

Poplar School District

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

Lori Smoker
Chairman

Jeff Berger
Vice Chairman

Marva Chapman
Trustee

Kenny Smoker Jr.
Trustee

Christ Headdress
Trustee

AGENDA **Regular Board Meeting** **August 10, 2026** **5:15 PM**

1. Call Meeting To Order
2. Recognition of Guests
3. Public Comment- 5 Minute Courtesy Limit per Topic
The Poplar Schools' Board of Trustees welcomes public comment on issues and concerns. This is the point in the meeting for comments on matters not already on the agenda. Comments on agenda items will be accepted when that item comes up during the meeting. Interested persons may also submit views in written form to the Clerk or Superintendent prior to the meeting and those comments will be brought to the attention of the Board during the meeting.
4. Recognition of Poplar Education Association
5. Consent Agenda: Previous Board Minutes, Warrants and Claims, Budget v. Actual, Investment Reports, and High School Activity Fund.
6. Informational Items
7. Discussion Agenda
 - 7.1: Summer Construction
 - 7.2: Policy Revisions-1st reading
8. Action Agenda
 - 8.1: Personnel Report
 - 8.2: Athletic Handbook
 - 8.3: Waive Board Policy 3141 (Out of district)
 - 8.4: Indian Policies and Procedures
 - 8.5: Bus Routes Approval
 - 8.6: SY26 OPI Budgeted Funds
 - 8.7: Policy Adoptions
9. Items of Interest
 - 9.1 Work Session Dates
 - 9.2 Special Meeting Dates
 - 9.3 Regular Meeting Dates
10. Adjournment

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



CONSENT AGENDA

Students First



Agenda Item Number 5

POPLAR PUBLIC SCHOOLS 9&9B BOARD AGENDA FACT SHEET MEETING DATE: August 10, 2026

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 10, 2026:*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
C. Headdress						
M. Chapman						
K. Smoker						
J. Berger						



Poplar

School District

PREVIOUS BOARD MINUTES

July Minutes

Students First

Regular Board Meeting June 8, 2026

Call to Order: The Regular board meeting of the Board of Trustees called to order by the Chair at 5:14 p.m. followed by the Pledge of Allegiance led by Chris Headdress. The School District No. 9 & 9B Trustees present to constitute a quorum were:

Lori Smoker, Chair
Marva Chapman, Trustee

Kenneth Smoker, Jr, Trustee
Chris Headdress, Trustee

Excused Absences Jeff Berger

District Staff:

Keith Erickson, Superintendent
Frank Gourneau
Coy Weeks

Judy Linthicum
Sheryl Kohl

Community Member: None

Recognition of Guests: None

Public Comment: None

4.) Recognition of Poplar Education Association: None

5.) Consent Agenda:

- **Minutes of Regular Board meeting June 8,2026**
- **Warrants and Claims**
- **Budget vs Actual June 2026**
- **Investments Reports June 2026**
- **High School Activity Report June 2026**

ACTION:

Kenneth Smoker made a motion to approve Minutes of Regular Board meeting Monday June 8, 2026, Warrants and Claims, Budget vs Actual June 2026, Investments Reports June 2026, and High School Activity Report June 2026.

Seconded by Chris Headdress

VOTE: 4-0

Regular Board Meeting

June 8, 2026

- b. Water Fountains (MS)
 - c. Letters off the front taken down.
 - d. Urinals 5th and 6th grade bathroom
 - e. Hanging pieces of metal in the gym.
 - f. Breaker #26 out of Middle School Home Economy
- 3. High School
 - a. Boiler system in the equipment room
 - b. Signs
 - c. Drinking fountains
 - d. Home Ec. Room
- 4. Tech:
 - a. new sound system in the auditorium
- 5. SPED
 - a. ADA on bathrooms
- 6. Bus Garage: Need lights in the bus garage
 - a. Clean up bus garage.
- 7. Athletics
 - a. old boiler system taken out.
 - b. Middle School Showers
 - c. Speaker in the counselor room
- 8. Business Office
 - a. Girl's bathroom toilet
 - b. Cracks in cement
 - c. Meters at New Day
 - d. Carpet in Board Room
- 9. Lunchroom
 - a. Need vents above the oven clean
 - b. Brazer keeps breaking.
 - c. Need a new slicer.
 - d. Ceiling tiles replaced.
 - e. Warmers-Need to replace them.
- 10. Districts
 - a. Hang up new signs.
 - b. new rails at Central/Elementary
 - c. Middle School Front area
 - d. Ceiling Tiles

7.4) Acellus Satellite School/Presentation

Frank Gourneau gave a presentation on Acellus Satellite about the benefits it would provide for the students and the school district.

Board commented it was an excellent presentation.

Regular Board Meeting
June 8, 2026



Poplar
School District

WARRANTS AND CLAIMS

Students First

08/07/26
08:15:43

POPLAR SCHOOLS
Claim Approval Signature Page
For the Accounting Period: 8 / 26

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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

08/07/26
08:15:43

POPLAR SCHOOLS
Fund Summary for Claims
For the Accounting Period: 8/26

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Fund/Account	Amount
110 Elementary Transportation Fund	
101	1,022.32
115 Elementary Miscellaneous Programs Fund	
101	3,388.14
126 Elementary Impact Aid Fund	
101	37,646.74
210 High School Transportation Fund	
101	725.00
212 High School Food Service Fund	
101	14,853.36
226 High School Impact Aid Fund	
101	19,552.92
Total:	77,188.48

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POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 8/26

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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		
72047	21147 MORGAN NORGAARD	75.00							
	Cell phone service for the month of August 2026 \$75.00 per month								
1	08/04/26 Cell phone service cost	75.00*		126 90	100-2600	531			
72048	22225 FRANK GOURNEAU	75.00							
	Cell phone service for the month of August 2026								
1	08/04/26 Cell phone service cost	75.00*		226 16	100-2600	531			
72049	25360 JOHN WETSIT	75.00							
	Cellphone service for the month of August 2026								
1	08/04/26 Cell phone service cost	75.00*		126 90	100-2600	531			
72052	24767 PATTI JO BLACK	75.00							
	Cell phone services for the month of August 2026								
1	08/04/26 Cell phone service cost	75.00*		226 16	100-2600	531			
72054	25502 GREG GOURNEAU	75.00							
	Cell phone service charge for the month of August 2026								
1	08/12/26 Monthly service charge	75.00*		126 90	100-2600	531			
72058	10748 CITY OF POPLAR	6,821.24							
	Water charges for July 2026								
1	08/04/26 Admin building- water/sewer	115.58*		126 90	100-2600	421			
2	08/04/26 #9 shop- water/sewer	61.82*		126 90	100-2600	421			
3	08/04/26 Trnsprtn&mntnc water/sewer	125.17*		126 90	100-2600	421			
4	08/04/26 Bus Garage- water/sewer	172.32*		110 15	100-2700	421			
5	08/04/26 Grade school- water/sewer	1,353.07*		126 90	100-2600	421			
6	08/04/26 Middle school- water/sewer	861.11*		126 90	100-2600	421			
7	08/04/26 High school- water/sewer	61.12*		226 16	100-2600	421			
8	08/04/26 HS metal shop- water/sewer	1,929.01*		226 16	100-2600	421			
9	08/04/26 Supt house- water/sewer	100.85*		115	100-2620	410			31
10	08/04/26 Townhouse #1- water/sewer	141.97*		115	100-2620	410			31
11	08/04/26 Townhouse #2- water/sewer	145.45*		115	100-2620	410			31
12	08/04/26 Townhouse #3- water/sewer	153.80*		115	100-2620	410			31
13	08/04/26 Townhouse #4-water/sewer	156.11*		115	100-2620	410			31
14	08/04/26 Townhouse #5- water/sewer	143.94*		115	100-2620	410			31
15	08/04/26 Prof Village- Garbage	94.05*		115	100-2620	410			31
16	08/04/26 SPEC ED DEPT RED HOUSE	94.47*		115	100-2620	410			31
17	08/04/26 HS SPRINKLING	169.87*		226 16	100-2600	421			
18	08/04/26 HS SPRINKLING #2	169.87*		226 16	100-2600	421			
19	08/04/26 HS FOOTBALL FIELD	676.73*		226 16	100-2600	421			
20	08/04/26 POPLAR SCHOOLS 314 F ST	94.93*		126 90	100-2600	421			

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POPLAR SCHOOLS
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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
72060	24666	BROCK COPENHAVER	75.00						
		Cell phone service cost for the month of August 2026							
1		08/04/26 Cell phone service cost	75.00*		226 16	100-2600	531		
72062	25304	CLINT LINTHICUM	75.00						
		Monthly cell phone service cost of \$75.00 for the month of August 2026							
1		08/01/26 Cell phone service cost	75.00*		110 50	100-2700	531		
		*** Claim from another period (7/26) ****							
72065	26026	CDH AUTO GLASS	6,696.39						
1		2061 07/08/26 2023 CHEVY SUBURBAN WINDSHIELD	2,215.48*		226 16	720-2700	440		
2		2080 07/21/26 2023 GMC ACADIA WINDSHIELD	2,255.91*		226 16	720-2700	440		
3		2089 07/22/26 2020 FORD TRANSIT WINDSHIELD	725.00*		226 16	720-2700	440		
4		2096 07/24/26 2022 FORD TRANSIT 17-7083C WS	725.00*		210 16	100-2700	440		
5		2097 07/27/26 2010 DODGE GRAND CARVAN	365.00*		110 50	100-2700	440		
6		2098 07/28/26 2020 DODGE GRAND CARAVAN	410.00*		110 14	100-2700	440		
72066	12986	FROSTEE'S	81.90						
1		00016442 07/28/26 MAPLE BARS 17	35.10*		126 50	100-2210	610		
2		00016293 07/27/26 MAPLE BARS 12	23.40*		126 50	100-2210	610		
3		00016446 07/29/26 MAPLE BARS 12	23.40*		126 50	100-2210	610		
72070	10589	DEMCO INC	759.82						
1		7831880 07/22/26 MONSTER TRUCK BOOKMARKS	10.44*	39288	126 50	100-2225	610		
2		7831880 07/22/26 PEPPERMINT SCENTED BOOK	8.54*	39288	126 50	100-2225	610		
3		7831880 07/22/26 LIBQUIET BKTRK 3 FLT44-1/	529.17*	39288	126 50	100-2225	610		
4		7831880 07/22/26 SHIPPING AND HANDLING	211.67*		126 50	100-2225	610		
72071	10589	DEMCO INC	133.16						
1		7830939 07/20/26 PREST PRO CUTTING PAD	119.96*	39312	226 16	100-1000	610		
2		7830939 07/20/26 SHIPPING & HANDLING	13.20*	39312	226 16	100-1000	610		
72074	25952	MUSIC K8	557.90						
1		27-000739 07/20/26 SEE ATTACHED	524.40*	39268	126 15	100-1000	610		
2		27-000739 07/20/26 SHIPPING AND HANDLING	33.50*		126 15	100-1000	610		
72076	10189	ECKROTH MUSIC CO.	495.23						
1		6179464 07/17/26 BRASS MALLETS	24.47*	39290	126 50	100-1000	610		
2		6179464 07/17/26 HARD RUBBER MALLETS	24.47*	39290	126 50	100-1000	610		
3		6179464 07/17/26 RICO CLARINET REEDS #2	114.44*	39290	126 50	100-1000	610		
4		6177964 07/17/26 RICO CLARINETS REEDS 2.5	57.22*	39290	126 50	100-1000	610		
5		6177964 07/17/26 RICO ALTO SAX REEDS #2	74.22*	39290	126 50	100-1000	610		
6		6177964 07/17/26 RICO ALTO SAX REEDS #2.5	74.22*	39290	126 50	100-1000	610		

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POPLAR SCHOOLS
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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
7		6177964 07/17/26 CORK GREASE	21.00*	39290	126 50	100-1000	610		
8		6177964 07/17/26 VALVE OIL	30.10*	39290	126 50	100-1000	610		
9		6177964 07/17/26 TUNO CLARINET REEDS	75.09*	39290	126 50	100-1000	610		
72077		25252 SCHOLASTIC	46.29						
1		14827395 07/16/26 SUCCESS GRADE 3 GRAMMAR	20.97*	39286	126 14	280-1000	610		
2		14827395 07/16/26 SUCCESS GRADE 4 GRAMMAR	13.98*	39286	126 14	280-1000	610		
3		14827395 07/16/26 SHIPPING AND HANDLING	11.34*		126 14	280-1000	610		
72078		24452 FOLLETT SOFTWARE LLC	309.00						
1		1619132 07/17/26 6300 CORDLESS SCANNER	299.00*	39287	126 14	100-2225	610		
2		1619132 07/17/26 SHIPPING AND HANDLING	10.00*		126 14	100-2225	610		
72079		26064 RMH EDUCATION COMPANY	2,898.84						
1		956526538 07/20/26 SEE ATTACHED	1,800.00*	39305	126 50	100-1000	640		
2		956526538 07/20/26 SHIPPING AND HANDLING	288.00*		126 50	100-1000	640		
3		956523899 07/16/26 SEE ATTACHED	699.00*	39300	126 50	100-1000	640		
4		956523899 07/16/26 SEE ATTACHED	111.84*		126 50	100-1000	640		
72080		10079 SCHOOL SPECIALTY, LLC	94.69						
1		2081372640 07/17/26 CRL PENCIL BOXES PK 12	60.74*	39292	126 14	100-1000	610		
2		2081372640 07/17/26 POLY STRING ENVELOPES LRT	20.98*	39292	126 14	100-1000	610		
3		2081372640 07/17/26 POST-IT NT CUBE 2X2 GREEN	12.97*	39292	126 14	100-1000	610		
72082		10414 MONTANA SCHOOL BOARD ASSOC.	5,072.00						
1		0020817 06/15/26 INDIAN SCHOOL BOARD CAUCUS	3,898.40*		126 90	100-2300	810		
2		0020817 06/15/26 INDIAN SCHOOL BOARD CAUCUS	1,173.60*		226 16	100-2300	810		
72083		12487 POSITIVE PROMOTIONS	194.90						
1		07755048 07/16/26 FOIL PENCIL 100 PK	112.00*	39278	126 15	100-1000	610		
2		07755048 07/16/26 SELF STICK RIBBON 100 PK	41.00*	39278	126 15	100-1000	610		
3		07755048 07/16/26 ASSORTMENT POSTERS 5 PK	14.95*	39278	126 15	100-1000	610		
4		07755048 07/16/26 SHIPPING AND HANDLING	26.95*		126 15	100-1000	610		
72084		21755 CRIMINAL RECORDS IDENTIFICATION	30.00						
1		07059 07/06/26 FEDERAL BACKGROUND CHECK	21.00*		126 90	100-2305	340		
2		07059 07/06/26 FEDERAL BACKGROUND CHECK	9.00*		226 16	100-2305	340		

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Line #	Invoice #/Inv Date/Description	Line	Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
72085	23961 MCGRAW-HILL EDUCATION LLC		8,127.10						
1	1409796230 07/10/26 ALTIERI/MY MATH STU EDITIO	1,503.00*			126 15 100-2210		610		
2	1409796230 07/10/26 ALTIERI/MY MATH STU EDITIO	1,503.00*			126 15 100-2210		610		
3	1409796230 07/10/26 ALTIERI/MY MATH STU EDITIO	1,382.76*			126 15 100-2210		610		
4	1409796230 07/10/26 ALTIERI/MY MATH STU EDITIO	1,382.76*			126 15 100-2210		610		
5	1409796230 07/10/26 ALTIERI/MY MATH STU EDITIO	1,202.40*			126 15 100-2210		610		
6	1409796230 07/10/26 SHIPPING AND HANDLING	1,153.18*			126 15 100-2210		610		
72086	10589 DEMCO INC		346.29						
1	7834005 07/28/26 SUPPLIES DIERDRE SCHWARTZ LIB	346.29*	39304	126 50 100-2225		610			
72087	22157 TEACHER DIRECT		281.98						
1	04155 07/16/26 MATH JOURNALS 10 CT	59.96*	39271	126 15 100-1000		610			
2	04155 07/16/26 GLOBE	24.98*	39271	126 15 100-1000		610			
3	04155 07/16/26 WRITING JOURNALS 1ST	148.44*	39271	126 15 100-1000		610			
4	04155 07/16/26 STEEL HAND BELL 4"	11.96*	39271	126 15 100-1000		610			
5	04155 07/16/26 HB FROM YOUR TEACHER	9.16*	39271	126 15 100-1000		610			
6	04155 07/16/26 100TH DAY OF SCHOOL	9.36*	39271	126 15 100-1000		610			
7	04155 07/16/26 HALLOWEEN PENCILS	9.56*	39271	126 15 100-1000		610			
8	04155 07/16/26 VALENTINE PENCILS	8.56*	39271	126 15 100-1000		610			
72090	24040 MID-AMERICAN RESEARCH CHEMICAL		1,769.08						
1	0884150-IN 07/24/26 THERMAL LOCK 05	1,000.00*		126 90 100-2600		615			
2	0884150-IN 07/24/26 THERMAL LOCK 05	400.00*		226 16 100-2600		615			
3	0884150-IN 07/24/26 FREIGHT	369.08*		226 16 100-2600		615			
72091	13393 THE BODY SHOP		10,277.00						
1	30614 08/03/26 LAMINATED GLASS WINDOWS	5,850.00*		126 90 100-2600		440			
2	30614 08/03/26 INSTALL GLASS LABOR WINDOWS	4,427.00*		126 90 100-2600		615			
72092	13259 DALE PLUMBING AND HEATING		440.35						
1	071426 07/14/26 CK AC IN ALC BUILDING MILEAGE	440.35*		226 16 100-2600		440			
	*** Claim from another period (7/26) ****								
72093	10032 BRUCO, INC.		173.24						
1	440295 07/23/26 FLOOR PAD BLUE 14X20 5/CS	173.24*		226 16 100-2600		615			

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
72094		20366 QUAD K SUPPLY	1,356.00						
1		76213 05/19/26 DIAMPOND LIGHT DELIMER &DESCAL	280.00*		126 15	910-3100	610		
2		75227 02/06/26 DIAMOND DISH SOAP EZ RINSE 5 G	536.00*		126 15	910-3100	610		
3		75030 01/15/26 DIAMPOND DISH SOAP EZ RINSE	540.00*		126 15	910-3100	610		
72095		25733 OWEN & MIRANDA GRAMLING	2,357.50						
1		00078 08/04/26 DIST STAFF APPRECIATION TEES	2,357.50		115 90	494-2115	617	316	
72097		24841 KARGE FLOORING	6,853.00						
1		080426 08/04/26 LUXURY VINYL TILE INSTALL LABO	3,426.50*		126 90	100-2600	440		
2		080426 08/04/26 LUXURY VINYL TILE INSTALL LABO	3,426.50*		226 16	100-2600	440		
72098		22157 TEACHER DIRECT	450.98						
1		04550 07/24/26 TURQUOISE 16 OZ PRANGE TE	4.88*	39272	126 15	100-1000	610		
2		04550 07/24/26 MAGENTA 16 OZ PRANG TEMP	4.88*	39272	126 15	100-1000	610		
3		04550 07/24/26 PEACH CRAYOLA PREMIERE TE	11.78*	39272	126 15	100-1000	610		
4		04550 07/24/26 READ TO SUCCEES AREA RUG	249.99*	39272	126 15	100-1000	610		
5		04550 07/24/26 MY HOMEWORK FOLDER	47.68*	39272	126 15	100-1000	610		
6		04550 07/24/26 ET EX. SHARPENER (ELE.PEN	60.98*	39272	126 15	100-1000	610		
7		04550 07/24/26 BASIC RAINBOW 7POCKET LET	17.98*	39272	126 15	100-1000	610		
8		04550 07/24/26 C-LINE XL POLY ENV. 10PK	16.98*	39272	126 15	100-1000	610		
9		04550 07/24/26 SHIPPING AND HANDLING	35.83*	39272	126 15	100-1000	610		
72099		25385 NAKOA HEAVY RUNNER	500.00						
1		080526 08/04/26 SOUND SYSTEM INSTALL AUDITORIU	500.00*		226 16	100-2600	615		
72100		22157 TEACHER DIRECT	186.24						
1		04302 07/20/26 SEE ATTACHED	186.24*	39285	126 15	280-1000	610		
72101		14345 J & M DISTRIBUTING	721.40						
1		86351 07/03/26 240 1/2 gal 2%	139.00*		212 90	910-3100	570		
2		86371 07/15/26 1/2 gal 2%	271.00*		212 90	910-3100	570		
3		84974 07/31/26 144 1/2 PTS 2%	86.20*		212 90	910-3100	570		
4		84913 07/24/26 240 1/2 PTS 2%	139.00*		212 90	910-3100	570		
5		85060 07/28/26 144 1/2 PTS 2%	86.20*		212 90	910-3100	570		

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* ... Over spent expenditure

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
72102		13395 U.S. FOOD SERVICE, INC.	5,740.89						
1		3321443 07/16/26 PRODUCE BEVERAGE STEW MEAT	1,535.38*		212 90	910-3100	570		
2		3215772 07/13/26 WATERMELON KETCHUP HAMB	1,481.72*		212 90	910-3100	570		
3		3126224 07/09/26 GRAPES BROCCOLI APPLE	1,349.75*		212 90	910-3100	570		
4		3029131 07/06/26 DAIRY BEVERAGE DRY GROCERY	1,374.04*		212 90	910-3100	570		
72104		12492 SYSCO MONTANA INC.	8,391.07						
1		643253685 07/28/26 ICE CREAM SHERBERTPRODUCE	1,504.90*		212 90	910-3100	570		
2		643247695 07/24/26 MAYO SUNFLOWER GRAPES	243.84*		212 90	910-3100	570		
3		643242480 07/21/26 PEACHS STRAWBERRYBACON BIT	1,003.22*		212 90	910-3100	570		
4		643236255 07/17/26 PEANUTBUTTER CARROTS CLERY	364.07*		212 90	910-3100	570		
5		643230896 07/14/26 BLUEBERRY GRAPES ORANGES	1,068.25*		212 90	910-3100	570		
6		643224402 07/10/26 MELONS GRAPES BUTTER	2,830.74*		212 90	910-3100	570		
7		643213368 07/03/26 POTATO AU GRATIN MILK	1,034.09*		212 90	910-3100	570		
8		143B3417z 06/16/26 spoon serve wide bottom 18/	179.89*		212 90	910-3100	570		
9		143A8323M 05/12/26 CREAMER COFFEE SNICKERS	16.63*		212 90	910-3100	570		
10		143B3314z 06/11/26 SPOON SERVING SLOTTED	70.40*		212 90	910-3100	570		
11		143A9253M 06/12/26 COFFEE CREAMER LIQUID SNICK	17.54*		212 90	910-3100	570		
12		643253686 07/28/26 KIT CUTLERY FKS	85.45*		212 90	910-3100	570		
13		643160657 06/03/26 IMPFRSH CAULIFLOWER FLORET	-27.95*		212 90	910-3100	570		
72105		23706 PINE COVE CONSULTING	4,500.00						
1		27974C-DP 07/01/26 MANAGED INTERNAL BROADBAND	4,500.00*		226 16	141-1000	355		
# of Claims		38	Total:	77,188.48	# of Vendors	34			

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POPLAR SCHOOLS
Claim Approval Signature Page
For the Accounting Period: 7 / 26

Page: 4 of 4
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

07/29/26
10:58:30

POPLAR SCHOOLS
Fund Summary for Claims
For the Accounting Period: 7/26

Page: 3 of 4
Report ID: AP110

Fund/Account	Amount
110 Elementary Transportation Fund	
101	158.96
115 Elementary Miscellaneous Programs Fund	
101	1,150.55
126 Elementary Impact Aid Fund	
101	104,710.00
226 High School Impact Aid Fund	
101	74,563.72
Total:	180,583.23

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POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 7/26

Page: 2 of 4
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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	
72035		25582 ACELLUS EDUCATIONAL SERVICES LLC	5,767.00						
1		122224 07/07/26 26 ACELLUS GOLD MONTHLY STU LI	2,054.00*		226 16 100-2210		680		
2		122516 07/08/26 47 ACELLUS GOLD MONTHLY STUDEN	3,713.00*		226 16 100-2210		680		
72037		24345 WESTERN SPORTS FLOORS, LLC	61,685.00						
1		1475 07/20/26 HS FLOOR	55,085.00*		226 16 100-2600		440		
2		1517 07/20/26 HS FLOOR VOLLEYBALL CAPS	6,600.00*		226 16 100-2600		440		
72038		23706 PINE COVE CONSULTING	5,000.00						
1		27773C 07/21/26 MANAGED SERV AGREEMENT ANNUAL	1,250.00*		126 14 141-1000		355		
2		27773C 07/21/26 MANAGED SERV AGREEMENT ANNUAL	1,250.00*		126 15 141-1000		355		
3		27773C 07/21/26 MANAGED SERV AGREEMENT ANNUAL	1,250.00*		126 50 141-1000		355		
4		27773C 07/21/26 MANAGED SERV AGREEMENT ANNUAL	1,250.00*		226 16 141-1000		355		
72042		26005 ELUMA ONLINE THERAPY	92,295.00						
1		17156 07/01/26 ONLINE SPEECH AND LANG THERAPY	92,295.00*		126 15 280-2140		320		
# of Claims		6	Total:	180,583.23	# of Vendors	6			

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POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 7/26

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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	
72033		10069 MONTANA DAKOTA UTILITIES	13,676.23						
1		07/23/26 07/23/26 AMMIN BUILDING-GAS	38.82*		126 90	100-2600	411		
2		07/23/26 07/23/26 AMMIN BUILDING-ELECTRIC	312.90*		126 90	100-2600	412		
3		07/23/26 07/23/26 MAINT. SHOP-GAS	38.82*		126 90	100-2600	411		
4		07/23/26 07/23/26 MAINT. SHOP-ELECTRIC	78.73*		126 90	100-2600	412		
5		07/23/26 07/23/26 BUS GARAGE-GAS	44.95*		110 15	100-2700	411		
6		07/23/26 07/23/26 BUS GARAGE-ELECTRIC	114.01*		110 14	100-2700	412		
7		07/23/26 07/23/26 MIDDLE & GRADE SCHOOL GAS	358.35*		126 90	100-2600	411		
8		07/23/26 07/23/26 MIDDLE & GRADE SCHOOL ELECTR	5,510.42*		126 90	100-2600	412		
9		07/23/26 07/23/26 HIGH SCHOOL GAS	236.58*		226 16	100-2600	411		
10		07/23/26 07/23/26 HIGH SCHOOL ELECTRIC	5,597.90*		226 16	100-2600	412		
11		07/23/26 07/23/26 FOOTBALL FIELD ELECTRIC	27.24*		226 16	100-2600	412		
12		07/23/26 07/23/26 413 W HWY 2 -GAS	41.27*		126 90	100-2600	411		
13		07/23/26 07/23/26 413 W HWY 2 -ELECTRIC	125.69*		126 90	100-2600	412		
14		07/23/26 07/23/26 317 W HWY 2- GAS/ELECTRIC 88	88.72*		115	100-2620	410	31	
15		07/23/26 07/23/26 APT 1A-GAS/ELECTRIC	30.09*		115	100-2620	410	31	
16		07/23/26 07/23/26 APT 2A-GAS/ELECTRIC	36.90*		115	100-2620	410	31	
17		07/23/26 07/23/26 APT 3A-GAS/ELECTRIC	199.19*		115	100-2620	410	31	
18		07/23/26 07/23/26 APT 4A-GAS/ELECTRIC	18.96*		115	100-2620	410	31	
19		07/23/26 07/23/26 APT 5A-GAS/ELECTRIC	111.53*		115	100-2620	410	31	
20		07/23/26 07/23/26 APT 1B-GAS/ELECTRIC	18.96*		115	100-2620	410	31	
21		07/23/26 07/23/26 APT 2B-GAS/ELECTRIC	18.96*		115	100-2620	410	31	
22		07/23/26 07/23/26 APT 3B-GAS/ELECTRIC	34.32*		115	100-2620	410	31	
23		07/23/26 07/23/26 APT 4B-GAS/ELECTRIC	23.44*		115	100-2620	410	31	
24		07/23/26 07/23/26 APT 5B-GAS/ELECTRIC	7.94*		115	100-2620	410	31	
25		07/23/26 07/23/26 APT 1C-GAS/ELECTRIC	22.13*		115	100-2620	410	31	
26		07/23/26 07/23/26 APT 2C-GAS/ELECTRIC	97.47*		115	100-2620	410	31	
27		0723/26 07/23/26 APT 3C-GAS/ELECTRIC	86.03*		115	100-2620	410	31	
28		0723/26 07/23/26 APT 4C-GAS/ELECTRIC	7.94*		115	100-2620	410	31	
29		0723/26 07/23/26 APT 5C-GAS/ELECTRIC	29.37*		115	100-2620	410	31	
30		0723/26 07/23/26 314 W HWY 2 NAPA BUILDING GAS	48.01*		115	100-2620	410	31	
31		0723/26 07/23/26 314 W HWY 2 NAPA BUILDING ELE	96.31*		115	100-2620	410	31	
32		0723/26 07/23/26 312 W HWY 2 ELECTRIC	56.83*		115	100-2620	410	31	
33		0723/26 07/23/26 407 4TH AVE W GAS/ELECTRIC	117.45*		115	100-2620	410	31	
72034		25862 ADVANCED SOLUTIONS LLC	2,160.00						
1		4036 07/27/26 MONTHLY SERVICE SPRAY MAY	720.00*		126 90	100-2600	440		
2		4013 07/27/26 MONTHLY SERVICE SPRAY JUNE	720.00*		126 90	100-2600	440		
3		4036 07/27/26 MONTHLY SERVICE SPRAY JULY	720.00*		126 90	100-2600	440		

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POPLAR SCHOOLS
Claim Approval Signature Page
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Page: 4 of 4
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

07/14/26
09:09:46

POPLAR SCHOOLS
Fund Summary for Claims
For the Accounting Period: 7/26

Page: 3 of 4
Report ID: AP110

Fund/Account	Amount
110 Elementary Transportation Fund	
101	20,379.13
115 Elementary Miscellaneous Programs Fund	
101	395.08
126 Elementary Impact Aid Fund	
101	189,486.70
210 High School Transportation Fund	
101	6,660.33
218 High School Traffic Education Fund	
101	963.56
226 High School Impact Aid Fund	
101	66,853.20
Total:	284,738.00

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POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 7/26

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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	
FLOW		26155 FLOW FORMS LLC	1,200.00						
1		sub_ujodp 07/01/26 PARTNERSHIP PACKAGE SEV MON	1,200.00*		126 90	100-2300	340		
71984		23961 MCGRAW-HILL EDUCATION LLC	391.50						
1		1410017980 07/06/26 MY MATH TEACHER CENTER	391.50*		126 15	100-2210	610		
71985		21755 CRIMINAL RECORDS IDENTIFICATION	30.00						
1		06110 06/15/26 BACKGROUND CHECK	21.00*		126 90	100-2305	340		
2		06110 06/15/26 BACKGROUND CHECK	9.00*		226 16	100-2305	340		
71986		26068 YELLOWSTONE BOYS AND GIRLS RANCH	825.93						
1		810696 06/30/26 FY26 DISTRICT OF RESIDENCE	825.93*		126 50	100-1000	563		
71996		10162 AGLAND CO-OP	3,776.93						
Schoolwide supplies for the month of June 2022									
7		07/30/26 TRACTOR,MOWER,TRUCK	49.88*		126 90	100-2600	624		
8		07/30/26 PROPANE TANKS/TCH VILLAGE	0.00		115	100-2620	410	31	
9		07/30/26 PICKUPS	790.16*		126 90	100-2600	624		
10		07/30/26 Crusiers	0.00		226 16	710-2710	624		
11		07/30/26 Crusiers	0.00		126 50	710-2700	624		
13		07/30/26 Crusiers	0.00		126 14	710-2700	624		
14		07/30/26 Route	398.14*		110 14	100-2700	624		
15		07/30/26 HOUSING PARTS	18.28*		115	100-2600	440	31	
16		07/30/26 MAINT SUMMER CLEANING	1,556.91*		226 16	100-2600	440		
17		07/30/26 Drivers Ed	963.56*		218 16	100-1770	624		
72008		23965 WILBUR-ELLIS CO	376.80						
1		17945956 06/25/26 BUCCANEER 5 ET WEEDAR 64	376.80*		115	100-2620	440	31	
72009		24356 HI-TECH ELECTRIC INC.	1,949.76						
1		3695 07/03/26 ADD OUTLETS NEW CIRCUITS MS H	1,949.76*		126 90	100-2600	440		
72010		26107 GORDER H&H	300.00						
1		070726 07/07/26 HAULING FLOORING MATERIAL WILL	300.00*		126 90	100-2600	440		
72011		26100 BLACK BAR WELDING	2,575.00						
repair Central Office railing									
1		722754 06/15/26 REPAIR HAND RAIL CENTRAL OFFIC	2,575.00*		126 90	100-2600	440		

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POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 7/26

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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	
72013		20976 WOLFTRAX BROADCASTING, LLC	107.63						
1		26060144 06/30/26 SPLIT SPORTS SPONSORSHIP	107.63*		226 16	100-2300	540		
72014		26116 BIG SKY BOTANICAL FLORAL	75.00						
1		063026 06/30/26 VERA LONGEE ARRANGEMENT	75.00*		126 90	100-2300	610		
72015		25132 NORTHERN PLAINS INDEPENDENT	2,970.17						
1		2026ci-889 06/30/26 summer feedingHELP WANTED	2,079.12*		126 90	100-2300	540		
2		2026ci-889 06/30/26 summer feedingHELP WANTED	891.05*		226 16	100-2300	540		
72017		26032 NEW DAY, INC	626.28						
1		13104 05/31/26 HS DISTRICT RESIDENCE RATE	626.28*		226 16	100-1000	563		
72018		23538 CASCADE COUNTY REGIONAL YOUTH	1,920.00						
1		2026-05-00 05/31/26 SCHOOL TUITION FUNDS	1,920.00*		226 16	100-1000	563		
72019		23538 CASCADE COUNTY REGIONAL YOUTH	1,200.00						
1		2026-06-00 06/30/26 SCHOOL TUITION	1,200.00*		226 16	100-1000	563		
72020		23258 MSGIA	266,413.00						
PROPERTY AND LIABILITY INSURANCE									
1		07202026 07/01/26 PROPERTY/LIABILITY INSURANCE	6,660.33*		110 14	100-2700	520		
2		07202026 07/01/26 PROPERTY/LIABILITY INSURANCE	6,660.33*		110 15	100-2700	520		
3		07202026 07/01/26 PROPERTY/LIABILITY INSURANCE	6,660.33*		110 50	100-2700	520		
4		07202026 07/01/26 PROPERTY/LIABILITY INSURANCE	6,660.33*		210 16	100-2700	520		
5		07202026 07/01/26 PROPERTY/LIABILITY INSURANCE	19,181.74*		126 90	100-2300	520		
6		07202026 07/01/26 PROPERTY/LIABILITY INSURANCE	7,193.15*		226 16	100-2300	520		
7		07202026 07/01/26 PROPERTY/LIABILITY INSURANCE	160,047.61*		126 90	100-2600	520		
8		07202026 07/01/26 PROPERTY/LIABILITY INSURANCE	53,349.18*		226 16	100-2600	520		
# of Claims		16	Total:	284,738.00	# of Vendors	15			

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11:06:36

POPLAR SCHOOLS
Claim Approval Signature Page
For the Accounting Period: 7 / 26

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:

I hereby certify that the above is correct

Business Manager/Clerk

07/17/26
11:06:36

POPLAR SCHOOLS
Fund Summary for Claims
For the Accounting Period: 7/26

Page: 2 of 3
Report ID: AP110

Fund/Account		Amount
115 Elementary Miscellaneous Programs Fund		
101		2,357.50
126 Elementary Impact Aid Fund		
101		18,780.50
226 High School Impact Aid Fund		
101		3,145.62
Total:		24,283.62

07/17/26
11:06:35

POPULAR SCHOOLS
Claim Approval List
For the Accounting Period: 7/26

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Report ID: AP100

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
72022	26032 NEW DAY, INC		202.62						
1	13145 06/30/26 OPI HS DISTRICT OF RESIDENCE R		202.62*			226 16 100-1000		563	
72023	26016 REDWOOD TOXICOLOGY LABORATORY, INC		294.50						
1	3100702026 06/30/26 DRUG TESTING		294.50*			226 16 100-2305		340	
72025	26173 SIDNEY RED-E MIX, INC		12,111.00						
1	75202 07/20/26 CONCRETE		540.00*			126 90 100-4600		725	
2	74945 06/25/26 CONCRETE		2,649.00*			126 90 100-4600		725	
3	74946 07/14/26 CONCRETE		8,922.00*			126 90 100-4600		725	
72027	26175 B & C CONCRETE PUMPING, INC		1,521.00						
1	10152 07/14/26 CONCRETE M.S.SIDEWALK		1,521.00*			126 90 100-4600		725	
72029	24853 AMERICAN FIDELITY ADMINISTRATIVE		297.00						
1	82284 07/15/26 TIME & ELIGIBILITY SVC.		148.50*			226 16 100-2300		340	
2	82284 07/15/26 TIME & ELIGIBILITY SVC.		148.50*			126 90 100-2300		340	
72030	24967 INDIAN IMPACT SCHOOLS OF MT		7,500.00						
1	1148 07/01/26 ANNUAL MEMBERSHIP DUES 2027		5,000.00*			126 90 100-2300		810	
2	1148 07/01/26 ANNUAL MEMBERSHIP DUES 2027		2,500.00*			226 16 100-2300		810	
72032	25733 OWEN & MIRANDA GRAMLING		2,357.50						
1	0078 07/17/26 DISTRICT STAFF APPRECIAT TEES		2,357.50*			115 90 494-2115		617	
# of Claims 7			Total: 24,283.62	# of Vendors 7					

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09:29:04

POPLAR SCHOOLS
Claim Approval Signature Page
For the Accounting Period: 7 / 26

Page: 6 of 6
Report ID: AP100A

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Approved by Board of Finance Committee:

I hereby certify that the above is correct

Business Manager/Clerk

07/14/26
09:29:04

POPLAR SCHOOLS
Fund Summary for Claims
For the Accounting Period: 7/26

Page: 5 of 6
Report ID: AP110

Fund/Account	Amount
110 Elementary Transportation Fund	
101	2,268.13
115 Elementary Miscellaneous Programs Fund	
101	2,515.39
126 Elementary Impact Aid Fund	
101	6,921.91
210 High School Transportation Fund	
101	609.24
226 High School Impact Aid Fund	
101	8,287.10
Total:	20,601.77

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09:29:03

POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 7/26

Page: 1 of 6
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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	
72021	22685 INDEPENDENCE BANK	20,601.77						
	Credit card charges from 6/6 ti 7/4							
14	CC-13949 06/18/26 SUMMER SCHOOL CONCESSIONS	503.50		126 625				
PRAIRIE CINEMA					CC Accounting: 126- 15-100-1000-610			
15	CC-13949 06/18/26 SUMMER SCHOOL MOVIE INCENTIV	58.00		126 625				
PRAIRIE CINEMA					CC Accounting: 126- 15-100-1000-610			
16	CC-13949 07/01/26 XCROSS CRTY WEBSITE SUPPORT	135.00		226 625				
ATHLETIC.NET					CC Accounting: 226- 16-720-3507-582			
17	CC-13949 06/08/26 SUMMER SCHOOL INCENTIVE	10.58		126 625				
MAIN STREET GROCERY					CC Accounting: 126- 15-100-1000-610			
18	CC-13950 06/05/26 TURF #3 50 LBS (2)	255.00		126 625				
NORTHWEST SEED ENTERPRISES, INC.					CC Accounting: 126- 90-100-2600-615			
19	CC-13950 06/05/26 TURF #3 50 LBS (2)	255.00		115 625				
NORTHWEST SEED ENTERPRISES, INC.					CC Accounting: 115- -100-2620-440- 31			31
20	CC-13950 06/24/26 BITS CAULK GUN ADHESIVE NUT	800.00		126 625				
MENARDS					CC Accounting: 126- 90-100-2600-615			
21	CC-13950 06/24/26 BITS CAULK GUN ADHESIVE NUT	469.29		226 625				
MENARDS					CC Accounting: 226- 16-100-2600-615			
22	CC-13950 06/24/26 VINYL PLAN PICK	-248.20		126 625				
MENARDS					CC Accounting: 126- 90-100-2600-615			
23	CC-13950 06/25/26 LUNCH AFTER GETTING SUPPLIES	24.14		126 625				
MISC VENDOR					CC Accounting: 126- 90-100-2600-582			
24	CC-13950 06/25/26 FUEL TO GET SUPPLIES	43.27		126 625				
Cenex					CC Accounting: 126- 90-100-2600-624			
25	CC-13951 06/19/26 MASBO CONFERENCE ROOMS	839.40		226 625				
MISC VENDOR					CC Accounting: 226- 16-100-2500-582			
26	CC-13952 06/08/26 5 SMEAD FILE FOLDERS HANGING	100.15		126 625				
AMAZON					CC Accounting: 126- 14-100-1000-610			
27	CC-13952 06/16/26 15 BRAIN QUEST WORKBOOK 2N G	104.70		126 625				
AMAZON					CC Accounting: 126- 15-100-1000-610			
28	CC-13952 06/17/26 1 ANIMAL CRACKERS 5 LB BULK	34.98		126 625				
AMAZON					CC Accounting: 126- 15-100-1000-610			
29	CC-13952 06/26/26 1 VONESSE BIG AND TALL CHAIR	142.21		126 625				
AMAZON					CC Accounting: 126- 15-141-1000-610			
30	CC-13952 06/26/26 1 DELAMU CORD HIDER WIRE COV	13.59		126 625				
AMAZON					CC Accounting: 126- 15-141-1000-610			
31	CC-13952 06/08/26 CHARGES FOR ELEC AT VILLAGE	1,025.04		115 625				
SHERIDAN ELECTRIC CO-OP					CC Accounting: 115- -100-2620-440- 31			31
32	CC-13952 06/08/26 CHARGES FOR ELEC AT VILLAGE	959.80		115 625				
SHERIDAN ELECTRIC CO-OP					CC Accounting: 115- -100-2620-440- 31			31
33	CC-13952 06/10/26 MONTHLY BILL FOR 688-8069	80.25		126 625				
NEMONT TELEPHONE COOPERATIVE, INC.					CC Accounting: 126- 90-100-2600-531			

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POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 7/26

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	
34	CC-13952 06/10/26 MONTHLY BILL FOR 768-7019 NEMONT TELEPHONE COOPERATIVE, INC.	80.25		126 625	CC Accounting: 126- 90-100-2600-531			
35	CC-13952 06/10/26 MONTHLY BILL FOR 768-7573 NEMONT TELEPHONE COOPERATIVE, INC.	47.44		126 625	CC Accounting: 126- 90-100-2600-531			
36	CC-13952 06/10/26 MONTHLY BILL FOR 768-3146 NEMONT TELEPHONE COOPERATIVE, INC.	49.84		110 625	CC Accounting: 110- 14-100-2700-531			
37	CC-13952 06/10/26 MONTHLY BILL FOR 768-3361 NEMONT TELEPHONE COOPERATIVE, INC.	50.59		126 625	CC Accounting: 126- 90-100-2600-531			
38	CC-13952 06/10/26 MONTHLY PHONE BILL NEMONT TELEPHONE COOPERATIVE, INC.	1,334.76		126 625	CC Accounting: 126- 14-100-2600-531			
39	CC-13952 06/10/26 MONTHLY PHONE BILL NEMONT TELEPHONE COOPERATIVE, INC.	1,334.75		126 625	CC Accounting: 126- 15-100-2600-531			
40	CC-13952 06/10/26 MONTHLY PHONE BILL NEMONT TELEPHONE COOPERATIVE, INC.	1,334.75		126 625	CC Accounting: 126- 50-100-2600-531			
41	CC-13952 06/10/26 MONTHLY PHONE BILL NEMONT TELEPHONE COOPERATIVE, INC.	1,334.75		226 625	CC Accounting: 226- 16-100-2600-531			
42	CC-13953 06/19/26 UTILITY PUMP BARB COUPLING MENARDS	275.55		115 625	CC Accounting: 115- -100-2620-440- 31			31
43	CC-13955 06/15/26 ROOMS FOR MAPT HERITAGE INN	388.16		110 625	CC Accounting: 110- 50-100-2700-440			
44	CC-13955 06/15/26 ROOMS FOR MAPT HERITAGE INN	388.16		110 625	CC Accounting: 110- 50-100-2700-582			
45	CC-13955 06/19/26 ROOMS FOR MAPT HERITAGE INN	291.12		210 625	CC Accounting: 210- 16-100-2700-582			
46	CC-13955 06/19/26 ROOMS FOR MAPT HERITAGE INN	291.12		110 625	CC Accounting: 110- 15-100-2700-582			
47	CC-13955 06/19/26 ROOMS FOR MAPT HERITAGE INN	291.12		110 625	CC Accounting: 110- 15-100-2700-582			
48	CC-13955 06/19/26 ROOMS FOR MAPT HERITAGE INN	291.12		110 625	CC Accounting: 110- 50-100-2700-582			
49	CC-13955 06/19/26 ROOMS FOR MAPT HERITAGE INN	291.12		110 625	CC Accounting: 110- 50-100-2700-582			
50	CC-13955 06/16/26 REPEL MAX SPONGE TOWELS WALMART	170.25		110 625	CC Accounting: 110- 15-100-2700-610			
51	CC-13955 06/17/26 FUEL MAPT CONFERENCE CIRCLE K	73.24		210 625	CC Accounting: 210- 16-100-2700-582			
52	CC-13955 06/17/26 MEAL MAPT CONFERENCE CATTLEMEN'S CUT	244.88		210 625	CC Accounting: 210- 16-100-2700-582			
53	CC-13955 06/03/26 FITTING RELAY BUDDY HI LINE SERVICE AND HYDRAULICS	102.55		110 625	CC Accounting: 110- 50-100-2700-440			
54	CC-13955 06/03/26 FITTING HI LINE SERVICE AND HYDRAULICS	4.69		110 625	CC Accounting: 110- 50-100-2700-440			
55	CC-13956 06/18/26 ROOMS FOR MASBO BILLINS BEST WESTERN	832.44		226 625	CC Accounting: 226- 16-100-1000-582			

07/14/26
09:29:03

POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 7/26

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	
56		CC-13956 06/18/26 ROOMS FOR MASBO BILLINGS	813.00		226 625				
BEST WESTERN						CC Accounting: 226- 16-100-1000-582			
57		CC-13956 06/25/26 LUNCH	9.70		226 625				
TACO BELL						CC Accounting: 226- 16-100-1000-582			
58		CC-13956 06/25/26 FUEL FOR TRIP MISSOULA	58.37		226 625				
CONOCO						CC Accounting: 226- 16-100-1000-582			
59		CC-13956 06/26/26 ROOMS CONNIE W MISSOULA SCIE	229.05		226 625				
MISC VENDOR						CC Accounting: 226- 16-100-1000-582			
60		CC-13956 06/26/26 DINNER MISSOULA SCIENCE KIDS	72.15		226 625				
PANDA EXPRESS						CC Accounting: 226- 16-100-1000-582			
61		CC-13956 06/26/26 FUEL TRIP TO MISSOULA SCIENC	73.59		226 625				
CONOCO						CC Accounting: 226- 16-100-1000-582			
62		CC-13956 06/26/26 FUEL FOR MIAAOULA SCIENCE KI	58.03		226 625				
Cenex						CC Accounting: 226- 16-100-1000-582			
63		CC-13956 06/26/26 FUEL FOR MIAAOULA SCIENCE KI	75.68		226 625				
CONOCO						CC Accounting: 226- 16-100-1000-582			
64		CC-13957 06/10/24 noodles, for summer school	146.29		226 625				
ALBERTSON'S						CC Accounting: 226- 16-100-1000-610			
65		CC-13957 06/15/26 Gas activities	40.01		226 625				
AGLAND CO-OP						CC Accounting: 226- 16-100-1000-610			
66		CC-13957 06/15/26 food summer school	310.20		226 625				
ALBERTSON'S						CC Accounting: 226- 16-100-1000-610			
67		CC-13958 06/15/26 SUBS FOR LUNCH MISSOULA TRIP	93.20		226 625				
SUBWAY						CC Accounting: 226- 16-100-1000-582			
68		CC-13958 06/15/26 FUEL FOR TRIP TO MISSOULS SC	50.00		226 625				
CONOCO						CC Accounting: 226- 16-100-1000-582			
69		CC-13958 06/15/26 FUEL FOR TRIP TO MISSOULS SC	74.06		226 625				
MISC VENDOR						CC Accounting: 226- 16-100-1000-582			
70		CC-13958 06/15/26 FUEL FOR TRIP TO MISSOULS SC	76.70		226 625				
Cenex						CC Accounting: 226- 16-100-1000-582			
71		CC-13958 06/16/26 ROOMS FOR MISSOULA SCIENCE	86.24		226 625				
HERITAGE INN						CC Accounting: 226- 16-100-1000-582			
72		CC-13958 06/16/26 FUEL FOR MISSOULA SCIENCE	90.55		226 625				
Cenex						CC Accounting: 226- 16-100-1000-582			
73		CC-13959 06/15/26 30 M365 EDU A3 UNIFIED SHRDS	817.20		126 625				
SOFTCHOICE WORLD WIDE TECHNOLOGY CO.						CC Accounting: 126- 15-141-1000-610			
74		CC-13959 06/17/26 UPS PACKAGE	26.01		226 625				
UPS						CC Accounting: 226- 16-141-1000-610			
75		CC-13959 06/18/26 2 TV LG 75"	1,140.48		226 625				
WALMART						CC Accounting: 226- 16-141-1000-610			
76		CC-13959 06/18/26 FUEL	126.71		226 625				
Cenex						CC Accounting: 226- 16-141-1000-610			
77		CC-13960 06/08/26 CANDY PARADE	134.89		226 625				
ALBERTSON'S						CC Accounting: 226- 16-100-2300-610			

09:29:03

POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 7/26

Page: 4 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	
78	CC-13960 06/10/26 CANDY PARADE	103.00		226	625			
FAMILY DOLLAR			CC Accounting:	226-	16-100-2300-610			
79	CC-13960 06/10/26 CANDY PARADE	159.44		226	625			
ALBERTSON'S			CC Accounting:	226-	16-100-2300-610			
80	CC-13960 06/12/26 CANDY PARADE	105.00		226	625			
FAMILY DOLLAR			CC Accounting:	226-	16-100-2300-610			
81	CC-13960 06/13/26 CANDY PARADE	136.00		226	625			
FAMILY DOLLAR			CC Accounting:	226-	16-100-2300-610			
82	CC-13960 06/26/26 MAINTENANCE SAFETY GLASSES	272.78		226	625			
AGLAND CO-OP HARDWARE RANCH			CC Accounting:	226-	16-100-2300-610			
83	CC-13960 06/30/26 GAS TO WILLISTON PICK UP SUP	95.07		226	625			
Cenex			CC Accounting:	226-	16-100-2300-610			
84	CC-13960 06/26/26 GAS TO WOLF POINT SUPPLIES	20.02		226	625			
Cenex			CC Accounting:	226-	16-100-2300-610			

# of Claims	1	Total:	20,601.77	# of Vendors	1
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BUDGET v. ACTUAL INVESTMENT

Students First

08/03/26
09:10:14

POPLAR SCHOOLS
Statement of Expenditure - Budget vs. Actual Report Org
For the Accounting Period: 6 / 26

Page: 1 of 2
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
101 Elementary General Fund	614,240.25	5,011,898.22	5,021,898.22	5,021,898.22	10,000.00	100%
110 Elementary Transportation Fund	45,472.18	398,252.30	480,700.00	480,700.00	82,447.70	83%
111 Elementary Bus Depreciation Fund	0.00	0.00	1,223,810.76	1,223,810.76	1,223,810.76	0%
113 Elementary Tuition Fund	0.00	2,671.10	4,436.03	4,436.03	1,764.93	60%
114 Elementary Retirement Fund	38,243.96	1,220,792.21	1,400,000.00	1,400,000.00	179,207.79	87%
115 Elementary Miscellaneous Programs	56,559.33	1,664,617.42	2,208,498.72	2,208,498.72	543,881.30	75%
121 Elementary Sick Leave Reserve Fund	-347.86	-347.86	0.00	0.00	347.86	0%
126 Elementary Impact Aid Fund	-76,776.08	6,567,252.40	8,375,969.00	8,375,969.00	1,808,716.60	78%
128 Elementary Technology Fund	0.00	0.00	20,698.14	20,698.14	20,698.14	0%
129 Elementary Flex Fund	2,880.00	8,688.15	621,622.94	621,622.94	612,934.79	1%
160 Elementary Building Fund	0.00	0.00	100,000.00	100,000.00	100,000.00	0%
161 Elementary Building Reserve Fund	0.00	0.00	660,885.12	660,885.12	660,885.12	0%
201 High School General Fund	115,091.18	2,529,300.14	2,536,300.14	2,536,300.14	7,000.00	100%
210 High School Transportation Fund	24,705.44	128,672.25	195,200.00	195,200.00	66,527.75	66%
211 High School Bus Depreciation Fund	0.00	0.00	690,278.22	690,278.22	690,278.22	0%
212 High School Food Service Fund	168,271.36	844,676.95	894,676.95	894,676.95	50,000.00	94%
213 High School Tuition Fund	500.00	7,244.07	41,183.26	41,183.26	33,939.19	18%
214 High School Retirement Fund	13,668.83	467,944.93	750,000.00	750,000.00	282,055.07	62%
215 High School Miscellaneous Programs	15,027.86	225,968.02	309,320.17	309,320.17	83,352.15	73%
218 High School Traffic Education Fund	963.56	963.56	861.00	861.00	-102.56	112%
221 High School Sick Leave Reserve Fund	-2,294.01	-2,294.01	0.00	0.00	2,294.01	0%
226 High School Impact Aid Fund	208,967.42	2,021,062.05	2,654,271.64	2,654,271.64	633,209.59	76%
228 High School Technology Fund	0.00	0.00	9,994.66	9,994.66	9,994.66	0%
229 High School Flex Fund	201.98	5,580.47	391,821.54	391,821.54	386,241.07	1%
261 High School Building Reserve Fund	56,585.15	56,585.15	350,259.53	350,259.53	293,674.38	16%

Grand Total:	1,281,960.55	21,159,527.52	28,942,686.04	28,942,686.04	7,783,158.52	73%
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Poplar
School District

INVESTMENT REPORT

Students First

July 29, 2026

Betty Romo, County Treasurer

400 2nd Avenue South

Wolf Point, Mt 59201

Please invest with **STIP** **\$14,118,750** as follows:

ELEMENTARY	FUND	PREVIOUS MONTH	DIFFERENCE	CURRENT MONTH
101	GENERAL	\$0	\$0	\$0
110	TRANSPORTATION	\$50,000	\$60,000	\$110,000
111	BUS DEPRECIATION	\$1,240,000	\$0	\$1,240,000
113	TUITION	\$0	\$0	\$0
114	RETIREMENT	\$0	\$330,750	\$330,750
115	MISC FUNDS	\$0	\$0	\$0
121	SICK LEAVE	\$0	\$0	\$0
126	IMPACT AID	\$4,300,000	-\$25,000	\$4,275,000
128	TECHNOLOGY	\$21,000	\$0	\$21,000
129	FLEX FUND	\$525,000	\$0	\$525,000
160	BUILDING	\$0	\$165,000	\$165,000
161	BUILDING RESERVE	\$0	\$650,000	\$650,000
ELEMENTARY TOTALS		\$6,136,000	\$1,180,750	\$7,316,750
HIGH SCHOOL				
201	GENERAL	\$0	\$0	\$0
210	TRANSPORTATION	\$100,000	-\$15,000	\$85,000
211	BUS DEPRECIATION	\$700,000	-\$100,000	\$600,000
212	HOT LUNCH	\$90,000	\$10,000	\$100,000
213	TUITION	\$0	\$0	\$0
214	RETIREMENT	\$0	\$375,000	\$375,000
215	MISC FUNDS	\$0	\$0	\$0
218	TRAFFIC EDUCATION	\$0	\$10,000	\$10,000
221	SICK LEAVE	\$0	\$0	\$0
226	IMPACT AID	\$5,225,000	-\$275,000	\$4,950,000
228	TECHNOLOGY	\$7,000	\$0	\$7,000
229	FLEX FUND	\$400,000	\$0	\$400,000
260	BUILDING	\$0	\$0	\$0
261	BUILDING RESERVE	\$0	\$275,000	\$275,000
HIGH SCHOOL TOTALS		\$6,522,000	\$280,000	\$6,802,000
TOTAL INVESTMENTS		\$12,658,000	\$1,460,750	\$14,118,750

Sincerely,

Judy Lenthorn
Business Manager



Poplar

School District

HS ACTIVITY FUND

Students First

08/03/26
09:01:53

POPLAR SCHOOLS
Statement of Activity by Account Number for 07/01/26 to 07/01/26

Page: 1 of 4
Report ID: S100

Account	Opening Balance	Disbursed (-)	Receipts in Transit (+)	Deposits (+)	Transfers (+)	Invest (+)	Misc. Earnings (+)	Misc. Charges (-)	Closing Balance
1 HIGH SCHOOL STUDENT COUNCIL	11040.40	0.00	0.00	0.00	0.00		0.00	0.00	11040.40
6 ATHLETICS	12355.20	0.00	0.00	0.00	0.00		0.00	0.00	12355.20
7 ANNUAL	3244.92	0.00	0.00	0.00	0.00		0.00	0.00	3244.92
8 7-8 MS STUDENT COUNCIL	2374.26	0.00	0.00	0.00	0.00		0.00	0.00	2374.26
10 MUSIC	4081.35	0.00	0.00	0.00	0.00		0.00	0.00	4081.35
11 FCCLA	4765.23	0.00	0.00	0.00	0.00		0.00	0.00	4765.23
12 NATIONAL HONOR SOCIETY	2055.46	0.00	0.00	0.00	0.00		0.00	0.00	2055.46
13 PEP CLUB	1442.32	0.00	0.00	0.00	0.00		0.00	0.00	1442.32
16 INDEPENDENCE BANK CARD DONATION	15000.00	0.00	0.00	0.00	0.00		0.00	0.00	15000.00
17 DISTRICT MUSIC	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
21 VENDING ACCOUNT	103.96	0.00	0.00	0.00	0.00		0.00	0.00	103.96
22 BPA	4917.44	0.00	0.00	0.00	0.00		0.00	0.00	4917.44
23 INTEREST	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
39 MCA MT CAREER ASSOC (JMG)	4361.43	0.00	0.00	0.00	0.00		0.00	0.00	4361.43
42 PHS ART CLUB	376.49	0.00	0.00	0.00	0.00		0.00	0.00	376.49
48 HISTORY CLUB	5734.13	0.00	0.00	0.00	0.00		0.00	0.00	5734.13
49 CLASS OF 2018	55.00	0.00	0.00	0.00	0.00		0.00	0.00	55.00
50 CLASS OF 2028	1018.73	0.00	0.00	0.00	0.00		0.00	0.00	1018.73
57 CLASS OF 2025	71.93	0.00	0.00	0.00	0.00		0.00	0.00	71.93
58 CLASS OF 2026	3576.01	0.00	0.00	0.00	0.00		0.00	0.00	3576.01
59 CLASS OF 2027	4355.72	0.00	0.00	0.00	0.00		0.00	0.00	4355.72
60 MS INDIAN CLUB	4374.76	0.00	0.00	0.00	0.00		0.00	0.00	4374.76
61 FUTURE FARMERS OF AMERICAN	2861.13	0.00	0.00	0.00	0.00		0.00	0.00	2861.13
62 CLASS OF 2029	2035.01	0.00	0.00	0.00	0.00		0.00	0.00	2035.01
898 MISC EARNINGS	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
899 MISC CHARGES	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
Total for Student Accounts	90200.88								90200.88

Lori Smoker, Chair

Judy Linthicum, School Clerk



Poplar

School District

REPORTS

6.1 Superintendent

6.2 Administrators

6.3 Directors

Students First

Agenda Number 6 Informational Items- Reports

POPLAR PUBLIC SCHOOLS 9&9B

BOARD AGENDA FACT SHEET

MEETING DATE: August 10, 2026

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



Superintendent Report-July

As we officially move into the school year with students and staff returning, I would like to press forward with the following goals that I have for our district. The main will continue to put our students first and provide the best and most secure learning environment we can.

What makes a good year....a good year?

Goals

1. Provide the best and most secure learning environment for our students.
2. Provide for our staff the best and most secure learning environment.
3. Keep our students first!

-
1. I shared the following in our first admin meeting: "What makes a good year...a good year?" We talked about this in our first admin/director meeting of the year. It is a powerful question that we all must keep in front of us.
 2. Our Cyberschool currently has 5 students enrolled. These students are located in Sidney, Phillipsburg, and Libby. These students are

3. We will be placing washers/dryers either in the HS main building or in New Day. These will be for our students to use when they choose too.
4. Please come to our PIR on Tuesday August 18th at 8:30 am to speak to our staff. Breakfast will be served.
5. We will be sending a few staff to the National Indian Education Conference in Buffalo, NY. If any Board Members would like to attend let me know. It is October 7-10.
6. We will continue to hire high school students as workers for us. From maintenance to paras, they have proven to be assets to our system. The goal being that they build a resume, work skills, and return to work for us.
7. We had a summer feed for all summer workers. We wanted to thank them for all their hard work. This included tech, janitors, summer school, business, transportation, and admin.
8. Our cutoff for enrollment will be as follows: 5-12 will be end of the 1st quarter and end of the 3rd quarter. K-4 will be end of the 3rd quarter. There will be exceptions but rare.

***THE BODY SHOP & GLASS* No. 30614**

P.O. Box 278

Poplar, Montana 59255

Phone: 406-768-3936

Cell: 406-768-7444

Email: strausermarty@gmail.com

Marty Strauser, Manager

Job Cost ~~Estimate~~ INVOICE

Name	Poplar Schools	Phone	Date	8-3-26
Street		City	State	MT
Location of Job			Sheet No.	
Estimator		Checker	Estimate No.	

Terms

Basis of Bid ☐ **Cost Plus**

Definite Bid

Other

Job to be Commenced

To be Finished

Description of Job

QUANTITY	DESCRIPTION MATERIALS	UNIT PRICE	LABOR		TOTAL
			HOURS	RATE	
4	27 7/8 x 32 3/8 1/4 LAMINATED	151. ⁰⁰ (E)		85. ⁰⁰	604. ⁰⁰
9	REPLACE 42 3/4 x 19 9/16 x 3/4 IN BETWEEN BUILDINGS LABOR	140. ⁰⁰ (E)			1260. ⁰⁰ 765. ⁰⁰
3	42 3/4 x 19 9/16 x 3/4 STOCK	140. ⁰⁰ (E)			420. ⁰⁰
17	20 3/8 x 43 3/4 x 3/4 INSTALLED CAFETERIA LABOR	150. ⁰⁰ (E)			2550. ⁰⁰ 1275. ⁰⁰
7	20 3/8 x 43 3/4 x 3/4 STOCK	150. ⁰⁰ (E)			1050. ⁰⁰
4	15 3/4 x 42 x 3/4 STOCK	120. ⁰⁰ (E)			480. ⁰⁰
1	11 x 14 x 3/4 INSTALLED	70. ⁰⁰	60. ⁰⁰		130. ⁰⁰
1	" x 14 x 3/4 STOCK	70. ⁰⁰			70. ⁰⁰
1	12 x 13 3/4 x 3/4 INSTALLED	70. ⁰⁰	60. ⁰⁰		130. ⁰⁰
1	12 x 13 3/4 x 3/4 STOCK	70. ⁰⁰			70. ⁰⁰
10	ANDERSON SCREENS				575. ⁰⁰
50	STICKS ANDERSON WINDOW BEAD				898. ⁵⁰
 8/4/26					10,277. ⁰⁰

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

Superintendent

Keith Erickson

Phone: (406) 768-6602

K-4 Principal

John Wetsit

Phone: (406) 768-6631

5-8 Principal

Morgan Norgaard

Phone: (406) 768-6731

9-12 Principal

Frank Gourneau

Phone: (406) 768-6831

SPED Director

Patti Black

Phone: (406) 768-6812

K-4 Associate Principal

Greg Gourneau

Phone: (406) 768-6634

5-8 Associate School Principal

Griffin Ricker

Phone: (406) 768-6735

9-12 Associate Principal

Coy Weeks

Phone: (406) 768-6818

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.

August 5th, 2026

We are excited for the start of another school year to get under way; here are some important updates and other pertinent information:

Staff are scheduled to return August 18th, with new staff returning on the 17th.

Students in Grades 1st – 4th grade are scheduled to return on August 20th

Students in Pre K and Kindergarten will start August 24th.

All school supplies and backpacks are provided for every student.

We currently have 32 students registered in kindergarten. In attempt to increase these numbers we have added 2 extra screening dates at the start of the year (August 20th & 21st). Screening will be available for both Kindergarten and Pre K students at this time.

Our current staffing/class sizes are as follows:

Kinder	3 Staff (Pending Hire)/ 11 Students per class
1st Grade	4 Staff / 15 Students per class
2nd Grade	3 Staff / 16 Students per class
3rd Grade	4 Staff / 11 Students per class
4th Grade	4 Staff / 16 Students per class

John Wetsit

Elementary Principal

Quality Teachers – Quality Students

Poplar School District

PO Box 458, Poplar, Montana 59255

Superintendent

Keith Erickson

Phone: (406) 768-6602

K-4 Principal

John Wetsit

Phone: (406) 768-6631

5-8 Principal

Morgan Norgaard

Phone: (406) 768-6731

9-12 Principal

Frank Gourneau

Phone: (406) 768-6831

SPED Director

Patti Black

Phone: (406) 768-6812

K-4 Associate Principal

Greg Gourneau

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5-8 Associate School Principal

Griffin Ricker

Phone: (406) 768-6735

9-12 Associate Principal

Coy Weeks

Phone: (406) 768-6818

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.

Dear Poplar Elementary School Families,

Welcome to the 2026–2027 school year! We are excited to welcome both returning and new students and families to Poplar Elementary School. We look forward to another year of learning, growth, friendship, and success.

The first day of school for students in **1st through 4th grades** will be **Thursday, August 20, 2026**. **Breakfast begins at 7:45 AM with classes starting at 8:25 AM**. We cannot wait to see our students back in the classroom and begin a great school year together. Also, we welcome all parents/guardians to come in and meet their teachers on the first day of school at the start of the day.

For families with children entering **Pre-Kindergarten or Kindergarten**, please note that **August 20th and August 21st** will serve as additional screening days for parents who are still interested in enrolling their students. Screening is a required step for students entering these grades. Classes will be starting for these students on **August 24th**. Families wishing to enroll a Pre-K or Kindergarten student are encouraged to contact the school office at **406 768 6633** for screening and enrollment information.

Our staff is committed to providing a safe, welcoming, and supportive learning environment for every child. We value the partnership between home and school and appreciate your continued support throughout the year. Also, as a reminder, **The Poplar Elementary School provides all school supplies and backpacks** for each of our students.

We look forward to seeing everyone soon and starting the 2026–2027 school year together.

Sincerely,

John Wetsit

Principal

Poplar Elementary School

Middle School Board Report

August 2026

As we prepare to begin another school year, the Middle School is excited to welcome our students and families back. While this first report of the year is brief, there are several positive updates worth sharing.

Student welcome-back letters have been mailed to families, providing important information to help everyone prepare for the first day of school. In addition, the Middle School Student Handbook has been reviewed and updated to reflect current policies and procedures, ensuring that students and families have the most up-to-date information as we begin the year.

I am especially pleased to share that the Middle School is entering the school year fully staffed. Given the staffing challenges many schools continue to face, this is something worth celebrating. Having all positions filled allows us to begin the year focused on building relationships, establishing routines, and providing the best possible educational experience for our students from day one.

Current preseason enrollment for grades 5–8 stands at 263 students. We look forward to welcoming each of those students back into our classrooms and are excited to see the hallways filled with energy once again.

As always, I want to thank our staff for the work they have done throughout the summer to prepare for the successful opening of the school, as well as our families and the Board of Trustees for your continued support of our Middle School. We are looking forward to a great year ahead.

Principal's Message

Dear Poplar Community,

August 20th is fast approaching (the first day of school!) and we are off to an excellent start here at the Poplar Middle School. Our staff is striving to make this the best year yet! It is with great pride and excitement that I am writing this letter to you as the Principal of Poplar Middle School. I am honored to have the opportunity to lead a school and staff with such a rich tradition both in and out of the classroom. As your principal, I promise to keep students at the forefront of every decision we make as a school. We will strive to teach and provide students with the knowledge, skills, and mindset necessary to have a successful future.

At Poplar Middle School, we believe it is important for our students to be connected to school through positive relationships and a keen sense of community. I believe that every student can learn and be successful if provided with the right support and opportunities. Our teachers and staff are committed to providing all students with an appropriate and challenging educational experience in a respectful environment that fosters learning and growth.

Poplar Middle School is a place where exceptional teaching and learning is the norm. I am truly honored to be a part of the Poplar Community. Let us make this year the best year yet!

Lastly, I would like to introduce my new staff who have joined us for this school year!

- 5-8 Physical Education Owen Gramling
- 6th Grade Social Studies Dakota Smith
- 8th grade Science Amanda Damon
- 5-8 School Counselor Erin Solem
- 5-8 Assistant Principal Griffin Ricker

Mr. Morgan Norgaard

Poplar Middle School Principal



HIGH SCHOOL PRINCIPAL

August Board Meeting

Principal Report

- Current Student Enrollment: 226 students
- Open positions: Counselor (1) (pending board hires)
- Summer School
 - 28 students per day
- Cyber School
 - 5 students currently enrolled
- Academy Pathway (been a work in progress)

Academy Pathways

All incoming freshmen will be a part of the freshman academy. All freshmen will also take the ASVAB along with Xello (or similar career test). During the spring the freshmen will then choose one of the following academies: Military, workforce, medical, or college academy to follow that pathway. All high school semester courses are worth .5 credits upon completion of a D- or better. All dual credit semester courses are worth 1 credit upon completion of a D- or better for high school credit. College credit is determined by the college. Acellus course credits are determined by Acellus program and will be either .5 or 1 credit.

Workforce/Tech/Military Academy (20 credit State Requirement)

Freshman Academy Courses: Earth Science PE/Health English Math Class (from recommendation) Social Studies Course Elective Elective	Sophomore Year Courses: English PE/Gym or Elective Math Class (from recommendation) Biology Elective Elective Elective
Junior Year Courses: English US History Elective Elective Elective School to Work (2 class periods)	Senior Year Courses: English Government/Civics (.5 credits half year) Elective School to Work (4 class periods)

***Must have 1 credit of Art and 1 credit of CTE. Failed courses in the previous year will be on Acellus in replacement of an elective. CTE courses on Acellus can replace electives.**

HIGH SCHOOL PRINCIPAL August Board Meeting

University/Community College Academy (22+ credits)

Freshman Academy Courses: Earth Science PE/Health English Math Class (from recommendation) Social Studies Course Elective (x2)	<i>Sophomore Year Courses:</i> English PE/Gym Math Class (from recommendation) Biology Elective (x3)
<i>Junior Year Courses:</i> English US History Dual Credit Dual Credit Elective (x3)	<i>Senior Year Courses:</i> English Government/Civics (full year) Elective (if not in athletics can choose to replace with early college) Elective (if not in athletics can choose to replace with early college) Dual Credit or Early College (x3)

***Must have 1 credit of Art and 1 credit of CTE. Also, must have .5 credits in technology and have completed Algebra 1 course or higher. Failed courses in the previous year will be on Acellus in replacement of an elective.**

Healthcare Academy (22 credits minimum/begin second semester in 8th grade) In association with New York Institute of Technology

Freshman Academy Courses: Earth Science PE/Health English Math Class (from recommendation) Social Studies Course Elective (x2)	<i>Sophomore Year Courses:</i> English PE/Gym or Elective Math Class (from recommendation) Biology Elective (x3)
<i>Junior Year Courses:</i> English Social Studies Course Elective (x3)	<i>Senior Year Courses:</i> English Government/Civics Elective (x2)

***Must have 1 credit of Art and 1 credit of CTE. Failed courses in the previous year will be on Acellus in replacement of an elective.**

HIGH SCHOOL PRINCIPAL

August Board Meeting

*Courses below along with Dual credit courses from FPCC can fall under electives for the healthcare academy

Freshman

Fall semester: Unit 2: Body Systems

Spring semester: High School Health on Acellus

Sophomore

Fall semester: Unit 3: Chronic Disease and Epidemiology

Spring semester: Medical terminology on Acellus

Junior

Fall semester: Unit 4: Mental Health and Wellbeing

Spring semester: Unit 5: Environmental Medicine

Senior

Fall semester: Unit 6: Community Health and Careers in Medicine

Spring semester: Something with FPCC??

Dual Credit courses offered

Public Speaking/College Writing

College Algebra/Living Systems (Bio)

Draw/Paint

Native American History/History Course (*will be added next school year)

Poplar School District

PO Box 458, Poplar, Montana 59255

Superintendent

Keith Erickson

Phone: (406) 768-6602

9-12 Principal

Frank Gourneau

Phone: (406) 768-6831

9-12 Associate Principal

Coy Weeks

Phone: (406) 768-6818

SPED Director

Patti Black

Phone: (406) 768-6812

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.

Dear Poplar High School Parents, Guardians, Students, and Community,

Welcome to the 2026–2027 school year! I hope everyone had a safe, relaxing, and enjoyable summer. We are excited to welcome our students back to Poplar High School and look forward to another successful year of learning, growth, and achievement.

To help ensure a smooth start to the school year, please review the schedule for the first day of school, Thursday, August 20, 2026. Students will receive a more detailed agenda and schedule upon their arrival.

First Day of School Schedule

Thursday, August 20, 2026

8:00 a.m. – 12:20 p.m.

Freshman Orientation (*Freshmen only*)

12:20 p.m. – 1:00 p.m.

Lunch – Available for all high school students in the cafeteria. Please note that Poplar High School is an open-campus lunch, so attendance during this lunch period is not mandatory.

1:00 p.m. – 3:33 p.m.

All Students (Grades 9–12)

Throughout the school year, please stay informed by following the Poplar Schools Facebook page, checking local newspapers, and visiting www.poplarschools.com for announcements and important updates.

If you have any questions, please do not hesitate to contact Poplar High School at (406) 768-6833. We are happy to assist you.

We look forward to seeing everyone on August 20 and wish all our students a successful and rewarding school year!

Sincerely,

Frank Gourneau III

Principal

Poplar High School

Quality Teachers – Quality Students

Poplar School District

PO Box 458, Poplar, Montana 59255

Superintendent

Keith Erickson

Phone: (406) 768-6602

K-4 Principal

John Wetsit

Phone: (406) 768-6631

5-8 Principal

Morgan Norgaard

Phone: (406) 768-6731

9-12 Principal

Frank Gourneau

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9-12 Associate Principal

Coy Weeks

Phone: (406) 768-6818

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Poplar SPED Board Report, August 10

***Transportation for SPED Students-projected number is 20 for this school year.**

***Staffing for teachers is complete. We still may need one more Sped para position.**

***Testing for students will start this week with our School Psychologist and Speech Pathologist.**

***There are 215 students with IEPs, grades PreK-12.**

6.3 Directors Reports

Food Service-Mary Plante

Maintenance-Mike Gorder

Transportation-Clint Linthicum

Jake Riediger-Technology

Athletic Director-Brock Copenhaver

Monthly Report Kitchen July 2026

For the month of July, we fed 638 Breakfasts and 2752 Lunches for children 18 years old and under.

See attached documentation.

The summer went by fast and uneventful for most of the summer. We enjoy feeding the children knowing they are getting good nutritional food to eat twice a day. Breakfast is always slow, but lunch picks up especially during the last 2 weeks of the month.

We and the families who utilize the program are very grateful to the school for providing summer meals.

Any questions please feel free to ask me. 406 650 4694.

Mary Plante - Food Service Director

SFSP Claim For Reimbursement Summary

Poplar Public Schools

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

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

Confirmation #: GDJGRD

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2026	0	08/06/2026	08/06/2026		Original

Combine month with*: ☐ June ☐ August

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

Period Covered From: 07/01/2026 To: 07/31/2026

General Information

Meal Description	Number of Participating Sites	Total Number of Days Food Served	ADP
Breakfast	1	22	29
AM Snack	0	0	0
Lunch	1	22	126
PM Snack	0	0	0
Supper	0	0	0

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

Meal Description	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp 1st Meals Served (D)	Camp 2nd Meals Served (E)	Camp 2nd Meals Allowed (F)	Reimbursable Meals Total (A+C+D+F)
Breakfast	638	0	0	0	0	0	638
AM Snack	0	0	0	0	0	0	0
Lunch	2,752	0	0	0	0	0	2,752
PM Snack	0	0	0	0	0	0	0
Supper	0	0	0	0	0	0	0

Vended-Urban Meals Served to Children

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

Operating Reimbursement

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	638	2.9100	1,856.58
AM Snack	0	1.1800	0.00

Lunch	2,752	5.0700	13,952.64
PM Snack	0	1.1800	0.00
Supper	0	5.0700	0.00
Total			15,809.22

Administrative Reimbursement - Self-Prep and/or Vended Rural

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	638	0.2875	183.43
AM Snack	0	0.1450	0.00
Lunch	2,752	0.5300	1,458.56
PM Snack	0	0.1450	0.00
Supper	0	0.5300	0.00
Total			1,641.99

Administrative Reimbursement - Vended-Urban

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	0	0.2275	0.00
AM Snack	0	0.1150	0.00
Lunch	0	0.4400	0.00
PM Snack	0	0.1150	0.00
Supper	0	0.4400	0.00
Total			0.00

Claim Reimbursement Total **17,451.21**

Sponsor Claim Reimbursement Totals	Operating Reimbursement	Administrative Reimbursement	Reimbursement Totals
Current Claim Earnings	15,809.22	1,641.99	17,451.21
Previous Claim Earnings	0.00	0.00	0.00
Earned Amount	15,809.22	1,641.99	17,451.21
Net Claim Reimbursement Total	15,809.22	1,641.99	17,451.21

SFSP Site Meal Count Consolidation: Open and Enrolled Sites

Sponsor Name: _____ Site Name: _____ Poplar Schools

Month/Year: Jul-26

Date	Reimbursable Meals (First Meals Served to Children)				Potentially Reimbursable Meals (Second Complete Meals to Children)				Non-Reimbursable Meals							
	Breakfast	Lunch	Snack	Supper	Breakfast	Lunch	Snack	Supper	PA Breakfast	PA Lunch	PA Snack	PA Supper	NPA Breakfast	NPA Lunch	NPA Snack	NPA Supper
1	34	133							5	4						
2	30	85							6	5						
3	12	81							6	4						
4																
5																
6	17	87							2	5						
7	28	82							2	4						
8	23	79							6	3						
9	22	104							0	4						
10	24	112							6	4						
11																
12																
13	24	124							5	5						
14	25	132							3	3						
15	26	132							2	3						
16	24	141							4	3						
17	27	132							6	3						
18																
19																
20	36	133							1	3						
21	31	143							4	6						
22	29	146							3	5						
23	31	157							3	4						
24	34	148							3	3						
25																
26																
27	33	159							3	2						
28	39	164							2	4						
29	42	116							3	4						
30	47	162							1	6						
31																
Reimbursable meals Served																
Totals	638	2752	0	0	0	0	0	0	76	89	0	0	0	0	0	0

Key
PA = Program Adult
NPA = Nonprogram Adult

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

report

From Mike Gorder <Mike.Gorder@poplarschools.com>

Date Fri 8/7/2026 9:16 AM

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

Maintenance Repot

August 2026

Things are going well the last two classrooms will have the floors done this weekend

Because of the late arrival of the flooring we did not get any ES classrooms done looking at maybe

Christmas break

The HS home ec classroom is about done the girls will be done painting then we can move the new equipment in

Summer workers will be done this week they did good job this year

Going to add Ferdinand Magpantay to the custodial staff he is transferring from a para position

Donny has decided to slow down some so we are advertising for his position

He is going to be hard to replace and he will be missed

Thank you

Mike

Transportation Report for August 2026

Buses ready for inspection.

Working with Bus Drivers so TR35 are current.

County Transportation meeting next Tuesday August 11, 2025.

Busy this summer with repairs on all buses.

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

Clint Linthicum

Poplar School District

PO Box 458, Poplar, Montana 59255

Superintendent
Phone: 406-768-6600

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

August Technology Report

Summer went by quickly, but we successfully completed all the projects on our summer technology task list. This included powerwashing (factory resetting) approximately 1,200 Chromebooks, replacing damaged Chromebooks, performing maintenance on Chromebook carts, upgrading 4 Smart Boards, and servicing teacher laptops by physical cleaning, software updates, and system maintenance. We still have a few classrooms to finish setting up, but we are on schedule and will be ready for the start of the school year.

Jake Riediger

Technology Director



Poplar
School District

DISCUSSION AGENDA

Students First

Agenda Number 7 Discussion Agenda
POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 10, 2026

SUMMARY:

7.1: Summer Construction

7.2: Policy Updates-1st reading

Projects this summer

1. Elementary School: Playground to be fixed (main): Top part is needed. (ES)
 - a. **Sheds possibly (tear it out)**
2. Middle School: **Dirt work MS: Mike and Keith**
 - a. 5th grade lockers (make sure they all work)
 - b. Water Fountains (MS)
 - c. Letters off the front taken down
 - d. Urinals 5th and 6th grade bathroom
 - e. Hanging piece of metal in the gym
 - f. Breaker #26 out of Wittaks
3. High School
 - a. **Boiler system in the equipment room**
 - b. Signs need to be hung up
 - c. Drinking fountains
 - d. **Home Ec. Room**
4. Tech:
 - a. New sound system in the auditorium
5. SPED
 - a. ADA on bathrooms
6. Bus Garage: Need lights in the bus garage
 - a. **Clean up bus garage**
7. Athletics
 - a. **Old boiler system taken out**
 - b. Middle School Showers
 - c. Speaker in the counselor room
8. Business Office
 - a. Girls bathroom toilet
 - b. **Cracks in cement**
 - c. Meters at New Day
 - d. **Carpet in Board Room**
9. Lunch room
 - a. Need vents above the oven clean
 - b. Brazer keeps breaking
 - c. Need a new slicer
 - d. Ceiling tiles replaced
 - e. Warmers-Need to replace them
 - i. Need 6....have 5.



1st Reading
4000's Policies

POPLAR SCHOOL DISTRICT

COMMUNITY RELATIONS

4000 SERIES

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Poplar School District

COMMUNITY RELATIONS

4015

Conduct on School Property

In addition to prohibitions stated in other District policies, no person on school property shall:

- Possess, carry or store a weapon at any time;
- Injure or threaten to injure another person;
- Damage another's property or that of the District;
- Violate any provision of the criminal law of the state of Montana or town or county ordinance;
- Smoke or otherwise use tobacco products, vapor products, or alternative nicotine products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation);
- Consume, possess, or distribute alcoholic beverages, illegal drugs, or medical marijuana at any time;
- Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
- Use vulgar or obscene language or gestures;
- Disregard the directives of school officials or security personnel;
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
- Violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. These regulations are in effect year-round, and during all District extra or co-curricular activities. District administrators will take appropriate action as circumstances warrant, up to and including recommending that the individual violating this policy be denied access to District property. If a recommendation is made to the Board to deny access to District property to an individual, that individual will be notified of date, time and place of the meeting of the Board as well as of the specific allegations to be presented to the Board.

Cross References:	4313	Disruption of School Operations
Legal References:	§ 20-1-206, MCA § 20-1-220, MCA § 45-8-361, MCA § 50-46-301, MCA 20 USC § 7101	Disturbance of school Use of tobacco on school property prohibited Possession of a weapon in a school building Montana Medical Marijuana Act Safe and Drug Free Schools & Community Act

Policy History:

Adopted on:

Revised on: 11 July 2016
21 October 2019

Poplar School District

COMMUNITY RELATIONS

4120

Public Relations

The District shall strive to maintain effective two-way communication channels with the public. Such channels shall enable the Board and staff to interpret the school's needs to the community and provide a means for citizens to express their needs and expectations to the Board and staff.

The Superintendent shall establish and maintain a communication process within the school system and between it and the community. Such a public information program shall provide for news releases at appropriate times, arrange for news media coverage of district programs and events, provide for regular direct communications between individual schools and the citizens they serve, and assist staff in improving their skill and understanding in communicating with the public.

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together.

Legal Reference: Article II, Sec. 10 Montana Constitution

Policy History:

Adopted on:

Revised on: 11 July 2016

School-Support Organizations

The Board recognizes that parent, teacher and student organizations are an invaluable resource to the District schools and so supports their formation and vitality. The Board encourages their suggestions and assistance. Membership in these organizations must be open and unrestricted. Booster clubs and/or special interest organizations may be formed to support and strengthen specific activities conducted within the school or District. All such groups must receive the approval of the school principal, Superintendent and the Board in order to be recognized as a booster organization. Staff participation, cooperation and support are encouraged in such recognized organizations.

Fundraising by School Support Organizations

Fundraising by school support groups is considered a usual and desirable part of the function of such groups. Specific fundraising activities must be approved in advance by the Principal. The Principal must be consulted before any expenditure of such funds. All such funds raised by school adjunct groups are to be used for direct or indirect support of school programs. Equipment purchased by support groups and donated to the schools becomes the property of the District and may be used or disposed of in accordance with District policy and state law.

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

COMMUNITY RELATIONS

4301

Visitors to the Schools

The District encourages visits by Board members, parents and citizens to all District buildings. All visitors shall report to the school's main office or District office upon entering any District building.

Conferences should be held outside school hours or during the teacher's prep time.

Cross Reference: 4313

Disruption of School Operations

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

COMMUNITY RELATIONS

4313

Disruption of School Operations

If any person disrupts or obstructs any school program, activity or meeting, or threatens to do so, or commits, threatens to commit or incites another to commit any act that will disturb or interfere with or obstruct any lawful task, function, process or procedure of any student, official, employee or invitee of the District, the staff member in charge shall immediately notify the local law enforcement authorities of the incident.

The staff member in charge shall make a written report detailing the incident not later than 24 hours from when the incident occurred. A copy of the report shall be given to the staff member's immediate supervisor.

Cross Reference:	4301	Visitors to Schools
Legal Reference:	§ 20-1-206, MCA	Disturbance of school - penalty
	§ 45-8-101, MCA	Disorderly conduct
	§ 20-5-201, MCA	Duties of pupils - sanctions

Policy History:

Adopted on:

Revised on: 11 July 2016

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination. The District may provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Covid-19 vaccine status will not be used as a basis to deny or allow equal opportunity to education.

An individual with a disability should notify the Superintendent or building principal if they have a disability which will require special assistance or services. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or of federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Section 504 and ADA Grievance Procedure.

Service animals

The District will comply with all state and federal laws, regulations, and rules regarding the use of service animals by a staff member, student, and community member required because that individual has a disability and the service animal is individually trained to do work or perform tasks for the benefit of that individual.

A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this policy. The work or tasks performed by a service animal must be directly related to the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. The District may permit the use of a miniature horse by an individual with a disability under circumstances established by the Superintendent.

The Superintendent will establish procedures regarding the use of service animals by individuals with disabilities.

Poplar School District

COMMUNITY RELATIONS

4330

Use of School Facilities

The Trustees of Poplar School District are supportive of the people of the community using the school facilities for both educational and recreational purposes. The administration shall be charged with the responsibility of coordinating and authorizing use of all grounds and facilities by groups other than those directly connected with the school. The administration shall develop the rules, regulations, and procedures for the use of facilities. As required by the Boy Scouts of America Equal Access Act, the District shall provide an equal right of access to the Boy Scouts of America and other designated patriotic youth groups.

Legal Reference:

20 USC § 7905

Boy Scouts of America Equal Access Act

Policy History:

Adopted on:

Revised on: 11 July 2016

Use of School Property for Posting Notices

Non-school related organizations may request permission of the building principal to display posters in the area reserved for community posters or to have flyers distributed to students.

Posters and/or flyers must be student oriented and have the sponsoring organization's name prominently displayed. The District will not permit the posting or distribution of any material that would:

- Disrupt the educational process;
- Violate the rights of others;
- Invade the privacy of others;
- Infringe on a copyright;
- Be obscene, vulgar or indecent; or
- Promote the use of drugs, alcohol, tobacco or certain products that create community concerns.

No commercial publication shall be posted on (inside or outside) school district property, or distributed to the students unless the purpose is to further a school activity such as graduation, class pictures or class rings.

If permission is granted to distribute materials, the organization must arrange to have copies delivered to the school. Distribution of the materials will be arranged by administration.

Policy History:

Adopted on:

Revised on: 11 July 2016

Use of School Property for Posting Notices

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Policy History:

Adopted on:

Revised on: 11 July 2016

Relations with Law Enforcement and Child Protective Agencies

The staff is primarily responsible for maintaining proper order and conduct in the schools. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law, occurring during school hours or at school activities. When there is substantial threat to the health and safety of students or others, such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs, or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

The District will strive to develop and maintain cooperative working relationships with law enforcement agencies. Procedures for cooperation between law enforcement, child protective, and school authorities will be established. Such procedures will be made available to affected staff and will be periodically revised.

Cross Reference: 4313 Disruption of School Operations

Legal Reference: § 20-1-206, MCA Disturbance of School - Penalty

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

COMMUNITY RELATIONS

4520

Cooperative Programs with Other Districts and Public Agencies

Whenever it appears to the economic, administrative and/or educational advantage of the District to participate in cooperative programs with other units of local government, the Superintendent will prepare and present for Board consideration an analysis of each cooperative proposal.

When formal cooperative agreements are developed, such agreements shall comply with requirements of the Interlocal Cooperation Act, with assurances that all parties to the agreement have legal authority to engage in the activities contemplated by the agreement.

The District may enter into an interlocal agreement providing for the sharing of teachers, specialists, superintendents or other professional persons licensed under Title 37, MCA. If the District shares a teacher or specialist with another district(s), the District's share of such teacher's or specialist's compensation will be based on the total number of instructional hours expended by the teacher or the specialist in the District.

Legal Reference: § 7-11-101, et seq., MCA
 § 20-7-451 through 456, MCA
 § 20-7-801, et seq., MCA

Interlocal Cooperation Act
Authorization to create full service
education cooperatives
Public recreation

Policy History:

Adopted on:

Revised on: 11 July 2016

Registered Sex Offenders

The State of Montana has determined that perpetrators of certain sex crimes pose a continuing threat to society as a whole even after completion of their criminal sentences. Recognizing that the safety and welfare of students is of paramount importance, the Poplar School District declares that, except in limited circumstances, Poplar School District property should be off limits to registered sex offenders.

The District hereby declares that no registered sex offender whose victim was a minor may come on, about or within 1,000 feet of any District owned buildings or property except as otherwise provided in this policy. If an administrator becomes aware that such a sex offender is on, about or within 1,000 feet of school property, the administrator shall direct the sex offender to leave the area immediately. The School Board authorizes the administrator to request the assistance of the appropriate law enforcement authorities to secure the removal of any registered sex offender from the area. If a registered sex offender disregards the terms of this policy or the directives of the school administrator, then the Superintendent is authorized to confer with counsel and to pursue such criminal or civil action as may be necessary to enforce compliance with this policy.

This policy shall not be construed to impose any duty upon any administrator or any other employee of the District to review the Sex Offender Registry or to screen individuals coming on or within 1,000 feet of school property to ascertain whether they are on the Registry. This policy shall only apply when administrators have actual knowledge that the person in question is on the Sex Offender Registry and that the offender's victim was a minor.

The provisions of this policy prohibiting a registered sex offender from coming on, about or within 1,000 feet of school property shall not apply in the event that a sex offender's name has been expunged from the Registry.

In the event that a registered sex offender whose victim was a minor has a child attending the District, the administrator shall be authorized to permit the individual to be present on school property with certain conditions in place.

Legal Reference: § 46-23-501, MCA Sexual or Violent Offender Registration Act
www.doj.mt.gov/svor/ Sexual or Violent Offender Registry

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

COMMUNITY RELATIONS

4700

Family Engagement

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

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

To the extent feasible and appropriate, the District will attempt to coordinate and integrate parent and family engagement strategies with other relevant federal, state, and local laws and programs, including but not limited to Title I programs.

Cross Reference: Board Policy 2160 Administrative Procedures

Legal Reference: § 10.55.701, ARM Board of Trustees

Policy History:

Adopted on:

Revised on: 11 July 2016
 21 October 2019



Poplar
School District

Action Agenda

Students First



Poplar
School District

Action Items 8.1-8.7

8.1: Personnel Report

8.2: Athletic Handbook

8.3: Waive Board Policy 3141 (Out of district)

8.4: Indian Policies and Procedures Policy 7231

8.5: Bus Routes Approval

8.6: SY26 OPI Budgeted Funds

8.7: 2nd reading Policies

Agenda Number 8.1: Personnel Report

POPLAR PUBLIC SCHOOLS 9&9B BOARD AGENDA FACT SHEET MEETING DATE: August 10, 2026

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

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached -

Fund -

Estimated Cost –

SAMPLE MOTION: *I move to accept the Personnel Report for August 10, 2026 as presented.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
C. Headdress						
M. Chapman						
K. Smoker						
J. Berger						

ACTION: Personnel Report

CERTIFIED STAFF				
NAME	FTE	POSITION	SUPERVISOR	EFFECTIVE DATE
Amy Benson	1	ES Teacher	John Wetsit	SY26/27
*Elizabeth Solberg	1	HS FCS	Frank Gourneau	SY26/27
Dakota Smith	1	6 th Grade Social Studies	Morgan Norgaard	SY26/27
John Seeb	1	HS Social Studies	Frank Gourneau	SY26/27

*Emergency authorization license

CLASSIFIED				
NAME	FTE	POSITION	SUPERVISOR	EFFECTIVE DATE
Alisha Iron Bear	1	SPED Para	P. Black/Admin	SY26/27
Dante Dionne	1	SPED Para	P. Black/Admin	SY26/27
Frances Eylander	1	SPED Para	P. Black/Admin	SY26/27
Manny Trueblood	1	ES Para	John Wetsit	SY26/27
Sam Youngman	1	HR/Superintendent Secretary	Keith Erickson	SY26/27
Anessa Day	1	ES Para	John Wetsit	SY26/27
Ericka Smail	1	SPED Para	P. Black/Admin	SY26/27

CO- AND EXTRACURRICULAR STAFF				
NAME	STIPEND	POSITION	SUPERVISOR	EFFECTIVE DATE
Lafon Copenhaver	\$3148.00	Jr. High Cross Country	F. Gourneau	SY26/27
*Jacob Berger	\$5847.00	High School Wrestling Head	B. Copenhaver	SY26/27
*Finesse Headdress	\$3148.00	Jr. High Cross Country	B. Copenhaver	SY26/27
Lyndsey Young	\$1349.00	History Club	B. Copenhaver	SY26/27

*Nepotism

Substitutes				
NAME	POSITION	Rate	Supervisor	Effective Date
Vivian Baker	District Sub	\$20.00	Admin	SY26/27
Jolene Gray Hawk	District Sub	\$20.00	Admin	SY26/27

HS Workers				
NAME	Hourly	POSITION	SUPERVISOR	EFFECTIVE DATE

Bus Driver				
NAME	Hourly	POSITION	SUPERVISOR	EFFECTIVE DATE

Volunteer				
NAME	Wage	POSITION	SUPERVISOR	EFFECTIVE DATE

INFORMATION

<i>IN-DISTRICT TRANSFER</i>			
Name	Position (from-to)	Supervisor	Effective Date

<i>RESIGNATIONS</i>		
Name	Position	Supervisor
Theresa Murray	ES-2 nd Grade	John Wetsit



Poplar
School District

POPLAR SCHOOL DISTRICT NEPOTISM NOTICE

NOTICE IS HEREBY GIVEN that pursuant to the requirements of § 2-2-302, MCA, the Board of Trustees of Poplar School Districts Nos. 9&9B intends to take action on the following matter at the Board Meeting to be held on August 10th, 2026, at 5:15 pm in the Poplar School District Central Office Board Room.

The possible employment of Jacob Berger for the high school head wrestling coach position and who is related to Trustee Jeff Berger by consanguinity (blood) within the fourth degree.

If you have any questions, comments or objections prior to said Board Meeting, please direct all such inquiries to:

Keith Erickson, Superintendent
Poplar School Districts Nos. 9&9B
Phone Number: (406) 768-6602.



POPLAR SCHOOL DISTRICT NEPOTISM NOTICE

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The possible employment of Finesse Headdress for a junior high wrestling position and who is related to Trustee Chris Headdress by consanguinity (blood) within the fourth degree.

If you have any questions, comments or objections prior to said Board Meeting, please direct all such inquiries to:

Keith Erickson, Superintendent
Poplar School Districts Nos. 9&9B
Phone Number: (406) 768-6602.

Agenda Number 8.2: Athletic Handbook

**POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 10, 2026**

SUMMARY: Approval for the athletic handbook for 26/27

SUPERINTENDENT'S ADVICE

Additional Information attached -
Fund -
Estimated Cost --

SAMPLE MOTION: *I move to approve the passage of the Poplar School District Athletic Handbook for 2026/2027.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
C. Headdress						
M. Chapman						
K. Smoker						
J. Berger						

STUDENT ACTIVITIES/ATHLETIC HANDBOOK POPLAR SCHOOL DISTRICT 2026-2027



Poplar Schools Athletics Mission Statement

The mission of Poplar Schools Athletics is to provide a positive, safe, and competitive athletic program that promotes the physical, mental, social, and emotional growth of every student-athlete. Through sports, we strive to develop character, integrity, discipline, teamwork, leadership, and respect while encouraging healthy lifestyles and lifelong learning.

Our student athletes are expected to represent Poplar Schools and our community with pride, sportsmanship, and excellence both on and off the field of play. We are committed to fostering an environment where dedication, perseverance, accountability, and respect for others prepare students for success in athletics, academics, and life.

POPLAR STUDENT ACTIVITIES/ATHLETIC HANDBOOK

SIGN-OFF

2026-2027 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 2026-2027 school year. I have read and understand the policies and procedures as outlined in the handbook and agree to follow and abide by said policies and procedures.
2. I have received a copy of the **Poplar School Identity Release Form** and agree to the terms outlined within.

Name of Student(s)

Parent Signature

Date

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

PLEASE RETURN THIS SIGN-OFF SHEET TO THE OFFICE.

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POPLAR SCHOOL DISTRICT ACTIVITIES-ATHLETIC HANDBOOK 2026-2027

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 then step 4. 4) The complaint is then referred to the Superintendent who will investigate the complaint and give a written response to the action sought by the complainant, if not resolved then; 5) The issue is taken to the School Board whose ruling is final.

Since you are working with students, you (as their advisor/coach) need to be cognizant of the rules as dictated by the parent/student handbook and by Board policy and District Standard Operating Procedures. This is your information source when dealing with student behavior.



Disciplinary Action

Disciplinary Action for coaches, advisors, participants will be handled by the District Activity Director and the Administration as per policy and expectations for any unreasonable and unethical behavior or lack of supervision. Any action taken will follow chain of command and due process procedures as well as use of all necessary documentation. In the event of continued noncompliance or “flagrant disregards” formal and immediate action may be required. If a student is ejected from a MHSA competition for unsportsmanlike conduct, they will not participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition.

- **Sportsmanship (MHSA Handbook p. 26-27)**

Section (33) SPORTSMANSHIP GUIDELINES

- A. Statement of philosophy: The Montana High School Association has established policies, expectations and responsibilities which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner. The coach represents the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

- B. Code of Conduct: A coach will be in violation of the standards for good sportsmanship established by the Montana High School Association by:
1. Making degrading/critical remarks about officials during or after a contest either at the competition site, from the bench, in the locker area or through any public news media;
 2. Arguing with officials or going through motions indicating dislike/disdain for a decision;
 3. Detaining the officials following a contest to request or argue a ruling or explanation of actions by the official;
 4. Being ejected from a contest;
 5. Physically assaulting an official.

GENERAL INFORMATION RELATING TO POLICIES

ACADEMIC ELIGIBILITY FOR PARTICIPATION

Poplar School District will follow the eligibility rules as set forth by the Montana High School Association which reads as follows:

- 1) **MHSA Requirement:** A student must be enrolled and have received a passing grade (D-) in at least twenty (20) periods (4 classes) of prepared class work or its equivalent in the last previous semester in which the student was in attendance. Failure to meet this requirement will result in one (1) semester of ineligibility. A home school student is not eligible to participate for an MHSA member school. (Article II, Section (2) Eligibility, MHSA handbook)
- 2) 8th graders are allowed to participate in Poplar High School Athletics and will follow the same academic guidelines as those students in grades 9-12.

Poplar Schools further stipulate:

- 2) **Poplar High School Requirement:** Grade checks will commence at the quarter and midterm. Any student who receives an "F" in any class will be deemed ineligible. The weekly "F" policy process will be as follows: Grades will be checked the following Monday after the eligibility report is ran. The student needs to receive a passing grade the following Monday in the class they are currently ineligible in. If the student is not eligible they will once again be ineligible until the following Monday. The ineligible report will continue to be ran every Monday until the next grading period (Mid-term, quarter, and semester). If the student is still not eligible in that class at the next grading period they will be deemed ineligible for the remainder of that season. We strongly parents/students to monitor "Infinite Campus" to receive updates their grades. It is very important to note that the student is ONLY ineligible from the grading period-they cannot be deemed ineligible in any other class when the weekly "F" report is ran.

All student athletes' grades will be checked at a designated progress mark date by the athletic director/admin. Students placed in either academic probation or academic suspension will formulate an education plan (steps/goals/etc.) with the teacher(s) that will have a goal of getting out of either probation or suspension.

Academic Probation: student can still participate in activities but must follow steps. Student can still practice.

Academic Suspension: student is ineligible to participate in activities and must follow steps. Student will have opportunities to get out of Academic Suspension by having all passing grades. Student can still practice.

1 Failing Grade (Academic Probation)

- Student is placed on academic probation while participating in activity
- Student has 1 week to raise the grade from failing to non-failing.

- Mandatory tutoring – must attend 3 hours of tutoring for the week (only if 1 failing grade)
- Failure to attend practice and tutoring will result in loss of eligibility for the remainder of the grading period.
- Failure to raise the grade to passing will place the student on academic suspension but must still comply with 3 hours of tutoring

2 or more Failing grades (Academic Suspension)

- Loss of eligibility immediately and student is placed on academic suspension
- Students grade will be checked weekly after one week of being ineligible to see if they are passing in all classes
- Mandatory tutoring – must attend 5 hours of tutoring for the week (only if 2 or more failing grades)
- Failure to attend practice and tutoring will result in loss of eligibility for the remainder of the grading period.

It will be mandatory for all student/athletes with one or more failing grade to attend after school tutoring until he/she is 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 to monitor “Infinite Campus” to receive updates on their grades.

Activities Philosophy

ACTIVITIES PHILOSOPHY

It is our philosophy that participation in co-curricular activities is an integral and vital part of the total educational program.

The clubs, activities, and athletics provided by Poplar School District shall afford opportunities for students to involve themselves outside the classroom. Besides providing these programs, the District encourages student involvement because it benefits both the individual student and the school. The student derives cooperation, dedication, personal pride and ownership, sense of purpose, enhanced self-worth, loyalty, success and recognition, physical and social development, and a wholesome use of time.

Student interest leads to pride in school, citizenship, leadership, democratic experience, and character development. Teamwork, sportsmanship, and respect for others' rights and views are advanced.

Therefore, we believe it is the responsibility of the District to identify and maintain a mix of activities that motivates an optimum number of students without encroaching on one another. It is further incumbent upon the District to encourage participation by students for the above-mentioned reasons and their synergistic effect on the school community.

Finally, we believe that these activities are not an end in themselves, but vehicles to work with students. We want to “win” not for “winning's sake,” but because the desire to excel is a worthwhile lifetime goal. We do not subscribe to a “winning at all costs” philosophy. We value the importance of good sportsmanship, giving one's best effort, winning humbly, and losing with grace. We believe it is not the score that makes one a “winner” or a “loser”.

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 MHSAA.

Age Rule – MHSAA

Section (7) AGE RULE

7.1 No student is eligible to participate in an Association contest who has become nineteen (19) years old on or before midnight, August 31, of a given year. Therefore, a student who becomes nineteen (19) years old after midnight, August 31, of a given year, will be permitted to compete in all Association contests throughout that school year, under the provisions of this section.

Assumption of Risk Statement

Liability: The coach/advisor/director, any other member of the school staff, or any member of the Board of Trustees will not be held liable or responsible in case of an accident incurred during practice, games, meets, matches, tournaments, concerts, or trips supervised by Poplar Public Schools. Each parent or guardian will be responsible to sign an "assumption of risk" statement indicating that the parents/guardians assume all risks for injuries resulting from such participation. [Board Policy 2151]

Attendance the Day of an Activity

School Absences: Absences from school and participation in practices, games, meets or performances.

- If you are absent from school for a school sponsored event you can practice, play in a game, or take part in a performance that day.
- If you are absent from school for a limited number of periods for a medical, dental, optometrist, etc. appointment you can participate with approval from the administration (principal, vice principal, or the activities director). A written excuse from the doctor is required.
- You may attend practice, play in games, or participate in performances with administrative approval if absent for a court appearance, bereavement, a family emergency, or some other reason deemed acceptable by the administration.
- If you are home sick and do not come to school for all or part of the day or are absent from any class (excused or unexcused) you cannot practice, play, or participate in performances/games. It is not in the best interest of our participants to be practicing when sick.
- If you are in school but are absent from class for reasons deemed unexcused, you may not participate in games, practices, or performances that day.
- Unforeseen circumstances (i.e. weather, school cancellation) will be handled on a case by case basis by the administration.

School Suspension: School suspension means the exclusion of a student from attending individual classes or school **and participating in school activities** for an initial period not to exceed ten (10) school days. This will be treated as an unexcused absence from the activity. A student who is suspended will not be able to practice during the time they are suspended from school. Poplar Schools has zero tolerance for athletes/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 doctors excuse be provided in writing when the student is absent from practice.

Bullying, Harassment, Intimidation, Hazing Policy

HAZING, BULLYING, HARASSMENT & INTIMIDATION

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. **(School Board Policy #3226)**

“Hazing” includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Creating a hostile educational environment, or;
- d. Substantially and materially disrupts the orderly operation of a school.

Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDA, social media or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the

building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

Exhaustion of Administrative Remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

SEX BASED 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 phone use by students

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

Activity Trips:

During activity trips students are permitted to bring their phones but can use them for emergencies only. On travel to a scheduled event cell phones are prohibited (including buses). On overnight trips cell phone usage is prohibited after 10 PM. Further stipulations by head coaches may be imposed for cell phone usage while on away/overnight trips.

Code of Conduct

Extra - and Co - Curricular Chemical Use Policy

Students participating in extra- and co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, purchase, or distribute alcohol, tobacco products, alternative nicotine and vapor products, or illegal drugs or abuse prescription or non-prescription drugs during their extracurricular seasons.

This policy applies to middle and high school students who are involved in the extra- and co-curricular activities program.

College Recruiting

Coaches are encouraged to promote their athletes for scholarships whenever possible, however this should be done after consultation with parents.

Documentation of all contacts with representatives of secondary institutions should be forwarded to the Activities Director.

When counseling athletes or their parents, coaches should inform them of NCAA student-athlete eligibility requirements.

Code of Ethics

ACTIVITY CODE OF ETHICS:

It is the duty of everyone involved in school activities, participant or sponsor, to:

- 1) Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- 2) Eliminate all possibilities which tend to destroy the best values of the activity.
- 3) Stress the values derived from participating in activities.
- 4) Show cordial courtesy to visitors and officials.
- 5) Respect the integrity and judgment of sports officials.
- 6) Achieve a thorough understanding of the activity and its rules.
- 7) Encourage leadership and good judgment.
- 8) Recognize that the purpose of activities is to promote the physical, mental, social, and emotional well-being of all involved.
- 9) Remember ... no competition is a matter of life or death for participants, coach, school, official, fan or community.
- 10) Keep an open line of communication between participant and coach/sponsor.
- 11) Hazing, harassment, bullying, intimidation on the part of students, staff, or a third party (fan or student attending event) will not be tolerated. Activities are an extension of the classroom and a violation will be treated as such and dealt with as stated in the student and staff handbooks.
- 12) Realize that your failure as a student participant to abide by the code of ethics may result in your removal from the event, activity, and/or disciplinary action.
- 13) Students, who participate in athletics and/or activities where a student receives an award or advances as an individual or as part of team through levels of interscholastic competition, will be part of the drug testing program as outlined in Poplar District Drug Policy.

Contact Numbers

Poplar Schools District Office (406) 768-6601
Poplar High School (406) 768-6833
Poplar Middle School (406) 768-6733
Poplar Elementary School (406) 768-6633

Concussion Education and Compliance

Concussion Form: All participants and their parent/guardian must initial all the required information on the concussion form and have it completed before the student may begin practice.

A Fact Sheet for **ATHLETES**

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.

- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:

- > The right equipment for the game, position, or activity
- > Worn correctly and fit well
- > Used every time you play

A Fact Sheet for **PARENT**

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position

- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussions.

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.

2. Keep your child out of play. Concussions take time to heal. Don’t let your child return to play until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

3. Tell your child’s coach about any recent concussion. Coaches should know if your child had a recent concussion in ANY sport. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

Remember, when in doubt, sit them out!
It's better to miss one game than the whole season.

Be Prepared

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

SIGNS AND SYMPTOMS OF A CONCUSSION

SIGNS OBSERVED BY PARENTS OR GUARDIANS	SYMPTOMS REPORTED BY YOUR CHILD OR TEEN	
•Appears dazed or stunned •Is confused about events •Answers questions slowly •Repeats questions •Can't recall events prior to the hit, bump, or fall •Can't recall events after the hit, bump, or fall •Loses consciousness (even briefly) •Shows behavior or personality changes •Forgets class schedule or assignments	<u>Thinking/Remembering:</u> •Difficulty thinking clearly •Difficulty concentrating or remembering •Feeling more slowed down •Feeling sluggish, hazy, foggy, or groggy <u>Physical:</u> •Headache or “pressure” in head •Nausea or vomiting •Balance problems or dizziness •Fatigue or feeling tired •Blurry or double vision •Sensitivity to light or noise •Numbness or tingling •Does not “feel right”	<u>Emotional:</u> •Irritable •Sad •More emotional than usual •Nervous <u>Sleep*:</u> •Drowsy •Sleeps less than usual •Sleeps more than usual •Has trouble falling asleep <i>*Only ask about sleep symptoms if the injury occurred on a prior day.</i>

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.

Tryouts and Team Selection for team sports

The purpose of this section is to establish a fair, consistent, and transparent process for team tryouts and player selection. This policy is designed to support the educational and athletic mission of the district, promote sportsmanship, and maintain the integrity of the athletic program.

Tryout Participation:

1. All student-athletes must meet district and Montana High School Association (MHSA) eligibility requirements to participate in all high school sports.
2. Attendance at all scheduled tryout sessions and practices is mandatory unless excused by the coach or athletic director for legitimate reasons (e.g., illness, family emergency, medical reasons, documentation needed). Those who are not cleared for medical purposes will have to wait to try out until medically cleared with documentation.
3. Student athletes out due to medically documented reason(s) are exempt and will be allowed to try out for all teams and placement of individual will be at the discretion of the coaches once student is cleared for play. They could still be cut at the discretion of the coaches.
4. Student athletes will be evaluated on the following criteria:
 - Skills and game understanding associated with specific sport
 - Effort, work ethic, and conditioning
 - Coachability and attitude

- Teamwork and communication
- Athleticism and potential
- Attendance and tardiness
- Commitment to academic and behavioral expectations (grades and class attendance)

Selection/Cut Process:

1. Team selection is based on a comprehensive evaluation conducted by the coaching staff.
2. The head coach has the sole and final authority to determine the composition of the team roster.
3. The number of players selected will be determined by factors including, but not limited to, roster size limitations, competitive needs, and player safety considerations.
4. Participation in tryouts does not guarantee placement on a team.
5. There is a possibility that cuts may happen with the number of athletes joining that will determine if cuts take place.
6. For future development of younger athletes' seniors will not be able to play/participate in lower levels below Varsity (such as JV and C squad). Also, Juniors will not be able to participate in C squad. Although a decision can be made by coaching staff and administration to accommodate some students such as special needs/etc. prior to the season starting. Also, the number of athletes will be taken into consideration as well to be able to field teams.

Notification of Team Selection:

1. Coaches will communicate roster decisions in a professional and respectful manner.
2. Student athletes not selected for the team will be provided with the opportunity to receive feedback regarding areas for improvement.
3. In the interest of student growth and accountability, communication regarding team selection shall occur directly between the student-athlete and the coach, not between parents and the coaching staff.

Parent and Guardian Involvement:

1. Parents or guardians may request a meeting with the coach only to discuss their students' personal development within the program.
2. Meetings intended to question or dispute coaching decisions, playing time, or team selection will not be granted.
3. Parents, guardians, and community members are expected to uphold the district's standards of respect and sportsmanship. Any behavior deemed inappropriate, harassed, or undermining to the program or coaching staff may result in disciplinary action or removal from athletic events.

Administrative Support:

1. The district and athletic department fully support the authority of the coaching staff to make roster decisions based on their professional judgment.

District/Building General Office Hours (Optional)

High School Office hours are: Monday-Thursday, 8:00 A.M. – 4:00 P.M. Friday 8:00 A.M. – 3:00 P.M.

At 8:45 A.M. the doors will be locked. There is a phone in the main office for students' use. The purpose of this phone is strictly for parental/guardian contact. When parents/guardians call the school, messages will be taken for a return call during non-instructional time. If it is an emergency, a student will be pulled from class. We do not relay messages from non-parents calling for non-family business, nor do we acknowledge that the student attends this school for privacy and safety reasons.

Dress and Grooming

Coaches/sponsors/advisors are hereby encouraged and authorized to establish exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole.

Such standards and/or practices must be of a reasonable nature, appropriate to the group's activity and reflect positively on the image of the group and school.

Further, these standards and/or practices must be made known to all potential members at the beginning of the activity season for that group (or sooner if possible).

Drug/Alcohol/Tobacco Policy

The Athletic Department, in compliance with school policy, prohibits the use/abuse of tobacco, alcohol, and drugs of any form at any time. The training rules also extend beyond school time, school grounds, and school functions during the athletic season whether they are in sports and/or clubs. We, as a department, feel that abstinence should be a way of life in and out of school.

Definition of a violation: "A violation of the Poplar High School Alcohol, Tobacco and Drug Use Policy is any drug, tobacco, or alcohol related incident, which occurs on or off school premises or at school sponsored functions.

A violation includes:

- Purchase of alcohol, tobacco, or drugs
- Use of alcohol, tobacco, or drugs
- Possession of alcohol, tobacco, or drugs
- Being under the influence of alcohol, tobacco or drugs or testing to a positive swab or Urine Analysis (UA)
- Being at a function/gathering in which an illegal substance is possessed or used
- Dealing in alcohol, tobacco, or other drugs
- Possession of devices specifically or reasonably associated with alcohol or tobacco or drug use.
- The refusal of a student to cooperate fully by submitting to a request of a UA. Any refusal will result in an automatic positive. Failure to urinate within 60 minutes results in a failed test. Tampering with urine will also result in automatic fail (ex: adding fluids to test)

- Student admission will be an automatic positive/violation of this policy whether it is use of drugs, alcohol, and/or tobacco.
- A court conviction involving alcohol and/or other drugs will constitute a violation of training rules.

PROBATION: student can still fully participate but must comply and follow guidelines set forth

SUSPENSION: student can only participate in practice but not competitions and must comply and follow guidelines set forth

For purposes of the Poplar Junior High School or Poplar High School athletic program, the definition of a violation will include the out of school hours throughout a sports season. All violators are to be reported to the athletic director and/or principal. Coaches must report violations and are not to handle violations on an individual basis. In addition, the principal, dean of students, and members of the faculty have the responsibility to report violations promptly to the athletic director. Any person may report violations.

Follow-up action may require the commitment and or identification of the individual(s) reporting the incident to participate in due process hearings. Violations during the sport season are addressed for all individuals in the same manner with fairness, and firmness of the student and team involved. Violations of drugs, tobacco, and alcohol will be accumulative for that academic school year meaning they reset each year. Any decisions are at the discretion of the licensed addiction counselor/athletic director/administrator.

Sports Season: Fall, winter, and spring seasons begin on the first day of practice/participation allowed by the MHSA/Poplar High School/Jr High, and end as soon as the student leaves Poplar High School/Jr High property after the final competition for that activity. Activities listed within the 2nd Semester will be from the 1st day of the Semester to the final day of competition for that activity. Testing will be conducted for students under suspicion and that have been reported.

CONSEQUENCES (Tobacco/Vapes)

First Offense:

- Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).
- 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).
- 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.
- Student will be allowed to practice and participate but must comply with all coaching rules and expectations along with B and C above. Failure to meet or work toward meeting B/C will also prohibit the student from participating on any other athletic team until obligation has been met and will move student from probation to suspension. Student must complete specific requirements by counselor and athletic director to be removed from suspension.

Second and Third Offense:

Follow A, B, C, D from first offense. Only addition will be on section B, 5 added days per offense after the first offense. (Ex: Second offense-15 pupil instruction days, Third Offense-20 pupil instruction days)

Fourth Offense:

- Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).

B. Suspension from participating in extracurricular events for the remainder of school year.

CONSEQUENCES (Alcohol/Drugs/Drug Testing)

Any violation of drugs will result in the student/athlete being tested at the discretion of the school (nurse, admin, AD, etc.). A violation of alcohol will not mean the student will need to take a drug test other than as assigned by the athletic director for an activity/random test. Alcohol and drug violations both run concurrently so a violation of drugs and then alcohol will result in 2nd offense. The consequences afforded the student/athlete for violation of the training rules of the Poplar High School/Junior High School Athletic Department shall be consistent with school policy for alcohol, tobacco, and drug use, and will include the following conditions:

TESTING: students under suspicion of being under the influence of alcohol or drugs will be tested

REFUSAL: refusal of drug test will be an automatic positive result.

First Offense:

A. Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).

B. Probation from the current and/or next activity for fifteen (15) pupil instruction days, to begin immediately upon violation of this policy (or at the discretion of administration).

C. Student must attend all practice sessions during those fifteen (15) pupil instruction days. Student and parent/guardian will sign a contract for the student to attend and complete drug and alcohol counseling/sessions and complete an evaluation (Poplar Schools can refer student/and parent to a licensed addiction counselor). The completion of the drug and alcohol program will be determined by the counselor in accordance with athletic director. Parent/Guardian may be required to attend one session. The student must complete a negative drug test after the fifteen (15) pupil instruction days.

D. Student will automatically be included in Poplar School Districts drug testing program if it was a drug violation. It is to be understood that Poplar School District reserves the right to drug test any student at any time who has violated the drug policy. Student will be allowed to practice and participate but must comply with all coaching rules and expectations along with B and C above. Failure to meet or work toward meeting B/C will also prohibit the student from participating on any other athletic team until obligation has been met and will move student from probation to suspension. Student must complete specific requirements by counselor and athletic director to be removed from suspension.

F. Student will automatically be subject to drug testing at the discretion of the athletic director/admin/school.

Second Offense:

Follow A, B, C, D from first offense. Only addition will be on section B, 5 added days for the second offense after the first offense. (Ex: Second offense-20 pupil instruction days)

Third offense:

A. Meeting of student, parent, coach/sponsor, and/or school administrator.

B. Suspension for the current and/or next activity for a minimum of twenty (20) pupil instruction days to begin immediately upon violation of this policy (or at the discretion of administration). At the discretion of the licensed addiction counselor/athletic director a student may be suspended for more than 20 pupil instruction days dependent upon if further care is needed and or the participation of the athlete needs to take more days due to various reasons.

C. Referral for professional help (Poplar Schools does have options for students and chemical dependency). If a student refuses chemical dependency services from Poplar School District any cost involved will be the responsibility of the parent/guardian or student.

D. Student may not resume competition until B/C above is completed. Student will be allowed to practice but must comply with all coaching rules and expectations. Failure to meet or work toward meeting B/C will also prohibit the student from participating on any other athletic team until obligation has been met. Failure to follow B/C will result in automatic suspension from current activity and any other activity for remainder of career until it has been completed.

E. Student will automatically be subject to drug testing at the discretion of the athletic director/admin/school.

Fourth Offense:

A. Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).

B. Suspension from participating in extracurricular events for the remainder of school year.

Testing Procedures

1. No student will be given advanced notice of testing.

2. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or the follow-up test, a student will be required to provide a sample of fresh urine, according to the quality control standards and policy of the laboratory conducting the urinalysis.

3. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to twenty-four (24) ounces of fluid. If still unable to produce a specimen within two (2) hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parent's/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.

4. There is a head strip of each of the specimen bottles, indicating the validity of the urine specimen by temperature. All specimens registering below 90.5 degrees Fahrenheit will be invalid. If this occurs, another specimen must be given by the student.

5. If it is proven that tampering or cheating has occurred during the collection, the student will be ineligible for all the extracurricular activities for the remainder of the school year. This will be reported by the parent/guardian.

6. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.

7. The specimen will be tested by the school nurse. If the test is positive the specimen will be sent to a testing laboratory for confirmation. The specimen will be tested for alcohol, nicotine, and street drugs (which may include all drugs listed as controlled substances under the laws of the State of Montana). Also, performance enhancing drugs such as steroids may be tested.

18. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and Joint Commission of Accreditation of Healthcare Organizations (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 contain the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed to the principal/administrative designee with no name attached, only the student's random identification number will appear on the results sheet.

Test Procedure Results

This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.

2. The principal/administrative designee will be notified of a student testing positive (that is if the test shows that drug residues are in the student's system after using at least two (2) different types of

analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a positive test has been satisfactorily explained.

3. If the test is verified positive, the principal/administrative designee will meet with the student and his/her parent/guardian at the school. The student will be immediately suspended from activities for 10 pupil instruction days. The student must still practice. The student will complete a chemical evaluation and program offered by the Poplar Public Schools. The student will be prevented from participation in extracurricular activities until after a follow-up test is requested by the principal/administrative designee and the results are reported.

4. A follow-up test will be requested by the principal/administrative designee after 10 pupil instruction days if the student completes the chemical evaluation and program. Refusal to complete the program/evaluation will result in the student removed from the team for remainder of the season. If this follow-up test is negative, the student will be allowed to resume extracurricular activities. If a second positive result is obtained from the follow-up test or any later test of that participant the student will be immediately suspended again from the activity for 30 pupil instruction days and will be required to complete another evaluation and chemical dependency program. **In addition**, the District reserves the right to continue testing, at any time during the remaining school year, any participating student who tested positive and did not make satisfactory explanation.

5. A third-follow up test will be requested by the administration/designee when they feel that the student has made satisfactory gains in their chemical dependency program. The minimum amount of time from the 2nd to 3rd test will be 30 pupil instruction days. If the administration/designee feels that third follow-up test is not warranted it will not be issued. A failed 3rd test will result in removal from all athletic/extracurricular activities for 90 pupil instruction days. A parent/guardian will have the opportunity to contest the 90 days suspension. Only the Poplar School Board can overturn a 90 day suspension from all activities due to a third failed drug test.

5. Information on a verified positive test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested. (Poplar School District P. 103 STUDENTS 3350)

6. Drug testing result sheets will be returned to the principal/administrative designee, identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/administrative designee has access.

Financial Responsibility

1. Under this policy, the District will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow-up drug tests. (Once a student has a verified positive test result and has subsequently tested negative from a follow-up test, any future follow-up drug test that must be conducted will be paid for the student 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.

Dual Activity in a Season

The Poplar School District School District believes dual participation in athletic activities often puts a strain on other areas of the student's involvement (academic, athletic, social/emotional). In order for students to participate in dual activities the decision must be confirmed by the coaches/directors of both sports and the athletic director. It is highly recommended that students give 100% commitment to a single sport.

QUALIFYING ACTIVITY PREFERENCE

At any time a student is participating in multiple school-sponsored activities and more than one activity falls on the same day, the participant will attend and participate in the activity that is a state level competition or qualifying activity (districts/divisionals regionals) for future participation.

Extra-Curricular Activities Offered

Poplar Schools believe that offering extracurricular activities at the elementary age is critical to building and sustaining good programs. The activities offered will adhere to the Federal Title IX mandate. Offerings will be made at the end each school year to the Poplar School District Superintendent through the Athletic Director.

ELEMENTARY ACTIVITIES: Cross Country, Basketball, Volleyball, Flag Football

MIDDLE/JR HIGH SCHOOL ACTIVITIES: Cross Country, Volleyball, Wrestling, Football, Cheerleading, Basketball, Track and Field

HIGH SCHOOL ACTIVITIES: Cross Country, Wrestling, Volleyball, Football, Cheerleading, Speech and Drama, Basketball, Track and Field, Tennis, Golf, Tennis, Flag Football

Homeless Student Rights

Our school and school district provide equal access and comparable services to all students. A homeless student's residence is determined by the residence of the parent/guardian. A homeless student must meet all MHSA eligibility criteria for participation in any MHSA sanctioned activity. Contact the school districts Homeless Liaison and Activity Director for further assistance.

Keith Erickson

Homeless Liaison

Poplar Public Schools

Box 458

Poplar, MT 59255

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 teams' first competition.

Participation Fee (Districts Collection & Tracking)

A participation fee at Poplar School District is not required by any athlete at any grade level.

Physical Exams (MHSA Form)

MHSA Handbook: ARTICLE II Section (3) Physical Exam

A physical examination is required for each student in order to be considered eligible and to be approved for participation in an Association Contest. Physical examinations **must** be completed prior to the first day of practice. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation the following school year. The physical examination form developed by the MHSA Medical Advisory Committee and approved by the MHSA Executive Board must be used. A current form may be obtained from the school office or from the medical office giving the physical.

A physical examination is required for each student in order to be considered eligible to participate in an association contest. This exam must be certified by a medical doctor for the current school year." (MHSA Handbook Article II Section III). The cost of the physical exam is the responsibility of the student athlete and his/her parents.

Permission to Participate (Collected Annually)

STUDENT PERMISSION TO PARTICIPATE

I hereby give my consent for _____ (student) to participate for Poplar Public Schools in the following Activities: Please mark all boxes for activities you will be in for entire school year on the back of this form.

I also give _____ (student) permission to ride school-sponsored transportation to/from any activity taking place away from [insert school district]. I hereby also give the school permission to seek first aid treatment and medical services if necessary for the student listed above, should an emergency arise and with the understanding that there will be no financial obligation on the part of the school.

Date _____

Student Signature

Date _____

Parent/Guardian Signature

Student allergies to medication: _____

Student Date of Birth: _____

Home Phone: _____ Emergency Phone _____

Schools Sponsored Trips

Student participation on intra and extracurricular trips is subject to eligibility requirements. (See Activity Eligibility.) Students participating in school sponsored trips, whether for the day or overnight, are regarded by Poplar School and the public as representatives of the school system. As representatives of the school system, public image is projected by the conduct, the attitudes and the reputations of those students who take a leading role in intra- and extra-curricular activities. Therefore, student participants must comply with rules of the school system, the rules of their coaches or advisors, and the civil laws of society.

Student conduct on any school sponsored trip that does not adhere to the reasonable standards established will be dealt with in a timely manner by the coach/advisor and administration. If there is a violation of any of these rules while on school sponsored trips the student could face the following: suspension from the team, discipline/suspension from school, and possible criminal action. Parents will be notified of any incident concerning their child on a school sponsored trip by the coach/advisor and/or administration.

Opportunities may occur for junior high students to attend high school co-curricular or extracurricular overnight events. Consideration for approval will be made on a case by case basis by administration at the request of the advisor or coach. And additional chaperone may be required in the event that junior high and high school students are traveling together overnight.

Student Sign Out Sheet (protocol when students request to leave site)

Students are not permitted to leave the facility in which their coach/sponsor is present without specific permission from their coach/sponsor in advance of the student's departure. When permission is granted to leave the facility by the coach/sponsor, the student(s) must sign out with the coach/sponsor when leaving and sign back in upon their return. Any student who leaves the designated site without coach/sponsor approval will immediately be suspended from the team/activity on site and will not participate in the activity. The length of the suspension will be determined by the athletic director. Students leaving the designated location on away trips creates a safety issue that will not be tolerated by Poplar School District.

Prior Authorization to release a student:

If a student-athlete chooses to ride home after an event with their parent/legal guardian, the signing of the Poplar athletic handbook acknowledges the parent/legal guardian right to do so. No pre-authorization form is needed if the receipt of this handbook is completed.

For a student-athlete who chooses to ride home with someone other than their parent/legal guardian a prior authorization form MUST be filled out prior to the student-athlete being released to the parent/legal guardian. These forms can be found in the middle school and high school office. They must be signed by parent AND the building principal/athletic director.

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.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities, 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.**

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated any handbook or 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.

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 questioned by the principal.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities the parent and student will be notified of the date and time the Board will consider the recommendation. It is critically important that parents, guardians, and/or 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 pending school board approval. **Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities.**

Policy Duration

This policy/handbook 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 yearly, 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.

Travel Rules, Regulations and Procedure

Travel Requirements: All participants must travel to and return from all out of town activities with the team unless prior written permission is asked by their parents and granted by the administration. **Participants will be released to travel with their parent/guardian only, after signing out with their coach/sponsor.**

ACTIVITY TRANSPORTATION

Because of the legal implications regarding school district responsibilities and liability for any student involved as a participant in a school sponsored extracurricular activity, participating students will be required to ride school-sponsored transportation to and from any activity taking place away from Poplar. This will apply to any student who is a member of a team, music group, cheerleading squad, pep bus or any other school-sponsored activity involving students as assigned participants. It does not include student spectators, except those riding on a pep bus.

The only exception will be a written request by a parent for their son/daughter to ride with THEM to/from the activity. The parents must SEE the coach/sponsor and sign a release at the time of the request. If for some reason, the parent may want the student to LEAVE an activity with someone other

than themselves, a request must be made in writing PRIOR to the scheduled activity and must be pre-approved by the activities director or another Poplar_Schools administrator.

Any person providing transportation for student activity members, with a specific request from the parent as previously outlined, must meet one of the following qualifications:

- 1) An immediate family member; sister/brother, grandparent, and/or adult 21 years or older. This person(s) must SEE the coach/sponsor and sign the student out prior to leaving the activity.

Any participant who arrives late for a coach's/sponsor's announced leave time will NOT be allowed to participate in the activity for that day.

Transporting students with Personal Vehicles

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff members may use a private vehicle for district business without permission from the administration. Before transporting any students, the owner of any private vehicle must provide proof of sufficient liability insurance, current registration and a current Montana driver's license. A driver may only transport the number of students as there are seatbelts in his/her vehicle. If a staff member doesn't have prior approval to transports students they subject to disciplinary action by the administration.

Transportation To/From a Contests

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Transportation of students to and from co-curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy. Students will travel with district approved vehicles (Bus, Van, etc...) to school sponsored events. Transporting students in private vehicles to school sponsored events is not permitted.

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle, or a district-owned vehicle.

Transportation To/From Practice (Co-ops-If needed)

TRANSPORTATION

- a. Practice: It will be the sole responsibility of the visiting school to ensure that students are transported to practice. School personnel must transport the students. Any Volunteer that is transporting students must be cleared through policy. At no time are students to themselves to/from practice. All practice trips will be equalized as close as practical between the two schools.
- b. Each school will be responsible for all costs for transporting the students to and from practice.
- c. All additional transportation costs will be split 50/50.
- d. Students are not allowed to ride to or from competitions with anyone but their own parents or guardians. They may ride with their parents or guardians only if they have asked for and been granted permission by the Administration by providing a note requesting permission to ride with parents, to the Activities office prior to the trip. Exceptions can be made on a case by case basis by the Head Coach/Coach during a competition/away game if proper documentation is received to the Head Coach/Coach.

Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras.

The Superintendent will notify staff and students, through staff and student handbooks or by other means, which video surveillance may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention. Audio will not be part of the video recordings made, reviewed, or stored by the District.

Student-Athlete & Parent/Legal Guardian Concussion Statement

Because of the passage of the Dylan Steigers' Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student-athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete's parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athletes participation during the designated school year. The law further states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed health care provider.

Student-Athlete Name: _____

This form must be completed for each student-athlete, even if there are multiple student-athletes in each household.

Parent/Legal Guardian Name(s): _____

☐ We have read the *Student-Athlete & Parent/Legal Guardian Concussion Information Sheet*.

If true, please check box

After reading the information sheet, I am aware of the following information:

Student-Athlete Initials		Parent/Legal Guardian Initials
	A concussion is a brain injury, which should be reported to my parents, my coach(s), or a medical professional if one is available.	
	A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance.	
	A concussion cannot be "seen." Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.	
	I will tell my parents, my coach, and/or a medical professional about my injuries and illnesses.	N/A
	If I think a teammate has a concussion, I should tell my coach(es), parents, or licensed health care professional about the concussion.	N/A

	I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.	N/A
	I will/my child will need written permission from a licensed health care professional to return to play or practice after a concussion.	
	After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away.	
	Sometimes, repeat concussions can cause serious and long-lasting problems.	
	I have read the concussion symptoms on the Concussion fact sheet.	

Signature of Student-Athlete

Date

Signature of Parent/Legal Guardian

Date



Drug Free Schools Program Consent and Release Form

I, _____ (student's name), have read the Drug Free schools information provided and agree to abide by the Poplar School Districts Drug Free Schools Program rules and regulations. I understand that I will not be penalized in any way for participating in this program.

_____ (student initials) I volunteer to submit to drug testing in accordance with the rules and regulations of the Drug Free Schools Program.

I do hereby give consent to the Poplar School District to collect a specimen from me, and I further give my consent to the Poplar School District to forward the sample(s) to the testing laboratory for its performance of appropriate tests thereon to identify the presence of drugs and then to transmit the results to the Poplar School Districts school nurse/administrations/athletic director.

I authorize the testing laboratory or PSD to release test results to the individual(s) in charge of adhering to the programs rules and regulations.

I also expressly authorize the Poplar School District to release any test-related information, including positive results as directed by my specific, written consent authorizing release of the information to an identified person.

I understand that refusal to submit to testing or a positive adulterated test result will be reported to the parent, administration, and/or athletic director.

Student Name: _____

Student Signature: _____

Parent Signature: _____ Date: _____

POPLAR SCHOOL DISTRICT WAIVER/INSURANCE FORM

LAST NAME: _____ FIRST NAME: _____

POPLAR SCHOOL DISTRICT ATHLETIC WARNING STATEMENT & CONSENT TO PARTICIPATE

As an athlete / athletic parent in the PSD Athletic program, I / We understand that participation in any sport can be a dangerous activity involving **MANY RISKS TO INJURY**. I / We further understand that there are serious risks including and not limited to brain damage, cardiac arrest, serious injury to internal organs and to bones, joints, ligaments, muscles, tendons, and other serious injury or impairment to other aspects of the athlete's general health and well-being. I / We understand that the dangers and risks of participating in sports also include the potentially high cost of medical care and impairment of the athlete's future ability to earn a living, to engage in other business, social and recreational activities, and generally enjoy life. Recognizing these risks, I / We consent to the participation of my / our son / daughter in the sports program offered by PSD. I / We also agree to comply with all rules, regulations, and recommendations of administrators, coaches, athletic trainers and doctors concerning injury prevention and care. I / We hereby grant consent to any and all health care providers designated by Poplar School District to provide my child any necessary medical care as a result of any injury / illness. I / We consent to participation in all sports that are offered by Poplar School District.

Signature of Parent / Guardian: _____

Signature of Student: _____

EMERGENCY INFORMATION

Parent / Guardian Name: _____ Contact Number: _____

Secondary Individual: _____ Contact Number: _____

HEALTH INSURANCE INFORMATION:

*This **MUST** be completed. You must have insurance to participate. Also, please inform us of any changes in your insurance coverage during this school year.*

Carrier: _____

Policy No.: _____

Group No.: _____

Expiration Date: _____

Policyholder's name: _____

MEDICAL HISTORY: List any allergies or medical conditions:

Agenda Number 8.3: Waive Policy 3141 (Out of district students)

POPLAR PUBLIC SCHOOLS 9&9B

BOARD AGENDA FACT SHEET

MEETING DATE: August 10, 2026

SUMMARY: Recommendation by superintendent to waive Policy 3141.

SUPERINTENDENT'S ADVICE: This allows the superintendent to approve out of district students without Board of Trustee approval. This helps to really speed up the process of enrollment.

Additional Information attached -

Fund -

Estimated Cost –

SAMPLE MOTION: *I move to approve the waiving of Policy 3141: Discretionary nonresident student attendance policy.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
C. Headdress						
M. Chapman						
K. Smoker						
J. Berger						

Poplar School District

STUDENTS

3141

Discretionary Nonresident Student Attendance Policy

Recognizing that its resident students need an orderly educational process and environment free from disruption and overcrowding, the Board has determined that the District will permit discretionary nonresident students to attend school in the District, subject to annual approval. The District will screen all nonresident students and consider only those who meet the criteria set forth in this policy. The Superintendent will recommend to the Board any nonresident student admission in accordance with this policy, with the Board making the final decision on admission. Foreign exchange students shall be admitted pursuant to the terms of this policy and according to current federal law regulating foreign exchange programs.

The District will consider the following criteria for discretionary admission of nonresident students: the student's academic record, disciplinary record, including truancy records, and the current student level in the class in which the student would be admitted. The Superintendent, with the assistance of the Principal, will evaluate the student based on the above listed criteria and determine whether or not to recommend continued enrollment of the student.

Admission in one school year does not imply or guarantee admission in subsequent years. All resident students who become nonresident students due to a move by the students' parents from the District may continue attendance for the remainder of school year, barring registration in another school district. At the completion of the current school year, the student must apply for admission as a nonresident student if the student wishes to remain in the District.

The Board reserves the right to charge tuition for nonresident students. The Board may, in its discretion, charge or waive tuition for all students whose tuition is required to be paid by one type of entity. Unless otherwise provided by law, nonresident students are not eligible transportees for school transportation services.

Legal References:	§ 20-5-320, MCA	Attendance with discretionary approval
	§ 20-5-323, MCA	Tuition and transportation rates
	10.10.301B, ARM	Out of District Attendance Agreements

Policy History:

Adopted on:

Revised:

**Poplar School District
Administrative Regulation**

STUDENTS

AR 3141

Admission to School and Residency

Attendance in Montana is controlled by law. If the student resides inside of the District, the student is entitled to attend a school within the District unless the student is not of the ages for which the District otherwise enrolls students. If the student resides outside of the District, attendance is usually within the discretion of the Board of Trustees. Section 20-5-320, MCA, discusses the criteria for discretionary non-resident attendance, and Section 20-5-321, MCA, discusses the criteria for mandatory non-resident attendance.

Under Montana law, a person can have only one residence, and a minor's residence is **generally** the residence of his or her parents. There are some exceptions to when a minor's residence can be other than that of his or her parents. In determining the place of residence, the following rules, based on Section 1-1-215, MCA, will be observed:

1. It is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he or she returns in seasons of repose.
2. There can only be one residence.
3. A residence cannot be lost until another is gained.
4. The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of such unmarried minor child.
5. If neither parent has legal custody, it is the residence of the legal guardian or custodian appointed by a court of competent jurisdiction.
6. If an adult qualifies as a caretaker relative, it is the residence of the caretaker relative.
7. Unless there is a caretaker relative or a guardian appointed by a court, the residence of an unmarried minor who has a parent living cannot be changed by the minor's own act or any other person who does not have a recognized legal relationship with the student.
8. The residence can be changed only by the union of act or intent.

Prior to admission of any student, the District will require proof of residency or qualification for admission under Section 20-5-321, MCA. A student shall be deemed to have complied with residency requirements if he/she meets any of the following criteria:

1. The student's parents/guardians reside within district boundaries.
2. The student is an emancipated minor residing within district boundaries.
3. The student is a homeless youth or unaccompanied youth pursuant to the McKinney-Vento Homeless Assistance Act.

Proof of Residency

The Superintendent or designee shall retain a copy of the initial document or written verification offered as proof of residency. In addition, the Superintendent or designee shall annually verify

the student's residency as needed. When presented with a substitute address designated by the Secretary of State for victims of domestic violence or stalking residing within district boundaries, the Superintendent or designee shall accept and use the substitute address for all future communication, correspondence, and in all public records. If any district employee reasonably believes that the parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent or designee shall make reasonable efforts to determine whether the student meets legal residency requirements. Reasonable evidence of residency may be established by documentation including, but not limited to, any of the following:

1. Property tax payment receipts, deeds or escrow papers
2. Rent payment receipts and rental agreements
3. Utility service payment receipts
4. Declaration of residency executed by the student's parent/guardian and property owner

If a student is seeking admission on the basis of the residency of his or her court-appointed guardian or custodian, the guardian or custodian shall be required to present to the Superintendent or designee all court orders appointing that individual as the student's guardian.

Proof of Age

The District is entitled to require proof of age before enrolling a student to ensure that the student is between the ages of 5 (on or before September 10th of a given year) or has not reached the age of 19 (on or before September 10th of a given year). Exceptions to these ages may be approved individually by the Board of Trustees. Proof of age may be established by documentation including, but not limited to, any of the following:

- Birth certificate
- Certified records from a public or private school of attendance
- Religious records certified by religious officials, including baptismal certificates
- Medical records
- Life insurance policy on child in force for at least two years
- Passport issued by any country or other documents issued by federal government showing entrance into United States
- Sworn affidavit by parent or legal guardian attesting to child's age
- Adoption record

No one particular document proving age is required.

Revocation of Enrollment

If the Superintendent or designee, upon investigation, determines that a student's enrollment is based on false evidence of residency, he/she shall revoke the student's enrollment. Before any such revocation, the parent/guardian shall be sent written notice of the facts leading to the decision. This notice shall state the parent/guardian's right, within five school days, to schedule an appeal with the School Board.

If the parent/guardian fails to schedule the above meeting, the student's enrollment shall be revoked ten school days after the date of the notice. A parent/guardian who appeals to the Board shall have the right to have a representative present. The student may continue to attend school during the period of the appeal. The Board's decision shall be final.

Proof of Identity

Montana law requires proof of identity be provided within 40 days of enrollment. This requirement applies to all students, regardless of whether they are homeless. Proof of identity may be provided at the time of enrollment, but it is not required to process enrollment. If a student is homeless, the FIT Coordinator should work with the family to obtain proof of identity. The District may not withdraw a student (or dis-enroll) a student for failing to provide proof of identity.

Montana law identifies “proof of identity” as:

- A certified copy of a birth certificate
- A certified transcript or similar types of student records from a previous school
- Documentary evidence the district considers to be satisfactory proof of identity.

The District may accept any of the following as other documentary evidence of proof of identity:

- Passport from any country
- Driver’s license/state identification card
- Original social security card
- Documents issued by federal government showing entrance into United States
- Military identification card

Other documents to prove identity may be submitted (including with limitation to religious records, medical records) along with a sworn affidavit by the parent or legal guardian attesting to the unavailability of other documentation and reasons for the unavailability and the identity of the student. The District will consider the documents submitted to ascertain whether they are sufficient to prove the student’s identity in accordance with Montana law.

AFFIDAVIT OF RESIDENCE

To be completed if residency requirements cannot be provided due to the fact that the parent/legal guardian and child(ren) are sharing or living at a home with another person. **(NON-CAREGIVER)**

All sections must be completed and signatures notarized DO NOT SIGN THIS FORM IF ANY OF THE STATEMENTS ARE INCORRECT. Evidence that false information was provided will result in immediate withdrawal of the child(ren) from school and a referral to law enforcement.

TO BE COMPLETED BY PARENT(S)/LEGAL GUARDIAN(S):

School: _____ Student: _____ Grade: _____
(Last) (First)

Parent(s): _____ Phone: _____

Address: _____

The address listed above is my only residence. I agree to notify _____ if there is any change in the status of my residency. I understand that home visitation and/or residency verification is part of a periodic process when residency is established by an Affidavit of Residence.

I swear (or certify) under penalty of perjury that the foregoing is true and correct.

Signature of Parent

Date

TO BE COMPLETED BY PRIMARY RESIDENT:

I, _____ declare I am the primary resident at the above address and the person(s) listed above: (1) resides with me on a full-time basis (seven days a week). I agree to notify _____ if there is any change in the status of the residency of the persons listed above. I understand that home visitation and/or residency verification is a part of a periodic process when residency is established by an Affidavit of Residence.

I swear (or certify) under penalty of perjury that the foregoing is true and correct.

Signature of Primary Resident

Date

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 2009.

(S E A L)

Printed Name:
Notary Public for the State of Montana
Residing at _____, Montana
My commission expires: _____

CARETAKER RELATIVE'S EDUCATIONAL AUTHORIZATION AFFIDAVIT

1. INSTRUCTIONS: The completion and signing of the affidavit before a notary public are sufficient to authorize educational enrollment and services and school-related medical care for the named child. Please print clearly.
2. The child named below lives in my home, and I am 18 years of age or older.
 - a. Name of child: _____
 - b. Child's date of birth: _____
 - c. My name (caretaker relative): _____
 - d. My home address: _____
 - e. My relationship to the child (the caretaker relative must be an individual related by blood, marriage, or adoption by another individual to the child whose care is undertaken by the caretaker relative, but who is not a parent, foster parent, stepparent, or legal guardian of the child):

 - f. I hereby certify that this affidavit is not being used for the purpose of circumventing school residency laws, to take advantage of a particular academic program or athletic activity, to circumvent a disciplinary action of a previous school, or for an otherwise unlawful purpose.
3. My date and year of birth: _____
4. Check the following if true (**all must be checked for this affidavit to apply**):
 - a. ☐ A parent of the child identified in paragraph 1a of this affidavit has left the child with me and has expressed no definite time period when the parent will return for the child.
 - b. ☐ The child is now residing with me on a full-time basis.
 - c. ☐ No adequate provision, such as appointment of a legal custodian or guardian or execution of a notarized power of attorney, has been made for enrollment of the child in school, other educational services, or educationally related medical services.
5. WARNING: DO NOT SIGN THIS FORM IF ANY OF THE STATEMENTS ABOVE ARE INCORRECT OR YOU WILL BE COMMITTING A CRIME PUNISHABLE BY A FINE, IMPRISONMENT, OR BOTH.
6. I declare under penalty of false swearing under the laws of Montana that the foregoing is true and correct.
7. Signed this ___ day of _____, 20__.
8. _____
 - a. (Signature of caretaker relative)
9. SUBSCRIBED AND SWORN TO before me this _____ day of _____, 2009.
 - a. _____
 - b. Signature

- c. Printed Name: _____
- d. Notary Public for the State of Montana
- e. Residing at _____, Montana
- f. My commission expires: _____

10. NOTICES:

- a. Completion of this affidavit does not affect the rights of the child's parents or legal guardian regarding the care, custody, and control of the child and does not mean that the caretaker relative has legal custody of the child.
- b. A person who relies on this affidavit has no obligation to make any further inquiry or investigation.
- c. This affidavit is effective until the earlier of:
 - i. the end of the first school year after delivery of the affidavit to the school;
 - ii. revocation by the caretaker relative; or
 - iii. the child no longer resides with the caretaker relative.
- d. If the child stops living with you, you shall notify anyone to whom you have given this affidavit.

Agenda Number 8.4: Indian Policies and Procedures 7231

POPLAR PUBLIC SCHOOLS 9&9B BOARD AGENDA FACT SHEET MEETING DATE: August 10, 2026

SUMMARY: Yearly passage by the Board of Trustees for Policy 7231: Indian Policies and Procedures.

SUPERINTENDENT'S ADVICE:

Additional Information attached -
Fund -
Estimated Cost –

SAMPLE MOTION: *I move to approve passage of policy 7231: Indian Policies and Procedures.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
C. Headdress						
M. Chapman						
K. Smoker						
J. Berger						

Poplar School District

FINANCIAL MANAGEMENT

7231

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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

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The Administrative Assistant for Indian Education monitors all educational programs on a daily basis and provides a report to the Indian Education Parent Committee on a monthly basis. In addition, a member of the Indian Education Parent Committee, designated by said Committee, is present at each Board meeting to provide input to the Board.

Tribal officials, parents of Indian students, or the Indian Education Committee may place items on the Board meeting agenda for discussion and/or action by the Board. Such meetings occur on the Poplar School District second Monday of each month and convene at 7:00 p.m., in the Board Meeting Room. In August of each year, the Board convenes to discuss the final budget. Any community member may be present to provide comments and input on the final budget. All meetings are duly advertised in accordance with the "Open Meeting" statutes of the State of Montana.

Based upon the recommendations of the needs assessment, the Title IX external evaluation and other pertinent data in cooperation with the Indian Education Parent Committee, the Board may, at its discretion, adopt these changes and recommendations.

All changes to the policies must be posted for a period of not less than twenty (20) days, to provide for public input and comment.

All meetings called for any purpose addressed by these Policies and Procedures regarding P.L. 874 must meet the requirements of the "Open Meeting" statutes of the State of Montana. Inasmuch as state law prohibits the Board from delegating legal responsibility, the Trustees retain final authority for the established policies, procedures, and school programs affected by this Act.

Policy History:

Adopted on:

Revised on: 11 July 2016

Agenda Number 8.5: Bus Route Approval

**POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 10, 2026**

SUMMARY: Bus Routes for 2026/2027

SUPERINTENDENT'S ADVICE:

Additional Information attached -

Fund -

Estimated Cost –

SAMPLE MOTION: *I move to approve the Bus Routes for 2026/2027.*

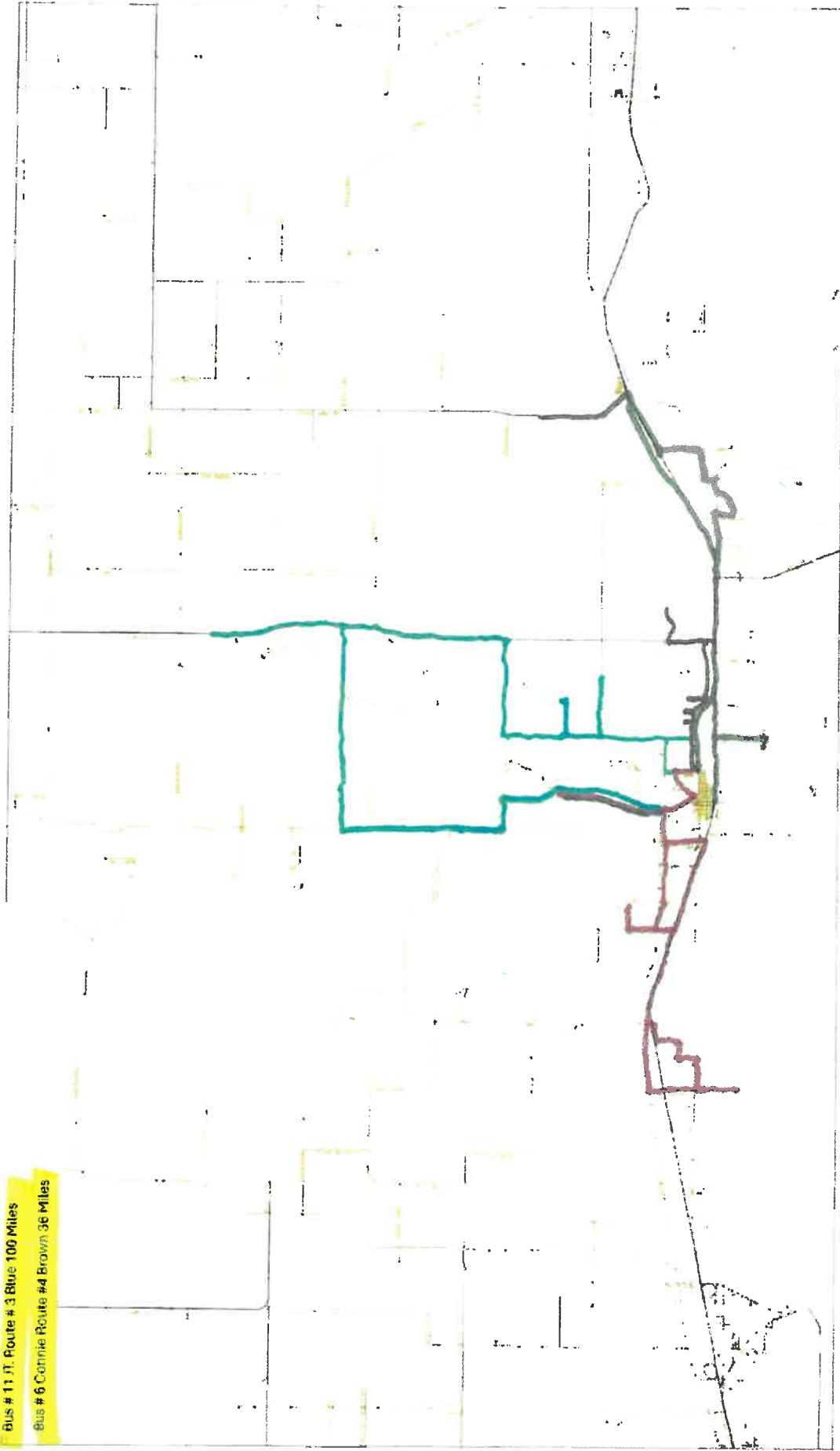
	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
C. Headdress						
M. Chapman						
K. Smoker						
J. Berger						

- Bus # 3 Levi Route #1 Purple 80 Miles
- Bus # 7 Clint Route # 2 Green 80 Miles
- Bus # 11 JT. Route # 3 Blue 100 Miles
- Bus # 6 Connie Route #4 Brown 36 Miles

Poplar Schools 9 & 9B Bus Route Mileage

Poplar Bus Map

A



Agenda Number 8.6: School Year 2026/2027 OPI Budgeted Funds

POPLAR PUBLIC SCHOOLS 9&9B

BOARD AGENDA FACT SHEET

MEETING DATE: August 10, 2026

SUMMARY: Yearly passage of Poplar School District's OPI Budget.

SUPERINTENDENT'S ADVICE:

Additional Information attached -

Fund -

Estimated Cost –

SAMPLE MOTION: *I move to approve the OPI Budgeted funds for Poplar School District for 2026-2027,*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
C. Headdress						
M. Chapman						
K. Smoker						
J. Berger						

Agenda Number 8.7: 2nd Reading policies
POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 10, 2026

SUMMARY: Passage of the 1000 and 7000 series policies.

SUPERINTENDENT'S ADVICE: It is the 2nd reading of these policies. They have been posted on our website.

Additional Information attached -
Fund -
Estimated Cost –

SAMPLE MOTION: *I move to approve passage of the 1000's series and 7000's series policies.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
C. Headdress						
M. Chapman						
K. Smoker						
J. Berger						



Poplar

School District

2nd Reading

1000's Policies

POPLAR SCHOOL DISTRICT

THE BOARD OF TRUSTEES

1000 SERIES

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Poplar School District

THE BOARD OF TRUSTEES

1000

Legal Status and Organization

The Board of Trustees of the Poplar Elementary and High School Districts No. 9 and 9B, Roosevelt County, is the governmental entity established by the State of Montana to plan and direct all aspects of the District's operations.

The policies of the Board define the organization of the Board and the manner of conducting its official business. The Board's powers and duties include the broad authority to adopt and enforce all powers and duties of the Board that are derived from the Montana Constitution, state statutes, and regulations.

Membership

The District is governed by a Board of Trustees consisting of five (5) members. The District is classified as a class two district and is operated according to the laws and regulations pertaining to class two districts.

All trustees shall participate on an equal basis with other members in all business transactions pertaining to the District.

Legal Reference

§ 20-3-323, MCA
§ 20-3-324, MCA
§ 20-3-341, MCA

District policy and record of acts
Powers and Duties
Number of trustee positions in
elementary school districts

Policy History

Adopted on:

Revised on: 11 July 2016

Taking Office

A newly elected or appointed Trustee shall take office as soon as election results have been certified and the newly elected or appointed Trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability. The person shall qualify by taking an oath of office administered by the county superintendent, the superintendent's designee, or any officer provided for by law. Such oath must be filed with the county superintendent not more than fifteen (15) days after the receipt of the certificate of election or the appointment.

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 are staggered as provided by law.

Legal References: § 1-6-101, MCA
 § 2-16-116, MCA
 § 20-1-202, MCA
 § 20-3-307, MCA
 § 20-3-301, MCA

Officers who may administer oaths
Power to administer oaths
Oath of office
Qualification and oath
Election and term of office

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

BOARD OF TRUSTEES

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School Board Elections

Elections conducted by the District are nonpartisan and are governed by applicable election laws as found in Title 13 and Title 20 of the Montana Code. The ballot at such elections may include candidates for Trustee positions, various public policy propositions, and advisor questions.

Board elections shall take place on the first (1st) Tuesday after the first (1 st) Monday in May of each year. Any person who is a qualified voter of the District is legally qualified to become a Trustee. A declaration of intent to be a candidate must be submitted to the District Clerk at least forty (40) days before the regular school election day. If different terms are to be filled, the term for the position for which each candidate is filing also shall be indicated. Any person seeking to become a write-in candidate for a trustee position shall file a declaration of intent no later than 5:00 p.m. on the day before the ballot certification deadline in Section 20-20-401, MCA. If the number of candidates filing for vacant positions or filing a declaration of intent to be a write-in candidate is equal to or less than the number of positions to be elected, the Trustees may cancel the election and shall give notice no later than thirty (30) days before the election that a Trustee election will not take place. If a Trustee election is not held, the Trustees shall declare the candidates elected by acclamation and shall issue a "certificate of election" to each candidate.

A candidate intending to withdraw from the election shall send a statement of withdrawal to the Clerk of the District containing all information necessary to identify the candidate and the office for which the candidate filed. The statement of withdrawal must be acknowledged by the Clerk of the District. A candidate may not withdraw after 5:00 p.m. the day before the ballot certification deadline in Section 20-20-401, MCA.

In the event of an unforeseen emergency occurring on the date scheduled for the funding election, the District will be allowed to reschedule the election for a different day of the calendar year.

In years when the Legislature meets in regular session or in a special session that affects school funding, the Trustees may order the election on a date other than the regular school election day in order for the electors to consider a proposition requesting additional funding under § 20-9-353, MCA.

The District will provide access to polling places and accessible voting technology for individuals with disabilities. The District Clerk will be responsible for assessing polling place for accessibility and ensuring reasonable access for individuals with disabilities.

Legal Reference:	§ 13-1-101	Definitions (Revised by Senate Bill 15)
	§ 13-10-211, MCA	Declaration of intent for write-in candidates
	§ 20-3-304, MCA	Annual election

Poplar School District

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§ 20-3-305, MCA	Candidate qualification, nomination and withdrawal
§ 20-3-313, MCA	Election by acclamation – notice
§ 20-3-322, MCA	Meetings and quorum
§ 20-3-324(4), MCA	Powers and duties
§ 20-3-344, MCA	Nomination of candidates by petition in first-class elementary district
§ 20-9-353, MCA	Additional financing for general fund – election for authorization to impose
§ 20-20-105, MCA	Regular school election day and special school elections – limitation – exception
§ 20-20-204, MCA	Election Notice
§ 20-20-301, MCA	Qualifications of elector
Senate Bill 15	Revises election laws related to accessibility for disabled electors.

Cross References:

Policy History:

Adopted on:

Revised on: 11 July 2016

11 October 2021

Resignation and Other Vacancies

A Trustee position becomes vacant before the expiration of a term, when any of the following occurs:

- Death of the incumbent;
- Resignation, in writing, filed with the Clerk;
- Incumbent moves out of the district, establishing residence elsewhere;
- Incumbent is no longer a registered elector of the District under the provisions of §20-20-301, MCA;
- Incumbent is absent from the District for sixty (60) consecutive days;
- Incumbent fails to attend three (3) consecutive meetings of the trustees without good reason;
- Incumbent has been removed under the provisions of § 20-3-310, MCA; or
- Incumbent ceases to have the capacity to hold office under any other provision of law.

A Trustee position also shall be vacant when an elected candidate fails to qualify.

When a Trustee vacancy occurs, the remaining trustees shall declare such position vacant and fill such vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after such notices as determined by the board to be appropriate. The Board will appoint one (1) candidate to fill the position. Should the Board fail to fill a vacancy within sixty (60) days from the creation of a vacancy, the county superintendent shall appoint, in writing, a competent person to fill such vacancy. An appointee shall qualify by completing and filing an oath of office with the county superintendent within fifteen (15) days after receiving notice of the appointment and shall serve until the next regularly scheduled school election and a successor has qualified.

Resignation of a Trustee, for whatever reason, must be submitted in writing to the Clerk and shall specify an effective date.

The Board will ratify the resignation at its next regularly scheduled meeting and will proceed to fill the vacancy as provided by statute and Board policy.

Legal References:	§ 2-16-502, MCA	Registrations
	§ 20-3-308, MCA	Vacancy of trustee position
	§ 20-3-309, MCA	Filling vacated trustee position – appointee qualification and term of office

Policy History

Adopted on:

Revised on: 11 July 2016

09 September 2019

Revised on: 11 July 2016

Qualifications, Terms, and Duties of Board Officers

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

Chairperson

The Board elects a Chairperson from its members for a one (1) year term. The Chairperson may be any trustee of the board, including an additional trustee as provided for in 20-3-352(2). The duties of the Chairperson include the following:

- Preside at all meetings and conduct meetings in the manner prescribed by the Board's policies;
- Make all Board committee appointments;
- Keep Board members informed;
- Sign all papers and documents as required by law and as authorized by action of the Board;
- Close Board meetings as authorized by Montana law; and
- Act as spokesperson for the Board.

The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board members, including the right to participate in debate and to vote. The Chairperson may not make a motion, but may second motions.

Vice Chairperson

The Vice Chairperson shall preside at all Board meetings in the absence of the Chairperson and shall perform all the duties of the Chairperson during the Chairperson's absence or unavailability.

The Vice

Chairperson shall work closely with the Chairperson and shall assume whatever duties the Chairperson may delegate.

Legal References: § 2-3-203, MCA

§ 20-3-321(2),(3), MCA

§ 20-3-351(1)(a), MCA

§ 20-3-352(2), MCA

Meetings of public agencies and
certain associations of public agencies to be
open to public – exceptions
Organization and officers
Number of trustee positions in high
school district
Request and determination of number of
high school district additional trustee
positions – nonvoting trustee

Policy History

Adopted on:

Revised on: 11 July 2016

Poplar School District

THE BOARD OF TRUSTEES

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Clerk

The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, and shall keep an accurate journal of its proceedings. The Clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the trustees will have one (1) of their members or a District employee act as clerk for the meeting. The minutes from the meeting will be supplied to the Clerk.

The Clerk will keep accurate and detailed accounts of all receipts and disbursements made by the District. The Clerk shall draw and countersign all warrants for expenditures that have been approved by the Board.

The Clerk will make the preparations legally required for the notice and conduct of all District elections. The District will provide access to polling places and accessible voting technology for individuals with disabilities. The District Clerk will be responsible for assessing polling place for accessibility and ensuring reasonable access for individuals with disabilities.

The Clerk shall be evaluated by the Superintendent at least once annually. Such evaluation shall be based on the job description and established evaluative criteria. The Clerk shall prepare and submit to the Board a financial report of receipts and disbursements of all school funds on an annual basis, unless the Board requests such reports on a more frequent basis. The Clerk shall perform other duties as prescribed by state law or as directed by the Board and the Superintendent.

Legal references:	§ 20-3-321, MCA	Organization and officers
	§ 20-3-325, MCA	Clerk of district
	§ 20-4-201, MCA	Employment of teachers and specialists by contract
	§ 20-9-133, MCA	Adoption and expenditure limitations of final budget
	§ 20-9-165, MCA	Budget amendment limitation, preparation, and adoption procedures
	§ 20-9-221, MCA	Procedure for issuance of warrants
	§ 20-20-401, MCA	Trustees' election duties – ballot certification
	Senate Bill 15	Revises election laws related to accessibility for disabled electors
	§ 13-1-101	Definitions (Revised by Senate Bill 15)

Policy History:

Adopted on:

Reviewed on:

Revised on: 11 July 2016

11 October 2021

Duties of Individual Trustees

The authority of individual Trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual Trustee except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each Trustee shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item. Each Trustee shall visit each school not less than once per year to examine its management, conditions and needs.

Each member is obligated to attend Board meetings regularly. Whenever possible, each Trustee shall give notice to the Chair or Superintendent of the Trustee's inability to attend a Board meeting. A majority of the Board may excuse a Trustee's absence from a meeting if requested to do so. The Board shall declare a position vacant after three (3) consecutive unexcused absences from regular Board meetings or if the Trustee has been absent from the District for sixty (60) consecutive days.

Cross Reference:	1112	Resignations and Other Vacancies
Legal References:	§ 20-3-201, MCA	Election and term of office
	§ 20-3-308, MCA	Vacancy of Trustee position
	§ 20-3-324(21), MCA	Powers and duties
	§ 20-3-332, MCA	Personal liability of trustees

Policy History

Adopted on:

Revised on: 11 July 2016

District Policy and Procedures

Adoption and Amendment of Policies

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

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

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

Administrative Procedures

The Superintendent shall develop administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a new written procedure is developed, the Superintendent shall submit it to the Board as an information item.

Legal References:	Mont. Const. Art. X, § 8 School District Trustees
	§ 20-3-323, MCA District policy and record of acts
	10.55.701, ARM Board of Trustees

Policy History:

Adopted on:

Reviewed on:

Revised on: 11 July 2016
11 October 2022

Poplar School District

THE BOARD OF TRUSTEES

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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 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.

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 or 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

Records Available to Public

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

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

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

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

The Superintendent shall designate essential records immediately necessary to:

- Respond to an emergency or disaster;
- Begin recovery or reestablishment of operations during and after an emergency or disaster;
- Protect the health, safety, and property of District students and employees; or
- Protect the assets, obligations, rights, history and resources of the District, its employees, and students.

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

- Copies of Board minutes at 15¢ per page;
- Copies of other materials at 25¢ per page;

- The actual costs directly incident to fulfilling a records request in the most cost-efficient and timely manner possible, including but not limited to the time required to gather the requested information; and
- Actual cost of purchasing the electronic media used for transferring data, if the person requesting the information does not provide the media.

Legal Reference:

§ 2-6-102, MCA

Citizen entitled to inspect and copy public writings

§ 20-3-323, MCA

District Policy and Record of Acts

§ 20-9-213, MCA

Duties of Trustees

Policy History

Adopted on:

Revised:

**Poplar School District
Administrative Regulation**

THE BOARD OF TRUSTEES

AR 1401

Disclosure of Public Records

From time to time, District administration is requested to disclose public records and provide copies of public records. The following procedures address disclosure of public records.

1. All public records, including electronic records, as that term is defined by MCA § 2-6-1002 produced by the District are available for public inspection and may be copied upon request. These include, but are not limited to, operating manuals, general reports, handbooks, guides, procedures, policies, regulations, job descriptions, contract and budgets.
2. District equipment may be accessible to any person for copying public records, at the price set per page by the District, except when this would disrupt operations of the District.
3. No fee is charged for inspection of public records. Board minutes may be copied at .15 per page. All other documents may be copied at .25 per page. Copies of computer disks etc. shall not exceed costs of reimbursement to the district for its actual labor and supplies.
4. All requests for access or copying of District public records shall be made to the District Clerk. Requests for building public records should be made to the building principal. If a verbal request is not responded to by District personnel, the requestor must put the request in writing unless such method is not accessible to the requestor. The means of requesting public records shall be accessible to all persons.
5. The turnaround time for production of materials is generally ten working days after receipt of the request. If the documents cannot be produced within ten working days, the records custodian shall notify the requestor of the delay and the anticipated timeline for production as well as any fees applicable to fulfilling the request.
6. Refusal to allow inspection in whole or part of a requested record shall include a statement of the specific exemption authorizing withholding of the record.
7. The District may charge a fee for fulfilling a public information request, including the time to gather the requested records, that does not exceed the actual costs directly incident to fulfilling the request in the most cost-efficient and timely manner possible. The fees charged for copying and/or fulfilling shall be documented and provided to the requestor at the time of the request.
8. The District is not required to alter or customize public records in a form requested for the convenience of the requestor; but, may agree to customize a response and charge the requestor for such customization as provided in paragraph 7 above.

School Board Meeting Protocol

Agenda

The agenda for any Board meeting shall be prepared by the Superintendent in consultation with the Board Chair. Items submitted by Board members and citizens may be placed on the agenda, though such requests are not required to be placed on the agenda. Such suggestions must be received by the Superintendent at least five (5) days before the Board meeting, unless of immediate importance as determined by the Superintendent. Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate that the Uniform Complaint Protocol has been followed. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chairperson at the appropriate time.

The agenda also must include a “public comment” portion to allow members of the general public to comment on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases or other adjudicative proceedings. The Board Chairperson may place reasonable time limits on any “public comment” period to maintain and ensure effective and efficient operations of the Board. The Board may not take immediate action on any matter discussed in the public comment section at that time.

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

Consent Agenda

To expedite business at its meetings, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item that appears on the consent agenda may be redirected to the action section of the agenda by a member of the Board. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Minutes

The Clerk or the Clerk’s designee shall keep written minutes of all meetings that must be open to

the public. The approved minutes must be signed by the Chair and the Clerk. The minutes must include:

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

The Clerk shall keep minutes of student disciplinary actions that are educationally related that are taken by the Board, including those portions held in closed session. The Board shall keep minutes during all closed sessions. Minutes taken during executive sessions shall be sealed. The Board may direct the Clerk to make an audio recording of any meeting. Any audio recording may be destroyed after the minutes are approved. A file of permanent minutes of all meetings shall be maintained in the office of the Clerk. A written copy of the minutes shall be made available to the public within five (5) days following approval by the Board. Sealed minutes taken during any closed session of the Board shall not be made available to the public without a court order.

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

Quorum

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

Meeting Conduct and Order of Business

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

Poplar School District

THE BOARD OF TRUSTEES

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Legal References:	§ 2-3-103, MCA	Public participation - governor to ensure guidelines adopted
	§ 2-3-202, MCA	Meeting defined
	§ 2-3-212, MCA	Minutes of meetings – public inspection
	§ 20-1-212, MCA	Destruction of records by school officer
	§ 20-3-322, MCA	Meetings and quorum
	§ 20-3-323, MCA	District policy and record of acts
	<i>Jones and Nash v. Missoula Co.</i> , 2006 M T2, 330 Mont 2005	

Policy History

Adopted on:

Revised on: 11 July 2016

Abstentions from Voting

Section 20-3-323(2), MCA, requires the minutes of each Board meeting to include the voting records of each Trustee present. As a general rule Trustees should vote on all issues, unless casting a vote would be a violation of law. Under Montana law, instances in which it would be unlawful or inappropriate for a Trustee to cast a vote on a particular issue include, but are not necessarily limited to, the following:

- When hiring the relative of a Trustee;
- When casting a vote would directly and substantially affect, to its economic benefit, a business or other undertaking in which the Trustee either has a substantial financial interest or in which the Trustee is engaged as counsel, consultant, representative, or agent;
- When casting a vote would directly and substantially affect a business or other undertaking to its economic detriment, where a Trustee has a substantial personal interest in a competing firm or undertaking;
- When casting a vote would cause a Trustee to have a pecuniary interest, either directly or indirectly, in a contract made by the Trustee (while acting in the Trustee's official capacity) or by the Board; and
- When casting a vote would put the Trustee in the position of an agent or solicitor in the sale or supply of goods or services to the District.

In addition, a Trustee shall be allowed to abstain from voting to avoid the appearance of impropriety or the appearance of a perceived conflict. If a Trustee abstains from voting, the abstention should be recorded in the minutes. The Board discourages abstentions, unless the reasons are substantiated as provided herein.

Legal References:	§ 2-2-302, MCA	Appointment of relative to office of trust or emolument unlawful – exceptions – publication of notice
	§ 20-3-323, MCA	District policy and record of acts
	§ 2-2-121, MCA	Rules of conduct for public officers and public employees
	§ 2-2-105, MCA	Ethical requirements for public officers and public employees
	§ 20-9-204, MCA	Conflicts of interests, letting contracts, and calling for bids
	§ 20-1-201, MCA	School officers not to act as agents

Policy History

Adopted on:

Revised on: 11 July 2016

Poplar School District

THE BOARD OF TRUSTEES

1511

Code of Ethics for School Board Members

AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

Work with other Board members to establish effective Board policies; delegate authority for the administration of the district to the Superintendent;

Recognize and respect the responsibilities that properly are delegated to the Superintendent;

Communicate to the Superintendent expression of public reaction to Board policies, school programs, or staff;

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Montana and National School Boards Associations;

Support the employment of those persons best qualified to serve as school staff, and insist on regular and impartial evaluation of staff;

Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;

Avoid compromising the Board or administration by inappropriate individual action or comments, and respect the confidentiality of information that is privileged under application law;

Remember always that my first and greatest concern must be the educational welfare of the students attending public schools.

Policy History

Adopted on:

Revised on: 11 July 2016

Conflict of Interest

A Trustee may not:

- Engage in a substantial financial transaction for the Trustee's private business purpose, with a person whom the Trustee inspects or supervises in the course of official duties.
- Perform an official act directly and substantially affecting, to its economic benefit, a business or other undertaking in which the Trustee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.
- Act as an agent or solicitor in the sale or supply of goods or services to a district.
- Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when the Trustee has more than a ten percent (10%) interest in the corporation. A contract does not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments or deposits in financial institutions that are in the business of loaning or receiving money, when such investments or deposits are made on a rotating or ratable basis among financial institutions in the community or when there is only one (1) financial institution in the community; or 3) contracts for professional services other than salaried services or for maintenance or repair services or supplies when the services or supplies are not reasonably available from other sources, if the interest of any Board member and a determination of such lack of availability are entered in the minutes of the Board meeting at which the contract is considered.
- Perform an official act directly and substantially affecting a business or undertaking to its economic detriment a business or other undertaking in which the trustee has a substantial personal interest in a competing firm or undertaking;
- Be employed in any capacity by the District, with the exception of officiating at athletic competitions under the auspices of the Montana Officials Association.
- Appoint to a position of trust or emolument any person related or connected by consanguinity within the fourth (4th) degree or by affinity within the second (2 nd) degree.
 - This prohibition does not apply to the issuance of an employment contract to a person as a substitute teacher who is not employed as a substitute teacher for more than thirty-five (35) consecutive school days.
 - This prohibition does not apply to the renewal of an employment contract of a person related to a Board member, who was initially hired before the Board member assumed the Trustee position.
 - This prohibition does not apply if Trustees comply with the following requirements: 1) All Trustees, except the Trustee related to the person to be employed or appointed, vote to employ the related person; 2) the Trustee related to the person to be employed abstains from voting; and 3) the Trustees give fifteen (15) days written notice of the time and place of their intended action in a newspaper of general circulation in the county where the school is located.

Poplar School District

THE BOARD OF TRUSTEES

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Legal References:	§ 2-2-105, MCA	Ethical Requirements for Public Officers and Public Employees
	§ 2-2-121, MCA	Rules of Conduct for Public Officers and Public Employees
	§ 20-9-204, MCA	Conflict of interest
	§ 20-1-201, MCA	School officers not to act as agents
	§ 2-2-302, MCA	Appointment of relative to office of trust or emolument unlawful -- exceptions -- publication of notice.

Policy History:

Adopted on:

Revised on: 11 July 2016
09 September 2019

Poplar School District

THE BOARD OF TRUSTEES

1513

Management Rights

The Board retains the right to operate and manage their affairs in such areas as but not limited to:

- Direct employees;
- Employ, dismiss, promote, transfer, assign and retain employees;
- Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and non-productive;
- Maintain the efficiency of District operations;
- Determine the methods, means, job classifications and personnel by which District operations are to be conducted;
- Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;
- Establish the methods and processes by which work is performed.

The Board reserves all other rights, statutory and inherent as provided by state law.

The Board also reserves the right to delegate authority to the Superintendent for the on-going direction on all District programs.

Cross Reference	6110	Superintendent-Board Relations
Legal Reference	§ 20-3-324, MCA § 39-31-303, MCA	Powers and Duties Management Rights of Public Employers

Policy History:

Adopted on:

Revised on: 11 July 2016

Board/Staff Communications

Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications.

Staff Communications to the Board

All official communications or reports to the Board from principals, supervisors, teachers or other staff members shall be submitted through the Superintendent. This shall not deny any staff member's right to appeal to the Board from administrative decisions, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable Protocols for complaints and grievances.

Board Communications to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

Visits to Schools

In accordance with Montana statutes, each trustee shall visit each school of the District not less than once each school fiscal year to examine its condition and needs. Individual Board members interested in visiting schools should, out of courtesy, make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

Legal Reference:

§ 20-3-324(21) MCA

Powers and Duties

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

THE BOARD OF TRUSTEES

1531

Expenses for Board Members

In-District

A Trustee shall not receive remuneration for service as a Trustee. Trustees living more than three miles from the meeting place shall be entitled to mileage at the rate stipulated in 2-18-503, MCA for each mile of travel from their homes to the meeting place for each meeting of the Board or for any meeting called by the County Superintendent. Reimbursement may be paid as the travel is assumed or may accumulate until the end of the fiscal year, at the discretion of the Trustee.

Out of District Meetings

Trustees normally attend workshops, training institutes and conferences at both the state and national level. It is appropriate that Trustee expenditures at these out-of-District meetings be paid by the District. It is the intent of the District to pay all legitimate costs for Trustees to attend out-of-District meetings at the established rates for reimbursement set by the District.

Legal References	§ 2-18-503, MCA	Mileage allowance
	§ 20-1-211, MCA	Expenses for officers attending conventions
	§ 20-3-311, MCA	Trustee travel reimbursement

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

THE BOARD OF TRUSTEES

1532

Trustee Insurance

The District shall maintain sufficient insurance to protect the Board and its individual members against liability arising from actions of the Board or its individual members while each is acting on behalf of the District and within the Trustee's authority.

An additional Trustee, as provided for in 20-3-352(2), who is chosen as a nonvoting chairperson of the board of an elementary district is entitled to all of the immunization, defenses, and indemnifications as described in 20-3-322, MCA.

Legal References:	§ 20-3-331, MCA	Purchase of insurance – self-insurance plan
	§ 20-3-332, MCA	Personal immunity and liability of trustees
	§ 20-3-352(2), MCA	Request and determination of number of high school district additional trustee positions – nonvoting trustee

Policy History:

Adopted on:

Revised on: 11 July 2016

Indemnification and Defense of Trustees and Employees

The District shall defend and indemnify each of its current and former Trustees and employees whenever such Trustees or employees are civilly sued for their actions taken within the course and scope of their service to or employment by the Board, as a result of an alleged violation of Article VII, Section 17, of the Montana Constitution, except as otherwise provided herein.

In any noncriminal action brought against any current and former Trustee or employee of the District for a negligent act, error or omission, or other actionable conduct of the Trustee or employee committed while acting within the course and scope of the Trustee's office or employee's employment, resulting in an increase in taxes in violation of Article VII, Section 17, of the Montana Constitution, the District shall, except as otherwise provided herein, defend the action on behalf of the Trustee or employee and indemnify the Trustee or employee.

Indemnification shall be provided for any money judgments or legal expenses, including attorney fees either incurred by the Trustee or employee or awarded to the claimant, or both, to which the Trustee may be subject as a result of a suit covered under this policy.

Upon receiving service of a summons and complaint in a noncriminal action against him or her alleging a violation of Article VII, Section 17, of the Montana Constitution, the Trustee or employee shall give written notice to the District, requesting that a defense to the action be provided by the District. Except as otherwise provided herein, the District shall offer a defense to the action on behalf of the Trustee or employee. The defense may consist of a defense provided directly by the District. The District shall notify the Trustee or employee, within 15 days after receipt of notice, whether a direct defense will be provided.

In a noncriminal action in which a Trustee or employee is a party defendant, the Trustee or employee shall not be defended or indemnified by the District for any money judgments or legal expenses, including attorney fees, to which the Trustee or employee may be subject as a result of the suit, if it is determined that:

- The conduct on which the claim is based constitutes oppression, fraud, or malice or for any other reason does not arise out of the course and scope of the Trustee's office or the employee's employment;
- The conduct of the Trustee or employee constitutes a criminal offense as defined in Title 45, chapters 4 through 7;
- The Trustee or employee compromised or settled the claim without the consent of the District;
- or
- The employee failed or refused to cooperate reasonably in the defense of the case.

If no judicial determination has been made applying the exclusions provide herein, the District may independently determine whether those exclusions apply. However, if there is a dispute as to whether the exclusions herein apply and the District concludes it should clarify its obligation to the Trustee or employee arising under this section by commencing a declaratory judgment action or other legal action, the District shall provide a defense or assume the cost of the defense of the Trustee or employee until judgment is rendered in such action holding that the District had no obligation to defend the Trustee or employee.

The District has no obligation to provide a defense to the Trustee or employee in a declaratory judgment action or other legal action brought against the Trustee or employee by the District under this policy.

Legal References:	§ 2-9-305, MCA	Immunization, Defense and Indemnification of Employees
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Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

THE BOARD OF TRUSTEES

1610

Annual Goals and Objectives

Each year the Board may receive from and have the opportunity to review, and propose/make adjustments, if desired, to the Poplar School District's collaboratively established Mission and Vision statements and superintendent-proposed annual objectives.

Additionally, usually during the summer months, the Superintendent shall provide the Board with a report relating to the District's progress in achieving its Mission, Visions and previous year's objectives.

Legal Reference:

10.55.701, ARM

Board of Trustees

Policy History:

Adopted on:

Revised on: 11 July 2016

Uniform Complaint Protocol

The Board establishes this Uniform Complaint Protocol as a means to address complaints arising within the District. This Uniform Complaint Protocol is intended to be used for all complaints except those involving challenges to educational material and those governed by a collective bargaining agreement, and complaints alleging violations of Title IX or discrimination under Section 504.

Except as noted above, the District requests all individuals to use this complaint Protocol, when the individual believes the Board or its employees or agents have violated the individual's rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint Protocol and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint Protocol is not a prerequisite to pursuit of other remedies, and use of this complaint Protocol does not extend any filing deadline related to pursuit of other remedies.

The Superintendent has the authority to contract with an independent investigator at any time during the complaint Protocol process. Within fifteen (15) calendar days of the Superintendent's receipt of the independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate teacher, counselor, or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident.

When a complaint alleges violation of Board policy or Protocol, the building administrator will

investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator's decision, either may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

Level 3: Superintendent

If either the complainant or the person against whom the complaint is filed appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Level 5: County Superintendent

When a matter falls within the jurisdiction of a county superintendent of schools, the decision of the Board may be appealed to the county superintendent by filing written appeal within thirty (30) calendar days of the Board's decision, pursuant to Montana law.

Poplar School District

THE BOARD OF TRUSTEES

1700

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Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
Title II of the Americans with Disabilities Act of 1990
§ 504 of the Rehabilitation Act of 1973

Policy History:

Adopted on:

Revised on: 11 July 2016

District Complaint Form

Name:

Address:

Telephone:

1. Who or what is your complaint against?

School:

2. Has this been discussed with him/her? Yes No

Dates:

DESCRIPTION OF COMPLAINT: Please include all important information such as location, names, dates, who was present, and to whom it was reported. Please use additional paper if more space is needed.

What remedy or action do you suggest?

Signature:

Date:

Date Received by the District:



2nd Reading
7000's Policies

POPLAR SCHOOL DISTRICT

FINANCIAL MANAGEMENT

7000 SERIES

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Poplar School District

FINANCIAL MANAGEMENT

7110

Fiscal and Business Management

The Superintendent is responsible for the District's fiscal and business management. To that end, the Superintendent, in conjunction with the Clerk, shall prepare a budget that supports immediate and long-range goals and established priorities within all areas, i.e., instructional, non-instructional and administrative programs. The community shall have the opportunity to comment on this budget to the Board prior to final adoption by the Board.

Budget Year, Adoption, and Amendments

The District's fiscal year is from July 1 until June 30. Prior to presentation of the proposed budget for adoption, the Superintendent and the Clerk shall prepare recommendations for the Board's consideration, with supporting documentation when necessary. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational programs. Upon adoption by the Board, the budget shall be forwarded to the County Superintendent as provided by law.

The Board may transfer money between funds as provided by law. In addition, the Board, by resolution, may determine that a budget amendment is necessary and shall proceed to amend the budget pursuant to law.

Budget Implementation

The Superintendent shall implement the District's budget and provide the Board with a monthly financial report. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board. All purchasing shall be handled pursuant to Board policy and any administrative regulations.

Legal References:	§ 20-9-115, MCA	Notice of final budget meeting
	§ 20-9-131, MCA	Final budget meeting
	§ 20-9-133, MCA	Adoption and expenditure limitations of final budget
	§ 20-9-162, MCA	Authorization for budget amendment adoption
	§ 20-9-163, MCA	Resolution for budget amendment

Policy History:

Adopted on:

Revised on: 11 July 2016

Revenues and Investments

The Superintendent is responsible for making all claims for property tax revenue, state aid, special state funds for specific programs, federal funds, and categorical grants when such grants may assist in improving the educational program. The County Treasurer is the depository and custodian of all District funds except as provided by law and by agreement between the County Treasurer and the Board.

Investments

The Board shall either direct the County Superintendent to invest its funds or establish an independent investment account as provided by law. In addition, the Board may choose to participate in an investment pool as provided by law. All decisions regarding the investment of District funds shall be made by the Board, after receiving financial information from the Superintendent and the public has had an opportunity for input.

Gifts and Endowments

The Board may accept gifts, endowments, legacies and devises subject to the lawful conditions imposed by the donor. Acceptance of gifts, endowments, legacies and devises to the District will be carefully considered in terms of their ongoing financial impact to the District. Except where otherwise specified by the donor, the Board may deposit the gift, legacy, devise, or proceeds in any budgeted or nonbudgeted fund and may thereafter transfer any portion of the gift, legacy, devise, or proceeds to any other fund at the Board's discretion. The Board may transfer any previously donated funds deposited into an endowment fund along with any accumulated interest to any other budgeted or nonbudgeted fund and may spend such funds at the discretion of the Board unless restricted by the donor. In the event the donor has specified or imposed any conditions for the gift, legacy, or devise, the Board shall deposit the gift, legacy, devise, or proceeds into an endowment fund.

Advertising as Revenue

The Board may choose to enhance its revenue through a variety of District approved marketing activities, including but not limited to advertising, corporate sponsorship, signage, etc. These opportunities are subject to certain restrictions as approved by the Board on a case by case basis. All sponsorship contracts will allow the District to terminate the contract at least on an annual basis if it is determined that it will have an adverse impact on implementation of curriculum or the educational experience of students.

Poplar School District

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Legal References:	§ 20-6-702, MCA	Funding for K-12 school districts
	§ 20-9-235, MCA	Authorization for school district investment account
	§ 20-9-212, MCA	Duties of county treasurer
	§ 20-9-604, MCA	Gifts, legacies, devises and administration of endowment fund
	10.10.306, ARM	Bank Accounts or Other Repositories
	10.10.611, ARM	Establishment of Investment Accounts
	10.10.625, ARM	Investment Pools

Policy History:

Adopted on:

Revised on: 11 July 2016
11 November 2019

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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.

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The Administrative Assistant for Indian Education monitors all educational programs on a daily basis and provides a report to the Indian Education Parent Committee on a monthly basis. In addition, a member of the Indian Education Parent Committee, designated by said Committee, is present at each Board meeting to provide input to the Board.

Tribal officials, parents of Indian students, or the Indian Education Committee may place items on the Board meeting agenda for discussion and/or action by the Board. Such meetings occur on the Poplar School District second Monday of each month and convene at 7:00 p.m., in the Board Meeting Room. In August of each year, the Board convenes to discuss the final budget. Any community member may be present to provide comments and input on the final budget. All meetings are duly advertised in accordance with the "Open Meeting" statutes of the State of Montana.

Based upon the recommendations of the needs assessment, the Title IX external evaluation and other pertinent data in cooperation with the Indian Education Parent Committee, the Board may, at its discretion, adopt these changes and recommendations.

All changes to the policies must be posted for a period of not less than twenty (20) days, to provide for public input and comment.

All meetings called for any purpose addressed by these Policies and Procedures regarding P.L. 874 must meet the requirements of the "Open Meeting" statutes of the State of Montana. Inasmuch as state law prohibits the Board from delegating legal responsibility, the Trustees retain final authority for the established policies, procedures, and school programs affected by this Act.

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

FINANCIAL MANAGEMENT

7310

Budget Implementation and Execution

Once adopted by the Board, the operating budget shall be administered by the Superintendent or his/her designees. All actions of the Superintendent/designees in executing the programs and/or activities delineated in that budget are authorized according to these provisions:

- Expenditure of funds for the employment and assignment of staff shall meet the legal requirements of the State of Montana and adopted Board policies;
- Funds held for contingencies may not be expended without approval from the Board;
- A listing of warrants describing goods and/or services for which payment has been made must be presented for Board ratification each month; and
- Purchases shall be made according to the legal requirements of the State of Montana and adopted Board policy.

Legal Reference: § 20-9-213, MCA
 § 20-3-332, MCA

Duties of trustees
Personal immunity and liability of trustees

Policy History:

Adopted on:

Revised on: 11 July 2016

Purchasing

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within limits of the detailed annual budget for the school year. The Board must approve purchase of capital outlay items, when the aggregate total of a requisition exceeds Eighty Thousand Dollars (\$80,000). However, the Superintendent shall have the authority to make capital outlay purchases without advance approval when necessary to protect the interests of the District or the health and safety of staff or students. The Superintendent will establish requisition and purchase order procedures to control and maintain proper accounting of expenditure of funds.

Staff who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

Bids and Contracts

Whenever any building, furnishing, repairing or other work for the benefit of the District or purchasing of supplies for the District is necessary, the work done or the purchase made must be by contract if the sum exceeds Eighty Thousand Dollars (\$80,000). The District will call for formal bids by issuing public notice as specified in statute. Specifications will be prepared and made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the Board may reject any or all bids. In making a determination as to which vendor is the lowest responsible bidder, the Board will take into consideration not only the amount of each bid, but will also consider the skill, ability and integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract according to its letter and spirit.

Bidding requirements do not apply to a registered professional engineer, surveyor, real estate appraiser or registered architect; a physician, dentist, pharmacist or other medical, dental or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

Advertisement for bid must be made once each week for two (2) consecutive weeks, and a second (2nd) publication must be made not less than five (5) nor more than twelve (12) days before consideration of bids.

The Superintendent/designee will establish bidding and contract-awarding procedures. Bid procedures will be waived only as specified in statute. Any contract required to be let for bid shall contain language to the following effect:

In making a determination as to which vendor is the lowest responsible bidder, if any, the District will take into consideration not only the pecuniary ability of a vendor to perform the contract, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. References must be provided and will be contacted. The District further reserves the right to contact others with whom a vendor has conducted business, in addition to those listed as references, in determining whether a vendor is the lowest responsible bidder. Additional information and/or inquiries into a vendor's skill, ability and integrity are set forth in the bid specifications.

Cooperative Purchasing

The District may enter into cooperative purchasing contracts with one or more districts for procurement of supplies or services. A district participating in a cooperative purchasing group may purchase supplies and services through the group without complying with the provisions of 20-9-204(3), MCA if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard, for inclusion of the vendor's supplies and services on the cooperative purchasing group's master list.

Legal Reference:	§§ 18-1-101, et seq., MCA	Preferences and General Matters
	§§ 18-1-201, et seq., MCA	Bid Security
	§ 20-9-204, MCA	Conflicts of interests, letting contracts, and calling for bids
	§ 20-10-110, MCA	School Bus Purchases -- contracts-bids
	<i>Debcon v. City of Glasgow</i> , 305 Mont. 391 (2001)	

Policy History:

Adopted on:

Revised on: 11 July 2016

**Poplar School District
Administrative Regulation**

FINANCIAL MANAGEMENT

AR 7320

Purchasing

Authorization of Signatures

The Board Chair and Clerk are authorized to use a facsimile signature plate or stamp. The use and security of a signature stamp by the Board Chair and Clerk shall be in accordance with Section 20-9-221(2) MCA. The Board Chair and Clerk are authorized to sign all District warrants by facsimile signature on behalf of the Board.

The Superintendent and Board Clerk are authorized to sign contracts, leases, and/or contracts for goods and services on behalf of the Board. The types of goods and services contracted for must be pre-approved by the Board.

The Board Chair and Clerk are authorized to sign personnel contracts and agreements of employment by facsimile signature on behalf of the Board. Negotiated agreements shall be signed on behalf of the District by the Board Chair and Clerk.

Poplar School District

FINANCIAL MANAGEMENT

7325

Accounting Standards

The Board intends that accounting practices follow state and federal laws and regulations and Generally Accepted Accounting Principles (GAAP). Therefore, the District shall follow a uniform financial accounting system required by state and federal agencies. Determination of liabilities and assets, prioritization of expenditures of governmental funds and provisions for accounting disclosures shall be made in accordance with governmental accounting standards. Fund balance measures the net financial resources available to finance expenditures of future periods. The District's Unassigned General Fund Balance will be maintained to provide the District with sufficient working capital and a margin for safety to address emergencies without borrowing. The Unassigned General Fund Balance may only be appropriated by resolution of the Board of Trustees.

Fund Balance of the District may be committed for a specific source by formal action of the Board of Trustees. Amendments or modifications to the committed fund balance must also be approved by formal action of the Board of Trustees. Committed fund balance does not lapse at year-end. The formal action required to commit fund balance shall be by board resolution or majority vote.

The Board delegates authority to assign fund balance for a specific purpose to the Clerk of the District.

For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first then unrestricted. Expenditures incurred in the unrestricted fund balances shall be reduced first, from the committed fund balance, then from the assigned fund balance and lastly, the unassigned fund balance.

The Board must annually review and approve this policy.

Legal References:

Statement 54
Governmental Accounting Standards Board (GASB)

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

FINANCIAL MANAGEMENT

7330

Payroll Procedures/Schedules

The District will establish one (1) or more days in each month as fixed paydays for payment of wages in accordance with the current collective bargaining agreement or District practice. Employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay. Employees who choose to receive payment of wages beyond the period in which the wages were earned (deferred payment) will be subject to Internal Revenue Service (IRS) penalties unless they provide a written election of such deferral prior to the first duty day of the year of deferral. Forms for such deferral shall be made available. Any change to the election must be made prior to the first duty day of the fiscal year of the deferment.

When a District employee quits, is laid off or is discharged, wages owed will be paid on the next regular pay day for the pay period in which the employee left employment or within fifteen (15) days, whichever occurs first.

Legal Reference: Section 409A, Internal Revenue Code, Deferred Compensation

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

FINANCIAL MANAGEMENT

7335

Personal Reimbursements

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the District from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

- It is clearly demonstrated that the purchase is of benefit to the District;
- The purchase was made with the prior approval of an authorized administrator;
- The item purchased was not available from resources within the District; and
- The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt.

The District business office will be responsible for the development of the procedures and forms to be used in processing claims for personal reimbursements.

Cross Reference: Administrative Procedure

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

FINANCIAL MANAGEMENT

7336

Travel Allowances and Expenses

Every District employee and trustee will be reimbursed for travel expenses while traveling outside of the District and engaged in official District business. District employees who are not exempted by another policy will be reimbursed according to the current levels established by the Board. All travel expenses must be reported on the established travel expense and voucher forms and approved by the employee's supervisor and the Superintendent or his/her designee.

The District business office will be responsible for the development of procedures and forms to be used in connection with travel expense claims and reimbursements.

Cross Reference:

Administrative Procedures

Legal Reference:

§ 2-18-501, MCA

Meals, lodging and transportation of persons
in state service

§ 2-18-502, MCA

Computation of meal allowance

§ 2-18-503, MCA

Mileage - allowance

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

FINANCIAL MANAGEMENT

7425

Extra- and Co-Curricular Funds

The Board is responsible for establishment and management of student extra- and co-curricular funds. The purpose of student extra- and co-curricular funds is to account for revenues and disbursements of those funds raised by students through recognized student body organizations and activities. The funds shall be deposited and expended by check, in a bank account maintained by the District for student extra- and co-curricular funds. The use of the student extra- and co-curricular funds is limited to the benefit of the students. Students will be involved in the decision-making process related to use of the funds.

The Board shall follow the Student Activity Fund Accounting (published by the Montana Association of School Business Officials (MASBO)) in establishing accounting procedures for administration of student extra- and co-curricular funds and will appoint a fund administrator. Specific procedures are available in the Clerk's office.

Legal References:	§ 2-7-503, MCA	Financial reports and audits of local government entities
	§ 20-5-109, MCA	Nonpublic school requirements for compulsory enrollment exemption (Cited by Senate Bill 157)
	§ 20-9-311, MCA	Calculation of average number belonging (ANB) --3-year averaging (Revised by Senate Bill 72)
	10.10.304, ARM	Student extra-curricular activity funds
	Senate Bill 157	Allow nonpublic students to participate in public school extracurriculars
	Senate Bill 72	Allows non-fulltime enrolled students who participate in extracurricular activities to be counted in the average number belonging calculation.

Cross References:

Policy History:

Adopted on: 10 January 2022

Revised on:

Poplar School District

FINANCIAL MANAGEMENT

7430

Financial Reporting and Audits

The Board directs that financial reports of all District funds be prepared in compliance with statutory provisions and generally accepted accounting and financial reporting standards. In addition to reports required for local, state and federal agencies, financial reports will be prepared monthly and annually and presented to the Board. Financial reports shall reflect financial activity and status of District funds.

The Board directs that District audits be conducted in accordance with Montana law. Each audit shall be a comprehensive audit of the affairs of the District and District funds. The audits shall comply with all statutory provisions and generally accepted governmental auditing standards. Each audit may be made every year and cover the immediately preceding fiscal year.

Inventories

The Superintendent is responsible for developing and maintaining an inventory of District buildings and capital equipment. The inventory record of equipment shall include such items as a description of each item, the quantity, the location, the date of purchase and the cost or the estimated replacement cost.

Disposition of District Property

The Board is authorized to dispose of a site, building or any other real or personal property of the District, pursuant to the specific procedures outlined in Montana law.

Legal References:	§ 20-9-203, MCA	Examination of district accounting records
	§ 20-6-602, MCA	Trustees' power of over property
	§ 20-6-603, MCA	Trustees' authority to acquire or dispose of sites and buildings -- when election required.
	§ 20-6-604, MCA	Sale of property when resolution passed after hearing -- appeal procedure.

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

FINANCIAL MANAGEMENT

7500

Property Records

Property and inventory records will be maintained for all land, buildings, and physical property under District control and will be updated annually.

For purposes of this policy, “equipment” means a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. The Superintendent will ensure inventories of equipment are systematically and accurately recorded and updated annually. Property records of facilities and other fixed assets will be maintained on an ongoing basis. No equipment will be removed for personal or non-school use except in accordance with Board policy.

Property records will show, appropriate to the item recorded, the:

1. Description and identification
2. Manufacturer
3. Date of purchase
4. Initial cost
5. Location
6. Serial number, if available
7. Model number, if available

Equipment may be identified with a permanent tag providing appropriate District and equipment identification.

The District will identify anticipated improvements or projects in any resolution required to pass a permissive levy.

Cross References:

Legal Reference: § 20-6-602, MCA
 § 20-6-608, MCA

 House Bill 192
 § 20-9-116, MCA

Trustees’ power over property
Authority and duty of trustees to insure
district property
MT Facilities Finance Modifications
Resolution of intent to increase nonvoted
levy – notice (Revised by House Bill 192)

Policy History:

Adopted on: 10 January 2022

Revised on:

Capitalization Policy for Fixed Assets

A fixed asset is a property that meets all of the following requirements.

- Must be tangible in nature;
- Must have a useful life of longer than the current fiscal year; and
- Must be of significant value.

Fixed assets may be acquired through donation, purchase or may be self-constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The cost of self-constructed assets will include both the materials used and the cost of labor involved in the construction of the asset.

The following significant values will be used for different classes of assets:

<u>Class of Fixed Asset</u>	<u>Significant Value</u>
Equipment and machinery	\$5,000.00 or more
Improvements - Buildings	\$5,000.00 or more
Improvements other than buildings	\$5,000.00 or more
Land	Any amount

Cross Reference: 7500 Property Records

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

FINANCIAL MANAGEMENT

7530

Procurement of Supplies or Services

The Board adopts the following provisions of the Montana Procurement Act (i.e., 18-4-101, et seq., MCA):

1. 18-4-303, MCA. Competitive sealed bidding: With the exception of construction contracts, allow the District to negotiate an adjustment of the bid price with the lowest responsible bidder in order to bring the bid within the amount of available funds, if, and only if, all bids exceed available funds and the lowest responsible bid does not exceed available funds by more than five percent (5%).
2. 18-4-306, MCA. Sole source procurement: Allows the District to purchase supplies or services without having to comply with required bidding procedures, when and only when it is determined that there is only one (1) source for the required supply or service item.

Legal Reference:	§ 18-4-101, et seq., MCA 2.5.604, ARM	Montana Procurement Act Sole Source Procurement
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Policy History:

Adopted on:

Revised on: 11 July 2016



Items of Interest

9.1

Work Session Dates: None

9.2

Special Meeting Dates: None

9.3

Regular Meeting Date: September 14, 2026



Poplar
School District

Agenda Number 10: Adjournment

**POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: August 10, 2026**

SUMMARY: Adjournment for the August 10, 2026 meeting.

The Board Chair will adjourn the meeting.