – 7<sup>th</sup>) with another last chance screening Aug. 22<sup>nd</sup> & 23<sup>rd</sup>. We are utilizing the OPI approved Preschool Early Literacy Indicators (PELI) Assessment. There are currently 12 students signed up to screen.

All curriculum material has arrived, and the teacher has completed training.

We will continue to advertise and actively pursue qualifying students.

**Instructional Schedule:**

For the 24-25 school year will be utilizing a universal English Language Arts curriculum (Wonders). With this implementation we have built in a mandatory 90 Minutes of ELA instruction.

We have also built in a 30 Minute Specific Intervention block and our Tutors are going to be trained by our Literacy Consultants to further support classroom instruction.

**Progress Monitoring:**

To further broaden the scope of our MTSS process we will be utilizing the Acadience Progress Monitoring diagnostic tools to monitor our individual student progress in between benchmark assessments. This will also help us monitor the effectiveness of our intervention processes.

**John Wetsit**

**Elementary Principal**

# **Poplar Middle School August Board Report**

**232 Projected students to start the school year**

## **Middle School Positions still available**

- 5-8 Middle School Counselor
- 5-8 Middle School Technology (pending board approval)
- 2-3 Paraprofessional's

## **Middle School News:**

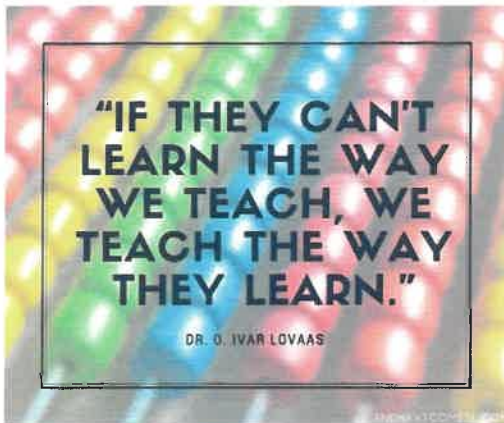
- Administrators, secretaries, and Home School Coordinators have returned to work. We have all been working on getting students scheduled and all the beginning of the year kinks worked out.
- Chandra Young and I attended the Rigorous Action Conference in Helena on July 29<sup>th</sup> and 30<sup>th</sup>. We spent two days working on a Theory of Action plan, and laying out the next steps for this school year. I really get the feeling that OPI isn't even sure how this action plan is going to roll out, but we will roll with the punches as they come.
- I will be attending a School Law conference in Missoula on August 8<sup>th</sup> and 9<sup>th</sup>.

# **HIGH SCHOOL PRINCIPAL/AD REPORT**

## **August Board Meeting**

### **Principal Report**

- Current Student Enrollment: 256 students
- Open positions: Counselor (1)
- Summer School:
  - First Session averaged 15 students a day
  - Second Session averaged 11 students a day
  - Up to 40 random students throughout the summer
  - Recovered 25 credits which is equivalent to 50 semester classes
  - Tribal Education Department funded the second session and gave out an iPad for each student showing gains
- Medical Certificates/Classes offered this coming year
  - Big thanks to our school nurse Christian Curtis who has in talks and updating me, and Dr. Erickson and has been working hard on this for awhile also securing some funding as well from various tribal entities to make this happen.
    - Penn Foster Group
      - Dental Assistant
      - Physical Therapy Aide
      - Medical Assistant
      - Fitness and Nutrition Certificate
    - Flathead Community College
      - Medical Assistant
- Been working on an Academy pathways program for the high school somewhat like a school in South Dakota on Pine Ridge. This is a work in progress, and I can place it in a board report if the board wants to see what I have so far and explain it a little more.
  - Freshman Academy
  - Workforce/Tech Academy
  - University/Community College Academy
  - Military Academy
  - Healthcare Academy



### **Special Education Board Report, August 12, 2024**

- **Three new SPED elementary teachers are arriving today. They will be placed in PreK/K and 4<sup>th</sup> grade SPED positions.**
- **ELuma is our new on-line Speech program for grades 1-4. Chelsea Phipps, Speech Pathologist will work with PreK/K and Speech Pathologist Assistant Sheila Fladager assisted by Chelsea Phipps, Speech Pathologist will work with grades 5-12.**
- **SPED staff will offer training to staff monthly on topics such as behavioral, reading and math interventions, autism, and other areas needed as they arise.**
- **I will be attending training at the beginning of October to be certified in de-escalation and non-violent training. I will be able to come back, and train SPED staff on this training. I will also be able to offer this training to other staff also.**
- **A goal of the SPED staff is to be included and at grade level meetings, so communication between teachers and SPED teachers is always on-going and all parties are informed.**

**Patti Jo Black, Poplar Schools SPED Director**

### **6.3 Directors Reports**

**Food Service-Mary Plante**

**Maintenance-Mike Gorder**

**Transportation-Clint Linthicum**

**Business-Judy Linthicum (will report in consent agenda)**

**Jake Riediger-Technology**

**Athletic Director-Frank Gourneau/Brock Copenhaver**

## RE: Board Reports

Mary Plante <Mary.Plante@poplarschools.com>

Fri 8/2/2024 11:11 AM

To: Keith Erickson <Keith.Erickson@poplarschools.com>

Summer Kitchen Report 2024

The Summer has been great. Everything has been going great. I need to order a few supplies which I submitted. Still waiting on Freezer, Ice Machine, Warmers need to be rewired or something. The Cafeteria floor looks good. If there is air conditioning in my office, it isn't working. I spoke to Mike about all these questions he is going to check on a couple of things and somethings will be fixed by next week he believes.

**From:** Keith Erickson <Keith.Erickson@poplarschools.com>

**Sent:** Friday, August 2, 2024 8:23 AM

**To:** John Wetsit <John.Wetsit@poplarschools.com>; Morgan Norgaard <Morgan.Norgaard@poplarschools.com>; Frank Gourneau <Frank.Gourneau@poplarschools.com>; Patti Black <Patti.Black@poplarschools.com>; Mary Plante <Mary.Plante@poplarschools.com>; Mike Gorder <Mike.Gorder@poplarschools.com>; Clint Linthicum <Clint.Linthicum@poplarschools.com>; Jake Riediger <Jake.Riediger@poplarschools.com>

**Subject:** Board Reports

To all: Board meeting on the 12th. All board reports are due a week before (that Monday). Please get your board report to me by this Monday @ 4. Bosh if you can put something together for an athletic director report I would appreciate it.

Thanks.

**Keith Erickson Ed.D**  
**Superintendent**  
**Poplar School District**  
**(406) 768-6602**

**One person can truly make a difference. It takes time, effort, patience, understanding, and plenty of caring but it can and will happen.**

**Go Indians!**



## Report

Mike Gorder <Mike.Gorder@poplarschools.com>

Mon 8/5/2024 3:24 PM

To: Keith Erickson <Keith.Erickson@poplarschools.com>; Jessie Murray <Jessie.Murray@poplarschools.com>

Maintenance report

August 2024

Summertime work went well our HS summer workers did a good job this year

Several classrooms in ES got a paint job along with the Kindergarten playground windows

Lot of mowing and weed eating for the boys

McKinstry HS AC project still in the process

Cushing Terrell working on plans for south ES parking lot

Flooring in five classrooms in HS still to be completed by start of school

Still a lot to be done this fall

Donny has done a great job taking care of all the housing hope we keep him for

Another year or 2 or 3

Any question call me

406-768-7019

Thank you

Mike

## **Transportation Report for August 2024**

Buses have passed Montana Highway Patrol inspection.

Bus #6 is currently in Williston having recall work done. It will be inspected was it is returned.

Route meeting with County is being held on August 8, at the courthouse.

Busy cleaning buses preparing them for students return.

Due to shortage of Bus Drivers, I will continue to drive a route bus every night, this starts at 3pm to 4;30pm.

If you have any questions, please contact me before 3pm.

Clint Linthicum

A handwritten signature in black ink, appearing to read "Clint Linthicum", written in a cursive style.

# *Poplar School District*

*PO Box 458, Poplar, Montana 59255*

**Superintendent**  
**Phone: 406-768-6600**  
**Fax: 406-768-6800**

**High School Principal**  
**Phone: 406-768-6830**

*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.*

**Elementary Principal**  
**Phone: 406-768-6630**

**Middle School Principal**  
**Phone: 406-768-6730**

## Technology Report

The summer is always a busy time for the tech department. I included some summer tasks we did and what we're doing for August.

Installed 12 new smartboards throughout the MS and HS

Powerwashed(factory reset) and cleaned around 1,100 chromebooks throughout the schools. Went through carts and made sure all chargers work

Assisted Marco with our printer upgrade project. 4 of the district copiers and 48 classroom printers were replaced/upgraded

Cleaned & updated teacher laptops/desktops

Currently in the process of going to classrooms and setting up all the tech equipment

Jake Riediger

Technology Director

## **HIGH SCHOOL PRINCIPAL/AD REPORT**

### **August Board Meeting**

#### **Athletic Director Report**

- Current Openings as of 8/5 when completing report and pending recommendations to the board which were sent to Dr. Erickson
  - Middle School
    - 5-8 Football (4)
    - 7/8 Girls Basketball (2)
    - 5/6 Boys Basketball (1)
    - 7/8 Boys Basketball (1)
    - 5-8 Wrestling (3)
- All fall and winter schedules have been completed. Referees for volleyball and football have been completed with their pools. One football game had to be moved to a Thursday due to ref shortage so we will be having some games on a Thursday, Fridays, and Saturdays. We are still short of two volleyball games which I sent out numerous emails to and have not received any responses.
- The athletic schedule has been placed on our website. It has also been emailed to all American publishing for the big posters and smaller cards.
- MIAAA meeting will be August 27<sup>th</sup> in Wolf Point at the Sherman Inn. This is where the athletic directors in our area all come together and meet in one big meeting. They then break into districts to confirm schedules and work on spring schedules.
- Football helmets are here, and 42 HS ones were sent in and all came back. 53 middle school helmets were sent in and 51 were sent back which means 2 didn't make compliance for reconditioning.



## **DISCUSSION AGENDA**

**Students First**

**Agenda Number 7 Discussion Agenda**  
**POPLAR PUBLIC SCHOOLS 9&9B**  
**BOARD AGENDA FACT SHEET**  
**MEETING DATE: August 12, 2024**

**SUMMARY:**

**7.1 Coaching Updates**

I put forth some recommendations for coaching. Mr. Gourneau and Mr. Copenhagen have been working hard to fill spots. Currently our main concern is junior high football. We have zero coaches. I really hate to assign but if it comes down to it I would need to assign coaches. We will continue to work diligently to give our athletes the best coaches we can.

We have a coaching meeting on August 13 for all coaches to lay out expectations and review the handbook.

**7.2 Classified Negotiations**

Board members Larae Crowley and Marvin Youpee along with myself negotiated with the classified union recently. Our school attorney is working on the negotiated agreement along with the Maggie Copeland (Union Representative). We are hoping this will be completed soon.

**7.3 Activity Buses**

We are looking at turnover at least one of our activity buses (charters). There are some guidelines on using bus depreciation to purchase an activity buses. I am working with Clint to figure out the route to take. Our current activity buses have seen better days.

**7.4 Tribal Credit Loans**

Many of our employees utilize tribal credit loans through the Fort Peck Tribes. Our school attorney was concerned with this process. Hence I developed a simple form for all employees to sign when looking to apply for a Tribal Credit loan. I support this process 100% and this form will help eliminate most if not all concerns.



**Poplar**  
School District

## **POPLAR SCHOOL DISTRICT COACHING VACANIES** **FOR FALL/WINTER 2024-2025**

Junior High Football Coaches (4)

7/8 Boys Basketball Coaches (1)

5/6 Grade Boys Basketball Coaches (1)

7/8 Girls Basketball Coaches (2)

5-8 Wrestling Coaches (3)

**Basic Skills:** Knowing the rules and regulations of the sport you are coaching; Organizing, planning, teaching, and having a good relationship with athletes and parents; Good communicator; Must obtain certification requirements; And plenty more.

Applications can be picked up at the Poplar School District Central Office. If you have any questions, please contact Frank Gourneau at (406) 768-6833 Or Jessie Murray at (406) 768-6601.

## **HIGH SCHOOL PRINCIPAL/AD REPORT**

### **August Board Meeting**

#### **Athletic Director Report**

- Current Openings as of 8/5 when completing report and pending recommendations to the board which were sent to Dr. Erickson
  - Middle School
    - 5-8 Football (4)
    - 7/8 Girls Basketball (2)
    - 5/6 Boys Basketball (1)
    - 7/8 Boys Basketball (1)
    - 5-8 Wrestling (3)
- All fall and winter schedules have been completed. Referees for volleyball and football have been completed with their pools. One football game had to be moved to a Thursday due to ref shortage so we will be having some games on a Thursday, Fridays, and Saturdays. We are still short of two volleyball games which I sent out numerous emails to and have not received any responses.
- The athletic schedule has been placed on our website. It has also been emailed to all American publishing for the big posters and smaller cards.
- MIAAA meeting will be August 27<sup>th</sup> in Wolf Point at the Sherman Inn. This is where the athletic directors in our area all come together and meet in one big meeting. They then break into districts to confirm schedules and work on spring schedules.
- Football helmets are here, and 42 HS ones were sent in and all came back. 53 middle school helmets were sent in and 51 were sent back which means 2 didn't make compliance for reconditioning.





## Tribal Credit Loans Authorization

From: Keith Erickson  
Superintendent  
Poplar School District

To: All employees

RE: Tribal Credit Loans

Date: 7/29/2024

Dear Employees:

As a courtesy the Poplar School District currently will work with Tribal Credit to make sure that personal loans through the Fort Peck Tribes are paid. These are deductions that come from your check every pay day.

It is important that a few guidelines are understood before the wage letter is completed by the school district.

1. The Poplar School District will make sure that the loan is paid in full. In the possibility that employment is ended early the remaining balance on the loan will be paid.
2. It is 100% the responsibility of the employee to meet the requirements of the loan.

Please sign and date below.

☐ I understand that by signing below I am 100% responsible for paying my tribal credit loan. I give Poplar School District 100% authority to make sure that payments are made and the balance paid in full if I cannot complete my employment/contract

Employee Name \_\_\_\_\_ Employee Signature \_\_\_\_\_  
Date \_\_\_\_\_



**Poplar**

School District

## **Action Agenda**

**Students First**

## **Action Items 8.1-8.6**

**8.1 Personnel Report**

**8.2 Handbook Approval**

**8.3 Yearly Indian Policies-7231**

**8.4 Bus Routes**

**8.5 Non-Resident Enrollment Requests**

**8.6 Policies-First/Second Readings**

## **Agenda Number 8.1 Personnel Report**

### **POPLAR PUBLIC SCHOOLS 9&9B BOARD AGENDA FACT SHEET MEETING DATE: August 12, 2024**

**SUMMARY:** The Personnel Report is a concise reporting method for all personnel actions in the district for the month. The Personnel Report has two section, 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 approve the Personnel Report as presented.*

	Motion	Second	Aye	Nay	Abstain	Other
Crowley						
Chapman						
Baker						
Smoker						

## ACTION

CERTIFIED STAFF					
NAME	FTE	SALARY	POSITION	SUPERVISOR	EFFECTIVE DATE
*Marvin Youpee	1	\$44,980	MS Tech	M. Norgaard	SY25

OTHER					
NAME	FTE	HOURLY WAGE	POSITION	SUPERVISOR	EFFECTIVE DATE
*David Grainger	.50	\$15.00	Security Guard	K. Erickson	SY25
*Arimani Katoa	.50	\$15.00	Security Guard	K.Erickson	SY25

CLASSIFIED STAFF						
NAME	FTE	HOURLY WAGE	Salary	POSITION	SUPERVISOR	EFFECTIVE DATE

CO- AND EXTRACURRICULAR STAFF				
NAME	STIPEND	POSITION	SUPERVISOR	EFFECTIVE DATE
Abbey Granbois	\$4048	HS Assistant CC	B.Copenhaver	SY25
Shannon Murphy	\$4048	National Honor Society	B. Copenhaver	SY25
Andrew Moran	\$3149	5-8 Cross Country	B. Copenhaver	SY25
Jake Riediger	\$2249	5/6 Girls Basketball	B. Copenhaver	SY25
Mariah Dimas	\$2249	5/6 Girls Basketball	B. Copenhaver	SY25
Andrew Youpee-Azure	\$2249	5/6 Boys Basketball	B. Copenhaver	SY25
Griffin Ricker	\$4048	HS Girls Flag Football Assistant	B. Copenhaver	SY25
*Dusti Marottek	\$4048	HS Assistant Volleyball	B. Copenhaver	SY25
*Jason Brock	\$5847	Head Varsity Football	B. Copenhaver	SY25
Benny Lovan	\$4048	Assistant Varsity Football	B. Copenhaver	SY25
Andrew Moran	\$5847	HS Speech and Debate	B. Copenhaver	SY25
Coy Weeks	\$3149	5-8 Cross Country	B. Copenhaver	SY25

SUBSTITUTES-Food Service				
NAME	POSITION	Rate	Supervisor	Effective Date
Benjamin Summers	Kitchen Sub	\$12.50	M. Plante	SY25

Brandon Merculieff	Kitchen Sub	\$12.50	M. Plante	SY25
--------------------	-------------	---------	-----------	------

VOLUNTEER APPROVAL			
NAME	POSITION	SUPERVISOR	EFFECTIVE DATE

\* Denotes a Contingent Hiring as outlined in BP 5122.

### **INFORMATION**

IN-DISTRICT TRANSFER			

RESIGNATIONS		
Name	Position	Supervisor
Tiffani Darby	HS Assistant Volleyball	B. Copenhaver
Marvin Youpee	Trustee	

## Agenda Number 8.2 Handbooks

### **POPLAR PUBLIC SCHOOLS 9&9B BOARD AGENDA FACT SHEET MEETING DATE: August 12, 2024**

**SUMMARY:** This is the yearly passage of our handbooks. Included in this packet are the following handbooks: Elementary School, Middle School, High School, Athletic, and Staff. These handbooks are backbone of our daily operations.

**SUPERINTENDENT’S ADVICE:** I recommend the sample motion.

Additional Information attached -  
Fund -  
Estimated Cost –

**SAMPLE MOTION:** *I move to approve the passage of the following handbooks: elementary school, middle school, high school, athletic, and staff.*

	Motion	Second	Aye	Nay	Abstain	Other
Crowley						
Youpee						
Chapman						
Baker						
Smoker						

# **POPLAR ELEMENTARY**

## **Student Handbook**

### **2024 - 2025**



Superintendent  
Dr. Keith Erickson  
PO Box 458  
Poplar, MT 59255  
406-768-6600

Principal K-4  
John Wetsit  
PO Box 458  
Poplar, MT 59255  
406-768-6630

Associate Principal K-4  
Greg Gourneau Jr.  
PO Box 458  
Poplar, MT 59255  
406-768-6630



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## **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 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

**Dr. Keith Erickson**

PO Box 458

Poplar, MT 59255

406-768-6636

SPED Coordinator\9-12 associate principal

**Patricia Black**

PO Box 458

Poplar, MT 59255

406-768-6602

# ***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 6:10 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**

**Marva Chapman**  
Poplar, MT 59255

**Lori Smoker**  
Poplar, MT 59255

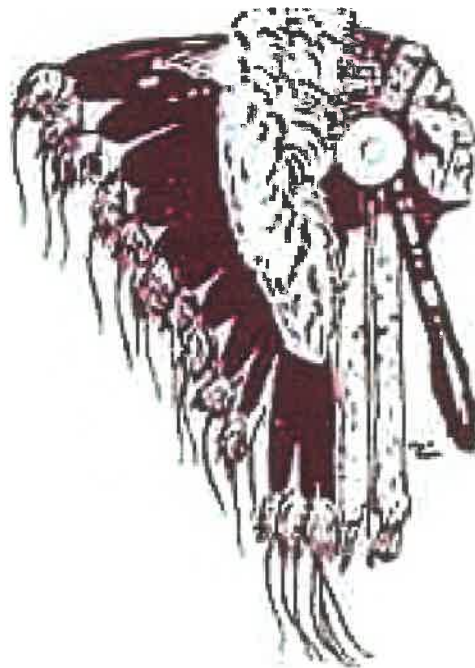
**Robyn Baker**  
Poplar, MT 59255

**Larae Crowley**  
Board Chairman  
Poplar, MT 59255

**Marvin Youpee Jr.**  
Vice Chair  
Poplar, MT 59255

# ***POPLAR ELEMENTARY SCHOOL Mission Statement***

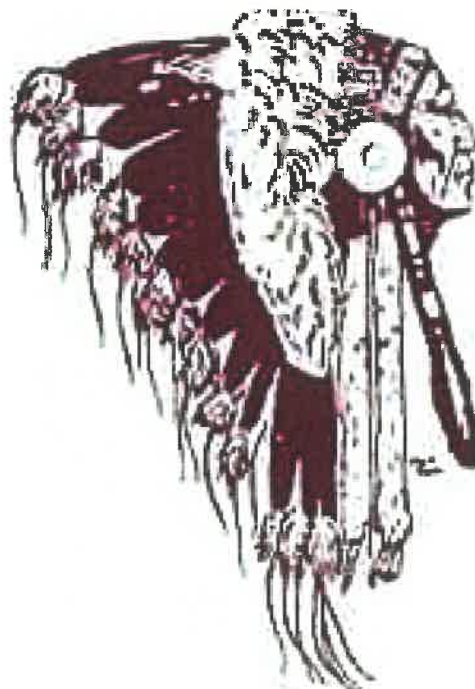
***The mission of Poplar Elementary is to educate all students in academic and social skills needed to be successful. Our staff in cooperation with families and community will teach a challenging and culturally enriched curriculum in a safe, creative environment.***



# ***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  
768-6630

**Greg Gourneau Jr.**

K-4 Associate Principal  
PO Box 458  
Poplar, MT 59255  
768-6630

**Kenda Stuehm**

Elementary Secretary  
PO Box 458  
Poplar, MT 59255  
768-6630

**Carrie Sifford**

Elementary Home School Coordinator  
PO Box 458  
Poplar, MT 59255  
768-6633

**Christian Curtiss**

School Nurse  
PO Box 458  
Poplar, MT 59255  
768-6630

**Katie Crowley**

Elementary Counselor  
PO Box 458  
Poplar, MT 59255  
768-6630

# **Poplar Elementary School Staff Assignments 2024-2025**

## **Pre K**

Ms. Shari Daniels

## **KINDERGARTEN**

Ms. Shannon Murphy

Mrs. Jane Crowe

Mrs. Amy Benson

Mrs. Olivia Headdress

## **FIRST GRADE**

Mrs. Shirley Marchwick

Mrs. Sarelle Escarcega

Ms. Patricia Lanham-Nichols

Ms. Tracy Knowlton

## **SECOND GRADE**

Mrs. Debbie Azure

Mrs. Haven Linder

Mrs. Theresa Murray

Mrs. Jennifer Medicine Cloud

Ms. Randie Belton

## **THIRD GRADE**

Mr. Kevin Kennaugh

Mr. Adrian Spotted Bird

Mrs. Jessie Colon

Ms. Marly Firemoon

Mr. Rolfe Schwartzkopf

## **FOURTH GRADE**

Mrs. Lanette Bidegaray

Ms. Brandi Burshia

Ms. Jennifer Mandan

Mrs. Lana Sherman

## **SPECIAL EDUCATION**

Mrs. Leslie Moran

Ms. Janine Tan

Ms. Ruffa Tapalla

Ms. Shaira Delim

Ms. Eden Vitor

Ms. Maribel Wagas

## **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

Ms. Marilee Buckles

## **MUSIC**

Ms. Valerie Boyd

## **Technology**

Krystal Forsness

## **PHYSICAL EDUCATION**

Mr. Thomas Olsen

## **SPEECH**

### **Reading Tutor**

Sarah Thompson

Charlene Culbertson

Abbey Granbois

## **CENTRAL COPY**

Mrs. Diane LaRoche

## **HOME-SCHOOL COORDINATOR**

Carri Sifford

## **Administrative Assistant**

Ms. Kenda Stuehm

## **SCHOOL NURSE**

Christian Curtiss

## **TIME-OUT ROOM**

Ms. Janice White Eagle-Johnson

## **HPDP THERAPIST**

Emily Dillinger

## **Paraprofessionals**

Jessica Dionne

Annie Moran

Blossom Longee

Ashley Weston

Myra Daniels

Delrae Reddoor

Jolene Chopper

Preston Predraza

Vivian Baker

Leticia Carvalho

Joey Youngman

Julia Carpenter

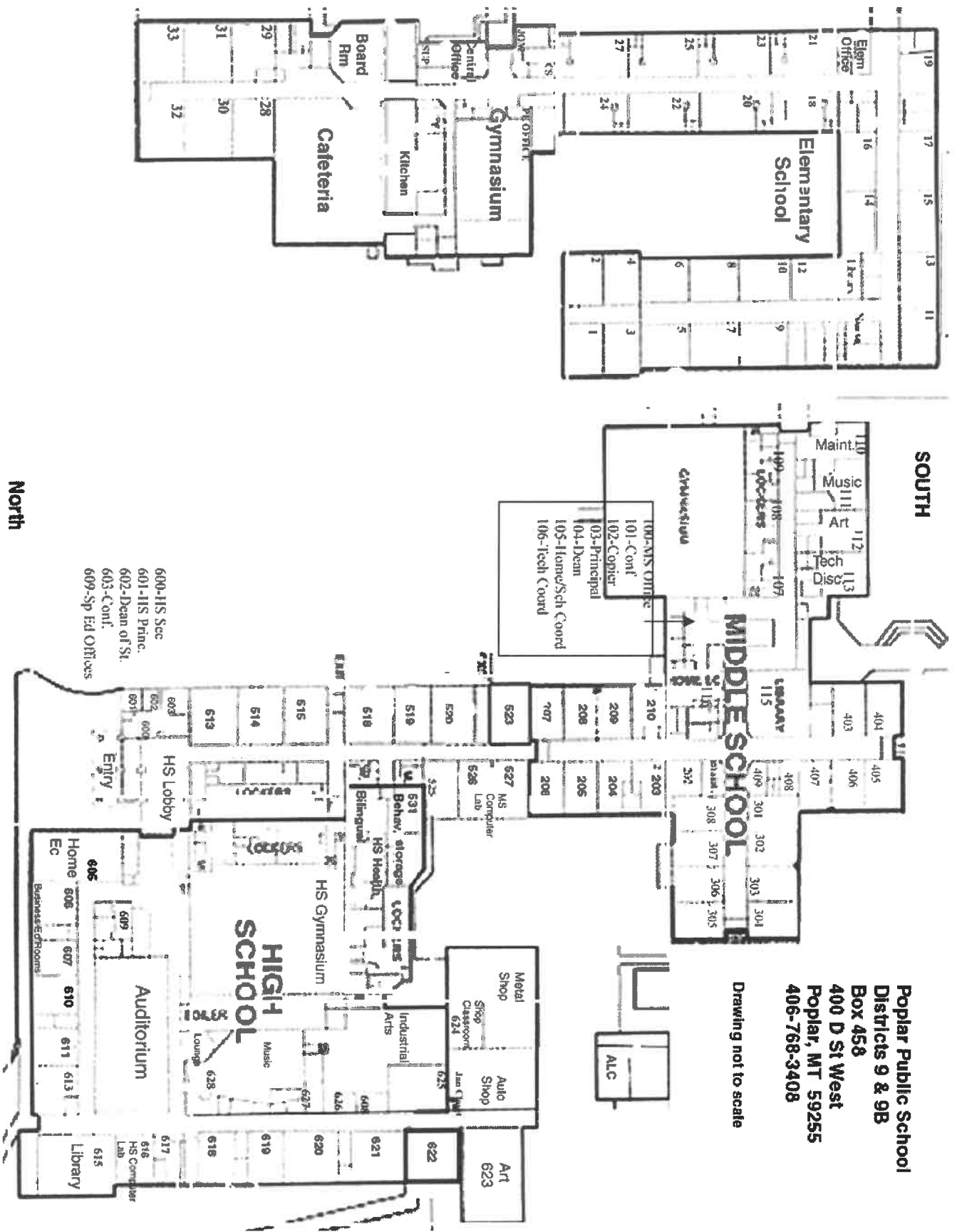
Angela Chaboneau



# **POPLAR ELEMENTARY SCHOOL**

## **DAILY SCHEDULE 2024- 2025**

8:05 AM	BREAKFAST BELL GRADES K-4
8:25 AM	WARNING BELL
8:30 AM	SCHOOL DAY BEGINS
10:35-10:55	4 <sup>TH</sup> GRADE AM RECESS
11:00-11:45	KINDERGARTEN LUNCH / RECESS
11:05-11:50	1 <sup>ST</sup> GRADE LUNCH / RECESS
11:10-11:35	2 <sup>ND</sup> GRADE LUNCH / RECESS
11:35-12:20	4 <sup>TH</sup> GRADE LUNCH / RECESS
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
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  
H:\Everyone\Maps\3buildings.doc

## 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 days 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, 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 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.

## **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	<b><i>parent/teacher conference, initiated by teacher</i></b>
Fifth time-out	letter sent home
Sixth time-out	<b>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</b>
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	<b>write up, 2 hrs. ISS, loss of next grade level recess served in time-out room, parents will be notified</b>

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 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 will be notified. The student will return to school following his/her suspension with his/her parent 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 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.

**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.

**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.

**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. 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. 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**

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

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

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

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

**5<sup>th</sup> Offense:** 2 days Out-of-School Suspension (OSS) – Parent 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.

**6<sup>th</sup> 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 the 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 to be inflicted corporal punishment 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. Parents who wish to meet with the K-4 counselor should contact Katie Crowley and Alice Smoker 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's 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 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 – 2<sup>nd</sup>

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

#### Grades: 3<sup>rd</sup> – 4<sup>th</sup>

Excellent	A - 90% - 100%
Above Average	B - 80% - 89%
Average	C - 70% - 79%
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 adaption 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, 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 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 cannot be present or cannot be reached, the principal will observe the interview.

- # Law enforcement must comply with all legal requirements regarding notification of parents 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 parents 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, 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. Tom Granbois, 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 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 768-6630.

# 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, head phones, games, etc.) will be confiscated and turned into the elementary office.

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

**2<sup>nd</sup> Offense or more** – device is confiscated, parent called and parent 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 reason not related to academic performance. Parents 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. Parents 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 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.

## **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 least quarterly.

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

In grades Kindergarten -- Fourth, achievement shall be reported to parents as:

Grading Scale:

### Grades: K – 2<sup>nd</sup>

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

### Grades: 3<sup>rd</sup> – 4<sup>th</sup>

Excellent	A - 90% - 100%
Above Average	B - 80% - 89%
Average	C - 70% - 79%
Below Average	D - 60% - 69%
Failing	F - Below 59%

Kindergarten provides parents with a progress report each nine weeks.

## **Parent/Teacher Conference**

Parent-teacher conferences will be scheduled for a formal conference one time each school year. Informal conferences can be arranged at the parent's request 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 parents in meeting medical expenses. A parent 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 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 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 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 a disciplinary proceeding 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 Keith Erickson, 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, MT 59255  
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 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, 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'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. Access will also not be granted to the parent 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 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.

# The District may disclose student records in a court proceeding where the parent 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.

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 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 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 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, parents 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 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. 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 parents.

## **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 months of June and July. 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. Greg Norgard, 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.

# Changes Made to 2024-2025 Handbook

Page 2 (bolded underlined and font to 12), bigger.

- *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.*

Page 5

STEP 4 – TRAILS; changed to *STEP 4 - Administrative Educational Intervention*

Page 6

**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;**

All references to Dean of Students changed to state; *or administrative designee, throughout entire handbook.*

Page 19

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.

Red removed to comply with approved 2024-2025 school calendar



**POPLAR MIDDLE SCHOOL  
STUDENT HANDBOOK  
2024-2025**

***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 3<sup>rd</sup> 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**

**According to Board Policy (1107.1), 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.

### **Poplars Schools School- Wide Disciplinary Program**

The Poplar Middle School 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.

### **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. Discipline is divided into two categories with the action to be taken as specified on Appendix A below.

**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, the Associate Principal or an administrative designee.**

### Administration Contact with Parents/Guardians

Administration, or their designee, 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

(08/24)

**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
<b>ADMINISTRATIVE CONTACT WITH PARENT/GUARDIAN #1</b>			<b>DATE:</b> _____	

**STEP 3**

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

<b>ADMINISTRATIVE CONTACT WITH PARENT/GUARDIAN #2</b>	<b>DATE:</b>
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**STEP 4 – Administrative Educational Intervention**

DATE/TIME	INFRACTION	INTERVENTION	DATE/TIME	ACTIONS
	1.	Submit Student Behavior Report to administration for adjudication. And contact guardian. <b>OSS of 3 days and student placed on behavior contract.</b>		SBR Submitted
				Parent Guardian Contacted
				<b>OSS – 3 days</b>
				Copy of SBR Sent Home
	2.	Submit Student Behavior Report to administration for adjudication. And contact guardian. <b>OSS of 5 days and recommendation for expulsion.</b>		SBR #2 Submitted
				Parent/Guardian Contacted
				<b>OSS – 5 days</b>
				Recommendation: Expulsion
	3.	Submit Student Behavior Report to administration for adjudication. And contact guardian. <b>Recommendation for permanent expulsion up to 1 year.</b>		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, improper use of vehicle, use and/or possession of tobacco 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 or administrative designee.**

**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 administrative designee.**

**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 administrative designee.**

**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 administrative designee.**

## 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 administrative designee.**

**First Offense:** 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 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 administrative designee.**

**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 administrative designee.**

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 administrative designee.**

### **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 administrative designee.**

**The Fort Peck Tribes have established the following policy regarding bullying and harassment. Read 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.

### **Poplar School Bullying Prevention Strategies:**

In order to prevent bullying we encourage our students report the incident immediately. The report can be made to any staff member. The following are behavior expectations that we believe help eliminate bullying:

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

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- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult

### **Discipline Procedure for Physical Aggression**

**1<sup>st</sup> Offense: 1 day Out-of-School Suspension (OSS)**

**2<sup>nd</sup> Offense: 2 days Out-of-School Suspension (OSS)**

**3<sup>rd</sup> 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 administrative designee.**

### **Behavior Expectations:**

At the Poplar Middle School we believe that the following guidelines will eliminate incidences of violence and harassment:

I am considerate and respectful of myself and others by:

- Giving people space
- Keeping my body (hands and feet) to myself
- Saying kind words

I use respectful language by:

- Giving put-ups/compliments
- Showing politeness
- Using "manner words"

I will prevent bullying in my school by:

- Treating everyone respectfully
- Refusing to bully others
- Refusing to let others be bullied
- Refusing to watch, laugh, or join in when someone is being bullied
- Trying to include everyone in play, especially those who are often left out
- Reporting bullying to an adult

I am in the right place at the right time:

- In the classroom
- In the lunchroom
- Outside before school starts (unless otherwise directed)
- After school, leave the school and playground

I take responsibility for my learning by:

- Doing assignments/homework
- Trying hard
- Listening to others
- Being respectful

I move safely to, from, and on the school grounds by:

- Walking in and around the building
- Being on time for class
- Keeping my hands to myself

I care for school property in a responsible way by:

- Being respectful of the bulletin board, furniture, lights and recess equipment
- Picking up litter in and around the school grounds

### **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 administrative designee.**

**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 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 administrative designee.**

**Second 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 TRALS. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or administrative designee.**

### **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.

1<sup>st</sup> 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.**

2<sup>nd</sup> 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: 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.

**Students may wear hats and caps as long as they do not become a distraction or cover the ears.** 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 jackets and head gear may face punitive action as deemed appropriate by the building administration.

### **Dress for Physical Education Class**

Students are required to dress out every day for PE class as directed by the gym teacher. They are responsible to provide their own non-marking court shoes and apparel.

### **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 the case of Level A and Level B offenses, students currently enrolled in Business Education or other computer courses which involves 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 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.

## **Detention**

In addition to teaching reading, writing and math, schools teach responsibility and appropriate behavior. Detention is a consequence that teachers or the administration may have to assign to students in case of disruptive behavior, excessive tardiness, etc. Teachers have different lengths of detention ranging from a few minutes to half an hour.

When the principal assigns detention it is usually at lunch or right after school for 30 minutes or more based on the severity of the infraction. Parents will be notified via telephone or note when a child will be detained for more than a few minutes. If there is a conflict, detention can be rescheduled at the request of the parent. Otherwise, the student is expected to keep appointments. Failure to keep designated appointments will result in additional detention and/or out of school suspension.

If a student is assigned to detention, it shall be his/her responsibility to make transportation arrangements.

## **Tardy, Truancy, and Class Lateness**

Tardies occur when the student is late to the beginning of a scheduled class period during the day. At the sole discretion of the classroom teacher the student may be required to make-up the time. The classroom teacher will assign the appropriate detention time and serve the time with the offending student before or after school or during the lunch period as deemed appropriate.

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**

1. Be in your seat and be quiet at all times. Remain in your seat at all times sitting up straight, keeping feet and chair on the floor, and facing forward.
2. You must be working on an assignment at all times. 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 be followed at all times.
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.

### **STUDENTS WHO DO NOT FOLLOW ISS RULES ARE 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. Items such as toy guns, water pistols, bean shooters, sling shots, knives, hand balls, BB's, marbles, belt chains, wallet chains, bandannas, gang-related paraphernalia, lighters, radios, cellular phones, wrist games, wrist communicators, walkie-talkies, beepers, and other electronic devices will be confiscated. Skateboards and Roller skates/blades are not to be used in the building. They may be secured in the student's locker. Lighters will be treated as smoking paraphernalia and fall under that disciplinary jurisdiction. 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.

### **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 bed room!

### **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 BP 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 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.

### **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 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.

### **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.

### **Food and Drink**

No ENERGY drinks are allowed in the middle school. Another goal is to reduce sugar foods and drinks to help in the battle against diabetes and obesity.

### **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.

1<sup>st</sup> Offense: Taken away for the day

2<sup>nd</sup> Offense: Documented and Parents must pick up from office

3<sup>rd</sup> Offense: Documented and item confiscated for the remainder of the semester

Skate boards and skates will not be allowed on school grounds during the hours of 8:00 a.m. and 5:00 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.



## **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**

<b>Grading Percentages:</b>	<b>100-97 = A+</b>	<b>96-93 = A</b>	<b>92-90 = A-</b>
	<b>89 - 87 = B+</b>	<b>86 - 83 = B</b>	<b>82 - 80 = B-</b>
	<b>79 - 77 = C+</b>	<b>76 - 73 = C</b>	<b>72 - 70 = C-</b>
	<b>69 - 67 = D+</b>	<b>66 - 63 = D</b>	<b>62 - 60 = D-</b>
	<b>59 - 00 = F</b>		
	<b>An "F" makes you ineligible for Honor Roll.</b>		

## **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, rubella (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus 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. [For further information, see policy 3413]**

### **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 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 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 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 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 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 in 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 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.

### **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 (Ms. Doreen McGeshick). It is advised also that the physician orders accompany such prescriptions. Ms. McGeshick will either give the medicine at the proper times or give the student permission to take the medication as directed.

[For further information, see Board Policy 3416].

### **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 768-6733 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 768-6733. 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 9<sup>th</sup> 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 each school year. Informal conferences can be arranged at the parent's request. Call the middle school office 768-6733.

### **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, 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:

**Radio Station KVCK -1450 AM**

**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.***



### 5<sup>TH</sup> AND 6<sup>TH</sup> GRADE 2024-2025 BELL SCHEDULE

#### REGULAR SCHEDULE

#### SHORT FRIDAY

PERIOD	START	END		PERIOD	START	END
	8:15 AM				8:15	
P1	8:20 AM	8:54 AM		P1	8:20	8:50
P2	8:57 AM	9:57 AM		P2	8:53	9:53
P3	10:00 AM	10:47 AM		P3	9:56	10:32
P4	10:50 AM	11:37 AM		P4	10:35	11:11
LUNCH 5 <sup>th</sup>	11:34 AM	12:17 PM		P5	11:14	11:50
LUNCH 6 <sup>th</sup>	11:37 AM	12:17 PM		LUNCH 5 <sup>TH</sup>	11:47	12:30
P5	12:20 PM	1:00 PM		LUNCH 6 <sup>TH</sup>	11:50	12:30
P6	1:03 PM	1:50 PM		P6	12:33	1:08
P7	1:53 PM	2:40 PM		P7	1:11	1:49
P8	2:43 PM	3:30 PM		P8	1:52	2:30

### 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE 2024-2025 BELL SCHEDULE

#### REGULAR SCHEDULE

#### SHORT FRIDAY

PERIOD	START	END		PERIOD	START	END
	8:15 AM				8:15	
P1	8:20 AM	8:54 AM		P1	8:20	8:50
P2	8:57 AM	9:57 AM		P2	8:53	9:53
P3	10:00 AM	10:47 AM		P3	9:56	10:32
P4	10:50 AM	11:37 AM		P4	10:35	11:11
P5	11:40 AM	12:27 PM		P5	11:14	11:50
LUNCH	12:30 PM	1:00 PM		P6	11:53	12:30
P6	1:03 PM	1:50 PM		LUNCH	12:33	1:08
P7	1:53 PM	2:40 PM		P7	1:11	1:49
P8	2:43 PM	3:30 PM		P8	1:52	2:30

#### 5<sup>TH</sup> AND 6<sup>TH</sup> GRADE

#### 1:00 EARLY OUT SCHEDULE

#### 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE

PERIOD	START	END		PERIOD	START	END
	8:15 AM				8:15	
P1	8:20	8:36		P1	8:20	8:36
P2	8:39	9:39		P2	8:39	9:39
P3	9:42	10:07		P3	9:42	10:07
P4	10:10	10:35		P4	10:10	10:35
P5	10:38	11:03		P5	10:38	11:03
P6	11:06	11:31		P6	11:06	11:31
LUNCH 5 <sup>TH</sup>	11:31	11:59		P7	11:34	11:59
LUNCH 6 <sup>TH</sup>	11:34	11:59				
P7	12:02	12:30		P8	12:02	12:30
P8	12:33	1:00		LUNCH	12:33	12:55

**CHANGES TO HS  
HANDBOOK ARE  
HIGHLIGHTED**



POPLAR HIGH SCHOOL  
9-12  
STUDENT HANDBOOK  
2024-2025

***MISSION STATEMENT***

**The mission of Poplar Schools is to educate all students in academics and the social skills necessary for success. Our staff, in cooperation with families and community will teach a challenging and culturally enriched curriculum in a safe, creative environment.**

**UNDER REVIEW WITH DLT**

**“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

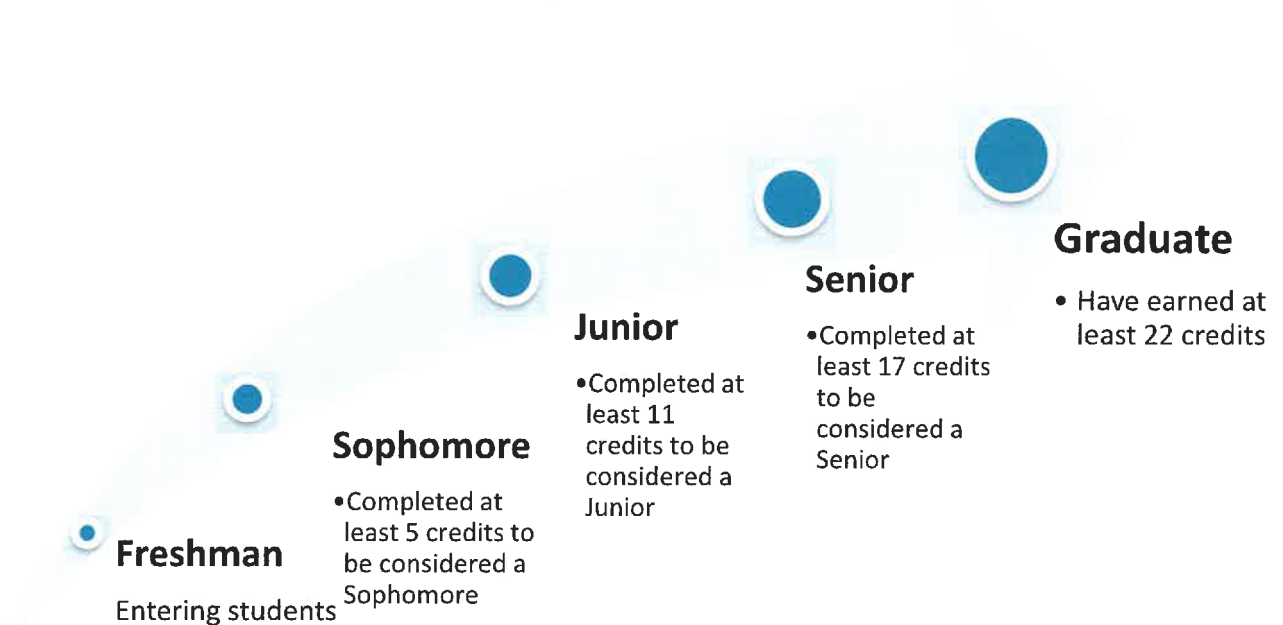
**Vonda Bighorn**  
School Secretary  
768-6833

**Demiree Whitehead**  
Family School and Support  
768-6834

## **Go Indians!!**

# The Path through High School

~~For students entering High School as of 2016~~



- 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

1<sup>ST</sup> PERIOD 8:44-9:34

2<sup>ND</sup> PERIOD 9:38-10:28

3<sup>RD</sup> PERIOD 10:32-11:22

4<sup>TH</sup> PERIOD 11:26-12:16

**LUNCH 12:20-12:50**

5<sup>TH</sup> PERIOD 12:55-1:45

6<sup>TH</sup> PERIOD 1:49-2:29

7<sup>TH</sup> PERIOD 2:43-3:33

### **FRIDAY**

HOMEROOM/BREAKFAST 8:20-8:40

1<sup>ST</sup> PERIOD 8:44-9:24

2<sup>ND</sup> PERIOD 9:28-10:08

3<sup>RD</sup> PERIOD 10:12-10:52

4<sup>TH</sup> PERIOD 10:56-11:36

5<sup>TH</sup> PERIOD 11:40-12:20

**LUNCH 12:20-1:00**

6<sup>TH</sup> PERIOD 1:04-1:44

7<sup>TH</sup> PERIOD 1:48-2:28

### **1:00 P.M. RELEASE**

HOMEROOM/BREAKFAST 8:20-8:40

1<sup>ST</sup> PERIOD 8:44-9:11

2<sup>ND</sup> PERIOD 9:15-9:42

3<sup>RD</sup> PERIOD 9:46-10:13

4<sup>TH</sup> PERIOD 10:17-10:44

5<sup>TH</sup> PERIOD 10:48-11:15

6<sup>TH</sup> PERIOD 11:19-11:46

7<sup>TH</sup> 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.

### **1<sup>st</sup> – 5<sup>th</sup> Tardy to School:**

Students are issued a tardy pass to class.

### **6<sup>th</sup> 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.

### **7<sup>th</sup> – 11<sup>th</sup> Tardy to School**

The local school procedures will include the consequences below.

<b>Tardy-to-School</b>	<b>ISS</b>	<b>OSS</b>	<b>TO</b>
7 <sup>th</sup>	1 day (parent called)	0	0
8 <sup>th</sup>	2 days (parent called)	0	0
9 <sup>th</sup>	0	1 day (parent called)	Referral
10 <sup>th</sup>	0	1 day (parent called)	Referral
11 <sup>th</sup>	0	1 day (parent called)	Referral
12 <sup>th</sup> +	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.

1<sup>st</sup> Offense – 1 class period ISS

2<sup>nd</sup> Offense – 1 class period ISS

3<sup>rd</sup> Offense – 2 class periods ISS

4<sup>th</sup> Offense – 1 day ISS

5<sup>th</sup> Offense – 1 day OSS

6<sup>th</sup>+ 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 the 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, tank tops, halter tops and midriff-revealing tops are not appropriate for school wear. Shoulders must be covered, and tops must extend below the belt level; no bare skin is to be visible at the waist area. At a minimum, shorts, dresses and skirts must extend to the longest fingertip length; 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 manner in which 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 done in consultation with the staff and student council. Students who violate dress restrictions will be given the choice of wearing school provided shirts/sweats for the day, sent home, or serve detention. 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.**

#### **Dress for Physical Education Classes:**

Students are required to dress out every day for PE class. They are responsible for providing their own non-marking court shoes and apparel.

### **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.

1<sup>st</sup> Offense: Taken away for the day

2<sup>nd</sup> Offense: Documented and Parents must pick up from office

3<sup>rd</sup> 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 9<sup>th</sup> through 12<sup>th</sup> 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.

#### **GRADING GUIDELINES**

**Grading Procedures: 100-97 = A+ 96-93 = A 92-90 = A-**



<del>89-87 = B+</del>	<del>86-83 = B</del>	<del>82-80 = B-</del>
<del>79-77 = C+</del>	<del>76-73 = C</del>	<del>72-70 = C-</del>
<del>69-67 = D+</del>	<del>66-63 = D</del>	<del>62-60 = D-</del>
<del>59-00 = F</del>		

~~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-~~

### **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.

#### **EMERGENCY 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](http://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](http://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](http://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 2024-2025**



## 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.

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## **POPLAR SCHOOL DISTRICT ACTIVITIES-ATHLETIC HANDBOOK 2024-2025**

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/COMMUNICATION**

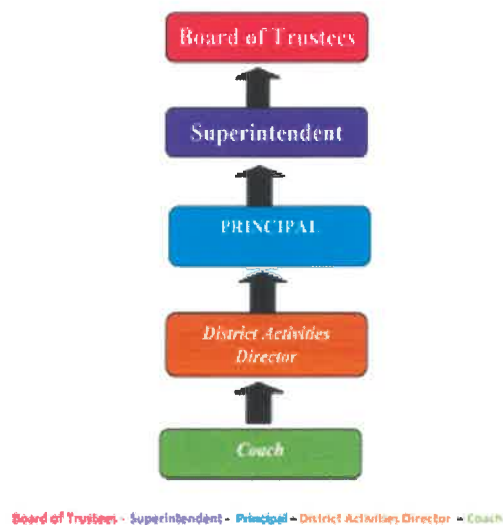
Poplar School District has an established chain of command when dealing with co-and extracurricular issues. Any issue that has an effect on student performance should first take the lowest level of action to address the situation. If the remedy at the lowest level is not appropriate, it then progresses 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 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.



### **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.

#### **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) 8<sup>th</sup> 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 run. 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 encourage parents/students to monitor "Infinite Campus" to receive updates on 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 run.

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

- Students have 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 off 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 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 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 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 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 have zero tolerance for athletes/participants 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 doctor's 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 DISCRIMINATION 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 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-cell phones**

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.

#### **Extra and co-curricular chemical use policy (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/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 to 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 has 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 discretion 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. Students 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 2<sup>nd</sup> 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 discretion of administration).
- C. Student must attend all practice sessions during those fifteen (15) pupils 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. Students 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. Students 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 do 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 (ICAHQ).

### **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 contains 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 being 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 2<sup>nd</sup> to 3<sup>rd</sup> 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 3<sup>rd</sup> 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-day 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 or 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.

#### **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 playing.
- **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 has 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	
<ul style="list-style-type: none"> <li>•Appears dazed or stunned</li> <li>•Is confused about events</li> <li>•Answers questions slowly</li> <li>•Repeats questions</li> <li>•Can't recall events prior to the hit, bump, or fall</li> <li>•Can't recall events after the hit, bump, or fall</li> <li>•Loses consciousness (even briefly)</li> <li>•Shows behavior or personality changes</li> <li>•Forgets class schedule or assignments</li> </ul>	<p><b><u>Thinking/Remembering:</u></b></p> <ul style="list-style-type: none"> <li>•Difficulty thinking clearly</li> <li>•Difficulty concentrating or remembering</li> <li>•Feeling more slowed down</li> <li>•Feeling sluggish, hazy, foggy, or groggy</li> </ul> <p><b><u>Physical:</u></b></p> <ul style="list-style-type: none"> <li>•Headache or “pressure” in head</li> <li>•Nausea or vomiting</li> <li>•Balance problems or dizziness</li> <li>•Fatigue or feeling tired</li> <li>•Blurry or double vision</li> <li>•Sensitivity to light or noise</li> <li>•Numbness or tingling</li> <li>•Does not “feel right”</li> </ul>	<p><b><u>Emotional:</u></b></p> <ul style="list-style-type: none"> <li>•Irritable</li> <li>•Sad</li> <li>•More emotional than usual</li> <li>•Nervous</li> </ul> <p><b><u>Sleep*:</u></b></p> <ul style="list-style-type: none"> <li>•Drowsy</li> <li>•Sleeps less than usual</li> <li>•Sleeps more than usual</li> <li>•Has trouble falling asleep</li> </ul> <p><i>*Only ask about sleep symptoms if the injury occurred on a prior day.</i></p>

**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.

**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 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).

### **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 district's 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.

### **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**

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 team's 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.

#### **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 by 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.

#### **School 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 activity's 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 transport 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 by 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.

## 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 be handed 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	
<input type="checkbox"/> Scratch	<input type="checkbox"/> Concussion
<input type="checkbox"/> Fracture	<input type="checkbox"/> Head Injury
<input type="checkbox"/> Bruise	<input type="checkbox"/> Sprain/Strain
<input type="checkbox"/> Burn	<input type="checkbox"/> Cut/Puncture
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Bite
<input type="checkbox"/> Other _____	

Place of Accident	
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Hallway	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Stairs
<input type="checkbox"/> Playground	<input type="checkbox"/> Athletic Field
<input type="checkbox"/> Other _____	

Body Part Injured		
<input type="checkbox"/> Ankle	<input type="checkbox"/> Foot	<input type="checkbox"/> Leg
<input type="checkbox"/> Arm	<input type="checkbox"/> Face	<input type="checkbox"/> Nose
<input type="checkbox"/> Back	<input type="checkbox"/> Finger	<input type="checkbox"/> Teeth
<input type="checkbox"/> Neck	<input type="checkbox"/> Hand	<input type="checkbox"/> Wrist
<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	<input type="checkbox"/> Shoulder
<input type="checkbox"/> 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?

Are students 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**

### **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](http://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:								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 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?	
					9th Grade		10th Grade		11th Grade		12th Grade								
					1	2	1	2	1	2	1	2							
	John Smith	6/30/95	East High School - Boise, ID	9/3/12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	YES	NO	NO	NO	YES	YES	YES
1					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
2					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
3					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
4					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
5					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
6					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
7					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
8					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
9					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
10					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

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](http://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](http://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.

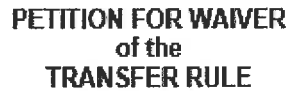
#### SIGNATURES:

\_\_\_\_\_  
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.



**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.

(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.

STATE FULL DETAILS

- 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 ☐

\_\_\_\_\_

● ● ●

**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**

**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:

\_\_\_\_\_

\_\_\_\_\_

POPLAR STUDENT ACTIVITIES/ATHLETIC HANDBOOK  
SIGN-OFF  
2024-2025 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 2024-2025 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

## 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





## **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 program's 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

## EMPLOYEE HANDBOOK

2024-2025



# Poplar

## School District

### HOME OF THE INDIANS!

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## 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

**Contact Information**

Elementary: 768-6630  
Mid School: 768-6730  
High School: 768-6830

school website:  
[poplarschools.com](http://poplarschools.com)

**Poplar Public Schools**

2024-2025 Calendar

**August 24**

Su	M	Tu	W	Th	F	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**September 24**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**October 24**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**November 24**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December 24**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**January 25**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**February 25**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**March 25**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**April 25**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**May 25**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Important Dates**

Aug 21 First Student Day

Sept 2 Labor Day

Oct 17-18 MEA-MFT

Nov 1 PIR Day

Nov 28-Dec 1 Thanksgiving

December 21 - January 2 Christmas Break

Jan 20 MLK Jr Day

Jan 21 PT Conferences 12-6 pm (no school)

Mar 20-24 Spring Break

April 18-21 Easter

May 22 Last Student Day End of 2nd Semester

May 22 2-Hour PIR with 4-Hour PIR on May 23

**Grading Periods**

PIR Day (NO School for Students)

21 First/Last Day for Students

9 Early Dismissal for Students at 12:30/1:00

Holiday/No School Day for Staff or Students

PIR New Teachers

End of Grading Periods

137 Regular Days   29 Fridays   9 Early Dismissals   175 Total

1

EMPLOYEE HANDBOOK

## **BOARD OF TRUSTEES 2024-2025**

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. The Trustees for the 2024-2025 school year, as elected by residents of this district, are as follows:

**Larae Crowley (Chair), Marvin Youpee (Vice Chair), Robyn Baker, Lori Smoker, Marva Chapman.**

## **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 work place and/or keeps employees from doing their jobs.

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

Common behaviors include, but are not limited to:

- Injuring, threatening, harassing or intimidating a staff member, board member or any other person;
- Defamation of character and/or reputation;
- Yelling, shouting, and screaming; 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](http://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 products 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 is available at [www.poplarschools.com](http://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 is available at [www.poplarschools.com](http://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, previous 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 situated 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 – 2<sup>nd</sup>

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.**

**Agenda Number 8.3 Yearly Indian Policy-7231**

**POPLAR PUBLIC SCHOOLS 9&9B**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2024**

SUMMARY: Policy 7231 is mandated to be passed by the Poplar School Board of Trustees on a yearly basis.

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached -

Fund -

Estimated Cost –

SAMPLE MOTION: *I move to approve the passage of Poplar School District Policy 7231.*

	Motion	Second	Aye	Nay	Abstain	Other
Crowley						
Chapman						
Baker						
Smoker						

## **Poplar School District**

### **FINANCIAL MANAGEMENT**

**7231**

**Page 1 of 2**

#### Indian Policies and Procedures, Title VIII, and Impact Aid

The Fort Peck Assiniboiné 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 Assiniboiné 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 Assiniboiné 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.

## **Poplar School District**

### **FINANCIAL MANAGEMENT**

**7231**

**Page 2 of 2**

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 5:00 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 8.4**  
**Bus Routes**

**POPLAR PUBLIC SCHOOLS 9&9B**  
**BOARD AGENDA FACT SHEET**  
**MEETING DATE: August 12, 2024**

SUMMARY: Poplar School District has 6 bus routes that we currently run. Please see the attached maps.

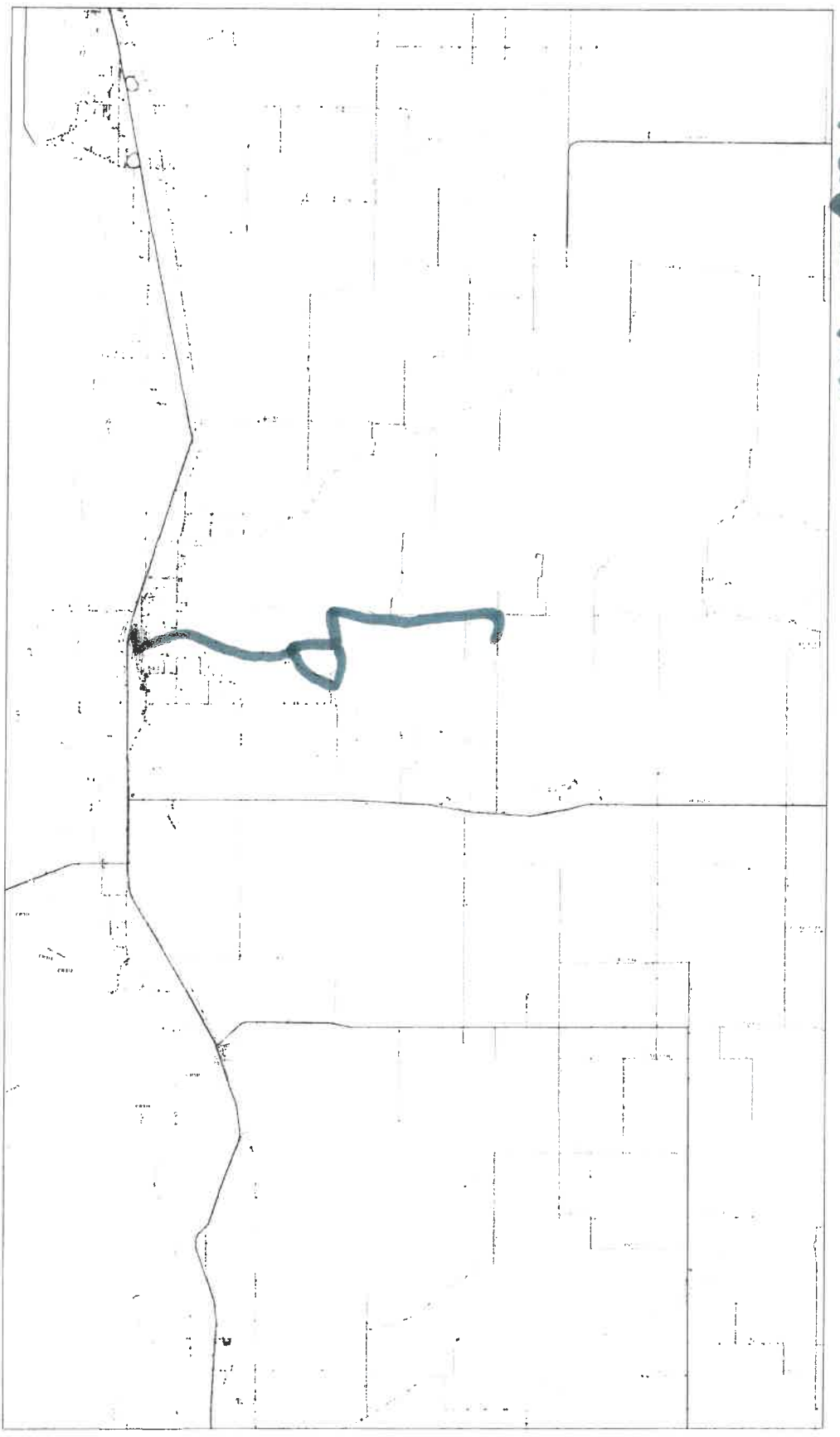
SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached -  
Fund -  
Estimated Cost –

SAMPLE MOTION: *I move to approve bus routes 1,2,3,4,5,6 for the Poplar School District for school year 2024-2025.*

	Motion	Second	Aye	Nay	Abstain	Other
Crowley						
Chapman						
Baker						
Smoker						

Route #1  
Poplar Bus Map  
65 miles



Route # 2  
John River

75 mile

Poplar Bus Map

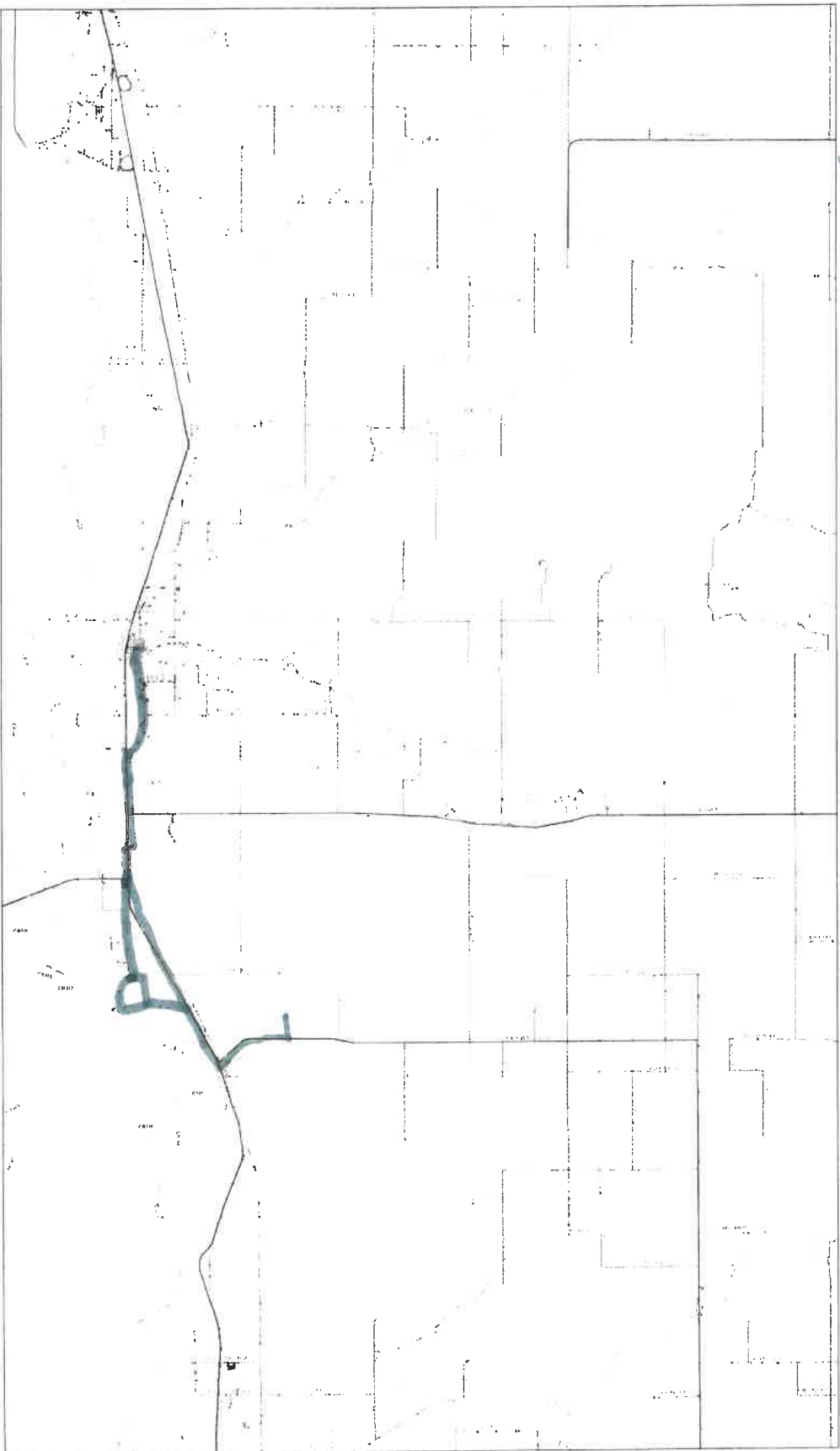
N





Route # 9  
Andy H

Poplar Bus Map





Route # 5  
Clint Linnham

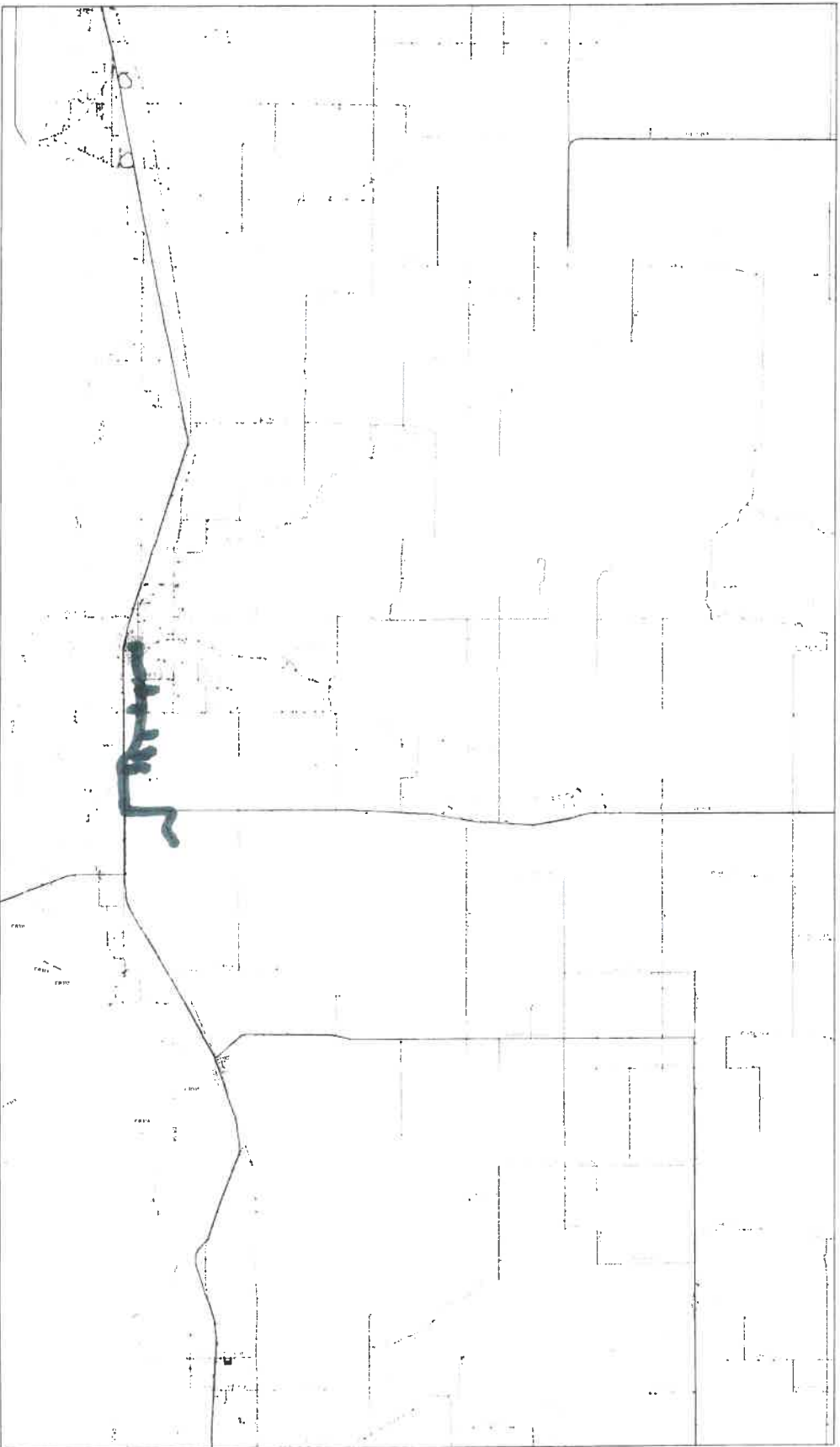
Poplar Bus Map

N



Route # 6 25 miles  
East River

## Poplar Bus Map



**Agenda Number 8.5**  
**Non-Resident Enrollment Requests**

**POPLAR PUBLIC SCHOOLS 9&9B**  
**BOARD AGENDA FACT SHEET**  
**MEETING DATE: August 12, 2024**

SUMMARY: Any student who does not reside within the boundaries of Poplar School District must be approved by the Poplar School Board of Trustees.

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached - **NEEDS TO BE EXECUTIVE SESSION**

Fund -

Estimated Cost –

SAMPLE MOTION: *I move to approve the recommendation for all out of district students who attend Poplar Schools.*

	Motion	Second	Aye	Nay	Abstain	Other
Crowley						
Chapman						
Baker						
Smoker						

**Agenda Number 8.6**  
**SY25 OPI Budgeted Funds**

**POPLAR PUBLIC SCHOOLS 9&9B**  
**BOARD AGENDA FACT SHEET**  
**MEETING DATE: August 12, 2024**

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 -  
Fund -  
Estimated Cost –

SAMPLE MOTION: *I move to approve the budgeted funds for school year 2024-2025 as presented.*

	Motion	Second	Aye	Nay	Abstain	Other
Crowley						
Chapman						
Baker						
Smoker						



**Due to a fixed assets issue that Judy is trying to get completed the budget sheets for 24-25 might not be available. Judy will explain.**

**If that is the case a special meeting on Thursday will commence. See below on items of interest.**

**Agenda Number 8.7**

**Policies: 1<sup>st</sup>/2<sup>nd</sup> reading**

**POPLAR PUBLIC SCHOOLS 9&9B**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2024**

SUMMARY: Policies 3140 and 8110 never were approved for a 2<sup>nd</sup> reading. These will need to be approved. Policy 1400 is a first reading on changing the Board Meeting time from 5:00 PM to 5:15 PM.

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached -

Fund -

Estimated Cost –

SAMPLE MOTION: *I move to approve policies 3140, 8110 and 1400 as presented.*

	Motion	Second	Aye	Nay	Abstain	Other
Crowley						
Youpee						
Chapman						
Baker						
Smoker						



## **FIRST READING: TIME CHANGE**

**Poplar School District**

**THE BOARD OF TRUSTEES**

**1400**

**Page 1 of 2**

### **Board Meetings**

For all meetings of the Board and its committees, the Clerk or designee shall satisfy all notice and posting requirements contained herein, as well as the Open Meetings Act. This shall include providing meeting notification to news media that have officially requested it. Except for an unforeseen emergency or as described below, all meetings must be held in a District building or, by unanimous consent of the Board, in a publicly accessible building located within the District. The Trustees may meet outside the boundaries of the District for collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. Adequate notice of the meeting as well as an agenda will be provided to the public in advance, and decision making must still occur only at properly noticed meetings held within the District's boundaries.

### ***Regular Meetings***

Unless otherwise specified by the Board, all regular meetings are held on second Monday of the month at **5:00** 5:15 pm, in the District Board Room. If the time or place of a Board meeting is changed, notice shall be given in the same manner as provided for special meetings. The Board may choose to not convene a meeting in the month of July if there is no pressing business to attend to at that time.

### ***Special Meetings***

Special meetings may be called by the Board Chair or by any two (2) members of the Trustees. A written notice of a special meeting, stating the purpose of the meeting, must be provided to each Trustee not less than forty-eight (48) hours prior to the time of the meeting. The 48-hour written notice is waived in the event of an unforeseen emergency or to consider a violation of the student code of conduct within a week of graduation. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices.

### ***Committee Meetings***

Committee meetings may be called by the Committee Chair and are subject to the requirements of the Open Meetings Act, including notice and posting requirements.

### ***Budget Meetings***

On or before August 20 of each year, the Board shall meet to consider all budget information and any attachments required by law. The Board 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 25, 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.

Between July 1 and August 10 of each year, the Clerk shall publish one notice, in the Fort Peck Journal, stating the date, time, and place that the Board will meet for the purpose of considering and adopting the final budget. The notice must also state that the meeting may continue from day to day until the final

adoption of the budget, and that any taxpayer may appear at the meeting and be heard for or against any part of the budget.

## **Poplar School District**

### **THE BOARD OF TRUSTEES**

**1400**

**Page 2 of 2**

#### ***Organizational Meeting***

After the issuance of the election certificates to the newly elected trustees in May, but not later than fifteen (15) days after the election, the Board shall convene and elect from among its members a Chair and a Vice-Chair to serve one (1) year terms. The Chair shall serve until the next organization meeting and shall preside at all the meetings of the Board. In addition, the Board shall employ and appoint a competent person as the Clerk of the District at this meeting.

#### ***Emergency Meetings***

In the event of a storm, fire, explosion, community disaster, insurrection, act of God, or other unforeseen destruction or impairment of school district property that affects the health and safety of the Trustees, students, District employees, or the educational functions of the district, the Board may meet immediately and take official action without prior notification.

#### ***Executive Session of Any Meeting***

The Board or any committee may hold executive sessions to consider matters of individual privacy or to discuss a strategy to be followed with respect to litigation when an open meeting would have a detrimental effect on the litigating position of the District. Prior to closing the meeting to consider matters of individual privacy, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure. The litigation strategy exception is not available if the litigation involves only public bodies or associations as parties.

Legal References:	§ 2-3-103, MCA	Public participation – governor to ensure guidelines adopted
	§ 2-3-104, MCA	Requirements for compliance with notice provisions
	§ 2-3-105, MCA	Supplemental notice by radio or television
	§ 2-3-201, MCA	Legislative intent – liberal construction
	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public– exceptions
	§ 20-3-322, MCA	Meeting and quorum
	§ 20-9-115, MCA	Notice of final budget meeting
	§ 20-9-131, MCA	Final budget meeting 10.55.701, ARM Board of Trustees

#### **Policy History**

Adopted on:

Revised on: 11 July 2016

Reviewed on: 10 September 2018

**TO:** SCHOOL DISTRICTS  
**FROM:** KALEVA LAW OFFICE  
**SUBJECT:** SUMMARY OF POLICY CHANGES  
**DATE:** JUNE 11, 2024

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This memo explains the revised/new policies attached hereto. These revised policies are the result of additional changes required by the 2023 legislative session as well as laws from the session that are not effective until July 1, 2024. Changes are also made for clarification purposes. Please note that revisions to Policies 3141 and 7008, regarding nonresident student attendance and tuition – were previously sent out in January 2024.

### New Policy

**Board Policy 2165 – *This policy is only required if a district is intending to provide early literacy programs.*** Under HB 352 (now MCA § 20-7-1801 – 20-7-1804), a district can but is not required to offer an early literacy intervention program. There are three types of programs that can be offered – a district can offer any or all of the three options if it chooses to offer early literacy programs. These are: classroom-based programs for four-year olds that can either be part-time or full-time (if full-time, students have to be permitted to enroll part-time); a home-based program approved by the Board of Public Ed; or a jumpstart program over the summer for incoming kindergarteners through incoming 3<sup>rd</sup> graders. Only “eligible” children can participate in these programs if offered – eligible children are those evaluated to be “below trajectory for 3<sup>rd</sup>-grade reading proficiency for the child’s age or grade level.” The evaluation can only be done at the request of the parent/guardian and must be done in accordance with methodology approved by the Board of Public Education (which is still in process). The evaluations are to be administered in April, May, or June to any child (at the request and consent of the parent/guardian) who will be 4 years old or older on or before the following September 10<sup>th</sup> and who has not yet entered 3<sup>rd</sup> grade.

**Board Policy 8132 –** This policy is updated to reflect language allowing the use of other vehicles under the law for activities.

### Revisions to Existing Policies

**Board Policy 1240 – ~~This policy revision is required only for first-class districts.~~** This policy is being revised to reflect that trustees in a first-class district only may share the responsibility for visiting each school within a district. ~~Second- and third-class districts do not need to adopt this policy revision.~~

**Board Policy 1420 – *This policy revision is required only for first- and second-class districts.*** This policy is being revised to reflect the changes from HB 890 (which revises MCA § 2-3-214). If your district is a third-class district, the policy revision is not required. Elementary districts are classified as follows under MCA § 20-6-201:

- First class – population of 6,500 or more
- Second class – population of 1,000 or more but less than 6,500
- Third class – population of less than 1,000

High school districts are classified under MCA § 20-6-301 the same as the elementary district where the high school building is located. If there is more than one elementary district where the high school buildings are located, the high school district must be same as the classification of the elementary district in which the operating high school building that was first constructed is located.

Under MCA § 2-3-214, the board must make a video and audio recording for a public meeting over which the board “has supervision, control, jurisdiction, or advisory power” at a public meeting that is publicly noticed as required by law. This recording must be provided through a link on the district website or social media page (if there is no district website) within 5 business days of the board meeting and must be maintained online for 1 year. It is not the official record of the meeting unless designated by the Board as the official record (which is not recommended).

If there was a technological issue that prevented the recording of the meeting or ability to provide a link, there has to be a notice of this failure placed in the same place that public notices for meetings are located as well as where the meeting recording links are located with the reasons for the failure and efforts to avoid the failure in the future.

**Board Policy 2500** – This policy has been updated to reflect the term “English Language Learners” rather than “Limited English Proficiency” and the adoption of the administrative rule ARM 10.55.806.

**Board Policy 3110** – This policy is updated to reflect the language for HB 352 if a district is going to offer early literacy programs (the revised language is not required if a district is not going to offer early literacy programs). The language is also updated to reflect language from HB 715 clarifying that notarization of a religious exemption affidavits for immunization forms is not required. The policy references are updated to include Policy 2165 – this should only be included if a district is adopting Policy 2165 as explained above. The legal references are also updated to reflect the statutory references to early literacy programs.

**Board Policy 3410** – The legal references to this policy have been updated to include a reference to MCA § 40-6-701, which requires parental consent for “all physical and mental health care decisions for the child” and a parental opt-out for “any personal analysis, evaluation, survey, or data collection by a school district that would capture data for inclusion in the statewide data system except data that is necessary and essential for establishing a student's education record.”

**Board Policy 8110** – This policy is updated to reflect the language regarding safety distances for oncoming motorists and the need for the board to approve stops where students will cross a roadway. Updates were also made to the legal references.

**STUDENTS**

**3410**

Student Health/Physical Screenings/Examinations

The Board may arrange each year for health services to be provided to all students. Such services may include but not be limited to:

1. Development of procedures at each building for isolation and temporary care of students who become ill during the school day;
2. Consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening;
5. Immunization as provided by the Department of Public Health and Human Services.

Parents will receive written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.

The District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when screening administered by the District is conducted which is not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity.

All parents will be notified of requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	<b><u>§ 40-6-701, MCA</u></b>	<b><u>Interference with Fundamental Parental</u></b>
		<b><u>Rights Restricted – Cause of Action</u></b>
	20 U.S.C. 1232h(b)	General Provisions Concerning Education

Policy History:

Adopted on:

Reviewed on:

Revised on:

**NONINSTRUCTIONAL OPERATIONS**

**8110**

Bus Routes and Schedules

The Superintendent's designee is responsible for scheduling bus transportation, including determination of routes and bus stops. Such routes are subject to approval of the county transportation committee. The purpose of bus scheduling and routing is to achieve maximum service with a minimum fleet of buses consistent with providing safe and reasonably equal service to all bus students.

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. A school bus route shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation, including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turnaround points, capacity of bus, and related factors.
2. The District may extend a bus route across another transportation service area, if it is necessary in order to provide transportation to students in the District's own transportation service area. A district may not transport students from outside its transportation service area.
3. No school child attending an elementary school shall be required to ride the school bus under average road conditions more than one (1) hour without consent of the child's parent or guardian.
4. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
5. Parents should be referred to the Superintendent for any request of change in routes, stops, or schedules.

The Board reserves the right to change, alter, add, or delete any route at any time such changes are deemed in the best interest of the District, subject to approval by the county transportation committee.

***Bus Stops***

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions.

Bus stops shall be chosen with safety in mind. Points shall be selected where motorists approaching from either direction will have a clear view of the bus for a distance of at least ~~three hundred (300)~~ one hundred fifty feet (150) feet in cities to five hundred (500) feet in other areas.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal of each building is responsible for the conduct of students waiting in loading zones.

**The Board shall approve all bus stops requiring a child to cross a roadway.**

### ***Delay in Schedule***

The driver is to notify the administration of a delay in schedule. The administration will notify parents on routes and radio stations, if necessary.

### ***Special Activities***

The District may use passenger vehicles to transport students to or from school-sponsored functions or activities. However, the District will not use passenger vehicles for purposes of transporting students to or from school on a regular bus route.

### ***Responsibilities - Students***

Students must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Students should instantly obey any command or suggestions from the driver and/or his/her assistants.

### ***Responsibilities - Parents***

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts toward making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
2. Properly prepare children for weather conditions.
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding the school bus.

### ***Safety***

The Superintendent will develop written rules establishing procedures for bus safety and emergency exit drills and for student conduct while riding buses.

If the bus and driver are present, the driver is responsible for the safety of his/her passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark at other than his/her assigned stop unless so authorized by the Superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his/her passengers. Failure to use the system constitutes negligence on the part of the driver.

***[Optional inclusion on school bus lights]***

The District prohibits the operation of amber or red lights when a school bus is stopped at a school site to receive or discharge students. This would only be where the drop off or pick up does NOT involve street crossing by the children.

***Inclement Weather***

The Board recognizes the unpredictability and resulting dangers associated with weather in Montana. In the interest of safety and operational efficiency, the Superintendent is empowered to make decisions as to emergency operation of buses, cancellation of bus routes, and closing of school, in accordance with his or her best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist the Superintendent in making such decisions.

Legal Reference:	§ 20-10-106, MCA	Determination of mileage distances
	§ 20-10-121, MCA	Duty of trustees to provide transportation – types of transportation – bus riding time limitation
	§ 20-10-132, MCA	Duties of county transportation committee
	§ 61-8-351, MCA	Meeting or passing school bus --vehicle operator liability for violation –penalty <i>(Revised by House Bill 267)</i>
	<u>§61-9-402, MCA</u>	<u>Audio and Visual Signals</u>
	§ 20-10-109, MCA	Liability insurance for school bus <i>(Cited by House Bill 300)</i>
	<u><b>Montana School Bus Standards</b></u>	
	<del><b>House Bill 267</b></del> <b>Improve school bus safety laws</b>	
	<del><b>House Bill 300</b></del> <b>Generally revise school transportation laws</b>	

Policy History:

Adopted on:

Reviewed on:

Revised on:



## 2<sup>nd</sup> READING

### Poplar School District

#### STUDENTS

3410

##### Student Health/Physical Screenings/Examinations

The Board may arrange each year for health services to be provided to all students. Such services may include but not be limited to:

1. Development of procedures at each building for isolation and temporary care of students who become ill during the school day;
2. Consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening;
5. Immunization as provided by the Department of Public Health and Human Services.

Parents will receive written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.

The District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when screening administered by the District is conducted which is not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity.

All parents will be notified of requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	§ 40-6-701, MCA	Interference with Fundamental Parental Rights Restricted – Cause of Action
	20 U.S.C. 1232h(b)	General Provisions Concerning Education

##### Policy History:

Adopted on: August 8, 2024

Reviewed on:

Revised on:

## **2<sup>nd</sup> READING**

### **Poplar School District**

#### **NONINSTRUCTIONAL OPERATIONS**

**8110**

##### **Bus Routes and Schedules**

The Superintendent's designee is responsible for scheduling bus transportation, including determination of routes and bus stops. Such routes are subject to approval of the county transportation committee. The purpose of bus scheduling and routing is to achieve maximum service with a minimum fleet of buses consistent with providing safe and reasonably equal service to all bus students.

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. A school bus route shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation, including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turnaround points, capacity of bus, and related factors.
2. The District may extend a bus route across another transportation service area, if it is necessary in order to provide transportation to students in the District's own transportation service area. A district may not transport students from outside its transportation service area.
3. No school child attending an elementary school shall be required to ride the school bus under average road conditions more than one (1) hour without consent of the child's parent or guardian.
4. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
5. Parents should be referred to the Superintendent for any request of change in routes, stops, or schedules.

The Board reserves the right to change, alter, add, or delete any route at any time such changes are deemed in the best interest of the District, subject to approval by the county transportation committee.

##### ***Bus Stops***

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. 79 Bus stops shall be chosen with safety in mind. Points shall be selected where motorists approaching from either direction will have a clear view of the bus for a distance of at least (150) feet in cities to five hundred (500) feet in other areas.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal of each building is responsible for the conduct of students waiting in loading zones.

The Board shall approve all bus stops requiring a child to cross a roadway.

### ***Delay in Schedule***

The driver is to notify the administration of a delay in schedule. The administration will notify parents on routes and radio stations, if necessary.

### ***Special Activities***

The District may use passenger vehicles to transport students to or from school-sponsored functions or activities. However, the District will not use passenger vehicles for purposes of transporting students to or from school on a regular bus route.

### ***Responsibilities-Students***

Students must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Students should instantly obey any command or suggestions from the driver and/or his/her assistants.

### ***Responsibilities - Parents***

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts toward making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
2. Properly prepare children for weather conditions.
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding the school bus.

### ***Safety***

The Superintendent will develop written rules establishing procedures for bus safety and emergency exit drills and for student conduct while riding buses. If the bus and driver are present, the driver is responsible for the safety of his/her passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark at other than his/her assigned stop unless so authorized by the Superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his/her passengers. Failure to use the system constitutes negligence on the part of the driver.

The District prohibits the operation of amber or red lights when a school bus is stopped at a school site to receive or discharge students. This would only be where the drop off or pick up does NOT involve street crossing by the children.

### ***Inclement Weather***

The Board recognizes the unpredictability and resulting dangers associated with weather in Montana. In the interest of safety and operational efficiency, the Superintendent is empowered to make decisions as to emergency operation of buses, cancellation of bus routes, and closing of school, in accordance with his or her best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist the Superintendent in making such decisions.

Legal Reference:	§ 20-10-106, MCA	Determination of mileage distances
	§ 20-10-121, MCA	Duty of trustees to provide transportation – types of transportation – bus riding time limitation
	§ 20-10-132, MCA	Duties of county transportation committee
	§ 61-8-351, MCA	Meeting or passing school bus --vehicle operator liability for violation –penalty (Revised by House Bill 267)
	§61-9-402, MCA	Audio and Visual Signals
	§ 20-10-109, MCA	Liability insurance for school bus

### Policy History:

Adopted on: January 10, 2022

Reviewed on:

Revised on: August 8, 2024

## Items of Interest

### **9.1**

Work Session Dates: None

### **9.2**

Special Meeting Dates: Possibly August 15th

### **9.3**

Regular Meeting Date: September 9, 2024



# Poplar

## School District

### Agenda Number 10: Adjournment

#### POPLAR PUBLIC SCHOOLS 9&9B BOARD AGENDA FACT SHEET MEETING DATE: August 12, 2024

SUMMARY: Adjournment for the August 12<sup>th</sup>, 2024 meeting.

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached -

Fund -

Estimated Cost –

SAMPLE MOTION: *I move to adjourn the August 12<sup>th</sup>, 2024 regular school board meeting.*

	Motion	Second	Aye	Nay	Abstain	Other
Crowley						
Chapman						
Baker						
Smoker						