



Shelby Public School District #14

1010 Oilfield Ave ~ Shelby, MT 59474
www.ShelbyPublicSchools.org
Phone: (406) 424-8910 ~ Fax: (406) 434-2959



SHELBY SCHOOL BOARD SPECIAL MEETING AGENDA

Location: Boardroom

Date: Tuesday, August 11, 2026

Time: 6:00 PM

The Regular Board Meeting will follow (not before 7:00 PM)

1. Call To Order
2. Pledge of Allegiance
3. Public Comment
4. Discussion of, and Possible Action on Board Decisions Previously Made Regarding Superintendent Conduct
5. Adjournment



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SHELBY SCHOOL BOARD MEETING AGENDA

Location: Boardroom

Date: Tuesday, August 11, 2026

Time: 7:00 PM

- | | |
|---|-----------|
| 1. Call To Order | Ms. Lamb |
| 2. Pledge of Allegiance | Ms. Lamb |
| 3. Review and Approval of Minutes | Ms. Lamb |
| 4. Review and Approval of Claims and Voided Checks | Ms. Flynn |
| 5. Public Comment | Ms. Lamb |
| 6. Reports | |
| a. Athletic Director Report | Mr. Bills |
| b. Superintendent Schedule | Mr. Crump |
| 7. Public Hearing of FY 2026-27 Budget | Mr. Crump |
| 8. Action Items | Mr. Crump |
| a. Adoption of 2026-27 Budget | |
| b. Resignation/Retirement - Jessica Olson | |
| c. Hire | |
| i. Paraprofessional - TBD | |
| ii. Part-Time Colony Teachers - Kim Hayes & Kelly Hayes | |
| iii. Elementary Teacher - Kamie Barnhill | |
| iv. HS/JH Assistant CC Coach - Rebecca Linton | |
| v. HS Boys' Assistant Coaches - Doug Richman & Robbie Miller | |
| vi. HS Assistant Wrestling Coaches - John Postma & Eric Kary | |
| vii. HS Head Track Coach - Brennan Hayes | |
| viii. HS Head Golf Coach - Lisa Clark | |
| ix. HS Assistant Track Coaches - Lexy Fisher & Miranda Hayes | |
| x. HS Assistant Golf Coach - Tom Reynolds | |
| xi. JH Head Boys' Basketball Coach - Mike White | |
| xii. JH Assistant Boys' Basketball Coaches - Robbie Miller & Jarod Anderson | |
| xiii. Play Director - Riley Quick | |
| d. CTE Center MOU | |
| e. Handbook Review | |
| f. Policy First Reading | |
| i. BP 2600 Work-Based Learning | |
| g. Policy Second Reading | |
| i. BP 3630 Cell Phone and Other Electronic Devices | |
| ii. BP 3665 Student Safety | |
| iii. BP 5122 Fingerprints and Criminal Background Investigations | |
| iv. BP 2050 Innovative Student Instruction | |
| v. BP 2100 School Calendar and Day | |
| vi. BP 2140 Guidance and Counseling | |
| h. Attendance/Transportation Agreements | |
| 9. Discussion Items | Mr. Crump |
| a. Opening PIR Days | |
| b. Board Walk-Through / Training | |
| 10. Correspondence | Mr. Crump |
| 11. Next Meeting of the Board - Tuesday, September 8, 2026, at 7 PM | Ms. Lamb |
| 12. Adjournment | Ms. Lamb |

MINUTES
July 14, 2026

CALL TO ORDER

A regular meeting of the Board of Trustees, School District #14, Toole County, Montana, was held in the Board Room at 1010 Oilfield Avenue. The meeting was called to order at 7:01 p.m. by Chairperson Angela Lamb.

Members present were: Angela Lamb, Chad Scarborough, Jay Hould, Eric Tokerud, Sara Benjamin, Roy Benjamin and Jared Weishaar. Member(s)absent: None. The superintendent and clerk were present throughout the proceedings. Visitors present were Heather Landis, Savannah Fix, Kari Hoover, Ronni Gray, Kara Olshaski, Leslie Woldtvedt, Ryan McDermott, Gary McDermott, Eric Munson, Sam Waldner, Laura Peters, Shannon Scarborough and Karen Hadford.

The **Pledge of Allegiance** was recited.

APPROVAL OF MINUTES

A motion was made to approve the minutes of the June 09, 2026 regular board meeting.

Motion: Sara Benjamin

Second: Eric Tokerud- passed unanimously.

Approval of Bills and Student Activity Accounts

A motion was made to approve the claims approval list. The approved warrants were numbered 76127 through 76198. The student activity checks for this month were numbered 18259 through 18282. The claims approval list may be referenced in the claims approval file in the Administration office and the Student Activities accounts may be referenced in the Student Activities file in the Administration office.

Motion: Roy Benjamin

Second: Sara Benjamin- passed unanimously.

PUBLIC COMMENT

Kara Olshaski spoke about Ryan McDermott being fired as the head coach for the high school girls basketball. She expressed her frustrations and disappointments about this matter and added that her biggest issue is the lack of communication from the Board.

Shannon Scarborough thanked the Board for hiring her as one of the summer maintenance crew. She added that working with Marven Oxstien and Mc McKelvey had been really fantastic.

Karen Hadford questioned the Board on how is it that the students are held to a higher standard than the administrator or faculty. She also made a comment about the firing of Ryan McDermott.

Laura Peters had a question about the time during the public comments. She asked if there is a time or a way to approach the board to have an open communication with the public.

Gary McDermott suggested that there should be an open communication between the board and the public.

REPORTS

Superintendent Schedule

Mr. Crump told the Board that he will be attending the MREA board meeting, SAM Summer Institute, TRS board meeting and will also be taking vacation days.

Action Items

Resignation/Retirement

A motion was made to accept the resignation of Angel Hanson.

Motion: Jared Weishaar

Second: Eric Tokerud- passed unanimously.

The Board thanked her for her commitment to the District.

Hiring

All new hires are contingent on fingerprinting and background check results.

High School Head Girls Basketball Coach- Tarra Nickol at \$5,185.00

Motion: Jared Weishaar

Second: Sara Benjamin- passed unanimously.

Junior High Assistant Volleyball Coach- Meghan Richmond at \$2,595.00

Motion: Jared Weishaar

Second: Chad Scarborough- passed unanimously.

Handbook Review

Mr. Crump made a recommendation to approve the 3 changes to the elementary school handbook for the next school year.

Motion: Chad Scarborough

Second: Eric Tokerud- passed unanimously.

Bus Use Request

First Baptist Church would like to use one the school's buses to transport students from the church to Logan Health Assisted Living on Thursday, July 23, 2026, from 9:30 a.m. to 11:30 a.m. The superintendent made a recommendation to approve the community request.

Motion: Roy Benjamin

Second: Jay Hould

The motion passed with 6 votes. Dr. Chad Scarborough abstained from voting.

MTSBA Ballot Vote

Mr. Benjamin made a motion to approve the 2026 MTSBA membership electronic vote as recommended by the Chairman including Tom Billteen as the cast ballot.

Motion: Roy Benjamin

Second: Sara Benjamin- passed unanimously.

Policy First Reading

A motion was made to approve the first reading of the following policies:

BP 3630 Cell Phone and Other Electronic Devices

BP 2600- Work-Based Learning

BP 3665- Student Safety

BP 5122- Fingerprints and Criminal Background Investigations

BP 2050- Innovative Student Instruction

BP 2100- School Calendar and Day

BP 2140- Guidance and Counseling

Motion: Chad Scarborough

Second: Jay Hould- passed unanimously.

Student Attendance Agreements-

A motion was made to approve the student agreements for the elementary school.

Motion: Chad Scarborough

Second: Eric Tokerud- passed unanimously.

A motion was made to approve the student agreements for the high school.

Motion: Roy Benjamin

Second: Chad Scarbough- passed unanimously.

Discussion Items

Vocational Technology Proposal

Mr. Crump and Mr. Benjamin visited a possible site on July 14th. The foundation does not want to go public about the location as of this time. Mr. Benjamin is looking to get some more information from the foundation so he can bring it to the Board and hopefully move forward with an approval on the August board meeting.

Audit Review

The clerk reported that there were few findings during the 2024-2025 audit performed by Strom and Associates. The clerk will be working on correcting the findings.

Board Walk Through

The walk through will be scheduled this coming fall. There is no exact date as of this time.

Correspondence

The district was given the certificate of completion for completing its ESEA/ESSA Title I, II, III, IV-A and Title IX desk monitoring review.

Dr. Scarborough mentioned that we received another beef donation from Sisk Ranch for the Local Beef to Schools Program. He added that the total donation is now 4 beef and the goal is for 10 beef total which is very attainable.

The meeting was adjourned at 7:48 p.m.

NEXT MEETING OF THE BOARD

Regular Meeting, Monday, July 14, 2026 at 7:00 p.m. Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana.

BUSINESS MANAGER/CLERK

CHAIRPERSON OF THE BOARD

07/17/26
11:51:35

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 6/26

Page: 1 of 3
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
60078		6960 EBMS, LLC	452.00						
1		6586623 05/18/26 May 2026 ACA fee	226.00		101 1	100-2400	810		
2		6680116 06/16/26 June 2026 ACA fee	226.00		101 21	100-2400	810		
60077		7498 UPNORTHMEATS	990.00						
1		0009 05/28/26 processed donated	990.00		212 1	461-3100	810		
2		0009 05/28/26 beef	0.00		212 1	461-3100	810		
# of Claims		2	Total:	1,442.00	# of Vendors		2		

SHELBY SCHOOL DISTRICT
Fund Summary for Claims
For the Accounting Period: 6/26

Fund/Account		Amount
101 General Fund		
101		452.00
212 Food Services		
101		990.00
Total:		1,442.00

07/17/26
11:51:35

SHELBY SCHOOL DISTRICT
Claim Approval Signature Page
For the Accounting Period: 6 / 26

Page: 3 of 3
Report ID: AP100A

I have carefully examined the above Register and refer the same to the
Board of Trustees.

Filed: _____

Allowed Amount \$ _____

Disallowed Amount \$ _____

Approved by the Board of Trustees

Chairman

Attest: _____
Clerk

07/14/26
16:39:05

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 6/26

Page: 1 of 4
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
60074		7357 ABDO PUBLISHING COMPANY INC.	711.50						
1		0101226 07/07/26 non-fiction books	711.50	13294	101	1	100-2225	640	
60070		6846 BSN SPORTS, LLC	1,028.75						
1		934454063 06/27/26 new volleyballs	979.80	13300	101	21	720-3500	610	
2		934454063 06/27/26 shipping	48.95	13300	101	21	720-3500	610	
60069		5337 DEPARTMENT OF THE TREASURY	208.22						
1		07/06/26 overpayment applied	208.22		101	1	100-2500	810	
2		07/06/26 from prior return	0.00		101	1	100-2500	810	
3		07/06/26 wrong amount	0.00		101	1	100-2500	810	
60071		2 MARIAS RIVER ELECTRIC COOP	5,059.13						
9 invoices									
1		07/10/26 electric bill-HS & EL bldgs.	4,485.57		101	1	100-2600	412	
PO Accounting (Org/Prog/Func/Obj/Proj:		-100-1000-452-							
2		07/10/26 bus barn	341.58		210		100-2700	412	
PO Accounting (Org/Prog/Func/Obj/Proj:		-100-1000-452-							
3		07/10/26 east side of fball field	46.16		101	1	100-2600	412	
4		07/10/26 football field bathrooms	99.74		101	21	100-2600	412	
5		07/10/26 football field lights	86.08		101	21	100-2600	412	
60068		1136 MONTANA SCHOOL BOARD ASSOCIATION	4,804.00						
1		0020229 06/15/26 policy service maintenance	1,930.00		101	1	100-2300	340	
PO Accounting (Org/Prog/Func/Obj/Proj:		-100-2310-810-							
2		0020229 06/15/26 7/1/2026-6/30/2027	0.00		101	1	100-2300	340	
3		0020955 06/30/26 legal services	1,950.00		101	21	100-2313	803	
4		0020956 06/30/26 legal services	924.00		101	21	100-2313	803	
60073		3436 MOUNTAIN ALARM	317.84						
3		8664996 07/01/26 EL alarm monitoring	80.05		101	1	100-2600	340	
4		8664996 07/01/26 HS alarm monitoring	77.69		261		100-2600	340	
5		8664996 07/01/26 Admin alarm monitoring	80.05		110		100-2600	340	
6		8664996 07/01/26 Vo-Ag alarm monitoring	80.05		101	21	100-2600	340	
60072		1 SHELBY GAS ASSOCIATION	1,012.89						
5 invoices									
1		07/10/26 EL & HS gas charges	875.76		101	1	100-2600	412	
PO Accounting (Org/Prog/Func/Obj/Proj:		-100-1000-452-							
7		07/10/26 bus barn gas charges	137.13		210		100-2700	412	

07/14/26
16:39:05

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 6/26

Page: 2 of 4
Report ID: AP100

Claim Warrant	Vendor #/Name	Amount	Acct/Source/					
-----	-----	-----						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
60076	7448 SHODAIR CHILDREN'S HOSPITAL	2,216.49						
1	06/03/25 treatment facility	2,216.49		113	280-2100	560		
2	05/06/26 DOR tuition- 3 students	0.00		113	280-2100	560		
60075	7497 UNITED STATES TREASURY	280.14						
1	07/14/26 PCORI reporting fee	280.14		101 21	100-2500	810		
2	07/14/26 Form 720 81-6001038	0.00		101 21	100-2500	810		
# of Claims		9	Total:	15,638.96	# of Vendors	9		

07/14/26
16:39:05

SHELBY SCHOOL DISTRICT
Fund Summary for Claims
For the Accounting Period: 6/26

Page: 3 of 4
Report ID: AP110

Fund/Account	Amount
101 General Fund	
101	12,786.02
110 Transportation Fund	
101	80.05
113 Tuition	
101	2,216.49
210 Transportation Fund	
101	478.71
261 Building Reserve	
101	77.69
Total:	15,638.96

07/14/26
16:39:05

SHELBY SCHOOL DISTRICT
Claim Approval Signature Page
For the Accounting Period: 6 / 26

Page: 4 of 4
Report ID: AP100A

I have carefully examined the above Register and refer the same to the
Board of Trustees.

Filed: _____

Allowed Amount \$ _____

Disallowed Amount \$ _____

Approved by the Board of Trustees

Chairman

Attest: _____
Clerk

08/08/26
21:55:07

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 7/26

Page: 1 of 14
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
60084		5143 3 RIVERS TELEPHONE COOPERATIVE	2,702.80					
	Camrose 0210							
1		08/01/26 fiber lease/dsl	900.93		210	910-2700	531	
3		08/01/26 fiber lease/dsl	900.93		201 41	100-2300	531	
4		08/01/26 fiber lease/dsl	900.94		101 1	100-2300	531	
60083		32 ADMINISTRATION PETTY CASH	895.00					
1		07/26/26 background checks	581.50		101 1	100-2300	340	
2		07/26/25 background checks	248.50		201 41	100-2300	340	
1								
3		07/26/25 MT Boiler license fees	65.00		201 41	100-2600	810	
60100		6646 ALL SEASON HEATING & AIR	5.58					
1		07/31/26 capacitor	5.58		101 21	100-2600	610	
G1558		7502 AMANDA BLAIR	597.02					
1		07/30/26 stipend less TRS	597.02		182	108-2212	320	580
G1557		7356 AMANDA TRAMILL	748.03					
1		07/30/26 stipend less TRS	597.02		182	108-2212	320	580
2		07/30/26 class materials	151.01		182	108-2212	320	580
60082		7263 AMAZON CAPITAL SERVICES	342.79					
1		07/21/26 custodial supplies	303.95		101 1	100-2600	610	
2		07/21/26 Inv#NFK-LPY4-7NQY	0.00		101 1	100-2600	610	
3		08/04/26 custodial supplies	38.84		101 1	100-2600	610	
4		08/04/26 Inv#173N-3GDW-LC3R	0.00		101 1	100-2600	610	
G1556		7036 ASHLEY PANKRATZ	1,478.26					
1		07/02/26 stipend less TRS	1,194.05		182	108-2212	320	580
2		07/02/26 mileage	129.05		182	108-2212	596	580
3		07/02/26 meals	88.20		182	108-2212	592	580
4		07/02/26 class supplies	66.96		182	108-2212	600	580
60110		7202 BIG ROSE COLONY	5,336.00					
	summer rate- 2025							
	breakfast-\$3.00							
	lunch- \$5.00							
1		07/01/26 SFP reimb. July 2026	0.00		212 71	910-3100	631	
2		07/01/26 667 breakfasts	2,001.00		212 71	910-3100	631	
3		07/31/26 667 lunches	3,335.00		212 71	910-3100	631	

Page: 2 of 14
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct-/Source/ Prog-Func	Obj	Proj	
60115		274 BIG SKY SPECIAL NEEDS COOPERATIVE	69,985.21						
1		26-27 06/09/26 EL Match	7,896.38		113 1	280-6200	920		
2		26-27 06/09/26 HS Match	2,650.66		213 41	280-6200	920		
3		26-27 06/09/26 Assessment for continued	41,606.72		113 1	280-6200	920		
4		26-27 06/09/26 operation of the Coop	17,831.45		213 41	280-6200	920		
5		26-27 06/09/26 FY 2026-2027	0.00		101 1	280-6200	920		
G1540		4996 BRIANNA HANSEN	347.00						
1		07/01/06 phone allowance	50.00		182	107-2212	531	570	
2		08/04/26 mileage round trip	208.80		182	107-2212	582	570	
3		08/04/26 meals	88.20		182	108-2212	592	580	
60097		59 BTI	962.16						
1		CP-0432361 07/31/26 fuel charges	385.30	13316	110	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2700-624-							
2		CP-0432361 07/31/26 fuel charges	256.86	13316	210	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2700-624-							
3		2608-10101 08/04/26 fertilizer	320.00		101 21	100-2600	610		
60104		5023 CAMROSE COLONY	12,762.00						
		summer rate-- 2025							
		breakfast-\$3.00							
		lunch- \$5.00							
1		07/01/26 SFP reimb. July 2026	0.00		212 71	910-3100	631		
2		07/01/26 1609 breakfasts	4,827.00		212 71	910-3100	631		
3		07/31/26 1591 lunches	7,955.00		212 71	910-3100	631		
60092	E	7281 CHROMEBOOKPARTS.COM	819.80						
1		293726 07/28/26 CR1104CTA Keyboards	819.80	13303	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-682-							
60088		3 CITY OF SHELEY WATER DEPT	5,241.00						
1		07/23/26 bus barn/water/garbage	165.40		210	100-2700	421		
		BUS BARN WATER BILL							
3		07/23/26 EL/water/garbage	1,685.20		101 21	100-2600	421		
4		07/23/26 water/garbage/sewer	1,685.20		101 1	100-2600	421		
		WATER, GARBAGE & LANDFILL BILL							
5		07/23/26 and landfill	1,685.20		201 41	100-2600	421		
		WATER, GARBAGE & LANDFILL BILL							

08/08/26
21:55:07

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 7/26

Page: 3 of 14
Report ID: AP100

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
G1562	7319 CLARISSA J. SHAFFER	306.95					
1	08/03/26 stipend less TRS	183.70		182	108-2212	320	580
2	08/03/26 mileage	123.25		182	108-2212	596	580
60089	7499 CLASS B ASSOCIATION	100.00					
1	#6 06/07/26 summer registration	100.00		201 41	720-3500	582	
2	#6 06/07/26 at Big Sky	0.00		201 41	720-3500	582	
G1545	7354 COURTNEY PROSENICK	1,513.82					
1	07/10/26 SI stipend less TRS	1,194.05		182	108-2212	320	580
2	07/10/26 mileage	208.80		182	108-2212	596	580
3	07/10/26 meals	88.20		182	108-2212	592	580
4	07/10/26 class supplies	22.77		182	108-2212	600	580
60112	15 CULLIGAN SOFT WATER SERVICE	110.00					
1	01778800 07/31/26 Admin water/cooler rental	10.00		210	100-2700	450	
2	01773603 07/31/26 EL water/cooler rental	10.00		101	1 100-2600	450	
3	01772308 07/31/26 HS water/cooler rental	90.00		101	21 100-2600	450	
4	01772308 07/31/26 solar salt delivery	0.00		101	21 100-2600	450	
60119	5543 CUT BANK AUTO BODY	2,924.44					
1	07/29/26 driver's ed car repairs	1,000.00		218	100-1000	440	
2	07/29/26 insurance paid	1,924.44		218	100-1000	440	
60114	3973 CUT BANK SCHOOL DIST #15	21,109.74					
1	06/30/26 Elem. tuition 25-26	14,221.92		113	100-1000	561	
2	06/30/26 8 students	0.00		113	100-1000	561	
3	06/30/26 High School- 25-26	6,887.82		213	100-1000	561	
4	06/30/26 3 students	0.00		213	100-1000	561	
60099	6960 EBMS, LLC	226.00					
1	6798129 07/16/26 July 2026 ACA fee	226.00		101	1 100-2400	810	
60106	6879 ELLIOTT CRUMP	729.81					
1	08/04/26 IB Leadership training	180.15		101	1 100-2500	582	
2	08/04/26 in Havre-miles &	0.00		101	1 100-2500	582	
3	08/04/26 meals	0.00		101	1 100-2500	582	
4	07/23/26 SAM Summer Institute	549.66		101	21 100-2500	582	
5	07/23/26 lodging and meals	0.00		101	21 100-2500	582	

Page: 4 of 14
Report ID: AP100

[illegible]

08/08/26
21:55:07

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 7/26

Page: 5 of 14
Report ID: AP100

Claim Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
9	9252053360 07/28/26 Magic Erasers	100.80	13310	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-2600-610-								
10	9252053360 07/28/26 Hand Soap	507.50	13310	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-2600-610-								
11	9252053360 07/28/26 Comet Spray	72.72	13310	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-2600-610-								
13	9252053360 07/28/26 Glass Cleaner	62.40	13310	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-2600-610-								
14	9252053360 07/28/26 Fountain Filter	255.00	13310	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-2600-610-								
15	9252053360 07/28/26 Toilet Brush	11.52	13310	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-2600-610-								
16	9252053360 07/28/26 LED Lights	364.05	13310	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-2600-610-								
19	9252053360 07/28/26 Trash Collector	39.15	13310	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-2600-610-								
21	9252053360 07/28/26 Scrub Skirt	91.23	13310	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-2600-610-								
22	9252053360 07/28/26 Toilet Cleaner	92.64	13310	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-2600-610-								
24	9252053360 07/28/26 Scrub Grip	93.05	13310	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-2600-610-								
25	9252053360 07/28/26 additional amount	0.45		101	1 100-2600		610	
60118	5729 HD SUPPLY	3,268.78						
1	9252553185 08/07/26 Squeegee	13.30	13315	201	41 100-2600		610	
2	9252553185 08/07/26 garbage bags	296.70	13315	201	41 100-2600		610	
3	9252553185 08/07/26 garbage bags	667.50	13315	201	41 100-2600		610	
4	9252553185 08/07/26 mop heads	69.20	13315	201	41 100-2600		610	
5	9252553185 08/07/26 dust mop heads	41.36	13315	201	41 100-2600		610	
6	9252553185 08/07/26 toilet brush	12.70	13315	201	41 100-2600		610	
7	9252553185 08/07/26 toilet brush	19.20	13315	201	41 100-2600		610	
8	9252553185 08/07/26 laytex gloves	46.50	13315	201	41 100-2600		610	
9	9252553185 08/07/26 garbage bags	313.00	13315	201	41 100-2600		610	
10	9252553185 08/07/26 hand soap	507.50	13315	201	41 100-2600		610	
11	9252553185 08/07/26 hand sanitizer	1,104.30	13315	201	41 100-2600		610	
12	9252553185 08/07/26 floor cleaner	156.28	13315	201	41 100-2600		610	
13	9252553185 08/07/26 wall plate	21.24	13315	201	41 100-2600		610	

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Claim Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
G1543	7227 HERITAGE INN	239.44					
1	07/15/26 lodging	239.44		182	108-2212	592	580
60090	1356 HILINE REDI-MIX, LLC	1,458.62					
1	37925 07/22/26 1 1/2 " minus drain rock	794.16	13313	201	999		
PO Accounting (Org/Prog/Func/Obj/Proj: 41-100-2600-610-							
2	37925 07/22/26 delivery combo 2 loads	595.00	13313	201	999		
PO Accounting (Org/Prog/Func/Obj/Proj: 41-100-2600-610-							
3	37925 07/22/26 fuel charge	69.46	13313	201	999		
PO Accounting (Org/Prog/Func/Obj/Proj: 41-100-2600-610-							
60081	4119 HOVEN EQUIPMENT CO	411.06					
1	44603G 07/17/26 grasshoper repair	411.06		261	100-2600	610	
2	44603G 07/17/26 labor and parts	0.00		261	100-2600	610	
60116	7195 HUDL	9,200.00					
1	HUS0001839 07/03/26 Fball Unlimited Game	9,200.00		201	41 720-3500	680	
2	HUS0001839 07/03/26 AD Package Essential	0.00		201	41 720-3500	680	
3	HUS0001839 07/03/26 Hudl Streaming	0.00		201	41 720-3500	680	
60120	7400 INDEPENDENCE BANK VISA	2,018.04					
1	07/21/22 SPS Card #2	0.00		201	41 100-1000	640	
2	07/21/22 science books	2,018.04		201	41 100-1000	640	
60121	7400 INDEPENDENCE BANK VISA	326.38					
1	06/27/26 E Crump's PCard	0.00		101	1 100-2500	610	
2	06/27/26 meeting meals	20.00		101	1 100-2500	610	
3	07/02/26 AD lodging	306.38		201	41 720-3500	582	
60122	7400 INDEPENDENCE BANK VISA	30.00					
1	07/18/26 M. White's PCard	0.00		201	41 720-3500	582	
2	07/18/26 Canva subscription	30.00		201	41 720-3500	582	
60123	7400 INDEPENDENCE BANK VISA	831.77					
1	06/24/26 S. Hough's PCard	0.00		101	21 100-1000	682	
2	06/24/26 Creator 5 Pro 3d Printer	823.53	13299	101	999		
PO Accounting (Org/Prog/Func/Obj/Proj: 21-100-1000-682-							
3	06/24/26 international tran-	8.24		101	21 100-1000	682	
4	06/24/26 saction fees	0.00		101	21 100-1000	682	

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Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
60124	7400 INDEPENDENCE BANK VISA	179.00					
1	06/26/26 C. McAllister's Card	0.00		212 41 910-3100		810	
2	06/26/26 Servsafe class fee	179.00		212 41 910-3100		810	
60125	7400 INDEPENDENCE BANK VISA	282.92					
1	06/24/26 Lexy Fisher's PCard	0.00		101 21 100-1000		610	
2	06/24/26 resistance bands	49.90	13301	101 999			
PO Accounting (Org/Prog/Func/Obj/Proj: 21-720-3500-610-							
3	06/24/26 med kit	54.99	13301	101 999			
PO Accounting (Org/Prog/Func/Obj/Proj: 21-720-3500-610-							
4	06/24/26 classroom supplies	178.03	13302	215 999			114
PO Accounting (Org/Prog/Func/Obj/Proj: 41-329-1000-610-114							
60126	7400 INDEPENDENCE BANK VISA	143.88					
1	07/18/26 T Miller's PCard	0.00		101 1 100-1000		610	
2	07/18/26 vinyl tape red	71.94	13311	101 999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-2600-610-							
3	07/18/26 vinyl tape blue	71.94	13311	101 999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-							
60127	7400 INDEPENDENCE BANK VISA	1,135.93					
1	06/23/26 Kyle Fix's PCard	0.00		110 100-2700		610	
2	06/24/26 summer grounds	1,135.93		261 100-2600		610	
3	06/24/26 supplies	0.00		261 100-2600		610	
60087	5463 INSTRUMENTALIST AWARDS	321.00					
1	07/14/26 Dir Chorus Award	67.00		201 41 710-3400		610	
2	07/14/26 Director/Band Award	67.00		201 41 710-3400		610	
3	07/14/26 Choral Combination	75.00		201 41 710-3400		610	
4	07/14/26 Sousa/Conductor Combo	84.00		101 21 710-3400		610	
5	07/14/26 Shipping	28.00		101 21 710-3400		610	
G1544	7144 IRISH URIBE	229.63					
1	07/08/26 SI stipend less TRS	229.63		182 108-2212		320	580
G1541	7079 KRISTI CALVERY	1,094.38					
1	07/01/26 mileage reimbursement	765.78		182 108-2212		596	580
2	07/31/26 phone stipend	50.00		182 107-2212		531	570
3	07/31/26 meals reimbursement	278.60		182 108-2212		592	580

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
G1550		7184 KRISTINE LOUSIE PARO	1,218.86					
1		07/28/26 stipend less TRS	574.06		182	108-2212	320	580
2		07/28/26 mileage	326.25		182	108-2212	596	580
3		07/28/26 meals	88.20		182	108-2212	592	580
4		07/28/26 class supplies	230.35		182	108-2212	600	580
G1554		7501 MACLAY HARRIS	1,275.00					
1		08/03/26 catered lunch	1,275.00		182	108-2212	592	580
2		08/03/26 small school conference	0.00		182	108-2212	592	580
60095		42 MARIAS HEALTHCARE SERVICES INC	150.00					
KD								
1		07/02/26 DOT-physical	75.00		110	100-2700	810	
2		07/02/26 DOT-physical	75.00		210	100-2700	810	
G1548		7068 MICHELLE LINDBLOOM	1,264.30					
1		07/21/26 SI stipend less TRS	1,194.05		182	108-2212	320	580
2		07/21/26 class materials	70.25		182	108-2212	600	580
G1547		6335 MONA K. SHORTMAN	1,344.10					
1		07/16/26 SI stipend less TRS	1,102.20		182	108-2212	320	580
2		07/16/26 mileage	153.70		182	108-2212	596	580
3		07/16/26 meals	88.20		182	108-2212	592	580
G1561		6335 MONA K. SHORTMAN	402.20					
1		08/03/26 stipend less TRS	367.40		182	108-2212	320	580
2		08/03/26 Hutterite conference	0.00		182	108-2212	320	580
3		08/03/26 mileage	34.80		182	108-2212	596	580
60105		1136 MONTANA SCHOOL BOARD ASSOCIATION	3,335.00					
1		0021027 07/31/26 in district workshop	750.00		101	1 100-2310	340	
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2310-810-								
3		0021054 07/31/26 legal services	1,347.50		101	21 100-2313	803	
4		0021055 07/31/56 legal services	1,237.50		101	21 100-2313	803	
G1559		6742 MONTANA TEACHERS RETIREMENT	2,004.31					
1		07/31/26 employee/employer	2,004.31		182	108-2212	220	580
2		07/31/26 contributions	0.00		182	108-2212	220	580

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Claim Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
60080	3436 MOUNTAIN ALARM	317.84					
3	8762130 08/01/26 EL alarm monitoring	80.05		101 1	100-2600	340	
4	8762130 08/01/26 HS alarm monitoring	77.69		261	100-2600	340	
5	8762130 08/01/26 Admin alarm monitoring	80.05		110	100-2600	340	
6	8762130 08/01/26 Vo-Ag alarm monitoring	80.05		101 21	100-2600	340	
G1546	7235 NICHOLE ELISSA PIEPER	1,342.77					
1	07/14/26 SI stipend less TRS	1,194.05		182	108-2212	320	580
2	07/14/26 mileage	75.40		182	108-2212	596	580
3	07/14/26 meals	26.60		182	108-2212	592	580
4	07/14/26 class materials	46.72		182	108-2212	600	580
G1560	7500 NOVAK EDUCATIONAL CONSULTING, INC.	10,000.00					
1	08/10/26 keynote speaker	10,000.00		182	108-2212	320	580
2	08/10/26 Fall In-Service	0.00		182	108-2212	320	580
60102	7193 ORKIN	612.11					
1	299619934 07/29/26 monthly charges	153.03		110	100-2600	340	
3	299619934 07/29/26 account # 34481395	153.03		210	100-2600	340	
4	299619934 07/29/26 account # 34481395	306.05		101 1	100-2600	340	
60086	7097 PAPER SHREDDERS LLC	120.00					
1	12370 07/23/26 empty & shred bin contents	60.00		101 1	100-2500	340	
2	12370 07/23/26 empty & shred bin contents	60.00		201 41	100-2500	340	
60098	7285 PONDEROSA PUBLICATIONS	29.35					
1	87484 07/22/26 budget meeting	29.35		101 21	100-2300	540	
2	87484 07/22/26 publication	0.00		101 21	100-2300	540	
60109	7285 PONDEROSA PUBLICATIONS	915.28					
1	87788 08/04/26 EL- regular envelopes	224.97		101 1	100-2500	610	
2	87790 08/04/26 HS- regular envelopes	224.97		201 41	100-2500	610	
3	87789 08/04/26 Admin- window envelopes	240.37		101 1	100-2500	610	
4	87791 08/04/26 Admin- regular envelopes	224.97		101 21	100-2500	610	
60117	758 QUILL	1,319.70					
1	49859969 08/05/26 copy paper	479.80		101 1	100-1000	610	
2	49859969 08/05/26 EL & HS- 20 boxes	400.00		201 41	100-1000	610	
3	49859966 08/05/26 EL & HS- 00 boxes	439.90		101 21	100-1000	610	

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
G1549	5949 RACHEL R CHRISTENSEN	1,455.05					
1	07/23/26 stipend less TRS	1,194.05		182	108-2212	320	580
2	07/23/26 mileage	84.10		182	108-2212	596	580
3	07/23/26 meals	88.20		182	108-2212	592	580
4	07/23/26 class supplies	88.70		182	108-2212	600	580
60094	4499 RENAISSANCE LEARNING, INC.	10,079.00					
1	5718546 08/01/26 EL STAR Early Lit	579.00	13312	101	999		
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-							
2	5718546 08/01/26 EL STAR Rdng	1,621.20	13312	101	999		
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-							
3	5718546 08/01/26 EL STAR Math	1,621.20	13312	101	999		
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-							
4	5718546 08/01/26 Renaissance Platform	750.00	13312	101	999		
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-							
5	5718546 08/01/26 EL Accel Reader	2,357.60	13312	101	999		
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-							
6	5718546 08/01/26 HS Platform	750.00	13312	101	999		
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-							
7	5718546 08/01/26 HS STAR Rdng	694.80	13312	101	999		
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-							
8	5718546 08/01/26 HS STAR Math	694.80	13312	101	999		
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-							
10	5718546 08/01/26 HS Accel Reader	1,010.40	13312	101	999		
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-							
60113	7190 SAVVAS LEARNING COMPANY LLC	1,602.30					
1	4027553925 06/18/26 math books/shipping	1,602.30	13282	101	999		
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-							
60085	6931 SCHOOL DATEBOOKS	657.07					
1	0336807 07/17/26 Student Planners	561.60		201 41	100-1000	610	
2	0336807 07/17/26 shipping	95.47		101 21	100-1000	610	
60101	61 SHELBY PAINT AND HARDWARE	535.93					
1	46652 08/03/26 EL custodian supplies	13.98		101 1	100-2600	610	
2	46693 08/03/26 JH custodian supplies	31.66		101 21	100-2600	610	
3	46722 08/03/26 JH custodian supplies	53.69		101 21	100-2600	610	
4	46768 08/04/26 EL custodian supplies	45.97		101 1	100-2600	610	
5	46869 08/05/26 EL custodian supplies	31.98		101 1	100-2600	610	
6	46935 08/05/26 EL custodian supplies	6.59		101 21	100-2600	610	
7	47034 08/06/26 EL custodian supplies	27.35		101 21	100-2600	610	

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
8		46270 07/30/26 EL custodian supplies	17.86		101 1	100-2600	610	
9		46018 07/27/26 HS custodian supplies	8.99		201 41	100-2600	610	
10		46051 07/28/26 EL custodian supplies	40.57		101 1	100-2600	610	
11		46070 07/28/26 EL custodian supplies	25.97		101 1	100-2600	610	
12		44514 07/14/26 EL custodian supplies	16.76		101 1	100-2600	610	
13		41633 06/18/26 EL custodian supplies	8.49		101 1	100-2600	610	
14		42613 06/26/26 EL custodian supplies	4.99		101 1	100-2600	610	
15		47004 08/06/26 EL custodian supplies	201.08		101 1	100-2600	610	
60108		75 SYSCO FOOD SERVICES OF MONTANA	12,124.62					
1		643212061 07/02/26 summer food program	2,452.68		212 1	910-3100	631	
2		643222875 07/09/26 summer food program	1,430.50		212 1	910-3100	631	
3		643229389 07/13/26 summer food program	1,539.15		212 21	910-3100	631	
4		643234664 07/16/26 summer food program	1,642.72		212 21	910-3100	631	
5		643241102 07/20/26 summer food program	1,712.41		212 41	910-3100	631	
6		643246080 07/23/26 summer food program	896.77		212 41	910-3100	631	
7		643252519 07/27/26 summer food program	980.11		212 41	910-3100	631	
8		643253180 07/28/26 credit	-22.53		212 1	910-3100	631	
9		643257448 07/30/26 summer food program	1,492.81		212 1	910-3100	631	
60111		6517 T & T DIESEL REPAIR INC.	358.80					
1		19428 07/24/26 DOT inspection work #5	109.20		110	100-2700	440	
2		19433 07/29/26 DOT inspection work #7	249.60		210	100-2700	440	
G1552		7111 TRACI PILTZ	1,377.75					
1		07/23/26 SI stipend less TRS	1,377.75		182	108-2212	320	580
60107		74 US FOODS LOCKBOX	4,165.51					
1		3061247 07/06/26 summer food program	1,142.42		212 21	910-3100	631	
2		3255470 07/14/26 summer food program	1,011.73		212 1	910-3100	631	
3		3455069 07/21/26 summer food program	1,302.06		212 41	910-3100	631	
4		3652805 07/28/26 summer food program	709.30		212 41	910-3100	631	
60093		5585 VERIZON WIRELESS	353.32					
1		6149182959 07/21/26 Supt. cell phone	57.06		210	100-2700	531	
3		6149182959 07/21/26 EL principal	57.06		101 1	100-2400	531	
4		6149182959 07/21/26 JH-HS principal	57.06		201 41	100-2400	531	
5		6149182959 07/21/26 transp. director	57.06		110	100-2700	531	
7		6149182959 07/21/26 EL Aide phone	57.06		101 1	280-1000	531	
9		6149182959 07/21/26 track field wifi hotspot	68.02		201 41	100-2400	531	

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Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
G1542	3484 VISA (FOR GTCC)	4,175.50					
1	07/31/26 3Rivers, Verizon, Base 44	203.57		182	107-2212	531	570
2	07/31/26 USPS	55.18		182	107-2212	532	570
3	07/31/26 Malware Bytes	89.99		182	107-2212	440	570
4	07/31/26 meeting meals	170.63		182	108-2212	592	580
5	07/31/26 lodging	2,272.77		182	108-2212	592	580
6	07/31/26 classes materials	934.37		182	108-2212	600	580
7	07/31/26 meeting room rentals	440.00		182	108-2212	592	580
8	07/31/26 audible book	8.99		182	108-2212	600	580
G1551	4108 WENDY REYNOLDS	173.38					
1	07/28/26 class supplies	173.38		182	108-2212	600	580
# of Claims 72		Total: 221,472.42	# of Vendors 60				
Total Electronic Claims		819.80					
Total Non-Electronic Claims		220,652.62					

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Fund Summary for Claims
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Fund/Account	Amount
101 General Fund	
101	32,540.06
110 Transportation Fund	
101	859.64
113 Tuition	
101	63,725.02
182 Interlocal Agreement	
101	34,322.92
201 General Fund	
101	21,452.69
210 Transportation Fund	
101	1,887.88
212 Food Services	
101	34,587.13
213 Tuition	
101	27,369.93
215 Miscellaneous Federal Funds	
101	178.03
218 Traffic Education or Driver's Ed.	
101	2,924.44
261 Building Reserve	
101	1,624.68
Total:	221,472.42

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I have carefully examined the above Register and refer the same to the
Board of Trustees.

Filed: _____

Allowed Amount \$ _____

Disallowed Amount \$ _____

Approved by the Board of Trustees

Chairman

Attest: _____
Clerk

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SHELBY SCHOOL DISTRICT
Budget vs. Actual Report Org Codes Consolidated
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182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
100 Regular Education Programs -							
107 GTCC Interlocal Funds							
2212 Instruction of Curriculum Development Services							
112	Professional-Education	0.00	0.00	0.00	0.00	70,000.00	70,000.00
115	Office/Clerical/Technology	0.00	0.00	0.00	0.00	47,380.00	47,380.00
150	Stipends	0.00	0.00	0.00	0.00	4,000.00	4,000.00
210	Social Security/Medicare	0.00	0.00	0.00	0.00	9,000.00	9,000.00
220	Teachers' Retirement	0.00	0.00	0.00	0.00	7,000.00	7,000.00
230	PERS	0.00	0.00	0.00	0.00	4,643.00	4,643.00
240	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
250	Workers' Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
260	Health Insurance	0.00	0.00	0.00	0.00	30,000.00	30,000.00
340	Technical Services	0.00	0.00	0.00	0.00	2,000.00	2,000.00
440	Repair and Maintenance Services	89.99	89.99	0.00	89.99	2,000.00	1,910.01
530	Communications	0.00	0.00	0.00	0.00	2,000.00	2,000.00
531	Telephone	303.57	303.57	0.00	303.57	5,000.00	4,696.43
532	Postage	55.18	55.18	0.00	55.18	2,500.00	2,444.82
582	Travel Out-of-District	208.80	208.80	0.00	208.80	3,000.00	2,791.20
610	Supplies	0.00	0.00	0.00	0.00	2,978.00	2,978.00
650	Periodicals	0.00	0.00	0.00	0.00	1,000.00	1,000.00
660	Minor Equipment-New	0.00	0.00	0.00	0.00	3,000.00	3,000.00
681	Software	0.00	0.00	0.00	0.00	1,000.00	1,000.00
810	Dues & Fees	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	Function Total:	657.54	657.54	0.00	657.54	199,501.00	198,843.46
	Program Total:	657.54	657.54	0.00	657.54	199,501.00	198,843.46
108 GTCC Professional Development - Dues							
2212 Instruction of Curriculum Development Services							
150	Stipends	0.00	0.00	0.00	0.00	3,000.00	3,000.00
210	Social Security/Medicare	0.00	0.00	0.00	0.00	2,000.00	2,000.00
220	Teachers' Retirement	2,004.31	2,004.31	0.00	2,004.31	5,500.00	3,495.69
230	PERS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
240	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
250	Workers' Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
320	Professional-Educational Services	21,150.04	21,150.04	0.00	21,150.04	67,000.00	45,849.96
330	Other Professional Services	0.00	0.00	0.00	0.00	5,000.00	5,000.00
340	Technical Services	0.00	0.00	0.00	0.00	1,500.00	1,500.00
550	Printing, Binding and Duplication	136.69	136.69	0.00	136.69	3,000.00	2,863.31
592	Meals & Lodging	6,830.72	6,830.72	0.00	6,830.72	20,000.00	13,169.28
596	Mileage	1,901.13	1,901.13	0.00	1,901.13	7,500.00	5,598.87
600	Supplies and Materials	1,642.49	1,642.49	0.00	1,642.49	10,000.00	8,357.51
	Function Total:	33,665.38	33,665.38	0.00	33,665.38	127,500.00	93,834.62
	Program Total:	33,665.38	33,665.38	0.00	33,665.38	127,500.00	93,834.62
	Program Group Total:	34,322.92	34,322.92	0.00	34,322.92	327,001.00	292,678.08

08/08/26
22:17:17

SHELBY SCHOOL DISTRICT
Budget vs. Actual Report Org Codes Consolidated
For the Accounting Period: 7 / 26

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182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
	Fund Total:	34,322.92	34,322.92	0.00	34,322.92	327,001.00	292,678.08
	Grand Total:	34,322.92	34,322.92	0.00	34,322.92	327,001.00	292,678.08

08/08/26
22:14:43

SHELBY SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 6 / 26

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Fund	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
101 General Fund	561,336.95	3,642,381.21	0.00	-3,642,381.21	%
110 Transportation Fund	38,313.92	198,727.66	0.00	-198,727.66	%
111 Bus Depreciation Fund	6,300.08	32,049.45	0.00	-32,049.45	%
113 Tuition	33,515.21	169,025.66	0.00	-169,025.66	%
114 Retirement	192,118.02	402,041.26	0.00	-402,041.26	%
128 Technology Fund	9,843.69	52,424.52	0.00	-52,424.52	%
129 Flexibility Fund	15.21	5,619.31	0.00	-5,619.31	%
161 Building Reserve	4,098.23	88,581.15	0.00	-88,581.15	%
201 General Fund	283,504.09	1,897,977.64	0.00	-1,897,977.64	%
210 Transportation Fund	32,764.47	179,736.02	0.00	-179,736.02	%
211 Bus Depreciation Fund	18,528.94	101,148.31	0.00	-101,148.31	%
213 Tuition	28,977.50	156,201.71	0.00	-156,201.71	%
214 Retirement	135,575.65	297,251.14	0.00	-297,251.14	%
217 ADULT EDUCATION FUND	3,359.08	18,504.41	0.00	-18,504.41	%
228 Technology Fund	8,910.57	49,917.52	0.00	-49,917.52	%
229 Flexibility Fund	70.32	35,055.17	0.00	-35,055.17	%
261 Building Reserve	11,922.66	106,911.24	0.00	-106,911.24	%
Grand Total:	1,369,154.59	7,433,553.38	0.00	-7,433,553.38	%

08/08/26
22:48:14

SHELBY SCHOOLS
Statement of Activity by Account Name for 07/01/26 to 07/31/26

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Account	Opening Balance	Disbursed (-)	Receipts			Invest (+)	Misc.	Misc.	Closing Balance
			in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
101 ATHLETICS	9322.13	261.37	0.00	0.00	0.00		2.52	0.00	9063.28
405 AUTO/WOOD SHOP/VICA	486.88	0.00	0.00	0.00	0.00		0.13	0.00	487.01
402 BAND	1469.54	0.00	0.00	0.00	0.00		0.41	0.00	1469.95
408 BAND & CHOIR UNIFORMS/TRAVEL	961.86	0.00	0.00	0.00	0.00		0.27	0.00	962.13
112 BOYS BASKETBALL	5533.31	75.80	0.00	0.00	0.00		1.51	0.00	5459.02
213 BPA	8977.33	0.00	0.00	0.00	0.00		2.48	0.00	8979.81
203 CHEERLEADERS	4429.79	0.00	0.00	0.00	0.00		1.23	0.00	4431.02
403 CHOIR	963.63	0.00	0.00	0.00	0.00		0.27	0.00	963.90
326 CLASS OF 2026 (SR)	6135.19	414.00	0.00	0.00	0.00		1.58	0.00	5722.77
327 CLASS OF 2027 (JR)	11799.00	0.00	0.00	0.00	0.00		3.26	0.00	11802.26
328 CLASS OF 2028 (SO)	6861.07	0.00	0.00	0.00	0.00		1.90	0.00	6862.97
329 CLASS OF 2029 (FR)	4826.94	0.00	0.00	0.00	0.00		1.33	0.00	4828.27
202 CONCESSIONS	18851.02	0.00	0.00	0.00	0.00		5.21	0.00	18856.23
103 COYOTE CLASSIC	20637.19	0.00	0.00	0.00	0.00		5.71	0.00	20642.90
223 COYOTE STORE	40.74	0.00	0.00	0.00	0.00		0.01	0.00	40.75
108 CROSS COUNTRY	5628.84	0.00	0.00	0.00	0.00		1.56	0.00	5630.40
503 DISTRICT 7 MUSIC FESTIVAL	2731.18	0.00	0.00	0.00	0.00		0.76	0.00	2731.94
702 EL STUDENT COUNCIL	2705.27	0.00	0.00	0.00	0.00		0.75	0.00	2706.02
105 ESPORTS	6546.78	0.00	0.00	0.00	0.00		1.81	0.00	6548.59
206 EXPLORE AMERICA	12729.28	0.00	0.00	0.00	0.00		3.52	0.00	12732.80
212 FCCLA	415.07	0.00	0.00	0.00	0.00		0.11	0.00	415.18
211 FFA	7521.20	0.00	0.00	0.00	0.00		2.08	0.00	7523.28
209 FINE ARTS	1706.43	0.00	0.00	0.00	0.00		0.47	0.00	1706.90
107 FOOTBALL	7687.30	1723.86	0.00	0.00	0.00		1.65	0.00	5965.09
406 FRENCH CLUB	0.07	0.00	0.00	0.00	0.00		0.00	0.00	0.07
111 GIRLS BASKETBALL	7845.98	0.00	0.00	0.00	0.00		2.17	0.00	7848.15
115 GOLF	696.44	0.00	0.00	0.00	0.00		0.19	0.00	696.63
208 HOWL	1347.25	0.00	0.00	0.00	0.00		0.37	0.00	1347.62
221 JOBS FOR MONTANA GRADS	305.70	0.00	0.00	0.00	0.00		0.08	0.00	305.78
220 KEY CLUB	1288.24	0.00	0.00	0.00	0.00		0.36	0.00	1288.60
640 MIDDLE SCHOOL BAND	251.78	0.00	0.00	0.00	0.00		0.07	0.00	251.85
610 MIDDLE SCHOOL BOYS ATHLETICS	923.42	0.00	0.00	0.00	0.00		0.26	0.00	923.68
624 MIDDLE SCHOOL BUILDERS CLUB	1330.26	0.00	0.00	0.00	0.00		0.37	0.00	1330.63
622 MIDDLE SCHOOL CHEERLEADERS	2631.21	0.00	0.00	0.00	0.00		0.73	0.00	2631.94
641 MIDDLE SCHOOL CHOIR	224.40	0.00	0.00	0.00	0.00		0.06	0.00	224.46
611 MIDDLE SCHOOL GIRLS ATHLETICS	2374.73	0.00	0.00	0.00	0.00		0.66	0.00	2375.39
643 MIDDLE SCHOOL HOME EC	2168.29	0.00	0.00	0.00	0.00		0.60	0.00	2168.89
621 MIDDLE SCHOOL STUDENT COUNCIL	2254.44	0.00	0.00	0.00	0.00		0.62	0.00	2255.06
612 MIDDLE SCHOOL UNIFORM MAINTENANCE	7497.42	0.00	0.00	0.00	0.00		2.07	0.00	7499.49
222 MISSOULA CHILDREN'S THEATRE	2221.25	0.00	0.00	0.00	0.00		0.61	0.00	2221.86
401 NHS	2073.33	0.00	0.00	0.00	0.00		0.57	0.00	2073.90
501 RECOGNITION	12953.49	0.00	0.00	0.00	0.00		3.58	0.00	12957.07
214 SCHOOL PLAY	2293.09	160.00	0.00	0.00	0.00		0.59	0.00	2133.68
216 SCIENCE CLUB	2282.61	0.00	0.00	0.00	0.00		0.63	0.00	2283.24
700 SHELBY ELEMENTARY	1474.56	0.00	0.00	0.00	0.00		0.41	0.00	1474.97
114 SOFTBALL	1349.48	0.00	0.00	0.00	0.00		0.37	0.00	1349.85
205 SPEECH & DRAMA	386.38	0.00	0.00	0.00	0.00		0.11	0.00	386.49
201 STUDENT COUNCIL	3596.55	0.00	0.00	0.00	0.00		0.99	0.00	3597.54
240 STUDENT TRIPS	1055.65	0.00	0.00	0.00	0.00		0.29	0.00	1055.94
102 TOURNAMENT FUNDS	-323.66	0.00	0.00	0.00	0.00		0.00	0.00	-323.66
113 TRACK	6681.36	0.00	0.00	0.00	0.00		1.85	0.00	6683.21
104 UNIFORM MAINTENANCE	3255.54	0.00	0.00	0.00	0.00		0.90	0.00	3256.44

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Report ID: S100

Memorandum of Understanding

JOHN & SHANE HORGUS FOUNDATION - CAREER & TECHNICAL EDUCATION CENTER

This Memorandum of Understanding (“MOU”) shall become effective on _____ (the “Effective Date”) and is subject to the terms and conditions stated below between the John and Shane Horgus Foundation (“JSHF”), of 301 First Street South, Shelby, MT 59474, and Shelby School District #14 (“School”), 1010 Oilfield Avenue, Shelby, MT 59474. JSHF and School may be collectively referred to as the “Parties”.

Whereas, this MOU sets forth the understanding that the parties wish to enter into an agreement to memorialize the terms and conditions of their partnership to build, establish, and operate a Vo-Ag/Vo-Tech training center and to make vocational training, focusing on the trades, available to high school students in Shelby, Montana and the surrounding area. Therefore, in consideration of the mutual promises and covenants contained herein, the parties agree to the following terms and conditions:

The JSHF's OBLIGATIONS: Construction; Design, Planning, Buildout, Maintenance, and Long-Term Financial Support. The proposed Career & Technical Education Center is a privately funded project to be funded and overseen by the JSHF. The JSHF shall (via Owner's Representative) retain consultants, architects, engineers, designers, and contractors to see the facility to completion, and shall own any such facility upon completion. The JSHF intends to allow this facility -when complete- to be used by the Shelby Public Schools to operate and administer a Career & Technical Education Center consistent with the JSHF's Mission and intent and solely for the benefit of any interested school/student in the northern Golden Triangle region. The JSHF agrees to consult with Shelby Public Schools throughout the process to ensure that the facility will be optimized for the educational environment that it is intended to be. Future financial support is set forth below.

Based upon the obligations set forth above, the JSHF agrees as follows:

1. The Shelby Public School Board Chair shall appoint one trustee for a three (3) year term to represent the School's interests under this MOU, and the JSHF shall appoint one of its members to work with this single trustee regarding this MOU. The JSHF shall make all appropriate information freely available to the appointed trustee and communicate openly;

2. The JSHF shall build and/or purchase and remodel a suitable facility optimized for educating students with hands-on, industry-relevant training, but ownership of that facility shall remain with the JSHF;
3. Once the facility is purchased and being used by the Shelby Public Schools, the JSHF shall provide facility maintenance, including repairs, cleaning, upkeep, snow removal, and grounds care;
4. The JSHF shall, at School's request and final consent, retain or employ a consultant with knowledge in Education/Curriculum matters, to help with Curriculum planning, financial resource procurement, and accreditation compliance;
5. The JSHF shall allow the School Administration offices and other facility uses in the facility, provided such usage does not prevent maximum benefit for vocational education as intended by this MOU;
6. The JSHF shall collaborate with the School to cover the cost of additional staff (likely another VoTech instructor and eventually a Vocational Programs Director if the JSHF's budget allows;
7. The JSHF shall share the cost of utilities on the basis of use. The School's use of the Admin/offices portion shall be paid by Shelby Public Schools. The Shop/Classroom portion shall be shared between the JSHF and Shelby Public Schools relative to the School's present outlay for utilities; and
8. The JSHF shall reimburse the School for the costs of transportation.

SCHOOL'S OBLIGATIONS: Curriculum Development, Advice & Consent on design and layout. Operations, staffing, adherence to Mission. The School is the authority for this component of the project. The responsibility is on the School to have programs and curriculum ready when the JSHF completes the project. The School will inform the JSHF of specific needs and can expect the JSHF to carefully consider those needs.

The School agrees as follows:

1. The School Board Chair will appoint a trustee to liaise and represent the interests of the school to the JSHF;
2. The School agrees to use the facility for Vocational training available for Shelby's JH and HS students using the Mission and Vision of the JSHF as the permanent guiding principles;
3. The School specifically commits to making the facility available to High School students from the surrounding area; Sunburst, Cut Bank, Valier, Conrad, & Chester- including them on the same inclusive and convenient basis as local students. Programs will need to be offered in blocks of time sufficient to make the travel worthwhile. Each School is responsible for transporting students to

- the facility. Understandings between Shelby and participating neighboring schools will have to be reached;
4. The School shall utilize State programs as available to obtain appropriate funding/reimbursements to help offset the cost of operations;
 5. The School intends to provide paths for graduation through internships and apprenticeships. The School will work with the Montana State Board of Labor and Industry to provide for internships and apprenticeships with local businesses. These programs will be designed to count toward high school graduation;
 6. The School shall provide necessary transportation from Shelby High School to the training center;
 7. The School will make the training center open to Adult Education services to the best of their ability as staffing, student safety regulations, and other considerations allow;
 8. Training center attendance at the High School level will be on application from students. It will be a privilege to attend, and students will be required to comply with the rules established by the training Center;
 9. The School shall encourage local (including all communities from which students attend from) tradesmen to participate in the education of the students enrolled in the training center;
 10. Any funds generated by the program via state reimbursements must stay in the program to be used for investing in equipment, staff, and expenses;
 11. The intent of the MOU is not for the School to shift current expenses from existing programs to the Foundation; and
 12. The School shall maintain funding of Vo-Tech programs to at least current budget levels on the Effective Date of signing this MOU.

ONGOING COMMITMENTS

Once the CTE Center is in operation, Key people will meet a minimum of 4 times per year to discuss operations, adherence to the Mission, financial status/needs, etc. These meetings shall include the following:

- Decision maker(s) from JSHF
- Superintendent of Schools
- At least one Shelby Public Schools Trustee
- All CTE instructional staff
- HS Principal
- HS Guidance/Career Counselor
- At least one alumnus of the CTE center <5 years graduated
- One representative from each participating school

It is mutually understood that during the first few years the cost of operations may be disproportionately high in relation to initial student participation and grant receipts. The Foundation understands this and intends to be even more supportive of the school during this critical phase. The Foundation is fully committed to the success of the CTE Center and holds a long-term vision. The School, while making substantial logistical and financial adjustments to participate, cannot be placed in a “cash burn” scenario as a result of operating the CTE Center.

STARS Act-related funding sources: The intent is not for the School to shift current expenses from existing programs to the JSHF. The School shall maintain funding of Vo-Tech programs to at least current budget levels. State funding sources such as the STARS Act dollars may result in the School receiving money in relation to a variety of dual credit classes, including but not limited to classes at the CTE Center. The School agrees to allocate such funding according to the area to which it applies; dollars that result from CTE Center classes will be utilized for CTE operations, and so forth. The accounting used by the State for this could be convoluted, and the JSHF and School may have to identify and agree on these allocations on a year-by-year basis.

TERM

This MOU shall commence upon the Effective Date as stated above. The JSHF and School are entering into a unique arrangement that creates a lasting obligation to cooperate and work together. This agreement is automatically renewable on March 1 of each year for the following school year, unless modified or dissolved in writing by either party.

The parties agree to the terms and conditions of this MOU as set forth above and hereby provide their signatures below.

John & Shane Horgus Foundation

Shelby School District #14

By: _____

By: _____

Its: _____

Its: _____

2026 ~ 2027

Shelby Junior High & High School Handbook



SHELBY SCHOOL DISTRICT #14

www.shelbypublicschools.org

Shelby Public School District #14
1010 Oilfield Ave ~ Shelby, MT ~ 59474

Tel: (406) 424-8910 ext. 1 ~ Fax (406) 434-2959
www.ShelbyPublicSchools.org

PREFACE

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

Any information contained in this handbook is subject to unilateral revision or elimination, from time to time, by the Shelby School Board of Trustees.

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Welcome to Shelby Junior High & High School

Our goal is to provide you with educational opportunities and experiences that will enhance your development as a decision maker and increase your knowledge, skills and abilities to be an active participant in society. Please take full advantage of these offerings to assist your growth and development as a young adult. We encourage each of you to participate in our co-curricular and extra-curricular activities. Get involved in your school and community and make this year one of the most enjoyable, productive, and rewarding years of your life! Be proud of your school, of your community, and the fact that you are a Shelby Coyote.

Students and parents should take time to become familiar with the contents of this handbook. It contains the rules and regulations by which a student will abide while attending this school. Following the rules will help all students have a successful and pleasant career at Shelby Junior High & High School. The Student Handbook is designed to be in harmony with Board Policy. A copy of the District's Policy Manual is available in the school office or on the district website at www.ShelbyPublicSchools.org.

School Hours

The doors of the school open at 8:00 AM and close at 4:00 PM Monday through Friday unless there is a school sponsored activity. Students are asked to leave the building at the end of the last period unless participating in a supervised activity.

Students who want to work in a classroom or use the gym and/or weight room before or after school must obtain permission and be supervised by a District employee at all times.

****** Attendance, School Services, and Miscellaneous ******

Attendance Philosophy/Policy and Procedures

Parents will be notified of every absence via a phone call and letters will be sent to parents when students reach (8) eight and (10) ten absences. Regular attendance is a requirement for receiving credit in any class. We strongly encourage our students to follow these lifelong expectations of attendance so that they continue to have these important skills in the future for their post-secondary education and career readiness.

Any student in grades 6-12 who accumulates more than ten (10) absences, either excused or unexcused, per semester in any class will lose two (2) percentage points per day beyond ten (10) days in each class from his/her semester grade. A deduction from the semester grade, due to absences, will not move a passing grade to a failing grade. A semester grade that is passing at the completion of the semester can only be moved to a minimum grade of 60%. **For extenuating circumstances, a student can appeal the grade reduction in writing to the principal within ten (10) calendar days of the end of the semester.**

State Law requires a student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law.

In the event that a student's grade is reduced due to absences, an appeal process is in place. The form is available in the office, and once completed, must be accompanied by pertinent supporting information regarding the reasons for the excessive absences. Such information can include documentation from a medical expert or any other information to substantiate that the absences were beyond the student's control. Shelby Schools is responsible for notifying parents by letter within two weeks following the semester.

For a student appeal to be considered, the student must:

- Submit an appeal form, available in the office, to the Principal by Friday prior to the end of the current semester, by 2:30 PM;
- Submit a statement from the student explaining the circumstances causing the absences and giving a rationale for granting the waiver;
- Submit a statement from the parent or guardian supporting the appeal waiver and giving any additional information necessary; and,
- Submit a doctor's note to substantiate any medical reasons for requesting the appeal.

In some cases, Shelby Junior High & High School staff members are well aware of the extenuating circumstances that have caused excessive absences. In many cases, these are medical issues where the parents have been working with the school throughout the semester to ensure that the student remains successful in their classes.

All questions about the appeal process should be directed to the Junior High & High School Principal, who will work with attendance appeals. Often a proactive question can alleviate problems or frustrations later.

Classification of Absences

Shelby Junior High & High School recognizes the following types of absences:

Excused Absences- caused by illness, family emergency, medical, and/or weather. All other absences will be considered unexcused. Students have two (2) days per day missed to make-up assignments to a maximum of ten (10) days.

Unexcused Parent Permission Absences- requested by parents, that are not considered excused absences will be considered in this category. Student's whose absence falls into this category shall only be permitted to complete make-up work prior to the absence. The Junior High and High School student is ultimately the person responsible to request make up work either in advance or on the day of returning to class. Teachers will provide make up work within 24 hours of the request.

Unexcused Absences- caused by truancy, skipping, or failure to verify an excused absence in a timely manner. Unexcused absences will result in disciplinary consequences. Students shall NOT be permitted to complete make-up work for this type of absence.

School Related Absences- an absence involving participation in school sponsored activities. Students under school sponsorship are automatically excused and have full make-up privileges. These absences are defined by the school district providing transportation to and from the activity (i.e.: athletic activities, music activities, field trips). Students away from school in this category are considered present. However, individual teachers, with prior notice may require students to complete work before they are permitted to participate in the activity. College visits fall under this classification and will be limited to two (2) school days (Juniors and Seniors only) and must be approved by the principal. Absences beyond the two (2) school days for college visits will be considered 'unexcused parent permission'.

Distribution and Posting of Materials

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, Teachers, and the clerical staff. It is the district's policy to limit the distribution of materials to parent and student organizations sponsored by the school district or other governmental agencies. Materials which provide information valued or needed by the school district may also be distributed. All organizations must have the approval of the Superintendent before materials may be distributed. Administration will use the guidelines listed above in the approval of the distribution of the materials. In order to facilitate the distribution of materials with information about student activities offered in the community, each school will do the following:

- Maintain a centrally located bulletin board for the posting of bulletins.
- Maintain a display table where flyers and other information can be made available to students.
- Must advertise a youth-oriented activity, and must be of non-religious or political nature. It is the intent to post all notices except those that are viewed by the building principal as likely to be disruptive, libelous or obscene.

Family Night

Shelby Public School District designates Wednesday night as Family Night. School activities must be completed so all students are off campus by 6:00 PM. Students that participate in school activities and have family night commitments prior to 6:00 PM on Wednesdays will not be penalized in any way for being absent from a school activity.

Fees

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

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

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and a \$5 uniform maintenance fee, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books and textbooks. All textbooks must be covered the first week of school.
- Fees for particular classes such as driver's education, labs, foods, and family living.

Students who damage school property or equipment are required to pay restitution for the damage. Students are responsible for the proper care of all books, supplies, furniture and equipment supplied by the school. Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. Students assessed fines will not receive progress reports or participate in extracurricular activities until all fines are paid.

Food and Drink

Students are permitted, with teacher permission clearly defined through the course syllabus, to have water in clear containers in the classroom and food that is clearly defined in the course syllabus. Other types of liquid are not permitted in classrooms or in hallways. No food or drinks are permitted in any lab, auditorium, or gym during school hours.

Fundraising (Policies 3530 & 3535)

Student clubs or classes, outside organizations and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the principal's office at least ten (10) school days before the event.

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

Guest Passes

Parents are welcome to visit school. For the safety of those within the school, all visitors must first report to the main office. Visits to individual classroom during instructional time are permitted only with approval of the Principal and Teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

Only under special circumstances are student guests allowed to attend classes with a Shelby Junior High or High School student. Students wishing to bring a guest to school or school events must obtain a guest pass, issued in the office, prior to the event. The pass must be requested at least two school days in advance. The student who obtained the pass must accompany the guest to classes or the event. The guest is subject to all the school rules and the Shelby Junior High/High School student is responsible for the guest's behavior.

No Junior High School or post graduate students are allowed to attend dances at SHS. High School students that do not attend Shelby High School and wish to accompany a Shelby High School student to a dance must obtain a dance permission slip approval form from the office at least two school days in advance and be granted permission by the principal prior to attending any SHS dance.

Hall Passes

Junior High and High School Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a pass from their classroom teacher. Students are not permitted to be in classrooms they are not scheduled to be in for that period unless there is written permission from both

Teachers documented ahead of time and the receiving teacher does not have a scheduled class during that specific class period.

Homeless Students – McKinney-Vento

If a family or youth is experiencing an unsettled housing environment, they may be entitled to services under Title IX of Every Student Succeeds Act (ESEA). For more information concerning the McKinney-Vento Homeless Education Assistance Act please visit the school brochure at the following webpage link: <https://goo.gl/jNom9w>. You can also review Shelby's Homeless Policy in the Board Policy Manual (BP 3125).

Homeless children and youths may include:

- Individuals who lack a fixed, regular, and adequate nighttime residence;
- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless as described above.

Lost and Found

All students are asked to turn in "found" items to the office so that they may be returned to the rightful owner. Articles turned-in will be stored in the lost and found for a period not to exceed 30 calendar days. Students should report to the office when they are missing personal or school belongings.

Leaving School Campus

After a Shelby Junior High or High School student arrives at school, permission in writing or via phone call from the student's legal guardian must be obtained by the office, (before the student leaves the school grounds) in order for the student to leave the campus for any reason except for high school students during high school lunch. Students are not allowed to leave the school buildings, with the exception of moving between the AgEd building and the main building, during morning break. Failure to follow this procedure will result in the student being considered truant. A phone call from a parent before the student leaves the school grounds is acceptable.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice yearly for the purpose of improving communication between the school and home. During these four days, parents are highly encouraged to discuss their child's progress with his/her teachers. Conferences with teachers at other times are available upon request through the office.

Placement

The goal of Shelby Public Schools shall be to place students at levels and in settings that will enhance the probability of both individual and collective student success. Developmental testing, together with other relevant criteria including, but not limited to health, maturity, emotional stability, and developmental disabilities will be considered in the placement of all students. Final disposition of all placement decisions rest with the building Principal.

Re-Admittance

Upon returning to school following an absence, students must report to the main office. Students must present a written excuse signed by a parent/guardian stating the date, time and reason for the absence. A phone call from a parent is acceptable.

I.A.T. (Intervention Assistance Team)

IAT is a model of instruction that enables schools to provide support for all students in general education, and the Shelby Public School District is actively engaged in this educational process. IAT is intended to unify all instructional entities (general, gifted and special education) to the benefit of all students.

IAT uses a team approach to make data-based decisions to increase student achievement. The program provides instruction and intervention that is research-based and is of high quality, high interest and uses evidence-based strategies. These teaching practices and methods are employed to maximize the learning opportunities and are matched to the students' specific learning needs.

With IAT, your child may receive very explicit instruction from several different providers (instructors). He or she may visit other classrooms or study areas to complete work on their specific interventions, as well as they may be participating in more than one intervention at any given time, and may participate with other students with similar areas of need.

Scheduling

Junior High and High School students shall be pre-registered for classes each year. All students are expected to be enrolled in eight (8) classes. Schedule changes can be made within the first week of each semester by appointment with the school Counselor. Any schedule changes after the first week of each semester will require a meeting with parent, Counselor and Principal. The student will need to make the arrangements for the meeting.

Enrollment, Placement and Transfer

Shelby School District requires that a child's legal guardian present to the school, within forty days of enrollment, proof of identity of the child. A birth certificate and an immunization record are required for admission to all Shelby School District. In the event a child's legal guardian does not present required proof of identity within forty days (40) of enrollment or if the school district does not receive the school records from the sending school within sixty days (60) of enrollment, the school shall notify the Montana missing children information program as described in 44-2-503, MCA.

School Counseling

Counseling services are provided for each student at Shelby Junior High & High School. The Counselor will assist students with scheduling, testing services, college applications, financial aid forms and scholarships, as well as any personal counseling. The Montana School Counselor Comprehensive Model is an integral part of Shelby Junior High / High School's education program. This program is based on the needs of students and is developmental in nature. It includes sequential activities to assist students in making good decisions about high school courses and post high school plans either in the form of classroom instruction or individual contact. Counseling services for personal/social difficulties, crisis intervention, and academic issues may involve parent contact, individual student contact, student groups, and/or referral to community resources.

Students wishing to meet with the counselor may stop by the counselling office before or after school or between classes to request an appointment. Students may also ask a teacher to contact the counselor to schedule an appointment.

School Pictures

All Junior High and High School students are required to have their picture taken, provided by Shelby Public School District during Coyote Days in the fall, for the school annual. If seniors wish to have other pictures taken for the annual as their senior pictures, please follow these guidelines for senior portraits in order to create a standard, uniform picture for the yearbook:

- Color, black and white, or sepia head and shoulder portrait.
- Head size specifications should measure between 1 ¼ – 1 ¾ inches from the top of the hair to the tip of the chin in a wallet sized photo. (NOTE: this is important so the senior's head is neither tiny

nor monstrous compared to others students. Check previous yearbooks for good examples if you intend to shoot the photo yourself.)

- No full body shots.
- Outdoor backgrounds are fine but should be plain so it does not distract from the senior.
- No hats, sports equipment, musical instruments, animals, other people or distracting props.
- Clothing must meet SHS dress code in accordance to the student handbook.

Please schedule your portrait session for the summer or fall in order for us to meet the deadline.

School Services

In addition to the regular staff, we have a professional staff that services our school on a regular basis. These services include Counseling, learning disabilities, special education services, reading and math tutoring, speech services, music, art, physical education, library science, school-based health center services, and services of the county health department. If you would like to have a special conference with any of these people do not hesitate to call the school office. We will assist you in setting up an appointment. Your student will have direct contact each week with a number of these people.

HEALTH SCREENINGS

The Board may arrange each year for health services to be provided to all students. Such services may include, but not be limited to: (Policy 3410)

- the development of procedures at each building for the isolation and temporary care of students who become ill during the school day,
- consulting services of a qualified specialist for staff, students and parents/legal guardians,
- vision and hearing screening,
- scoliosis screening
- Any physical or mental health services, examination, or screening.

Systematic health screenings will be conducted during the school year in the areas of vision, oral health, hearing, and speech. All screenings are provided at no cost. Vision and oral health screenings will be conducted by the school-based health center for students K-12. Results and recommendations will be provided to the school to be sent home, and a copy will be retained by the school. Hearing and speech screenings will be conducted by the Big Sky Special Needs Cooperative. Hearing screenings will be completed for all new students and children with history of hearing loss or mild ear dysfunctions. The following types of screenings may be performed: *Pure Tone*, *Otoacoustic Emissions (OAEs)*, and *Impedance Screening*. When a hearing screening is failed, results and recommendations will be mailed home.

Parental/Guardian consent for hearing, vision, oral health screening is obtained at registration on the Student Information Form. Your signature gives consent for your child to have their hearing, vision, oral health screened as stated above during the current school year. Speech screenings will be completed on a referral basis. Written consent will be obtained for any referrals for hearing and/or speech screening.

Tardy Policy

All students are expected to arrive at their assigned class before the bell rings. A Junior High or High School student who enters the classroom after the bell has rung during 1st and/or 5th period(s) will be required to check in at the office where a pass to class will be issued. Students will receive detention from the school office for class tardiness. Students who arrive at class ten (10) minutes after the bell has rung are considered absent and must check in at the office.

Students who enter class late due to an excused absence will be allowed to make up work. Teachers will assign a half hour detention for any tardy to their class except for first and/or fifth periods. If students are

tardy for first or fifth periods, they must go to the office in order to report for school. Students will receive one warning per semester and will be assigned detention for each additional tardy following the warning.

Transfer to Shelby Junior High & High School

School District policies regulating pupil enrollment from other elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the Shelby School system.

Secondary Grades (9-12), Credit Transfer

Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

- Appropriate certificates of accreditation.
- Length of course, school day and school year.
- Content of applicable courses.
- The school facility as it relates to credit earned (i.e.; lab areas for appropriate science or vocational instruction.)
- The School Counselor will perform an appropriate evaluation of student performance leading toward credit issuance and make recommendations to the principal.

Final approval of transfer credits will be determined by the Junior High/High School Principal, subject to review upon approval by the Superintendent and Board of Trustees. Montana Accreditation Rules and Standard, in accordance with local alternate procedures for earning credit, shall be applied to all credit transfer review.

Transfer or Withdrawal from Shelby Junior High & High School

If a student transfers to another school, or withdraws from Shelby Junior High & High School, the student must bring his/her parent/guardian to the school and obtain a withdrawal form from the office. The student must check in books and equipment and have each teacher sign the withdrawal form. When completed, the form is to be turned into the office. If this procedure is not followed, the student, after ten (10) days of absence, will be officially dropped and receive no credit for the time spent at Shelby Junior High & High School during that grading period.

****** Student Records and Expectations ******

Acceptable Use of Electronic Network

Shelby Public Schools believe that a computer network offers vast, diverse, and unique resources to students, teachers and other users. The goal of the district in providing computer networks to students, teachers, and other users including, but not limited to, administrative staff and all categories of classified employees, is to promote educational excellence, and operational efficiency in all aspects of the district by facilitating resource sharing, innovation and communication. The use of network facilities by employees, students and other users shall be consistent with the mission and curriculum adopted by the School District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The use of the network will be guided by the Shelby School District Acceptable Use Policy, referred to as AUP in this document. The AUP applies to the following areas: stand-alone computers, local school area networks, wide area networks, telecommunications systems, the Internet, and any other technology devices provided by Shelby Public Schools. Any student using the network system will be required to sign an AUP agreement. The District AUP is available for review from the Shelby School District Website and the Central Office. Students and/or employees failing to adhere to the AUP will forfeit their network privileges and/or computer use.

Cell Phones/Electronic Devices

Junior High and High School students' possession and use of cellular phones, and other electronic devices on school grounds and while under the supervision and control of the school district employees is a privilege which will be permitted only under the circumstances described. The term "cell phone" includes all electronic devices used for communication. Cell phone use is prohibited during all instructional periods, including study hall, unless expressly allowed by the teacher. Cell phones may be used during the morning break with the exception of club/class meetings and the required Advisory period. Junior High and High School students may use their personal electronic devices before the beginning of the day tardy bell, during the lunch period and after the last bell of the school day. Personal electronic devices may be in a student's possession on co-curricular activity trips only when pre-approved by the head supervising adult.

At no time will any student operate devices with either visual or audio recording capabilities in a locker room, bathroom or other location where such operation may violate the privacy right of another student or during extra-curricular practices or events in which the student is participating in. If this does happen, the student may be suspended up to ten (10) days and may be recommended for expulsion.

Consequences for violating the Cell Phone/Electronic Device Rules:

First offense

Device is confiscated and may be picked up by the student at the end of the school day in the office.

Second offense

Device is confiscated and may only be retrieved by a parent/guardian who must sign or call for its release.

Third offense

In addition to the consequences of a second offense, the student shall serve one-hour detention.

Fourth offense

In addition to the consequences of the second offense, the student shall serve five (5) hours detention.

Fifth offense

In addition to the consequences of the second offense, the student shall serve one day of in school suspension.

Sixth and any additional offenses

Disciplinary action shall be at the discretion on the Administration and/or Board of Trustees.

Cheating and Plagiarism

According to Webster's Dictionary plagiarism is: to steal and pass off (the ideas or words of another) as one's own; to use (another's production) without crediting the source; to commit literary theft; or to present as new and original an idea or product derived from an existing source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and/or lying about it afterward.

Students who use **artificial intelligence**, plagiarized papers or projects, or are involved in any other form of cheating will be subject to a zero on the assignment and/or discipline.

First offense

The student's parents will be contacted and the student will receive a zero (0) on the assignment with no opportunity to make the assignment up.

Second offense

The student's parents will be contacted and the student will receive a zero (0) on the assignment with no opportunity to make the assignment up. The student will also receive an office referral and serve one (1) hour of after school detention.

Any further offenses and the student will be subject to the Progressive Discipline policy in addition to receiving a zero (0) on the assignment.

College Prep Requirements (Public Universities in Montana)

- **Four years of English:** courses should emphasize the development of written and oral communication skills and literature.
- **Three years of Mathematics:** courses should include algebra I, geometry, and algebra II (or the sequential content equivalent of these courses). Students are encouraged to **take a math course in their senior year.**
- **Three years of Social Studies:** courses should include one year of global studies (such as world history or world geography), American history, government, economics, Indian history, psychology, sociology, or other third-year courses.
- **Two years of Laboratory Science:** one year should be earth science, biology, chemistry, or physics, and the other year can be one of the above sciences or another approved college preparatory science.
- **Two years of elective courses:** foreign language (preferably two years), computer science, visual and performing arts, or approved vocational education units.

Disclosure Statement

The Junior High and High School will publish the names and pictures of students in the newspaper, hallways, radio stations, and on the District Page. This may include filming of entire classroom instruction. Any parent not wishing to have their student's name and/or picture utilized must contact the Junior High & High School Administration within ten days of receiving this handbook.

Dress/Attire

Dress and attire shall not present health or safety problems or cause a disruption to the educational process. Shelby Schools adopted the philosophy of covering the 4B's: Backs, Breasts, Bellies, and Bottoms. The staff and/or Principal have full discretion to determine if student clothing is a disruption to the educational process. No student is to wear any article of clothing that graphically displays or leads an individual to believe that they are promoting gang activity, alcohol, tobacco, drugs, or sexual content. Students wearing or displaying offensive messages will be required to change or cover the disputed message. Shoes must be worn at all times: slippers are not considered shoes. Skirts and shorts must be at least fingertip length when arms are relaxed on the student's side. Tank top straps must be at least the width of three (3) fingers. No halter tops or strapless shirts are allowed.

Sunglasses are not to be worn inside the school building. There are to be no garments covering a student's head while in the school including, but not limited to, hats, bandannas, sweatshirt hoods, or head warmers. Hats are to be placed in the student's locker or backpack when they enter the building. Violations of this rule may result in the article being confiscated for the remainder of the school year.

Dual Credit Programs

Shelby Public Schools encourage students to finish their academic career with Shelby High School prepared with a solid plan for college and/or their career. Many of our students need and want to take relevant and rigorous courses, especially their last two years of high school. If they articulate a dream or plan of going to college, we offer an opportunity to experience the rigor and relevance of college coursework while still in high school. There are financial advantages of taking dual credit courses to the student and the parent. In most cases the tuition costs for high school students are about half the normal fees. Currently we offer a number of college-level courses through cooperative agreements with Great Falls College MSU, MSU-Northern, and Montana Tech. We also work with other institutions as needed.

These Dual Credit opportunities allow high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a postsecondary degree or certificate, or toward transfer to another college. The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high performing high school students. Grades issued by the

college will reflect upon the student's high school transcript and will be calculated in their cumulative GPA. Students interested in dual credit opportunities must meet with their building administration to determine available options.

Eighth Grade Celebration

To participate in the 8th grade celebration a student must successfully complete all core subjects by receiving passing grades in all core subject areas during their 8th grade year and completed their required ten (10) hours of community service. To determine a passing grade for the school year the first and second semester grades will be averaged.

All Junior High students will fulfill ten (10) hours of community service over a three-year period. This volunteer work must be in service to organizations/persons outside of the familiar environment of their own homes. Students must verify their service on the Certificate of Supervision Form. The following community service is acceptable: Voluntary service for a non-profit organization; any service commencing after the successful completion of sixth grade; recommended completion by the end of third quarter of eighth grade, any approved activity completed outside of regular school hours, unless approved by Principal. This requirement may be altered for any student transferring to the district during eighth grade.

Field-Trips

Students are required to be passing all classes in order to miss regular classes for a field-trip. Students with excessive tardiness or absences may not be permitted to attend. Field-trip attendance follows student eligibility requirements and if behavior concerns arise, attendance is determined by the Junior High & High School Principal.

Grades

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows: all grades are updated weekly on the school management program, all grading systems are to include points for daily assignments, testing, and attendance. Grades are accumulative over the semester, the mid-term exam is designed to evaluate student competence for the first term, and the final semester exam is designed to evaluate student competence for the second term of the semester as well as knowledge of the major concepts taught during the first term. Mid-term grades will be available for students each term, extra-credit may not account for more than 5% of the students total score in a class, if a point system of grading is used, the maximum number of points possible for the term (first and/or second) must be made known to the students in the course syllabus distributed at the beginning of the term. An incomplete grade is given only in those cases of illness, emergency, or extenuating circumstance prearranged through the counselor and has prior written approval from the principal. Work must be completed within two weeks after the semester ends. Semester grades will be calculated by using up to 45% of the student's first term grade, up to 45% of the student's second term grade, and at least 10% from the student's semester exam or project.

Shelby Junior High & High School Grading Scale: All classes will have the following grading scale unless modified through an Individual Education Plan (IEP) or by student's Section 504 plan with the principal's approval:

A	93 - 100	B-	80 - 82	D+	68 - 69
A-	90 - 92	C+	78 - 79	D	63 - 67
B+	88 - 89	C	73 - 77	D-	60 - 62
B	83 - 87	C-	70 - 72	F	Below 60%

Homework

Homework assignments are meaningful extensions of classroom activities designed to help the student master skills and subject matter as well as develop responsibility and independent study skills. Homework

assignments should be assigned at all grade levels, with the frequency and duration of assignments being flexible for teachers and students depending on the developmental appropriateness of the children in question. Homework assignments shall be returned to students upon completion of grading. Homework should not be assigned as a form of classroom discipline.

Honor Roll/G.P.A.

The Shelby Junior High & High School honor roll is published on a school bulletin board and in the local newspaper at the end of each term. In order to be on the Honor Roll, a student must earn at least a 3.25 grade point average (GPA). President's Award for Academic Excellence is awarded at Eighth Grade Awards Ceremony to students who meet the following requirements: Excellence Awards are given to students who achieve a 3.5 or higher GPA throughout middle school and a rubric based on grades, advanced in math or reading state testing (80% or higher), attendance, and character traits in trustworthiness, respect, responsibility, fairness, caring and citizenship.

High School student taking classes through Shelby High School will be awarded credit according to the following grading scale:

A = 4.0 points	B = 3.0 points	C = 2.0 points	D = 1.0 point
A- = 3.7 points	B- = 2.7 points	C- = 1.7 points	D- = 0.7 points
B+ = 3.3 points	C+ = 2.3 points	D+ = 1.3 points	F = 0 points

High School Graduation Requirements

Shelby High School Graduation Requirements are:

- 4 credits - English
- 3 credits - Math
- 3 credits - Science
- 3 credits - Social Studies - must include US History and American Government (i.e.: Psychology, Sociology, Montana History, World History I, World History II, Geography, etc.)
- 2 credits - Health Enhancement
- 1 credit - Fine Arts (i.e.: Art, Choir, and Band)
- 1 credit - Senior Skills (i.e.: JMG, Economics, Consumer Math, Psychology/Sociology, etc.)
- 2 credits - Business or Computer Class (or Online Course - removed starting with the class of 2029)
- 1 credit - Vocational/Practical Arts (i.e.: agricultural education, computer science, culinary arts, med prep, video media/journalism, etc.)
- 5 credits - Elective Courses

25 credits are required in order to graduate (no course can be used to meet 2 requirements). Students are also required to complete 20 hours of community service to be documented by school staff.

Honors Diploma (candidates for Valedictorian, Salutatorian, and/or Top Five must be eligible for an Honors Diploma and have a GPA above a 3.0)

- 4 credits - English
- 4 credits - Math (Minimum Completion one course beyond Algebra II)
- 4 credits - Science (including Biology and Intro to Chemistry/Physics)
- 4 credits - Social Studies - must include US History and American Government (i.e.: Psychology, Sociology, Montana History, World History I, World History II, Geography, etc.)
- 2 credits - Health Enhancement
- 1 credit - Fine Arts (i.e.: Art, Yearbook, Choir, and Band)
- 1 credit - Senior Skills (i.e.: JMG, Economics, Consumer Math, Psychology/Sociology, etc.)
- 1 credit - Business or Computer Class
- 1 credit - Online Course (i.e.: MTDA, Edgenuity, Dual Credit, etc.)
- 1 credit - Vocational/Practical Arts (i.e.: agricultural education, computer science, culinary arts, med prep, video media/journalism, etc.)
- 1 credit - Foreign Language (sign language is included as a foreign language)

5 credits - Electives

29 credits are required in order to graduate with an **Honors Diploma** (no course can be used to meet 2 requirements). Honors Diploma Students are also required to complete 100 hours of community service to be documented by school staff and turned into the main office by the end of the fall semester of the student's senior year. In addition to the above requirements, the student must complete three (3) advanced placement courses and/or 9 college credits (3 college credits are worth one advanced placement course).

Students receive 1/2 credit per semester for all courses with the exception of study hall or a student aide (teacher, office, guidance). Any dual credit course where a student earns 2-4 college credits, will earn 1/2 a credit towards his/her high school graduation requirements.

All students must be enrolled in 8 periods per day with seven periods of instruction; study hall and student aides are not considered periods of instruction. Freshman and sophomore students are not permitted to be student aides. Seniors must enter their senior year with a 2.5 GPA or better to be eligible for a student aide position (extenuating circumstances may overrule the GPA requirement). In addition, they must be approved by the requesting teacher and an administrator. Juniors may be allowed to serve as a student aide on a case-by-case basis.

Class Standings: Students must have earned the following credits to obtain the grade level:

Freshman	0 – 5.9 credits	Junior	12 – 17.9 credits
Sophomore	6 – 11.9 credits	Senior	18+ credits

Students will meet with the School Counselor yearly to ensure they are on track for graduation and prepared for post-graduation.

High School Graduation Standard Attire

Maintaining tradition and pride in our school is very important. One way this can be accomplished is by using our school colors in our ceremonies. Therefore, graduating seniors will be given gowns to use for the ceremony. Students purchase caps and those must be maroon in color. There are to be no alterations to any of the graduation attire such as decorating the cap. Graduation is an honor and a privilege and alterations to student attire will result in the student not participating in the graduation ceremony. Rule Exception: A Native American student may wear traditional ceremonial regalia in recognition of his/her unique cultural heritage during the high school graduation ceremony as long as that alteration is discussed with and approved by an administrator.

The following items recognizing student accomplishments will be allowed in the graduation ceremony:

1. NHS members will wear a blue stole
2. Top 5 students will wear a white stole (if he/she is also in NHS, the stole will have an NHS patch)
3. Students that donate 3 pints of blood will wear Red Cross Blood Cords
4. Students that participate in 4 years of 4-H will wear Green 4-H Cords
5. Students that receive the Montana FFA Degree will wear Blue and Gold FFA Cords
6. Students who participate in 4 years of BPA and who qualify and compete in at least 1 state competition will wear a Red and Blue BPA cord.

To add additional cords to the graduation attire, the request must be made to the School Board of Trustees in writing before the February Board Meeting for consideration.

High School Valedictorian, Salutatorian, and Top Five

It is the philosophy of the school district that it is important to validate the integrity of the Senior Class Valedictorian/Salutatorian and Top Five. As a result, in order to earn Valedictorian/Salutatorian honors or be recognized at Graduation as one of the Top Five, a student must meet the requirements for an Honors Diploma. The following guidelines will help students achieve that requirement:

1. Valedictorian - highest cumulative grade point average; Salutatorian - second highest cumulative grade point average at the completion of the first semester of their senior year. A minimum of 3.00 grade point average is required.
2. Top Five – top five highest grade point averages at the completion of the first semester of their senior year. A minimum of 3.00 grade point average is required.
3. Valedictorian, Salutatorian and all Top Five Awardees must complete the following:
 - a. Earn a total of 25 credits by end of first semester of his/her senior year. The student must earn a total of 29 credits to be eligible for valedictorian, salutatorian, or top five honors.
 - b. Earn a total of 14 core class credits (English, Math, Science and/or Social Studies) by the end of first semester of his/her senior year. The student must earn a total of 16 core credits to be eligible for valedictorian, salutatorian, or top five honors.
 - c. Three (3) Advanced Placement classes or Dual Credit classes must be passed.
 - d. An additional eighty (80) community service hours for a total of one-hundred (100) hours by the end first semester senior year.

In the event of a twelfth-grade transfer student, that student must start Shelby High School on the first day of that school year.

In the case of one or more students having met the qualifications, co-Valedictorian awards will be presented and no Salutatorian will be awarded. All students that meet the Valedictorian criteria, will be allowed to give a speech at the graduation ceremony (all speeches must be pre-approved by administration). If there are no students who meet the qualifications for Valedictorian and/or Salutatorian, the awards will not be given.

Junior High Retention Policy

All seventh and eighth grade students are expected to pass their core subjects before moving on to the next grade. To determine a passing grade for the school year the first and second semester grades will be averaged. A student must demonstrate the ability to acquire a base level of knowledge that will allow him/her to be academically ready to proceed to the next grade level. Shelby School District does not socially promote students from one grade to the next. A decision on retention will be made by the principal and any extenuating circumstances will be acknowledged through a meeting with the parent/s or guardian/s. A student and his/her legal guardian/s will be provided the right of due process to an appeal through the Shelby Board of Trustees.

Make Up Work

The Junior High and High School student is ultimately the person responsible to request make up work either in advance or on the day of returning to class. Teachers will provide make up work within 24 hours of the request. Work may be made up for all excused absences. Students will be allowed twice the amount of time absent up to a maximum of 10 days, to complete any assignments or tests missed due to an excused absence. Students who have unexcused absences must obtain work ahead of the absence. When assignments are communicated to the student prior to the absence, excused or unexcused, the assigned work will be due upon the return from the absence or on the original assigned date – whichever is later.

The make-up work policy does not apply to missed school due to school activities. When involved in a school related activity it is the student's responsibility to know their classroom expectations and due dates prior to leaving for the activity. The due dates are not to be extended because of school activity.

National Honor Society

Students may earn the right to apply for membership in the Shelby High School Chapter of the National Honor Society by earning a cumulative 3.5 grade point average at the conclusion of their sophomore year.

Online Grade Book

Shelby Public Schools has a password-protected, online tool called Infinite Campus that allows parents/guardians to access their child's grades, attendance and lunch account information. To secure a password and directions on how to access this site, please contact the Junior High/High School Secretary.

Online Programs

Online study courses taken through the Montana Digital Academy (MTDA) or Edgenuity are designed to enhance and enrich educational opportunities for students. Courses offered at Shelby High School will only be taken through MTDA or Edgenuity when necessary, based on a student's schedule or other factors. The High School Counselor will assist students in determining the need for any online course of study to meet graduation requirements.

Freshman and sophomore students will need special permission from the Counselor and Principal in order to take an online course. This permission will need the approval of the Counselor, parent/guardian, student, and Principal with a copy sent to the parent/guardian.

If a student is not performing in an MTDA or Edgenuity class and MTDA or Edgenuity drops that student, an 'F' will be placed on the student's transcript. If a student is not passing or wants to drop by mid-term and Shelby High School chooses to drop the student from MTDA or Edgenuity, an 'F' will be placed on the student's transcript.

Any costs incurred by online study courses will be the responsibility of the student. The student is responsible for successfully completing requirements of the online program and submitting documentation of completion at least five (5) school days prior to graduation, or he or she will not be allowed to participate in the graduation ceremony.

Report Cards

Report cards will be issued to the students at the end of each term from the office. Parents will be kept informed during the term on the progress of their student. Parents are encouraged to contact the school if they have any questions or concerns about their student's performance in any class. Credits will be earned at the end of each semester. Grades may only be changed with the written permission of the principal.

Student Expression and Opinion

The free expression of student opinion is an important part of an education in a democratic society. Students' verbal and written expression of opinion on school property is to be encouraged so long as it does not disrupt the operation of the school or interfere with the educational process. The guidelines below shall be observed to assure both free expression of opinion and orderly conduct. Students not following these guidelines shall be subject to disciplinary action which may include expulsion from school.

Verbal, symbolic, or written opinion shall not be expressed or disseminated in such a way to interfere with the normal conduct of classes or the movement to or from classes.

Students requesting to disseminate their opinion by distributing pamphlets, leaflets, or other written material on school property must first submit the materials to the principal for approval at least 48 hours in advance. Materials may not:

- be libelous, vulgar, profane, or obscene;

- be soliciting funds or advertising a commercial enterprise;
- be campaign literature of candidates for public office;
- contain language or ideas of such a provocation nature that it is reasonably probable that its distribution will cause a disruption in the ordinary operation of the school.

The building Principal will review any publications prior to publication including: school newspaper, blogs, local newspaper/radio and annuals.

Student Government

Student Council is the organization which enables the students to express their opinions, assist in the administration of the school, act as a clearing house for student's activities, and participate in the management of the school. The Junior High and High School Student Councils promote leadership, initiative, and self-discipline among its members. The student body elects members. In addition, each class and club will hold elections in the fall to elect their officers and representatives to the Student Council.

Senior Internship Program Policy

The administration and staff at Shelby High School have a strong commitment for our students to remain in school for the entire four years.

Criteria for the program include:

- Students must be seniors with at least 18 credits to be eligible for this program.
- Students must find the employment within one week of school starting.
- Students and employers must complete the weekly evaluation form and turn it into the Counselor.
- Employer and student will sign a contract that will include information regarding the students being required to participate in class instruction.
- In order to receive credit for the course, students must adhere to the requirements of the contract.
- Students will be required to keep a weekly journal to be reviewed by the Counselor.
- The principal will approve or disapprove of the student's acceptance into the program.

Failure to adhere to these requirements may result in the student's termination from program.

When the student is out of school, on work study, he/she will not be allowed to be on the school grounds during his/her work release period.

Social Events

Separate Junior High and High School evening social activities at school may not extend beyond 10:00 PM for Junior High students and 12:00 AM for High School Students. Chaperons will be present at all times during the event. At least one chaperon must be a staff member. Shelby Junior High students are not allowed to bring in guests from other schools or grade levels. Shelby High School students must follow protocol for inviting other high school guests in for high school dances. If a Junior High or High School student leaves an event early, they may not reenter the building. It is important that a parent/guardian pick up their Junior High students after the activity. Four (4) dances are allowed during the school year and must have prior approval of the principal at least one month in advance.

Special Education Records

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

Student Conduct Outside of School Hours or Away from School

Any conduct by a student outside of school hours or away from school grounds which has a direct effect on the discipline or general safety and welfare of the school and its students will subject the Junior High and/or High School student to corrective action or punishment by the Shelby School District. This includes, but is not limited to, conduct which endangers the health, safety, property or welfare of other students, Teachers, Administrators, Trustees, or employees of the school system, or their families. Corrective action or punishment may include but not limited to immediate, short-term (not to exceed 10 days) suspension to a recommendation for expulsion. A separate civil and/or criminal action may also be initiated against the offending party.

Student Insurance

Shelby Public Schools does not provide accident insurance for students. However, the District does make available a low-cost accident insurance program at parental expense. Parents and/or guardians are responsible for paying insurance premiums and submitting accident claims.

Students Records (Policy 3600)

Maintenance of School Student Records: The district maintains two (2) sets of school records for each student - a permanent record and a cumulative record.

The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction

Each student's permanent file, as defined by the Board of Public Education, must be permanently kept in a secure location.

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information
- Camera footage only for those students directly involved in the incident

Information in the permanent record will indicate authorship and date and will be maintained in perpetuity for every student who has been enrolled in the district. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the district. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the district, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

The building Principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent.

Access to Student Records

The district will grant access to student records as follows:

1. The District or any District employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. A parent of any student is allowed to view the footage but is not permitted to receive a copy unless the parents of the other involved students provide consent. Consent from parents of students in the background is not required. Access to the records will be granted within fifteen (15) days of the district's receipt of such request.

Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. The district will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including pupil-parent interaction.

A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not prevent their parents from accessing and inspecting their student records if they are a dependent of their parents in accordance with Internal Revenue Service regulations.

Access will not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The district may grant access to or release information from student records without prior written consent to school officials with a legitimate educational interest in the information. A school official is a person employed by the district in an administrative, supervisory, academic, or support staff position (including, but not limited to Administrators, Teachers, Counselors, paraprofessionals, coaches, and bus drivers), and the board of trustees. A school official may also include a volunteer or contractor not employed by the District but who performs an educational service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of personally identifying information from education records, or such other third parties under contract with the District to provide professional services related to the District's educational mission, including, but not limited to, attorneys and auditors. A school official has a legitimate educational interest in student education information when the official needs the information in order to fulfill his or her professional responsibilities for the district. Access by school officials to student education information will be restricted to that portion of a student's records necessary for the school official to perform or accomplish their official or professional duties.
4. The district may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

5. The district may grant release of a child's education records to child welfare agencies without the prior written consent of the parents.
6. The district will grant access to or release information from a student's records pursuant to a court order.
7. The district will grant access to or release information from any student record, as specifically required by federal or state statute.
8. The district will grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student, with particularity as to whom the records may be released, the information or record to be released, and reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy will be mailed to the parent or eligible student by the Superintendent. Whenever the District requests consent to release certain records, the records custodian will inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
9. The district may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official. School officials may also include those listed in #3 above.
10. Prior to release of any records or information under items 5, 6, 7, 8, and 9, above, the district will provide prompt written notice to the parents or eligible student of this intended action. This notification will include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
11. The district may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The district will notify the parents or eligible student, as soon as possible, of the information released, date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.
12. The district may disclose, without parental consent, student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
13. The district will comply with an ex parte order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
14. The district charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship.
15. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or another person. The record of release will include:
 - a. Information released or made accessible.
 - b. Name and signature of the records custodian.

- c. Name and position of the person obtaining the release or access.
- d. Date of release or grant of access.
- e. Copy of any consent to such release.

Directory Information

The district may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

- Student's name
- Address
- Telephone listing
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Degrees
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors and awards received
- Most recent educational agency or institution attended

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the district is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

The district shall give a parent or eligible student, on request, an opportunity for a hearing to challenge content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

The hearing required by 34 C.F.R. 99.21 must meet, at a minimum, the following requirements:

- The district shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.
- The district shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
- The hearing may be conducted by any individual including an official of the district who does not have direct interest in the outcome of the hearing.
- The district shall make its decision in writing within a reasonable amount of time after the hearing.
- The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

The parent or eligible student has:

- The right to present evidence and to call witnesses;
- The right to cross-examine witnesses;
- The right to counsel;
- The right to a written statement of any decision and the reasons therefor;

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

Students Rights and Responsibilities

As a student in the Shelby School District, it is expected that you will want to take full advantage of your right to an education. You come to school with a positive attitude to learn and to take part in school activities. An important part of your education is the right to make decisions and the responsibility to accept the results of these choices. Student shall not be deprived of the right to an equal educational opportunity in whole or in part by the Shelby School District without due process.

Student/Parent Due Process

The school district recognizes the rights of all students without regard to race, sex, religion, creed or national origin. The exercise of these rights may not interfere with the rights of others. Students/parents may present complaints to a teacher or the building principal. Opportunities shall be provided for students/parents to exercise this right through channels established for consideration of complaints. The following student/parent appeals procedures will be provided:

1. The complaint shall be brought to the attention of either a teacher or building principal in a scheduled meeting.
2. If satisfaction is not reached at the building level, the student/parent shall be referred by the principal to the superintendent.
3. If satisfaction is not reached at the central administration level, the superintendent shall refer the matter to the School Board of Trustees.

Technology Acceptable Use Agreement (Policy 3612P/F)

The Shelby Public Schools (SPS) can offer Internet access to your child at his/her school using their own device or a school provided device. For the purpose of this agreement a device is defined as either a computer or tablet form factor, the district is not responsible for any support or maintenance on a student or staff member's personal devices. This access offers vast, diverse, and unique resources and provides students and school personnel an avenue to promote educational excellence in the Shelby Schools. This document is: 1) designed to inform parents, guardians and students of the availability of the Internet resources, as well as the rules governing its use; and, 2) obtain express parental or guardian permission for an individual student to use the Internet while at school. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail (e-mail) which enables communication with people all over the world
2. Information and news from scientists and research institutions
3. Public domain software and graphics of all types for school use.
4. Discussion groups on a variety of topics across all curricular areas
5. University resources, the Library of Congress, and other large collections of relevant information
6. Graphical access to the World Wide Web.

Our school's goal is to promote student responsibility in the use of the Internet, the network, and other electronic resources. Internet and network access is available to students only on computers that are in highly monitored areas of the school building. However, parents and guardians must be aware that, while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with their contract and will be held responsible for their use.

Shelby Public Schools encourage our parents to actively participate in their children's online experiences, ensuring that their children have a full understanding of their expectations and concerns.

PROPER & ACCEPTABLE USE

The use of the Internet and network in the Shelby Public Schools must be in support of education and consistent with the educational objectives of Shelby School District No. 14.

Activities that are permitted and encouraged:

- Investigation of topics being studied in school;
- Investigation of opportunities outside of school related to community service, employment or further education.

Activities that are not permitted:

- Sharing of the student's home address, phone number or other personal information;
- Searching, viewing, or retrieving materials that are not related to school work, community service, employment, or further education.
- Copying, saving, or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted);
- Subscribing to any services or ordering of any goods or services;
- Playing games or using other interactive sites unless specifically assigned by a teacher;
- Using the network in such a way that you would disrupt the use of the network by other users;
- Participating in any activity that violates a school rule, or a local, state, or federal law;
- Any activity that meets the definition of bullying

Students having questions about whether any activity is permitted should ask a teacher or administrator. Students accessing inappropriate material must exit immediately.

CYBERBULLYING

Shelby Public Schools acknowledges that cyberbullying is a prevailing issue that our students need guidance to learn how to identify and properly manage when they encounter it. Students discovered to be aggressors will be subject to disciplinary action.

PRIVILEGES

The use of District Technology and the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system Administrators and staff will deem what is inappropriate use, and their decision is final. Also, the system Administrators may close an account at any time as required. The Administration, faculty, and staff of the Shelby Public Schools may request that system Administrators deny, revoke, or suspend specific user accounts.

RELIABILITY

Shelby Public Schools make no warranties, expressed or implied, for the service it provides. Shelby Public Schools will not be responsible for non-deliveries, erroneous deliveries, or service interruptions caused by negligence or errors. Use of any information obtained via the Internet is at the user's own risk. Shelby Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. Each district computer with internet access has a filtering device that attempts to protect students from material that is: (1) obscene; (2) pornographic; (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. Possible security problems on the Internet or network must be reported to a teacher or a system Administrator. Do not demonstrate any problems to other users. Do not use another individual's account. Attempts to log on to the Internet or network as a system Administrator will result in cancellation of user privileges. Any user may be denied access to the Internet or network at the determination of the Technology Coordinator, their building Principal, or the Superintendent.

EXPECTATION OF PRIVACY

Shelby Public Schools will not provide a right or expectation of privacy in any electronic communications or computer files stored on the district servers or services.

POLICY DEVICE COVERAGE

Shelby Public Schools maintain that this policy will be applied to all district provided electronic devices as well as all personal devices brought onto district property, including computers, tablets, readers, cell phones and other similar devices.

The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyber-bullying and other threats.

***** Facilities/Campus *****

Bike Riders/Walkers/Skateboarders/Drivers

Students are to abide by all school rules whether they are walking or riding their bikes to and/or from school. Upon arrival at school, students are encouraged to lock their bikes in the appropriate assigned areas. Skateboards may not be used on School District property. High School students with a valid driver's license are permitted to drive to school and park in the designated student parking lot only. Parking on school grounds is a privilege and can be revoked by an Administrator.

Cafeteria

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a students' participation is confidential. See the school Secretary to apply. All Junior High students are required to remain on school grounds during lunch. Students not eating hot lunch will bring a cold lunch. While in the cafeteria, students will use courtesy, respect, and good manners and students are expected to conduct themselves as ladies and gentlemen when eating. No food or drink may leave the cafeteria area. During these times, students are not allowed to roam hallways. Students will be responsible for cleaning their table and taking trays to the garbage cans.

A breakfast program is also available in the cafeteria. Free and reduced-price breakfast is available based on financial need. The cafeteria is open for breakfast from 7:30 to 8:15 AM every school day. Milk is included in all breakfast and lunch prices (extra milk can be purchased).

Doorways, Hallways, Stairways

To allow safe and orderly movement in our school, students are asked to walk on the right side of hallways or steps. The elevator shall only be used with the permission of the Administration. Students are asked to refrain from loitering on stairways and in doorways. Disciplinary consequences may result for loitering.

Driving and Parking

No motorized vehicles will be driven to school by any student in Junior High. Junior High students are not allowed in vehicles at any time, except those driven by their parents or other drivers authorized by their parents by prior written consent.

High School students are expected to abide by all traffic laws. Students who violate traffic laws may be denied the opportunity to drive and park on school property as determined by an Administrator. Students failing to have vehicles registered and/or parking in student assigned areas shall have their vehicle towed at the owner's expense. All vehicles in or around the school are subject to searches directed by the school district. Students failing to abide by all traffic laws on school grounds will lose parking privileges

as determined by an Administrator. Students will park vehicles in a manner to which the parking lot spaces were designed.

Gym Floor

Street shoes are not allowed on the gym floor. Students must wear clean gym shoes used only for Physical Education or athletics or play in their stocking feet. Food and drinks are not permitted in the gym except during after-school, school sponsored activities.

Library

The library holds books, magazines and offers computer access for assigned study and recreational reading. It is open, 8:00 AM - 4:00 PM for use during the entire school day, and for a short period of time before and after school. Students must have a pass from their teacher to use the library during class periods.

Lockers/Backpacks

Each student will be assigned a locker. Combinations will be distributed. Students should keep their lockers locked at all times. Only school locks may be used. Any other locks will be removed. The school is not liable for any items lost from a locker. Any money or other valuables should be kept in your personal possession while at school. Shelby Junior High and High School personnel and the Board of Trustees reserve the right to search any locker at any time, without the student's knowledge and/or presence. Students may not move to another locker without permission from the office. Shelby Junior High students are not permitted to bring backpacks to classes. Shelby High School students may bring backpacks to classes. Students are expected to utilize the hallway locker and gym locker that they are issued. At no time in the junior high or high school will backpacks, bags, books, coats, and other personal belongs be stored/left in the hallways, cafeteria, auditorium, gym, or other open space of the school.

Open/Closed Campus

Shelby Junior High School operates as a closed campus at all times including lunch period.

Shelby High School operates as a closed campus at all times except during high school lunch periods. Students who must leave the campus during the day shall first receive permission from the office. Failure to properly check-out may result in the student being considered truant. No students are permitted in the hallways during their scheduled lunch. With prior permission from the supervising teacher, a student may work in a teacher's classroom under the direct supervision of that supervising teacher.

School Closure

All emergency school closure information will be communicated through, district social media and KSEN/KZIN as directed by the Superintendent.

Telephones

Students may use the phone in the office to contact legal guardians for school related information. The office phone may only be used before school, after school or during lunch. Classroom phones are not permissible for student use if the student is asking for parent permission to go home, this must be done through the office phone only.

Tobacco-free Environment / Vaping-free Environment

In order to provide and healthy working environment and protect the health of students, staff, and the general public the Shelby Public School District maintains tobacco-free/vaping- free buildings, grounds, and property. No person on school property shall possess, distribute, purchase, sell, smoke or otherwise use tobacco or nicotine products, and alternative nicotine and vapor products as defined in 16-11- 302, MCA, or other similar products.

Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, e-cigarettes, smokeless tobacco, or any other tobacco or nicotine innovation. Smoking/Vaping includes but not limited to any smoking/vaping equipment or material.

Use of tobacco/vaping products in a public-school building or on public school property is prohibited, unless used in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school Administrator or faculty member, concerning the risks associated with using tobacco products or in connection with Native American cultural activities.

“Public school building, grounds and property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles.

District Policy Reference: 4332, 3310, 8225

Use and Care of School Property

Students who damage school property or equipment are required to pay in cash as restitution for the damage. Students are responsible for the proper care of all books, supplies and furniture supplied by the school.

****** Discipline and Safety ******

Accidents

There is a possibility that a Junior High and/or High School student may be injured on the campus during the school day. Report all accidents to the Teacher, Coach, or Supervisor of the classroom or activity or the office as soon as possible so they can fill out an accident report to be filed in the main office.

Administration of Medication

No employee, except the designated staff member or health care professional, may administer a drug or prescription drug to a pupil, except in an emergency. A student who must take prescription or over the counter medicine during the school day must bring the completed form (with healthcare provider's signature), and the medicine in its original, properly-labeled container, to the high school office. No medicine will be administered to students unless the proper form has been completed and is on file in the office. The medicine will be administered through the office and dispensed by a designated school staff member. (Policy 3416)

Note: Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel. At Shelby Junior High & High School, both healthcare provider and parent permission are required before any medication will be given. (This includes any Tylenol or over the counter pain medication)

1. Students taking medication prescribed by a healthcare provider/dentist, or any over-the-counter medication, must present the medication in its original container to the school nurse or designee, with the required form signed by healthcare provider/dentist and parent/guardian. This may require the issuance of duplicate bottles of medication authorized by the physician, one for home and one for school. The original container must be provided to the school with a label indicating the name and telephone number of the pharmacy, the student's name, the healthcare provider's name, the name of the drug, the time/indication for administration, the dosage to be given and the date.
2. It is recommended that the initial dose be administered at home, in the healthcare provider's office or hospital to avoid adverse reactions from occurring at school.

3. Students must take medication in the presence of designated school personnel or designee, and all administrations will be recorded and initialed.
4. At parent/guardian request, the student may carry an inhaler with them, but must comply with procedure as outlined above.
5. All medication must be stored in a designated area when not in use.
6. Shelby Public Schools assumes no responsibility for the supply of any medications.
7. Permission to administer medication must be reauthorized at the start of the new school year by consent of parent/guardian and accompanying physician's order.

Bomb Threats

Any student participating in a bomb threat will be recommended for expulsion to the Board of Trustees.

Bus Safety/Transportation

All students who ride any school district bus are subject to the following regulations. You must be seated and remain in your seat while the bus is in motion. Heads and arms must be kept in the bus at all times. Boisterous conduct will not be permitted. Conduct that might interfere with the proper operation of the bus will not be allowed. The bus driver is in complete charge of the school bus. Persons failing to meet the standards may be denied the right to use school transportation. Students riding on buses are governed by all of the rules and regulations covered in this student handbook.

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

Responsibilities of the Student

Students must realize that safety is based on group conduct. All students using District transportation will use the following procedures:

- The driver is in full charge of the bus and students. Students will comply promptly with any request made by the driver.
- At the discretion of the driver, students may be assigned a seat and held responsible for that seat.
- Students will observe classroom conduct while on the bus.
- Students will not move about within the bus while it is in motion.
- Arms or head will not be extended out of bus windows at any time.
- Students will not throw waste paper or other debris on the floor of the bus.
- Any damage to the bus will be reported to the driver at once. The Shelby School District expects to be compensated for any malicious damage to a school bus by a student.
- Students may not reserve seats.
- Students will adjust windows only when instructed to do so by the bus driver.
- Students must be absolutely quiet while the bus is stopped at a railroad crossing.
- Students may not board or depart the bus at a stop other than their own, without prior notice being given to the bus driver.
- Students will not eat any food or snacks or drink beverages on the bus unless permitted to do so by the driver.
- Students will not exit from the emergency door unless an emergency exists.
- Students will use respectful language on the bus. Profanity will not be tolerated.

At the Bus Stop

- Be on time and wait for the bus at the approved bus stop.
- Stay out of the road while waiting for the bus.
- Do not participate in horseplay or destroy surrounding property.
- Wait for the school bus to come to a complete stop before attempting to board the bus.
- Do not run toward the bus in an effort to be the first to board the bus.

After Leaving the School Bus

- Do not rush or push while unloading from the bus.
- When crossing in front of the bus always watch for the driver to give the “all clear” signal before crossing.
- Students will be discharged at their approved school bus stop only.
- Students should go directly from their bus stop to their home.

Bus drivers are required to report misbehavior on the school bus to building Principals and the Transportation Supervisor. Such reports may result in the following consequences:

- A warning will be issued to student and parent.
- Riding privileges will be revoked for two weeks.
- Riding privileges will be revoked for the rest of the current school year.

Please note: depending upon the seriousness of the incident(s), riding privileges for any individual student may be permanently revoked. Other consequences, such as being assigned a specific seat, may be earned, as well.

Parents will be notified of continued misconduct on the buses.

Responsibilities of the Parent

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

- Ensure that students are at the bus stop in sufficient time to meet the bus.
- Properly prepare children for weather conditions.
- Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.
- In the event that weather conditions during the night or early morning create hazardous driving conditions, information pertaining to the operation of buses will be broadcast over KSEN/KZIN Radio Station, 1150 AM or 96.7 FM, at 7:00 A.M. If buses are dispatched prior to the end of the school day due to adverse weather conditions, radio announcements will be broadcast immediately, and school personnel will attempt to contact parents by phone.

Change of Address and Emergency Phone Numbers

The school should be notified when a change is made in the address or telephone number of the place of residence of a student. The name of a neighbor or relative who might be contacted if your child is ill and you cannot be reached should also be given to the school. Parents have the responsibility to keep the emergency number current. Contact your school's office when address and phone numbers change.

Communicable Diseases/Conditions (Policy 3417)

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

Amebiasis	Hansen's disease	Rubella (German Measles)
Campylobacteriosis	Hepatitis	Salmonellosis
Varicella (Chickenpox)	Influenza	Scabies
Colorado Tick Fever	Measles (Rubeola)	Shigellosis
Diphtheria	Meningitis	Streptococcal disease
Gastroenteritis	Mumps	Tuberculosis
Giardiasis	Conjunctivitis (Pinkeye)	Pertussis (Whooping Cough)

Disciplinary Procedures – Alcohol/Drugs

Possessing, using, or purchasing of alcohol and/or other drugs, drug paraphernalia or being under the influence, or students with another student, and /or the abuse of or selling over the counter medication will be subject to the following disciplinary consequences.

First violation

- The parents or legal guardian will be notified.
- An immediate conference between student and Principal or his or her designee will take place prior to any recommendation for suspension or expulsion.
- If the student is using or in possession on school grounds, there will be an immediate request to law enforcement. The student may be detained by the local authorities.
- The student will be required to complete at least five (5) full days of Out of School Suspension.
- An interview assessment by a certified drug treatment expert may be required.
- A conference with the student, parent or legal guardian, Principal, and Counselor will take place prior to school reinstatement after suspension. An individualized re-entry plan will be formulated at this time. The plan must be signed by the principal, parent/guardian, student and counselor before the student is readmitted to school.
 - Follow-up activities for the student's re-entry plan can include, but are not limited to the following: Attending in-school support groups, completing school recommended assessments, and attending scheduled sessions with the school Counselor.
- A report will be made with local law enforcement officials by the school Administration. A written report will be filed with the Superintendent of Schools.

Second and subsequent violations

- The parents or legal guardians will be notified.
- An immediate conference between student and Principal or his or her designee will take place prior to any recommendation for suspension or expulsion.
- A report will be made to local law enforcement officials, by the school Administration.
- The student will be suspended from school for the rest of the day and held by local law enforcement authorities.
- The student shall be required to serve (5) five days OSS and (3) three days ISS
- The principal may recommend expulsion of the student to the Superintendent.
- If student returns to school after the OSS and ISS, he/she must first complete at least 30 hours of classes and/or programs on drug education. Failure to complete this requirement will result in further disciplinary consequences which may include recommendation of expulsion to the Superintendent.
- The student may be expelled by the Board or Trustees. An individualized plan will be formulated for each re-entering student during the same academic year.
- A written report will be filed with the Superintendent.

Selling/providing/distributing/manufacturing alcohol and other drugs including over the counter drugs and/or drug paraphernalia will result in the following:

- The parents or legal guardians will be notified. The student will be suspended from school for the rest of the day and held by local law enforcement authorities.
- An immediate due process hearing between student and Principal or his/he designee will take place prior to a recommendation for expulsion.
- A report will be made with the local law enforcement officials and the Superintendent of Schools, by the school Administration.
- Disciplinary due process will result in suspension of the student from attendance for a period not to exceed ten (10) days and may be recommended for expulsion.
- The student may be expelled by the Board of Trustees.
- A written report will be filed with the Superintendent.

Possessing or using tobacco products including but not limited to any cigarettes, tobacco products, nicotine products, including alternative nicotine and vapor products, or other similar products result in the following:

First Violation

- The parents/guardian will be notified.
- The student will be assigned to 5 hours of detention or 1 day of ISS and will be required to complete the district insight program or an assignment related to tobacco.

Second Violation

- The parents/guardian will be notified.
- The student will be assigned two days of ISS.
- The parent/guardian will be required to come in for a conference with the principal and student.

Third and subsequent violations

- The parent/guardian will be notified.
- The student will be suspended from school not to exceed 10 (ten) school days. In or Out of School Suspension.
- The student may be recommended for expulsion.
- The student may be expelled by the Board of Trustees.

Discipline - General Misconduct in Common Area

All staff will submit disciplinary referrals of students who demonstrate inappropriate behavior or language in the halls, school grounds, cafeteria and assemblies.

Students are responsible for notifying their parents when they have after school detention.

The following list of offenses are considered a general disruption on the progressive discipline chart:

- Bringing articles which are hazardous to the safety of others or interfere in some way with school procedures are prohibited. The article will be confiscated, and a check issued for items such as: rubber bands, sling shots, squirt guns, headphones, skateboards, texting, personal/nonacademic usage on any device, etc.
- Eating, candy, sunflower seeds, drinking pop, etc.
- Throwing snowballs.
- Running in the school.
- Profane language.
- Public displays of affection.
- Pushing, horseplay, and shoving.
- Being out of class without a hall pass.
- Any action which would disrupt the educational process.
- Not reporting to and staying in the multi-purpose room in the morning until the second bell and during Junior High lunch, which includes no usage of gym and weight room without adult staff member.
- Hats, hoods worn in school.

This list of offenses is not all-inclusive and cause for disciplinary action may exist in other violations of school discipline, law, and general welfare, not mentioned above. A student who chooses to walk out of an assigned detention or chooses not to attend, will receive an additional discipline referral and doubled detention that was assigned.

Discipline - Inappropriate Display of Affection

The public display of affection is inappropriate and often embarrassing to students and adults. Specifically, kissing, handholding, hugging and other types of affection are not permitted in the school. Students failing to follow this practice may be subject to the sexual harassment clause below.

Discipline - Progressive

Referrals for discipline accumulate during the two years at Shelby Junior High. Referrals and discipline accumulate for the four years a student attends Shelby High School. The goal of any discipline action at Shelby Junior High and High School is to modify and improve student behavior. Progressive discipline provides students with reasonable consequences for their behavior.

Step 1	General Disruption Tardy Truancy Bullying and/or fighting	1-hour detention Warning Hour for hour detention 3 days Out of School Suspension
Step 2	General disruption Tardy Truancy Bullying and/or fighting	2-hour detention ½ detention 1 day In School Suspension 5 days Out of School Suspension
Step 3	General Disruption Tardy Truancy Bullying and/or fighting	1 day In School Suspension 1-hour detention 1 day In School Suspension 10 days Out of School Suspension and recommendation for expulsion
Step 4	General Disruption Tardy (all continued tardiness) Truancy	1 day In School Suspension 2 hours detention 1 day Out of School Suspension
Step 5	General Disruption Truancy	2 days In School Suspension 3 days Out of School Suspension
Step 6	General Disruption Truancy	1 day Out of School Suspension 5 days Out of School Suspension
Step 7	General Disruption Truancy	3 days Out of School Suspension 10 days Out of School Suspension
Step 8	General Disruption Truancy	5 days Out of School Suspension Recommendation for expulsion
Step 9	General Disruption	10 days Out of School Disruption
Step 10	General Disruption	Recommendation for expulsion

Expunging referrals: Students may expunge one step (general disruption only) each semester with thirty (30) school days of referral free behavior.

Nothing in this progressive discipline procedure inhibits the district from removing students or increasing consequences for extreme behaviors as determined by the principal.

To achieve the best possible learning environment for all students, Shelby Junior High and High School rules and discipline will apply:

- On, or within sight of the school grounds before, during and after school hours or at any other time when the school is being used by a school group.
- Off school grounds at a school sponsored activity or event, or any other event that bears a reasonable relationship to school.
- Traveling to and from school or a school activity, function or event.
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted threat of a staff member, or an interference with school purposes of an educational function.

Discipline - Types of Action

Shelby Junior High and High School students will be expected to follow the laws of the State of Montana and the rules of the Shelby School District. Students at school and/or at school sponsored activities shall be governed by school district rules and regulations and are subject to the authority of school district officials.

Conference - The student and/or parent will meet with the Teacher, Counselor, and/or Principal.

Detention - Students are required to sit quietly in a designated area for an assigned period of time and complete school work. Students failing to complete detention in the required time will have it doubled.

Saturday School - Saturday School will operate from 8:00 AM to 12:00 PM at the high school. Students will report to the office to meet the Saturday School teacher prior to 8:00 AM. Tardiness will result in staying after 12:00 PM an equal number of minutes that the student is tardy. Tardiness of ten (10) minutes or more will be deemed an unexcused absence.

Students will be expected to turn in their cell phone to the teacher at the beginning of the class and receive it back at the conclusion. Students will not be allowed to use their Chromebook unless specifically requested by a teacher to complete an assignment. Saturday School is a solitary suspension and therefore no socializing will be tolerated.

Saturday School will be conducted as a structured study hall meaning the student(s) will be engaged in appropriate school work as assigned by the teachers. Upon completion of all assigned school work the student(s) will be required to engage in reading comprehension accompanied by writing an essay on the reading. This is not a graded writing but is a requirement of completing the Saturday School expectation of being fully engaged throughout.

If a student does not report to Saturday School as assigned, the consequence will be doubled. Absences will only be excused with a doctor's note, a family emergency, or prior administrative approval. With an excused absence the student will then serve the suspension on the following Saturday.

If a student misses two consecutive assigned Saturday schools, the consequence will become a 3-day out-of-school suspension.

Students under any suspension (Saturday School, ISS, or OSS) will not be allowed to participate in any school contests or events for one week from the date of the assigned suspension. The student will be allowed to practice with their team and/or club. If no school contests or events are scheduled during this time, any further consequence will be at the discretion of a school Administrator.

In School Suspension (ISS) - Students will report to the office and will remain in the ISS for the entire day. ISS Students shall complete all assignments given and behave in an orderly manner. Students will remain in ISS until they successfully complete their assigned time. Junior High and High Schools students are not permitted to participate in after school functions during the week of the assigned ISS.

Out of School Suspension (OSS) - Students are removed from all school property. Students are not allowed on school grounds while they are on OSS. Students will be permitted to complete school work which must be presented to the teacher upon return of OSS. Junior High and High School students are

not permitted on school grounds before, during or after school during their time with OSS. Junior High and High Schools students are not permitted to attend after school functions during their time they have OSS.

Restitution - Students will be required to restore the building or grounds to the proper condition including paying for any damages. Parents will be contacted and informed of the damages and associated cost.

Expulsion - Students are removed from Shelby Junior High or Shelby High School for at least the duration of semester. Expulsions may be permanent. This action requires a vote of the Board of Trustees. Recommendations for expulsion may be brought by the Principal to the Superintendent in cases of severe disruption to the school process.

Junior High and High School students assigned ISS or OSS are not eligible to participate in practice or perform in any school sponsored activity on the day of their suspension. Further, students assigned OSS are not permitted to participate in any school sponsored activity until they have successfully completed one full day of their regular schedule.

Discipline Policy

The best discipline is self-discipline. Students have many opportunities and activities to show that they can make responsible choices. Students are expected to follow the Shelby Junior High and High School traditions of courtesy, cooperation, friendliness, and respect. In the event that students need help with self-discipline, appropriate consequences will be given. Any student who willfully performs any act which materially interferes with or is detrimental to the orderly operation of a school, a school sponsored activity or any other aspect of the educational process within the Shelby School District shall be subject to discipline, suspension or expulsion.

A Student shall not:

- Disrupt school or display any behavior which is disruptive to the orderly process of classroom instruction. (Disrupt school shall mean use of profanity, force, noise, coercion, intimidation or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction and/or supervision of the school.)
- Leave the classroom and/or school without permission.
- Initiate or participate in any unacceptable verbal and/or physical conduct.
- Violate school policies.

Disciplinary Action

Minimum Corrective Action: Teacher-student conference or advance in the discipline plan.

Maximum Corrective Action: Expulsion

Discrimination - Bullying-Harassment-Intimidation-Hazing (Policy 3226)

It is the policy of Shelby School District that all students and employees will deal with all persons in a way which conveys respect, dignity, and consideration for all individuals regardless of race, creed, color, marital status, national origin, religion, sex, age or handicap. Acts of harassment, hostility, hazing or defamation, whether verbal or physical will not be tolerated. Harassment may result in suspension or a recommendation for expulsion.

Bullying is a form of emotional or physical abuse that is considered harassment and has three defining characteristics:

- It is deliberate - the intention is to hurt someone.
- It is typically repeated - the bully often targets the same victim again and again.
- There is an imbalance of power - the bully chooses victims he or she perceives as vulnerable.

Types of bullying include, but are not limited to:

- Physical Bullying - poking, pushing, spitting, hitting, kicking, choking, beating up
- Verbal Bullying - yelling, teasing, name-calling, insulting, threatening to harm
- Indirect Bullying - ignoring, excluding, spreading rumors, telling lies, getting others to hurt someone
- Cyber-Bullying - through any online media, email, texts

Bullying can damage the physical, social and emotional well-being of its victims. It also hurts the people who bully, as well as those who watch it happen. Bullying creates a climate of fear, callousness and disrespect for everyone involved. Bullying is never justified, and is not excusable as “kids being kids,” “just teasing/kidding,” or any other attempt at rationalizing the action.

At Shelby Public School District, all students and staff members are expected to treat others with respect and courtesy. All students and staff have the right to live, work and learn in a safe and supportive environment, and it is our intent to create and maintain such an environment in our school.

Our 4 Anti-bullying rules are:

- We will not bully others.
- We will help students who are being bullied.
- We will include students who are left out.
- If we know of a student who is being bullied, we will tell an adult at school and at home.

Discrimination - Notification of Non-Discrimination Policy (Policy 3210)

In compliance with federal law the Board of Trustees of Shelby School District #14, Shelby, Montana hereby provides notification of their policy of non-discrimination in the educational programs and activities of the school district.

Specifically, the Policy States - The Board of Shelby School District #14 is committed to a policy of non-discrimination in relation to race, religion, sex, age, national origin, handicap, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in location and use of facilities; in educational offerings and materials.

The Board encourages its staff to improve human relations within the schools, and to establish channels through which citizens can communicate their human relations concerns to the Administration and the Board.

The Board has designated the High School Guidance Counselor as the District compliance officer. All complaints regarding alleged discriminatory practices by Shelby School District #14 should be addressed to Shelby High School Guidance Counselor, 1001 Valley St., Shelby, Montana 59474 (424-8904).

Discrimination - Notification of Sexual Harassment/Sexual Discrimination Policy (Policy 3225)

The Shelby Public School District #14 encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in public schools. Specifically, the Policy States-Sexual Harassment of students is prohibited. An employee, District agent, or student who engages in sexual harassment whenever he/she makes unwelcome advances, request sexual favors, and engages in other 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, 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 the student's education environment;
- b. Creating an intimidating, hostile, or offensive educational environment.
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such unwelcome conduct the basis for academic decision affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact the Guidance Counselor, Teacher, Title IX coordinator or Administrator who will assist them in filing a complaint. Supervisors or Teachers who knowingly condone or fail to report or assist a student in remedying such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

The Board has designated the Elementary School Counselor as the Shelby School District compliance officer. All complaints regarding alleged discriminatory practices by School District #14 should be addressed to Shelby Elementary School Counselor 901 Valley St., Shelby, Montana 59474 (424-8910).

Drug and Alcohol Policy Guidelines

Substances covered under these rules include any alcoholic beverage, narcotic drug, hallucinogenic drug, inhalant, anabolic steroid, methamphetamine, barbiturate, amphetamine, marijuana, nicotine, any other stimulant such as phenylpropanolamine, depressant, intoxicant of any kind, substance purported to be one of the above, any dangerous drug as defined in Section 50-32-101 MCA or any imitation dangerous drug as defined in Section 45-9-111 MCA. The proper use of medication prescribed by a medical doctor for a student does not violate this rule. The following are prohibited in school buildings, on school grounds, in school vehicles, or at any school-sponsored activities at any location at any time: possessing, using or purchasing tobacco and nicotine products, including alternative nicotine and vapor products as defined in 16-11-302, MCA, alcohol, other drugs and drug paraphernalia or being under the Influence. Selling, providing, distributing or manufacturing tobacco, alcohol, other drugs, or drug paraphernalia.

Students exhibiting evidence of intoxication, incapacitation, or a drug over-dose in school or at school-sponsored events will be transported immediately to a local hospital or facility designated to provide detoxification services, along with immediate notification of parents, legal guardian and/or police. Following his/her return to school, Disciplinary Procedures will be implemented.

Fines

Students assessed fines for lost and/or damaged texts, library books, locks, athletic equipment will not be permitted to participate in extra-curricular activities until all fines are paid. Students are fully responsible for all school materials assigned them.

Disaster Drills

Disaster drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The Teacher in each classroom will give the students instructions. When the student is outside of the building, he/she will group with his/her class and stand well away from the exterior of the building. The classroom Teacher will take attendance once the students are grouped outside. Under no circumstance are students allowed to leave the group and exit school grounds. If this occurs the student will be marked as an unexcused absence, with disciplinary consequences to follow. Any student involved with committing a false alarm is subject to disciplinary

action by the school and legal authorities. Students may be suspended and/or recommended for expulsion.

Head Lice & Nit-Free Policy

When a student is found to have head lice, the student's parents will be notified and the student is sent home. The student will not be allowed back to school until a health professional (primary care provider/professional staff, county health nurse /staff) signs the form that the student's hair was treated, the lice are dead and that the student's hair is nit free. If the nits are not present, we know that proper follow-through treatment was given.

Immunizations (Policies 3413, 3413F1, 3413F2, & 3417)

The Board requires all students to present evidence of his/her having been immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles, mumps, rubella, and tetanus in the manner and with immunizing agents approved by the Department of Public Health and Human Services. Hemophilus influenza Type "b" immunization is required for students under age five 5.

A student who transfers into the district may photocopy immunization records in the possession of the school of origin. The district will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the student to the school district to which the student transfers. Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed. The statement for an exemption shall be maintained as part of the student's immunization record. The permanent file of students with exemptions shall be marked for easy identification, should public health order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The Administrator may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in § 20-5-403, MCA, if that student has received one or more doses of varicella, polio, measles, mumps, rubella, diphtheria, pertussis, and tetanus vaccine, except that Hemophilus influenza type "b" vaccine is required only for children under 5 years of age.

The district shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, act to fully immunize the student, or file an exemption for religious or medical reasons.

K-9 Campus Inspection

Our school district has a contract with a professional organization to conduct periodic inspections of our campus. These inspections will be carried out by a nationally certified canine and handler. These units are specially trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages, and over-the-counter and prescription medications. Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks and any other articles on school property are subject to inspection. All inspections will be conducted within the scope of law and with the knowledge of the student.

Person and Property

A Student shall not:

- Exhibit hostile, physical or verbal action against another individual
- Engage in any behavior that would be considered sexual harassment
- Fight
- Operate a motor vehicle in an unsafe manner, including parking around the school

- Use profane, obscene, indecent, immoral or offensive language and/or gestures
- Exhibit any display of public affection in, or around the school campus
- Damage, destroy or steal property belonging to the school or others
- Be in possession of dangerous chemicals, i.e.: mace, pepper spray (see also school weapons policy)

Disciplinary Action

Minimum Corrective Action: Teacher-Student-Parent conference or advance in the discipline plan.

Maximum Corrective Action: Expulsion

School Resource Officer / Law Enforcement

In order to make the Shelby School District a safer, more secure learning environment, the district may employ or secure the service of local law enforcement to serve as school resource officers (SRO).

It is understood and agreed that the Shelby Board of Trustees and the Police Department officials share the following goals and objectives with regard to the School Resource Officer (SRO) Program within the district:

1. To provide a safe and secure learning environment and help reduce school violence;
2. To improve school and law enforcement collaboration;
3. To improve perceptions and relations among students, staff, and law enforcement officials.

SRO duties include (when present) but are not limited to:

1. The observation and reporting of any unlawful act;
2. The prevention of theft and misappropriation of any item of value;
3. The control of access to the premises being protected;
4. The maintenance of order and safety at public activities;
5. Protection of district property, students, staff, and persons and property on and about district property or while attending district-sponsored activities;
6. Assistance in identifying, intervening, and communicating with at-risk students;
7. Promotion of a positive student attitude towards law enforcement;
8. Operating as a liaison between the community and the school district.

When Law Enforcement Officers or other law authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be valid objections.

The principal or designee will be present unless the interview raises what the principal considers to be a valid objection. The principal will cooperate fully regarding the conditions of the questioning or interview is part of a child abuse investigation.

School Weapons Policy

In accordance with the provisions of the Gun-Free Schools (Act, 20 USC 3351) any student who brings a firearm onto school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the District Superintendent. Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds will be considered a weapon for purposes of this code. The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, metal

pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, unauthorized tools, fireworks, explosives, or other chemicals.

Search and Seizure (Policy 3231)

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A "pat down" of the exterior of the student's clothing.
2. A search of the student's clothing including pockets;
3. A search of any container or object used by, belonging to or otherwise in the possession or control of a student; and/or
4. Devices or tools such as breath-test instruments, saliva test strips, etc.

The "pat down" or "search" of a student, if conducted, will be conducted by a school official or employee of the same gender as the student being searched.

School Property and Equipment and Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the district (such as lockers, desks, and parking lots).

The Administration may request assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

Students

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the district utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched, and the student expressly consents to such a search.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

Seizure of Property

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

Students Taken into Custody

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

- To comply with an order of the juvenile court.
- To comply with laws of arrest.
- By a Law Enforcement Officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protection Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health and safety.

Theft

Theft may result in suspension from a single class or from a full schedule of classes for a period of up to ten (10) days and/or a recommendation may be made to the Board of Trustees for expulsion.

Surveillance

The district uses cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard district facilities and equipment. Cameras may be used in locations as deemed appropriate by the Administration. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Dear Students, Parents, and Guardians,

Welcome to the 2026–2027 school year at Shelby Public Schools!

Academic success is our ultimate goal at Shelby Public Schools—that is why we are here. Our activities are an important extension of that mission and provide students with opportunities to develop their interests, discover their passions, and grow as individuals and team members.

Participation in activities is a privilege that comes with great responsibility. When you participate in an activity, you represent not only yourself and your team, but also Shelby Public Schools and our entire community. We are proud of our students and expect them to represent our school and community with pride, respect, and integrity.

Be proud. Dress appropriately. Look your best. Work hard. Treat others with respect. The way you conduct yourself, both on and off the field, court, stage, or activity, reflects on all of Shelby Public Schools. Our community supports our students in countless ways, and we should always strive to show our appreciation by being positive representatives of Shelby.

I am extremely excited about the upcoming school year and look forward to watching our students learn, compete, perform, and grow throughout the year.

Let's make it a great year!

Respectfully,

Paul Bills, Activities Director
Shelby Public School District

Shelby Public School District Activities Handbook

Dear Coyote Participant:

As a participant in the Shelby Activities Program you are an Ambassador for Shelby Junior High, Shelby High School and the Shelby Community. The privilege to participate carries responsibilities to yourself, to your community and to your school. Your foremost responsibility is to yourself. Your challenge to yourself is to be the best that you can be as a student, as a citizen and as a competitor. You are expected to promote the Pride and Traditions of Shelby School District. Scores of generations have passed through these halls, and each has added to the glory and tradition of Shelby High School. This has been paid for in hard work, dedication and determination. As a student, when you take the stage/court/field as a Shelby Coyote, you inherit these traditions.

You are responsible to abide by the expectations of this Student Activities Handbook. You have a responsibility to the younger students in our community. You are a role model:

There are little eyes upon you
and they're watching night and day.
There are little ears that quickly
take in every word you say.
There are little hands all eager
to do anything you do;
And the little boy who's dreaming
of the day he'll be like you.

You're the little fellow's idol,
You're the wisest of the wise.
In his little mind about you
no suspicions ever arise.
He believes in you devoutly,
holds, all that you say and do;
He will say and do, in your way,
when he's grown up like you.

There's a wide-eyed little fellow
who believes you're always right;
and his eyes are always opened,
and he watches day and night.
You are setting an example
every day in all you do,
For the little boy who's waiting
to grow up to be like you.

Information for Parents:

We are delighted that your child has chosen to be a part of the Activities offered at Shelby Public Schools. We hope your student enjoys a profitable experience. In order to insure this, we recommend that you review this handbook and spend time discussing it with your student.

This handbook contains an outline for disciplinary action should it become necessary. Reading this handbook will make you aware of the outlined procedures that Shelby Coaches and Advisers will follow. If you believe inappropriate disciplinary action is being taken, you may appeal the decision. It is also important to keep in mind that individual coaches and advisers may have additional guidelines that the students within that organization must abide by.

During competitions, Coaches and/or Advisers are authorized to decide which students will participate. At the same time, we have developed an extensive program to provide ample participation opportunities. There is however, no guarantee that all students will be involved in every performance.

The disciplinary measures set forth hereafter will be inclusive for grades 5 through 12. We hope you will be able to see your student perform often and share in their activities experience.

Sincerely,

Mike White, Athletic Director

Activities Attendance

Shelby Junior High and High School students who are absent, or arrive at school after the beginning of their 4th class period are not eligible to compete or practice on that day, unless permission is granted by the principal. Regular attendance by each team member at contests and practices is essential to the success of any team sport. The coordinated development of team skills is dependent upon the regular participation of all team members. Team morale is furthered by the regular attendance of all team members who are physically able to perform. The safety of each team member is enhanced by the regular participation of all. Teams having a limited number of places on the squad require regular attendance for each team member in fairness to those who are excluded from participation. For the foregoing reasons, head coaches shall exclude from team membership any student who cannot be reasonably expected to attend at least 75% of all practices and 75% of all athletic contests. Exceptions may be made where unavailability is caused by injury incurred in the sport or where the inclusion of the student who cannot attend on a regular basis does not result in another student being excluded from the squad. Head coaches may establish stricter attendance standards for safety, morale or other reasons. Occasional absences from team practice or contests shall be preceded by advance notification to the coach.

Activities Discipline, Suspension, Expulsion - Definition of

Activities Discipline shall mean all forms of corrective action or punishment other than suspension and expulsion, and shall include the exclusion of a student from an activity by a coach/advisor for a period of time, not exceeding the balance of the immediate practice or game.

Activities Discipline may also include a probationary period during which a student remains a part of the group while he/she is given the opportunity to correct the deficiencies in a time prescribed by the coach/advisor. During probation, students may continue to practice and participate in performances and contests as usual.

Activities Suspension shall be a suspension from participation for a specified number of calendar days, the duration which may extend beyond the current season.

Activities expulsion shall mean the complete denial of the privilege to participate in the activities program for an indefinite period of time as determined by the Board of Trustees.

During any activity's suspension, or activities expulsion, the student may not participate in any group related activity, including but not restricted to: performances, being on the field (or stage/court) during team huddles or warm-up activities or being at press or game management areas. The student shall practice and attend all team meetings.

The length of each MHSAA activity season will be from the specific start date for each activity as posted by MHSAA executive director until the completion of the state championship for the same activity as posted by the MHSAA executive director. All Shelby Junior High and High School and/or Shelby School District #14 sponsored activities will be from the start of the school calendar as set by the Shelby Board of Trustees until the final day for students as set in the same calendar. All activities rules and regulations will remain in effect for each participant for the entire season or year as outlined above.

Participants injured, removed or having quit an activity will remain under the activity's handbook rules and regulations until the completion of the entire season or for the year.

Activities Discipline, Suspension, Expulsion - Procedures for Implementing

Coaches/Advisers may send students home for the remainder of a contest or practice/rehearsal if the students conduct is disruptive. In the event discipline is needed, the coach/advisor will inform the Activities Director of the proposed discipline in writing, who will secure approval from the principal; inform the student and parent of the discipline, how the student is to correct the behavior, the number of days of probation (less than 10); and send an activities discipline letter to the parent/guardian with copies to the Principal and Activities Director.

Upon completion of the probationary period, and if the behavior is: corrected, the student is removed from probation. If the behavior is not corrected, the probationary period is extended (total not to exceed 10 days) or coach will recommend the student for suspension to the Athletic Director and Principal.

Activities Registration Procedure

Students will obtain a Shelby Junior High and High School Activities Registration Form and make certain that all items are completed before participation is certified.

Activities Suspension and Expulsion

Prior to the suspension or expulsion of any student, a conference shall be conducted with the student and his/her parent(s) or guardian(s) as follows:

- The Coach/Advisor, through the Activities Director and Principal will present to the student an oral and/or written notice of the alleged misconduct and violation(s) of school activities rules; the evidence of school rules; the evidence in support of the allegations; and the corrective action or consequences to be recommended. The student shall be provided the opportunity to present an explanation.
- Following the conference with the student, the coach/advisor (through the Activities Director), may recommend activities suspension or activities expulsion to the principal.
- If the Principal imposes activities suspension or activities expulsion, the student and parent shall be verbally notified of the action taken. Promptly thereafter, the principal will send a written notice by mail to the student's parent/guardian containing the following information-the action taken and the reason for such disciplinary action. A copy of the suspension or expulsion notice shall be sent to the Activities Director and through the Activity Director to the Coach/Advisor.

Discipline set forth in this handbook will be inclusive for grades 6 through 8 and for grades 9 through 12.

Activities Travel Protocol

The following rules will be enforced whenever it is necessary to travel to other schools for activities participation.

Shelby Junior High and High School students who participate in out of town school sponsored activities must ride in the transportation provided by the school and must return by this manner unless the parent or guardian of the student requests in writing to the coach or advisor and identifies with whom the student will be leaving (must either be the parent/guardian or another adult), date, and time student will be leaving and the Principal approves the written request and provides that back to the coach and athletic director.

The coach or advisor will be responsible for keeping record of those students who will be traveling with the team and a list of students that will not be traveling with the team. Misconduct of any sort while traveling to and from an away event will be dealt with according to the Student Activities Handbook. Any student who transports himself/herself or rides with an unauthorized driver to a school sponsored event, will not be allowed to participate in that event. Under certain circumstances coaches may require students to travel to and from events. Coaches/Advisers have the authority to make this determination. A discussion of this requirement shall take place at preseason parent meetings. Meals will be provided by the school when travel is to District, Divisional, State or overnight at the State Rate.

All student activities including overnight sleeping shall have a chaperon for every 10 students, gender specific. This includes, but not limited to day trips, senior camp out at the school, senior trip and any other activity travel that requires overnight lodging for all Junior High and High School students.

Activity Conduct and Control

All students who participate in the activities program of Shelby Junior High and High School will comply with the rules and regulations and will submit to the reasonable discipline of school authorities. Any participant who willfully performs any act which materially interferes with or is detrimental to the orderly

operation of a school's activities program shall be subject to activities discipline, suspension, or expulsion. Such acts shall include, but not be limited to, those enumerated below.

The following acts by an activities participant on school premises (or in reasonable proximity thereto), or off school premises at any school-sponsored activity shall constitute sufficient cause for activities and school discipline, suspension or expulsion: disruptive conduct, disobedience of reasonable instructions of school authorities; refusal to identify oneself; unauthorized absence from practice or game; assault; cheating; immoral conduct; vulgarity or profanity; destruction or defacing of property; extortion or intimidation of another student or a staff member; stealing; lack of performance consistent with the student's ability; possession or use of any dangerous weapons or objects; and the commission of any criminal act as defined by law. The following acts by an activity's participant on or off school premises during the time the student is participating in an activities program, shall constitute sufficient cause for activities suspension, or expulsion: Use or possession of tobacco; use or possession of alcoholic beverages; and use, sale or possession of drugs and/or related paraphernalia. If the act is not related to activities, students suspended or expelled from school must be reinstated to activities participation when reinstated to school. Also, if a student is suspended from school, he/she is also suspended from activities and may be subject to activities discipline. A student who has been assigned In-School Suspension shall not be eligible to practice or perform the day of their assignment. If in-school suspension is assigned on a Friday, the student will not be allowed to participate on a Friday or Saturday. A sport season is defined as the first day of practice through the State championship for that sporting event.

Activity Goals

To develop physical and mental excellence and an understanding of the value of competition in our society.

- Through recognition of outstanding performance.
- By emphasizing the educational value of trying to win and learning to compete.

To promote the development of good citizenship.

- Through an athletic program that is committed to the principles of justice, fair play and good sportsmanship.

To support and contribute to the goals of the total education program.

- Through the development of physical fitness and realization that a healthy mind & body increases the probability of effective learning.
- By providing a strong program that attracts student body interest and motivates a positive learning atmosphere.
- By assuring students' involvement in program planning and development.

To promote community interest and involvement in our school activities.

- By providing enjoyable experiences for participants and spectators.
- By establishing rules and standards for athletics that reflect the behavior expectations approved by the community.

Activity Rationale

In order to accomplish the objectives, set forth, it is necessary to develop and maintain team spirit that is based on appropriate standards. Certain regulations are necessary to prevent disruption of team spirit that could detract from the competition and cooperation values provided by athletics.

If appropriate benefits are to be derived from the athletic program, it must be able to operate in a climate devoid of disruptive influence. If the community is to truly identify with its schools through the activity's programs, it is imperative that participants conduct themselves in a manner that will inspire pride and approval.

Activity Sexual Harassment Policy

The Shelby School District believes that all individuals should be treated with respect and dignity. Students should be able to participate in MHSA sponsored activities in an environment free from sexual harassment and sexual violence. Shelby Junior High and High School is responsible for taking such action and enacting such policies as may be necessary to address incidents of sexual harassment and sexual violence and to ensure that an environment free of such prohibited conduct is maintained. Shelby Junior High and High School will not sponsor or tolerate such activities.

Activity Drug, Alcohol and Tobacco Discipline (Policy 3551)

Discipline set forth by this handbook will be inclusive for grades 5 through 8 and for 9 through 12. Use or possession of alcohol, drugs or tobacco, of any kind, is a violation of Montana State Law. For on or off campus violations in regard to use of alcohol, drugs and tobacco (including smokeless) for in-season athletes/performers, Shelby Junior High and High School will apply the following sanctions:

First and Second Offense

1. Immediate dismissal from an athletic activity for the remainder of that season or a minimum of no shorter than 45 calendar days (as such, the activity suspension can cross over from one season to the next). For non-athletic activities the dismissal will last 45 calendar days.
2. The offending member may not participate in any other activity during that season and will not receive any awards, including a varsity letter. The student is also immediately suspended from attending any school-sponsored activities for the remainder of the season, including post-season events, upon notice of the violation.
3. Participants of co-curricular activities will NOT receive a reduction in grades because of a positive test result; however, they will be dismissed from the activity for 45 calendar days as noted in item 1.
4. The student will be required to attend a district-approved drug/alcohol/tobacco awareness program.
5. For the safety and well-being of the student, he/she will be required to submit to drug testing whenever such testing is conducted at Shelby Schools for the remainder of the school year in which he/she tested positive in order to participate in any subsequent season.
6. In addition, the administration will provide information regarding counseling services, community agencies, and other information that the student or family may find helpful in addressing illegal drug/alcohol/tobacco use.

If a Shelby student self-reports the use of illegal drugs, alcohol, or tobacco, the discipline is reduced to a minimum 2-week suspension from competition. During the suspension, the participant may continue to attend practices as a spectator. He/she may perform managerial tasks during the suspension. After 2 weeks, the student may resume full participation upon confirmation of a negative test and must voluntarily submit to all subsequent testing for the remainder of the school year. The student may self-refer to the activity's director or a school administrator, by telephone or in person. However, this exception for self-reporting is only available when the self-referral is the first knowledge that the school has of a potential violation. The student may not use this voluntary admission if school personnel already know or have been informed of possible illegal drug, alcohol or tobacco use, either because of a reasonable suspicion or because of testing. To qualify, the self-referral must be reported within twenty-four (24) hours of the infraction, and can be used only one time by a student while the student is enrolled in grades 8-12.

Third Offense

Immediate removal from all activities for one calendar year. Application for reinstatement will be accepted by the principal and forwarded to the Board of trustees.

Cut Policy

Recognizing that some activities require additional supervision, have additional safety considerations, impact quality practice time, and that some activities are limited by available facilities, Shelby High School will adhere to performance-based tryouts for the following squads; Girls Basketball, Boys Basketball, Golf, Volleyball.

District

All Shelby Senior High Activities are District "1B" activities.

Dressing Room Procedures

- No personal electronic devices allowed in the locker rooms on campus or other facilities.
- Keep assigned lockers locked and clean.
- Be sure to turnoff all showers before leaving; dry in the drying areas and not in the dressing room.
- 'Roughhousing' or 'horseplay' of any sort is dangerous and will not be permitted at any time.
- Keep music to a volume that is not heard outside of the locker room. Music shall not contain explicit language.
- Shelby Junior High and High School will not provide towel service during sports seasons.
- Coaches are to instruct athletes that they should shower after each game/practice as a health and training practice.

Ejection Policy

Any student athlete or coach ejected from any MHSA/Shelby School District sponsored activity shall not be permitted to participate in the next activity, event or contest. A student/coach may appeal only if he/she can demonstrate on video tape that the decision to eject was clearly a mistake in the judgment of the official. If the incident is not on tape, no appeal will be allowed. This policy does not include disqualification as a result of the rules of the event. i.e.: 5 fouls, false start, illegal substitution, illegal rotation, etc.

Equipment

Shelby School equipment checked out by the student athlete is his/her responsibility. He/she is expected to keep it clean and in good condition. Athletes will be responsible for lost school equipment assigned to them.

Grievance Procedure

Informal Conference-Any student parent or guardian who is aggrieved by any activities suspension or activities expulsion has the right to an informal conference with the Superintendent or his/her designee and any other staff member involved. Any request for such informal conference shall be made within five (5) school days of the receipt of the written notice of the action taken. At such informal conference, the student, parent/guardian shall be subject to questioning by the Superintendent or his/her designee and shall be entitled to question school personnel involved in the matter being grieved. Any student, parent/guardian who may be aggrieved following the informal conference may, upon three (3) days prior notice, present a written grievance to the Board of Trustees or to his/her designees. The Board of Trustees shall notify the student and the student's parent/guardian in writing of its decision within ten (10) school days following the meeting. The activities suspension or activities expulsion shall continue notwithstanding the implementation of the grievance procedure unless the Board elects to postpone such action.

Letter Awards Procedures

The head coach for each activity will have written guidelines for lettering requirements provided to the student athletes prior to the season beginning. Varsity award winners may purchase letter jackets at the end of the sports season after receiving their award certificate. Winners will receive their certificate at an Awards gathering as determined by the head coach as determined by the school.

Athletic Awards may be given as follows:

1st Year Varsity	Bar, Pin, Chenille Letter & Year
2nd Year Varsity	Bar
3rd Year Varsity	Bar
4th Year Varsity	Bar

Standards

In all cases, the judgment of the Coach/Advisor will be the deciding factor in determining who will become "candidate eligible" to be awarded a letter, however, here are some basic guidelines or general standards.

Participation in one-fourth the number of total quarters (or equivalent).

Must have completed the season unless injured or excused by the coach for special reasons.

Must have followed the Activities Code.

Must have been in regular attendance at practice/rehearsal.

Must be a student in good standing.

Must have turned in all equipment and/or paid all fines and obligations.

Location of Facilities

Practices at school sites (and Shelby Parks facilities when needed.) Performance site exceptions indicated by activity.

Non-School Participation

During any sport season after joining a school squad, students may participate in non-school athletic activities, provided they do not miss a team practice or scheduled contest. Exception may be allowed if such activity does not adversely affect the performance of the athlete in practice and/or competition, in the judgment of the coach and/or school Principal. A student shall not be given special treatment or privileges on a regular basis to enable him/her to participate in non-school athletic activities, such as reduced practice times, special workouts, late arrivals or early dismissals. Students shall not be permitted to participate on any college, junior college or university athletic team. Students shall not compete in the uniform of their school at non-school unsanctioned events. Students shall use school issued uniforms for all contests.

Practice Regulations

Shelby School District shall adhere to the sports seasons as provided in each activity.

Practice is defined as three or more potential players reporting to the practice field or court, with or without uniforms, under the supervision of a coach, and receiving coaching in game skills and techniques. Saturdays may be used for practice, but no Sunday practices are allowed. All student athletes must be off school premises by 6:00 P.M. each Wednesday evening. This is Shelby's commitment to "Family Night". Practice shall be limited to each sports season as defined under each sport.

One day is equal to one practice for purpose of meeting the minimum practice requirements. Practice on a game day shall not count as a required practice. A member school may organize and supervise a year-round conditioning program to include weight training, running and exercising, provided it is open to all students and does not include instruction in specific skills. A coach of a school team (contracted or volunteer) may conduct practice only during the MHSA sport season.

A school coach may not sponsor, promote, coach or direct activities which resemble out of season practices or contests in the sport they coach to two (2) or more of their squad members except between June 1 & July 31. The coaching and team participation rules do not apply to the coaches of individual sports (individual sports being cross country, wrestling, track/field, swimming, golf, and tennis). However, schools should remember that they may not sponsor inter school contests or competitions out of season in team or individual sports. Coaches may conduct activities during the summer on their own, as individuals or with approval of their school district, during the following times: June 1 and July 31.

Use of school facilities/equipment is contingent upon the local school Board of Trustees policy. Supervision can be by any individual approved by the school district. Shelby Public School District may conduct open athletic facilities (gyms, field, track) in the off-season if the following conditions are met: it is part of the school district organized recreational or activity program. Activities are open and advertised to all members of the student body. No coaching or drilling of two (2) or more athletes attending. Individual practice requirements shall be met during regular team practice(s).

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. At any time, a student is participating in multiple school-sponsored activities and more than one non-state level activity falls on the same day, the participant will attend and participate in the activity that is a qualifying activity (Districts, Divisional, Regional) for future participation.

Responsibilities - Administrative Staff

1. Arrange for a supervision and crowd control committee meeting before the fall season. The committee should be comprised of:
 - a. Superintendent of Schools
 - b. High School and/or Junior High School Principal
 - c. Athletic Director
 - d. Cheerleader Coach
 - e. Student Council Representative
 - f. Community Civic Club Representative or Booster Club Representative.
 - g. Police Representative
 - h. Regular staff supervisors.
2. Publicize the recommendation of the supervision and crowd control committee.
 - a. Meet with the Chief of Police and Highway Patrol prior to the opening of school.
 - b. Hire off-duty police as game and conditions warrants. Assign duties, times etc.
 - c. Establish traffic patterns in and around the contest site. Use community volunteers or student groups.
 - d. Erect restraining fences and/or rope off areas appropriately.
 - e. Supervise gates at all times and prohibit free entry to anyone during the entire contest.
 - f. Check the physical facility to see that it is in the best possible condition to accommodate crowds.
 - g. Provide first aid capability and/or medical doctor availability.
 - h. Crowd control-ensure that all members in the crowd display sportsmanlike actions. Remove unruly members.
 - i. Student body supervision-ensure that the student body displays sportsmanlike actions. Remove unruly student body members.
 - j. Drug and alcohol free-contact law enforcement if underage and then contact the parent. Contact law enforcement to remove any intoxicated adults.
 - k. Provide waters for the referees-two (2) each per game (one (1) at halftime, one (1) at end of game).
 - l. Availability-in conjunction with AD, be available to referees and teams in the event they need assistance with something. Be available to change out ticket and concession tills as well as quickly relieve a ticket or concession till worker for a bathroom break.
 - m. Safety-ensure that children are seated rather than running in halls upstairs and downstairs. Ensure that exits are clear.
 - n. Assist janitorial staff in existing crowds after events and locking up.
3. Verify ticket and concession tills money counts after games and properly store till money.

Responsibilities - Athletic Director

1. Review game management responsibilities.
2. Explore crowd control ideas with other schools in your conference.
3. Discuss crowd control with civic and/or booster organizations.
4. Schedule pre-season school assemblies to review contest rules, good sportsmanship and spectator behavior.
5. Review with security personnel their assignments prior to each contest.
6. Review assignments with staff prior to each contest.
7. Make sure that officials and their dressing area are taken care of in the proper manner. Questions concerning an official's call, mechanics or procedural duties should be addressed through the

respective official's pool leader, the MOA Regional Director or the MOA office. A report form for unusual situations is located on the MHSA website.

8. Announce that no spectator is allowed on the field or court prior to, during, or after a contest.
9. Check with police and staff at half-time.
10. Provide a check of the facilities after the contest.

Responsibilities - Cheerleaders

1. Stimulate and control crowd response.
2. Choose the right cheers at the right time.
3. Be certain that words used in a cheer do not inflame an audience.
4. Avoid using bells, horns and noisemakers.
5. Use gestures that are synchronized, pleasing to watch, and easy to follow.
6. Divert the crowd's attention by starting a positive yell if booing or improper cheers develop.
7. Do not conduct a cheer at the same time as the visiting cheerleading squad.
8. School flags cannot be paraded in front of the opposing fans' sections.
9. School mascots cannot engage in antagonistic behavior and must remain in their own cheering section.
10. Do not lead fans in any cheer that poses a safety risk, including fans jumping or bouncing on the bleachers at any time.

Responsibilities - Officials

1. Know the rules and accepted officiating procedures.
2. Make decisions promptly and fairly.
3. Be consistent.
4. Be neat and friendly, but businesslike.
5. Be on time and start the game on time.
6. Refrain from placing hands on players during an athletic contest.
7. During the pre-game conference refer to the fact that you expect captains to exhibit sportsmanlike behavior and demand it from all team members.
8. Keep emotions in check. Being emotional can affect your judgment.

Responsibilities - Players

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

1. Treat opponents with respect that is due them as guests and fellow human beings.
2. Shake hands with opponents and wish them good luck before the contest.
3. Exercise self-control at all times, accepting decisions and abiding by them.
4. Respect the official's judgment and interpretations of the rules. Never argue or make gestures indicating dislike for a decision.
5. Do not communicate with the officials regarding the clarification of a ruling. This is the captains' responsibility.
6. Do not engage in celebrations/chants that will antagonize or embarrass an opponent.

Responsibilities - Police and Staff Supervisors

1. Check with the athletic director prior to the contest time for assignments.
2. Arrive on time.
3. Discourage small groups from gathering near entrances and exits.
4. Keep playing area clear of spectators before, during, and after the contest.
5. Move with the crowd.
6. Have adult violators escorted to the police station. Call parents of youth offenders to escort them home.
7. Survey the area after the contest.

Responsibilities - Public Address Announcers

1. Announcers shall not attempt to be bigger than the game or event by doing play-by-play or by providing commentary in an effort to draw attention to themselves.
2. Announcers shall understand that because they have a tremendous influence on the crowd and that cheerleading or antics designed to incite the crowd for the purpose of gaining an advantage for their team is inappropriate.
3. Announcers shall promote good sportsmanship by what they say and how they say it.
4. Announcers shall treat the opponents and their fans as guests, not the enemy.
5. Announcers shall respect the individuals who are responsible for the conduct and administration of athletic games and events, such as coaches, officials and Administrators, and avoid making any comments that reflect positively or negatively on them.
6. Announcers shall respect the participants of all teams and remain neutral in regard to the outcome of plays or performances of the participants.
7. Announcers shall be competent. This means following approved announcing guidelines, expectations and policies, such as emergency procedures, provided by the Administration or the host facility.
8. Announcers shall be prepared, such as being familiar with the correct pronunciations of the participants' names, knowing the rules of the sport, the officials' signals and how the game is played.
9. Announcers shall exhibit professional behavior and represent their school, organization or association with respect and dignity at all times by what they say, how they act and how they appear.
10. Announcers shall not use alcohol and tobacco products at the venue.

Scholastic Achievement Awards

The coaches/advisers of MHSA proposed a program to acknowledge outstanding scholastic achievement by those students participating in interscholastic activities. This program is termed "Academic All-State". Those students achieving a 3.50 or better GPA during the quarter of the specific season will be eligible for "Academic All State" recognition. The Activities Director will administer these awards.

Shelby Junior High and High School Code of Ethics

It is the Duty of All Concerned with School Activities

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the performance.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting performers and officials.
5. To establish a positive relationship between visitors and hosts.
6. To respect the integrity and judgment of officials, and coaches/advisers.
7. To achieve success through understanding and acceptance of the rules of the game and standards of eligibility.
8. To encourage leadership, and good judgment by the performers.
9. To recognize that the purpose of activities is to promote the physical, mental, moral, social and emotional well-being of the individual performers.
10. To remember that an athletic contest is only a game not a matter of life and death for the player, coach, school, official, fan, community, state or nation.

Student as an Instructor, Supervisor, or Official

Instructing, supervising or officiating in any organized youth sports program, recreation, playground, or camp activities will not jeopardize amateur standing.

Student Involvement

Students are expected to commit to training & attendance rules outlined by the coach/advisor, as well as MHSA and Shelby School District rules and regulations. All activities are open to 9th, 10th, 11th, and 12th graders at the senior high level, who meet eligibility requirements.

Time Schedule

- High School daily practice after school, evenings, or mornings as determined by MSHA fall, winter and spring dates.
- Junior High as determined by Activities Director, Coach and schedule.
- Clubs and Small Music Groups as determined by Advisers.
- Students must be supervised by adults during practices and no practices will be scheduled during professional development and staff meetings.

Transportation

Transportation is provided to the Junior High and High School students for performances/games/events that are in other towns. Parents are responsible for the local transportation to practices, rehearsal, games, and performances.

Warning on Professionalism

No student shall be eligible to participate in a MSHA contest who has been out of school one or more semesters, if during said non-enrollment he/she has been a member of a professional team. If during such non-enrollment he/she takes part in semiprofessional athletics, he/she shall not become eligible again until he/she has been in attendance two full semesters. The student athlete may play summer baseball as an amateur on any team not under the jurisdiction of professional baseball.

MHSA Information adapted for SHS

Eligibility:

To be eligible to participate in an Association Contest, a student shall meet all of the following criteria:

- For Shelby Junior High and High School students, we require students to maintain eligibility during the current semester and the junior high and high school student shall have passed a minimum of five (5) fulltime (1/2 credit) subjects from the preceding semester.
- Additionally, eligibility will be determined on a weekly basis from 12:00 PM Tuesday, to 12:00 PM Tuesday. A student with a failing grade in any subject shall be placed on probation for one week. During this probationary period, Junior High and High School students are not permitted to travel to away games or play in home games if the student is missing the class(es) he/she is failing. If a student remains on probation in the same class for two (2) consecutive weeks, the student becomes ineligible for the entire Tuesday to Tuesday eligibility period. The student will remain ineligible until the student earns a passing grade.

Physical Exam Requirement

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.

Age Rule

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.

Transfer Rule

Any student who transfers from a member high school, home school, or non-member school to a member high school is ineligible to participate in a varsity Association Contest for 90 P.I. days or its equivalent in districts with extended school days/four-day weeks from the date of enrollment in the school to which he/she transfers. A student and his/her parents or legal guardians must reside in the attendance area of the school in which he/she is enrolled except for a student enrolling in ninth grade for the first time.

Penalty for a Player Assaulting an Official

Any athlete who makes physical contact of an insulting or provoking nature with the sports official or causes reasonable apprehension of bodily injury to the sports official in connection with an Association Contest shall immediately become ineligible for further interscholastic competition.

Crowd Control at MHSA Contests

- Due to past incidents, MHSA member schools have been made aware of the need for crowd control measures at interscholastic contests. Believing that working toward prevention is better than seeking a cure, the MHSA offers the following guidelines to aid in planning crowd control strategy which will help ensure the safety of contestants and fans. Good sportsmanship must become a common goal.
- The use of bells, air horns, whistles, wooden blocks and other noise makers during indoor Association contests is prohibited. At indoor contests bands may only play before the start of a contest, during intermissions between periods (quarters) and during a time out. They may not play during "live ball." At outdoor contests the use of electronic and air-amplified devices by spectators is prohibited. At all outdoor contests, bands will not be allowed to play during "live ball."
- The formation of "rally lines" by spectators, fans and/or students on or near the playing field/floor during the introduction of players or at any other time before, during or after a game is prohibited. Exceptions may be cheerleaders, introduction of parents as part of a "Parents' Night" ceremony, homecoming participants or special guests who have been approved by the home school administration.
- During player introductions, players may not leave the playing floor or enter the spectator section; players may not throw objects into the spectator section.

NOTES:

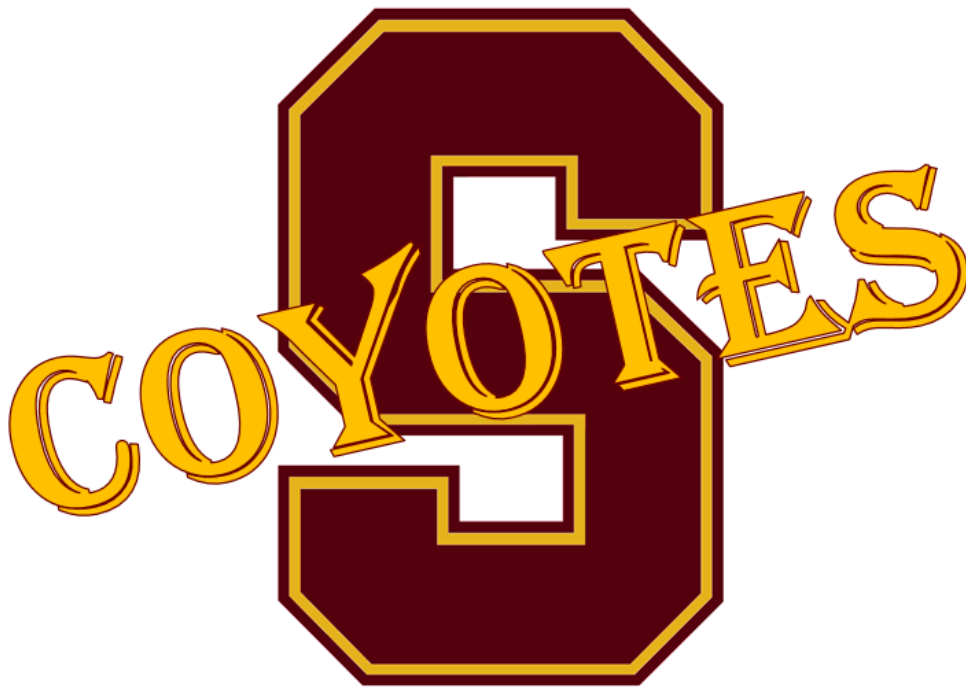


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Shelby Public Schools

STAFF HANDBOOK



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PREFACE

The material covered within this Staff Handbook is designed to inform employees about general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may; therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this Staff Handbook is subject to unilateral revision or elimination without notice.

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

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BOARD OF TRUSTEES

This handbook has been approved by the Board of Trustees. All procedures listed henceforth are therefore the operating procedures of the Shelby School District. (Policy 1000)

Access to Policy Manual

The Board Policy Manual can be accessed on the district website

Board Meetings

Unless otherwise specified, all meetings will be held in the Shelby Administrative Building Board Room, 1010 Oilfield Ave., Shelby, MT. Regular meetings shall be held at 7:00 PM on the second Tuesday of each month, or at other times and places determined by the chairman. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day. (Policy 1400)

Board Agenda

For an item to be added to the School Board Agenda it must be submitted to the superintendent at least five working days before the Board Meeting. The Item will then be reviewed by the superintendent in consultation with the Board Chair to determine if the item will be added. (Policy 1420)

Complaint Procedures

Shelby School District will endeavor to respond to and resolve complaints without resorting to a formal complaint procedure. The first step in the procedure will involve an informal discussion with the parties involved (teacher, counselor, or building administrator) to resolve the issue. An exception to this step would involve a complaint of sexual harassment where the issue must be brought directly to an administrator not involved in the alleged harassment. If an informal conversation does not bring about a resolution the following procedure must be followed in accordance with board policy 1700:

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 including the complaining individual's position to assert legal rights; (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. The 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. The applicability of the deadline is subject to review by the Superintendent to ensure the intent of this uniform complaint procedure is honored.

When a complaint alleges violation of Board policy or procedure, 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 the complainant has reason to believe the administrator's decision was made in error, the complainant 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 the complainant 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 the complainant has reason to believe the Superintendent's decision was made in error, the complainant 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 of a complaint alleging a violation the individual's rights under state or federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board may 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, (2) appoint an appeals panel of not less than three trustees to hear the appeal and make a recommendation to the Board, or (3) respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. 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.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement.

Public Participation

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during the "public comment" section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairman may control such comment to ensure an orderly progression of the meeting.

Individuals wishing to be heard by the Chairman will first be recognized by the Chairman. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairman may interrupt or terminate an individual's statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole will have the final decision in determining the appropriateness of all such rulings. It is important for all participants to remember that Board meetings are held in public; nevertheless, they are not public meetings. Members of the public will be recognized and allowed input during Board Meetings at the discretion of the Chairman. (Policy 1441)

COMMUNITY USE OF BUILDING

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities.

Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the district's conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs determined by the Board of Trustees. Contact the Superintendent for more information.

DISTRICT OFFICE HOURS

The District Office is open from 8:00 AM to 4:00 PM weekdays during the school year, excluding holidays. During summer months, and other times during the school year when school is not in session, the office is open Monday through Friday from 9:00 AM to 3:00 PM.

The buildings are accessible to staff during the course of the school year from 6:00 AM to 11:00 PM. During summer and other times during the school year when school is not in session, the building is open for staff from 8:00 AM to 5:00 PM.

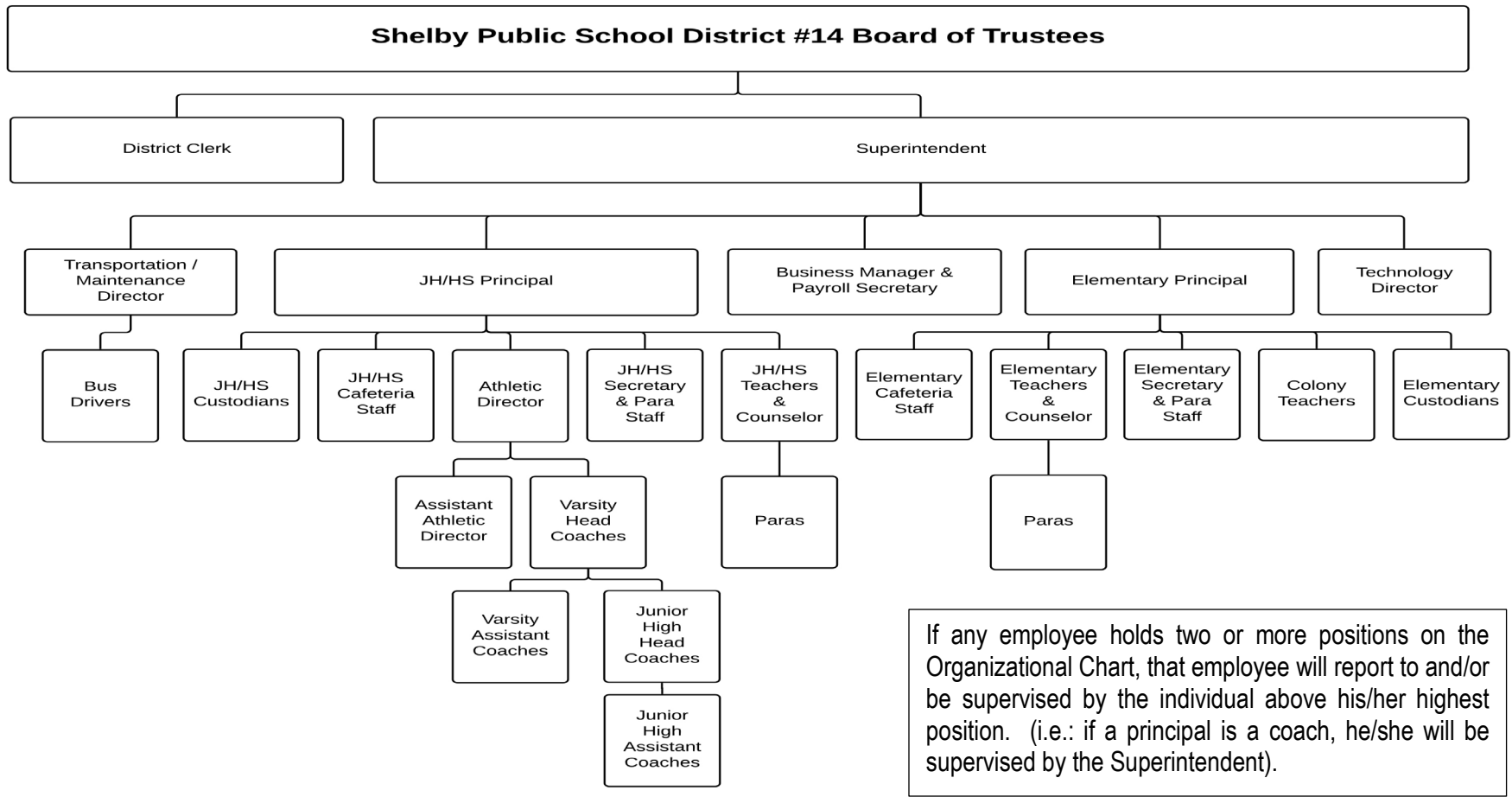
CONFERENCE AFFILIATION

Shelby High School is a member of the Montana High School Association (MHSA) and participates in recognized activities in the 1B conference with schools comprised of comparable enrollments and activity programs.

DISTRICT ORGANIZATION ~ Policy 6121

The Superintendent will develop an organizational chart indicating channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed, except in unusual circumstances.

The organization of District positions of employment for purposes of supervision, services, leadership, administration of Board policy, and all other operational tasks will be on a "line and staff" basis. District personnel occupying these positions of employment will carry out their duties and responsibilities on the basis of line-and-staff organization.



STAFF OPERATIONS

ABSENCES

Sick Leave

Certified employees shall be granted discretionary leave according to the terms of the current collective bargaining agreement. (Policy 5321)

Classified employees shall be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, "sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. "Immediate family" shall mean the employee's spouse and children residing in the employee's household. Each request will be judged by the district in accordance with Policy 5321 and the governing collective bargaining agreements.

FMLA Length/Purpose of Leave

Employees eligible for FMLA (Family and Medical Leave Act) under federal law are entitled to take 12-weeks of leave within a 12-month period for the:

1. Birth of the employee's child (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Care of a spouse, child, or parent with a serious health condition; or
4. The staff member's own serious health condition.

Contact the Superintendent for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA.

Vacation

Classified and 12-month administrative employees will accrue annual vacation leave benefits in accordance with §2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA. (Policy 5334 & 5334P)

Personal and Emergency Leave

Teacher will be granted personal and emergency leave according to the terms of the current collective bargaining agreement. Upon recommendation of the Superintendent, classified staff may be granted personal leave. For more information, contact the Superintendent. All staff shall complete all proper documentation.

BREAKS

Scheduled breaks are provided to all classified employees to ensure safety and efficiency. All classified staff members who work four or more consecutive hours are entitled to one 15-minute break. Those working eight-hour days are entitled to two 15-minute breaks. (Policy 5221)

Classified employees are expected to adhere to the break schedule established by the administration. Deviation from the regularly scheduled break period requires prior approval.

BREASTFEEDING IN THE WORKPLACE

Recognizing that breastfeeding is a normal part of daily life for mothers and infants, and that Montana law authorizes mothers to breastfeed their infants where mothers and children are authorized to be, the District will support women who want to continue breastfeeding after returning from maternity leave.

The District shall provide reasonable unpaid break time each day to an employee who needs to express milk for a child. The District is not required to provide break time if to do so would unduly disrupt the District's operations. Supervisors are encouraged to consider flexible schedules when accommodating employee's needs. Building administrators are authorized to work with teachers to provide students necessary time to express milk for a child.

The District will make reasonable efforts to provide a room or other location, other than a toilet stall, where an employee or student can express breast milk and access to a place to store expressed breast milk safely in accordance with generally accepted safety standards. The available space will include the provision for lighting and electricity for the pump apparatus. If possible, supervisors and building administrators shall ensure that those employees or students in need of such accommodations shall be aware of them prior to maternity leave. (Policy 5325)

CARE/USE OF DISTRICT PROPERTY

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

District owned equipment may not be used for personal financial gain. If an employee loses or damages district owned equipment a fee will be assessed by the district according to the repair or replacement costs.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fundraisers or other school-related purposed is to be deposited in the office whenever the sum accumulated in any one day, by a class, staff member, or others, exceeds \$25.00. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

Staff members are asked to emphasize to students the importance of promptly depositing money collected, with appropriate school officials.

CHILD ABUSE REPORTING

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child, will report such case to the Montana Department of Public Health and Human Services Child and Family Services Division at **(866) 820-5437** and notify the Superintendent or building principal that a report has been made. An employee does not discharge the obligation to personally report by notifying the Superintendent or building principal.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for

damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action by the Board, up to and including termination.

When a District employee makes a report, the DPHHS may share information with that individual or others as stated in 41-3-201(5). Individuals who receive information pursuant to the above-named subsection shall maintain the confidentiality of the information as required in 41-3-205.

Legal Reference:	§ 41-3-201, MCA	Reports
	§ 41-3-202, MCA	Action on reporting
	§ 41-3-203, MCA	Immunity from liability
	§ 41-3-205, MCA	Confidentiality – disclosure exceptions
	§ 41-3-207, MCA	Penalty for failure to report

CLASSROOM SECURITY

When leaving the classroom, locker room, or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end.

All staff is asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of or damage to, personal property due to such causes as fire, theft, accident, or vandalism.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION

CONTROL PROCEDURES: The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board Policy and administrative regulations for staff and student protection. All staff shall comply with measures adopted by the district and with all rules set by the Montana Department of Health and Human Services. Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

COMPLAINTS BY STUDENTS/PARENTS

The district recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents, and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others, unless it is deemed appropriate to invite another person. (Policy 5240)

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of negotiated agreements.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

All staff members should familiarize themselves with Board policy and applicable administrative regulations and negotiated agreements regarding the handling of complaints.

COMPLAINTS BY STAFF

Staff member complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal or immediate supervisor for informal discussion and resolution. If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations. This complaint procedure may not be used to resolve disputes and disagreements related to the provision of any negotiated agreement.

CONTRACTS AND COMPENSATION

Contracts for certified and classified staff members will be initiated for all new employees when hired.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of negotiated agreements. (Policy 5140)

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

COPYRIGHT

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or use of audio, visual, or printed materials and computer software, unless the copying or use conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.

Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain

materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the District encourages staff to enrich learning programs by making proper use of supplementary materials, staff must abide by District copying procedures and must obey the requirements of law. Staff must not violate copyright requirements under any circumstances, in properly performing their duties. The District will not be responsible for any violations of the copyright law by staff.

The display of dramatic performances, musical works, motion pictures or television programming to students may only occur for educational purposes under the following standards:

- During onsite instruction
- When viewed in a classroom or designated place of instruction
- With a lawfully made copy or via an authorized account
- As a regular part of instruction and directly related to the curriculum

Employees should contact the administration with inquiries about accessing lawful copies of materials or accounts to access materials available via online platforms to ensure compliance with copyright laws.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with District procedures or is permissible under the law should consult the Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or use protected materials, when such authorization is required. (Policy 2312)

CONFERENCES

Planned conferences between teachers and parents are essential to maintain a positive relationship between the district and the families of the district. Parent-Teacher Conferences are scheduled each fall and spring. Teachers are expected to be in attendance for the duration of the Parent-Teacher Conference regardless of if parents choose to attend. Students may be included if the teacher or parent so desire. (Policy 2420)

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates to meet more immediate student needs. Teachers should be prepared to provide after-school or pre-school time to meet with students as necessary.

CRIMINAL RECORDS CHECK/FINGERPRINTING

Any finalist recommended for hire to a paid or volunteer position with the district, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. The results of the name-based check shall be presented to the Board concurrent with the recommendation for employment or appointment. Any subsequent offer of employment or appointment shall be contingent

upon results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion. (Policy 5122)

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

1. a certified teacher seeking full- or part-time employment within the district;
2. an education support personnel employee seeking full- or part-time employment within the district;
3. an employee of a person or firm holding a contract with the district, if the employee is assigned to the district;
4. a volunteer assigned within the district that has regular unsupervised access to students; and
5. Substitute teachers.

CURRICULUM

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure for the education of district students. (Policy 2120 & 2123)

The curriculum established for the courses and grade levels of this district provide the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles. Deviation from established curriculum, textbooks, and instructional materials are not permitted without building principal approval. Teachers with questions should contact the building principal. Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction.

DISCIPLINE AND DISCHARGE

Discipline and dismissal of staff will follow due process, administrative regulation, relevant provisions of negotiated agreements, and applicable law. (Policy 5255)

DRUG-FREE WORKPLACE

No staff member shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15. (Policy 5226)

“Workplace” is defined to include any school building or any school premises; any school-owned vehicle, or any other school-approved vehicle used to transport students to and from school or school function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Each staff must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, not later than five days after such conviction.

ELECTRONIC COMMUNICATION DEVICES

Telephones are available throughout the building for staff convenience and safety matters. Staff members are responsible for all costs related to long-distance calls made for personal use. Personal electronic communication devices are not to be used during class time, except in an emergency.

Employees who have been delegated cell phones may use these phones during school hours for school business. District employees should not expect any privacy rights when using any electronic communication devices when on school grounds or conducting school business.

ELECTRONIC RESOURCES & SOCIAL NETWORKING

The Shelby School District recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The District also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Public school employees are held to a high standard of behavior. The Montana Department of Education *Professional Educators of Montana Code of Ethics* requires District staff to maintain a professional relationship with each student, both in and outside the classroom. The District encourages all staff to read and become familiar with the Code of Ethics.

Therefore, the Shelby School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work and to take ownership of their lives.

The School Board discourages district staff from socializing with students on social networking websites (during school or out-of-school). Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience digital dissemination presents, extra caution must be exercised by staff to ensure they do not cross the line of acceptability.

Specifically, the following forms of connection are expressly prohibited:

- Emailing students other than through and to school controlled and monitored accounts;
- Sharing with student's access information to personal websites or other media through which the staff member would share personal information and occurrences.

What in other mediums of expression could remain private opinions, when expressed by staff on a social networking website, have the potential to be disseminated far beyond the speaker's desire or intention, this could then undermine the public's perception of the individual's fitness to educate students, and thus undermine the staff members teaching effectiveness. In this way, the effect of the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment.

Accessing social networking websites for individual use during school hours is prohibited, unless asked to do so by administration. Except in an emergency situation, staff shall not access social networking sites using district equipment or personal equipment, including during breaks or preparation periods. All school district employees who participate in social networking websites, shall not post any school district data,

documents, photographs, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

The Board directs the Superintendent or his/her designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this goal.

EMERGENCY CLOSURES

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate. (Policy 2221)

Delayed openings or school closures will be posted on the District webpage and other District owned social media. Additionally, the following radio stations regularly report delayed openings and school closures:

KSEN – 1150 AM

KZIN – 96.7 FM

EMERGENCY PROCEDURES AND DISASTER PLAN

Building Administrators will run eight (8) drills per school year. These drills will address natural disasters (earthquake, extreme weather, etc.), fires, active shooter situations, student or staff injury, etc. All teachers shall discuss safety drill procedures with their class at the beginning of each year. (Policy 8301)

EVALUATION OF STAFF

The district's evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities, and receive administrative responses to them; to have formal and informal observations of the teaching of licensed staff and the performance of assigned duties and job responsibilities of all other staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to improve within specific timelines. The evaluation program also provides a tool for administrators who are responsible for deciding promotion, retention, dismissal, and discipline. (Policy 5222)

Certified probationary staff will be formally evaluated at least two times a school year. All other licensed staff will be formally evaluated at least annually.

Classified staff will be formally evaluated at least annually.

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the building principal.

Failure to comply, will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and negotiated agreements.

Administration shall notify employees, as defined by the Fair Labor Standards Act, of the following expectations:

1. What constitutes non-exempt working hours;
2. What constitutes normal working hours;
3. That employees are not to work before, beyond, or outside their normal working hours and are not to work overtime without prior authorization;
4. That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
5. That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday.

FUNDRAISING

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fundraising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the building principal prior to the activity being initiated.

Fundraising requests must include an explanation or justification for the proposal, consistent with building and/or district goals. Fundraising must not interfere with or disrupt school.

All money raised must be receipted and deposited with the district. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

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

Prior building principal approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

HARASSMENT

Harassment of staff members is strictly prohibited on district property, including non-district property while a staff member is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business. (Policy 5010 & 5012)

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff members submission to, or rejection of, the conduct or communication is the basis for decision affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal or superintendent immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Montana Human Rights Commission or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law.

There will be no retaliation by the district against any person who, in good faith, reports harassment.

KEYS & KEY CARDS

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

1. The duplication of keys is prohibited;
2. Classroom doors are to be locked at all times. Keys are to be on your person at all times;
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands", "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost-or-stolen-key report form, presentation of the broken or damaged key(s), and submission of assessed fees, replacement keys will be issued within 72 hours;
6. Charges for lost/stolen keys will be made to the staff member whom the key(s) were issued;
7. All staff members are to make arrangements with the building principal if they will be keeping their keys for the summer or to check them in at the end of the school year.

LANE ADVANCEMENT PROCESS

All teachers wishing to move to the next lane on the salary schedule must submit a "Salary Schedule Lane Change Verification Form" to the Superintendent prior to June 1. Transcripts verifying credit completion must be submitted to the Superintendent prior to the Shelby School Board's August Board Meeting for the employee's lane advancement to take effect for the upcoming school year.

LESSON PLANS

To ensure proper planning and continuity of instruction, the Board requires that each teacher prepare lesson plans for daily instruction. To facilitate more effective instruction, lesson plans must be prepared at least 2 days in advance of actual class presentation. The format for the lesson plan will be specified by the building principal and will be reviewed on a regular basis. The plan book must be readily available, when a substitute teacher is needed. (Policy 2123)

An up-to-date seating chart, class schedules and information identifying any classroom student aides or other specific students' needs should be included in all lesson plan books.

MATERIAL DISTRIBUTION

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

MEETINGS

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

PARTICIPATION IN POLITICAL ACTIVITIES

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state and national level, on the same basis as any citizen in public or private employment and within the law. (Policy 5224)

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

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

PERSONNEL RECORDS

The District maintains a complete personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office, under the Superintendent's supervision. Employees will be given access to their personnel records, in accordance with guidelines developed by the Superintendent.

In addition to the Superintendent or other designees, the Board may grant a committee or a member of the Board access to cumulative personnel files. When specifically authorized by the Board, counsel retained by the Board or by the employee will also have access to a cumulative personnel file.

In accordance with federal law, the District will release information regarding professional qualifications and degrees of teachers and qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional employed by a school receiving Title I funds, and who provides instruction to their child at that school. Access to other information contained in personnel records of District employees is governed by Policy 4340.

Personnel records must be kept for 10 years after termination.

PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME

All certified employees will have a preparation period assigned by the building principal. Teachers leaving the school grounds shall checkout through the office.

PROGRESS REPORTS

Teachers are expected to report students' progress to the students and the student's parents. Junior High and High School Progress reports are issued at the midway point of the first, second, third and fourth quarter grading periods, indicating academic and citizenship progress to date. Elementary Progress reports are issued at the midway point of the first, second and third Trimester. (Policy 2420)

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers.

PURCHASE ORDERS

No obligation may be incurred by any staff member, unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy.

No purchase, including p-card purchases or purchases from student body funds, will be authorized unless approved by the building principal and the superintendent. All purchase orders will be done electronically.

RELEASE OF GENERAL STAFF INFORMATION

A staff member's address and personal phone number will not be released by the district. Such information may be disclosed if a staff member authorizes the district to do so. The district may also disclose information about a former employee's job performance to a prospective employer, under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or

2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance;
4. The disclosure is presumed to be in good faith.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member's civil rights.

RESEARCH/COPYRIGHTS AND PATENTS

Staff members engaged in a research project during the work day or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the building principal.

Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models, and other devices prepared by staff members for district use with district time, money and facilities, as part of the employee's job responsibilities, remain the property of the district.

In the event that a staff member produces items described above partly on his/her own time and partly on district time, the district reserves the right to claim full ownership. The employee may petition the district for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

RESIGNATION OF STAFF

Certified Staff members are expected to fulfill the terms of their contract once that contract is signed. Consequences for "Breach of Contract" are defined in the Shelby CBA as well as exceptions regarding the aforementioned statement.

Classified employees not under contract are expected to give written notice that will permit the district to conduct a search for a suitable replacement. The Board expects a minimum of a two-week notice.

All resignations should be in writing. Requests for resignation shall be transmitted to the Board during regularly scheduled board meetings.

RETIREMENT

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district in writing as early as possible, preferably at the beginning of the school year in which the retirement will take place. To ensure the retiree receives his/her first retirement check on time, the individual should start that process no later than March 1.

SAFETY COMMITTEE

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

The building safety committee meets quarterly and conducts workplace safety inspections to locate and identify safety and health hazards, and make recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from re-occurring. All potential hazards are to be reported immediately to an administrator.

SAFETY GUIDELINES

To maintain a safe building, open flames are prohibited unless being used for educational purposes (i.e.: Bunsen Burner, etc.). In addition to open flames, candle warmers are also prohibited as potential fire hazards.

SECURITY SYSTEM

A security alarm system has been installed in the school buildings of the district. Each employee that needs to enter the building during off-hours will be versed on arming and disarming the alarm system. Staff members are expected to lock all doors and gates that they unlock.

SPECIAL INTEREST MATERIALS

Supplementary materials from non-school sources require building principal approval prior to their use in school. This includes education films and all videos secured from or through commercial sources.

STAFF CONDUCT

All employees are expected to maintain high standards of honesty, integrity, professionalism, decorum, and impartiality in the conduct of District business. All employees shall maintain appropriate employee-student relationship boundaries in all respects, including but not limited to personal, speech, print, and digital communications. (Policy 5223)

Additionally, employees will

- hold confidential all information deemed not for public consumption.
- respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner.
- avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.
- avoid distributing flyers or other materials without building principal approval.
- avoid the use District time, facilities, equipment, supplies, personnel, or funds for the employee's private business, political, or commercial purposes.

STAFF DEVELOPMENT

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other such activities.

All requests for district payment of college course work tuition, require prior administrative approval.

All requests for release time from regular duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals and job assignment. Requests require prior written approval by the building principal and/or superintendent.

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

STAFF DRESS AND GROOMING

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Teaching, as a profession, demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business casual world.

Shelby Public School District defines business casual as pressed, neat, and appropriate clothing for the type of work being done. For men, casual pants and slacks with collared polos, button up shirts, or crew-neck sweaters are expected. Women have the freedom to wear nicely-fitted tops and blouses, slacks or skirts (no more than 3 inches above the knee). Fun patterns and colors are acceptable with a casual dress code.

Prohibited attire is as follows: jogging/running shorts, cut-off shorts (or any shorts or similar article of clothing shorter than 3 inches above the knee - note, shorts will not be worn from November 1 - April 1); sunglasses and/or hats (inside the building); rubber shoe thongs (flip-flops) or bedroom slippers; athletic wear, such as jogging suits (except for physical education teachers); skirts and dresses shorter than 3 inches above the knee; underwear as outerwear; inappropriately sheer, tight or short clothing; garments that inappropriately bare or expose traditionally private parts of the body, including, but not limited to, the stomach, buttocks, back and/or breasts (i.e., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, tank tops, etc.).

Leggings can be worn as long as the following guidance is followed:

- Pair with a dress, skirt, shirt, flowing blouse, tunic, oversized sweater, or other professional top that hits below the mid-thigh and cover the buttocks
- Leggings must not be translucent or see-through
- Be mindful of your environment (Getting up and down off the floor, bending over and stretching can thin legging material and cause them to show skin.)

Administration may designate no more than one day per week as "school spirit" day. On that particular day, it is permissible to wear jeans and approved shirts (tee shirts with school logos or school colors). On special days/events (i.e., Homecoming Week, Red Ribbon Week, etc.), administration may approve special attire coinciding with the event.

Shelby Public School District recognizes that Bus, Janitorial, and Cafeteria staff have specific clothing requirements that may deviate from the aforementioned expectations. Additionally, physical education teachers, recess duty teachers and paraprofessionals, and teachers on field trips may also require altered dress code expectations. There are also occasions when individuals may need to wear specific clothing

due to medical reasons. When such is the case, the employee must provide the proper medical documentation that gives rise to the need for deviation from this dress code policy.

Any employee deemed inappropriately dressed according to this dress code policy will be sent home until he/she returns with appropriate attire.

STAFF HEALTH AND SAFETY

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
3. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - a. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - b. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair or setting up a new job;
 - c. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - d. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig or other accessory);
 - e. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
 - f. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
4. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool or piece of equipment which they are using or which is being used by any other worker;
5. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
6. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
7. Long or unyielding articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;

8. Hazardous conditions or practices observed at any time shall be reported as soon as practical to the person in charge or some other responsible representative of the employer;
9. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger; before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

STAFF/PARENT RELATIONS

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

A non-custodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education. Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

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

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

STAFF ROOM

A staff room is provided for staff use during break, lunch and preparation periods as may be appropriate. All staff are expected to "pitch in", as needed, to help keep this gathering area clean and orderly. Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. Students are not permitted in the staff room.

SOLICITATIONS

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

SUBSTITUTE TEACHERS

Teachers needing a substitute because of illness should telephone the secretary or principal by 7:00 AM. If a teacher is absent from work, the principal must be notified by 3:00 PM if they are planning on returning or not, the next day, so that the substitute may be advised if he/she will be needed for the next day. If you will need a substitute due to coaching duties, please arrange for a substitute through the building secretary at least a week in advance. Remember that substitutes have a very difficult job to do and that it can be made easier by planning on your part. Students should be conditioned as to what is expected of them during your absence.

Plans and directions should be left for the substitute so that the day of your absence does not become a day of vacation and they should be detailed enough so that your substitute can have a successful and positive teaching day.

In case of unplanned leaves of absence, every teacher should have their Substitute Folder located in a top desk drawer so that it can be easily found.

SUPERVISION OF STUDENTS

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. All teachers are expected to be in their classrooms to greet the arrival of students.

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

No staff member may leave their assigned group unsupervised unless appropriate supervision arrangements have been made.

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

TEACHING ABOUT RELIGION

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters. However, as religion influences many areas of education, such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions. Teacher may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

TOBACCO-FREE ENVIRONMENT

In order to protect the health of students, staff and the general public, provide a healthy working environment, and promote good health for students, tobacco/nicotine products/innovations use is prohibited on all district property and in district-owned vehicles. (Policy 8225)

Tobacco/nicotine products/innovations use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette, or any other smoking/vaping equipment or material or the chewing or sniffing of a tobacco product.

TUTORING

No tutoring for which a staff member receives a fee is permitted in district schools or on school time, and no district-owned materials or equipment may be used, except as follows:

1. Private lessons, such as music lessons and other enrichment activities that are clearly beyond the scope of the regular curriculum, may be given for remuneration outside of school time and away from school buildings;
2. Teachers may tutor for remuneration outside of normal school hours students eligible for homebound services according to district procedures;
3. District authorized and/or sponsored programs.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for district business, including the transportation of students, is discouraged. Staff member are required to use district-owned vehicles whenever possible, scheduling activities and other transportation in advance will help to avoid non-emergency use of private vehicles. No staff member may use a private vehicle for district business without permission from the building principal or superintendent.

VACANCIES/TRANSFERS

A vacancy shall be defined as an existing or new District position which has not been filled by a teacher within the District. When the District determines that a vacancy exists, that vacancy shall be posted publicly and sent to staff via email.

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and negotiated agreements. (Policy 5210)

WORKDAY AND CHECKOUT

Teacher's basic workday shall be defined as beginning at 8:00 AM and ending at 4:00 PM. Teachers may leave the building and district grounds during lunch as necessary. Departures during preparation periods must be approved by the building principal.

Classified staff members are permitted to leave the building and district grounds during their lunch break. All staff members are required to check out/in with the office. This will enable office staff to respond appropriately for messages and/or emergency situation that may arise.

STUDENT OPERATIONAL PROCEDURES

ACCIDENTS

All injuries to students and staff members are to be reported to the High School or Elementary School office as soon as possible. In addition to the report, a District Accident Form must also be completed.

ADMINISTERING MEDICINES TO STUDENTS

“Medication” means prescribed drugs and medical devices that are controlled by the US Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications prescribed through a standing order or prescribed by the student’s health care provider.

Administering Medicines to Students

A building principal or other administrator may authorize, in writing, a school nurse, district employee, school-based health center professional personnel, or designee to:

1. To assist in self-administration of any drug that may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions and with the written consent of a student’s parent or guardian, and
2. To assist in self-administration of a prescription drug to a student in compliance with written instructions of a medical practitioner and with the written consent of a student’s parent or guardian.

Except in an emergency situation, only a qualified health care professional may administer a drug or prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit administration of medication to students in schools in its jurisdiction. The school-based health center assists the school district with various medication/treatment needs and medication information is shared with them.

Emergency Administration of Medication

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

In the absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection.

The Board requires that there must be on record a medically diagnosed allergic condition that would require prompt treatment to protect a student from serious harm or death.

A building administrator or designee will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student’s cumulative health folder.

Self-Administration of Medication

The District will permit students who are able to self-administer specific medication to do so provided that:

- A healthcare provider or dentist provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student's parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file; and
- Administration is informed that a student is self-administering prescribed medication.

A building principal or school administrator may authorize, in writing, a school nurse, district employee, school-based health center professional personnel, or designee to assist with self-administration of medications, provided that only the following may be employed:

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

Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

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

A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication acknowledging that the school district its employees, or its professional designees are not liable for injury that results from the student self-administering the medication.

- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the pupil has demonstrated to the health care practitioner the skill level necessary to use and administer the medication.
- Documentation of a healthcare provider-formulated written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours.

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

A student's authorization to possess and self-administer medication may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, and in accordance with documentation provided by the pupil's doctor, backup medication must be kept at a pupil's school in a predetermined location or locations to which the pupil has access in the event of an asthma, severe allergy, or anaphylaxis emergency.

Administration of Glucagons

School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-412, MCA, only under the following conditions: (1) the employee may administer glucagon to a diabetic student only in an emergency situation; (2) the employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (3) the employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), MCA.

Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent, an individual who has executed a caretaker relative educational authorization affidavit, or other responsible adult to the employee or designee assisting with self-administration of medication. The employee or designee:

- Shall examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
- Shall develop a medication administration plan, if administration is necessary for a student before any medication is given by school personnel or designee;
- Shall record on student's individual medication record the date a medication is delivered and the amount of medication received;
- Shall store medication requiring refrigeration at 36° to 46° F;
- Shall store prescribed medicinal preparations in a securely locked storage compartment; and
- Shall store controlled substances in a separate compartment, secured and locked at all times.

The District will permit only a forty-five-(45)-school-day supply of a medication for a student to be stored at a school or at school-based health center; and all medications, prescription and nonprescription, will be stored in their original containers.

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation to administer medications.

The District may maintain a stock supply of auto-injectable epinephrine to be administered by authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine in a school setting or at related activities, the district shall adhere to the requirements stated in 20-5-420, Section 2, MCA.

Disposal of Medication

The District requires school personnel either to return to a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian or, with permission of the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. School personnel, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven-day period of notification by school authorities.

ASSEMBLIES

Students are required to attend all assemblies. Those who refuse, are to be referred to the office. All teachers have supervision duties during assemblies and are expected to accompany their class or assigned students during assemblies. Students may be removed from an assembly as deemed necessary by the staff member. All students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

BEFORE SCHOOL, AFTER SCHOOL & NIGHT USE OF FACILITIES

All students using school facilities before and after regular school hours must be in the presence of an adult. Custodians will not be asked to supervise students at any time. Arrangements to use the school before or after regular school hours should be made well in advance with the building principal, to avoid conflicts.

CLASS INTERRUPTIONS

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

COMMUNICABLE DISEASES

Protection from communicable diseases is generally provided through immunization, exclusion or other measures provided for in Montana Code Annotated and rules of the Montana Department of Public Health and Human Services. Services generally will not be provided to students excluded unless otherwise required by law. In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the district will inform the appropriate staff member to protect against the risk of exposure.

COMMUNICATIONS TO AND FROM HOME

It is important for each teacher to have frequent communication with parents. Please be sure that the Principal has a copy of your "communication log" with parents. Start early, at the first sign of a problem and communicate often, reporting both the positive and the negative.

"Sunshine calls" do wonders for maintaining a constructive home-school communication. If we convey to parents that the education of their child is a mutual task and that we are interested and want to help, we will do much to sell the policies and the education to the parent. At times, we may need to make some adjustments on our part and to take suggestions from parents. Please remember that we are not always the experts with all the answers. One of the goals for each of us should be to contact every parent sometime during the year with some positive comment about every child in our classroom.

CONTESTS FOR STUDENTS

The district cooperates with individuals, community organizations and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added work load on staff. All such contests must be consistent with the purpose and educational aims of the district.

Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the participant's work.

The school may not be used to promote private or commercial interests, nor may the school be used for the direct sales promotion of individual competitive goods or services.

CORPORAL PUNISHMENT

The use of corporal punishment in any form is strictly prohibited by the district. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain. (Policy 3310)

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others, or doing harm to district property.

COUNSELING AND TESTING

The counselor will be responsible for the organization of all testing (i.e. standardized tests, personal and group counseling). The counselor will maintain the permanent guidance folders.

One of the purposes of the guidance services is to aid teachers in understanding their students. The guidance folder is available to assist the classroom teacher in the interpretation of test results. The entire staff is responsible for making referrals when necessary.

CUMULATIVE RECORDS

Individual teachers will be responsible for recording grades and other necessary information onto their assigned students' cumulative records. Special Education records are a part of the student's cumulative record and this information must also be updated and filed appropriately. The counselor will be responsible for having all standardized test results recorded in all students' cumulative records. Cumulative files will be kept secure in the main office. To view cumulative records, teachers must sign the "Record of Viewing" that is attached to the file.

CUSTODIANS

Please assist the custodians by adhering to the following guidelines:

1. Keep your room organized and avoid piles of stuff stacked around the room.
2. Keep desks and countertops organized so they can be cleaned.
3. Have students clean up after themselves - put books and other supplies in their desks.
4. No tape on whiteboards.
5. Tape on walls should be removed after a few days to avoid paint removal from the walls.
6. No nails in walls.

In the Elementary School:

1. Keep the coat and boot area picked up on a daily basis, especially when weather demands more clothing, so they can be cleaned.
2. When using glue, have students wash their desks.
3. Spills on carpet need to be cleaned immediately. Please contact the custodian so the area can be cleaned.

DOCUMENTATION

Document all perceived negative interactions with parents and students and provide the office with a copy to be placed in the student's behavioral folder.

If you have a concern in your classroom with a parent, child or other person, nothing they do occurs unless you have properly documented it. To document an event, complete a written record of the event and include the date and your signature.

DISMISSAL FROM CLASSES

A teacher should never dismiss a class before the established dismissal time. The teacher dismisses the class not the bell. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teachers. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

EMERGENCY DRILLS

All teachers are required to provide instruction on fire, earthquake, intruder and lockdown procedures.

A map/diagram of the fire escape route to be followed is posted near the classroom doorways and must be reviewed with the students. Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc., along the way;
2. Close windows; turn off lights; shut the door;
3. Take grade book;
4. Escort class to assigned area (at least 50 ft. from building) and take roll. Report any unaccounted students to the liaison.
5. Upon the "all clear" signal, escort students directly back to class. Check roll.

FAIR PROJECTS

The County Superintendent has asked that you adhere to the following guidelines as you prepare to collect student work throughout the school year:

1. At least one and not more than six items per student.
2. No more than 4 items of one given project.
3. Please wait for new applications and stickers to arrive in the spring.

FEATURE FILMS/VIDEOS

Building principal approval is required prior to showing a feature film/video to students in district classrooms. Only film/videos rated G, PG or PG13 may be authorized for classroom use. All films must be related to learner outcomes as prescribed by the Golden Triangle Consortium or OPI. Only films outlined in specific lesson plans will be considered.

Requests are to be submitted to the building principal at least five days prior to the proposed showing. Forms are available in the office.

The following information shall be included:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary, grant consent;
6. Audience rating.

FIELD TRIPS AND SPECIAL EVENTS

Field trips and other student activities involving travel may be authorized by the building principal, when such trips or activities contribute to the achievement of desirable educational goals. All field trips must be approved by the principal at least two-weeks in advance. All students must meet field trip requirements as listed in the student handbook.

All such requests will be considered, based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, and availability of appropriate supervision, either from within school staff or from volunteers.

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

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms. Upon departure, the office and the bus driver must receive a list of all individuals riding the bus.

Any out-of-state travel must be approved by the Board.

GRADE BOOKS

Each classroom teacher will use the online grade book covering all grades and/or classes during the school year. Teachers will turn in a copy of their grades to their respective office at the end of the school year. All grades are to be recorded in the grade book each week. All teachers shall update the computer grading system each Monday, by 4:00 PM.

GRADING

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

Teachers should use a variety of communication devices, including telephone and personal conferences as well as written grade reports, to keep parents well informed. At the beginning of the grading period, students and parent are to be informed regarding the basis of the grades and the methods to be used in determining grades.

The grading scale(s) are as follows:

<u>K – 6</u>			<u>JH/HS</u>		
A+	=	97 – 100	A	=	93 – 100
A	=	93 – 97	A-	=	90 – 92
A-	=	90 – 92	B+	=	88 – 89
B+	=	88 – 89	B	=	83 – 87
B	=	83 – 87	B-	=	80 – 82
B-	=	80 – 82	C+	=	78 – 79
C+	=	78 – 79	C	=	73 – 77
C	=	73 – 77	C-	=	70 – 72
C-	=	70 – 72	D+	=	68 – 69
D+	=	68 – 69	D	=	63 – 67
D	=	63 – 67	D-	=	60 – 62
D-	=	60 – 62	F	=	59 and Below
F	=	59 and Below			

High School students will earn a Grade Point Average (GPA) based on the following scale:

A = 4 points	B- = 2.7 points	D+ = 1.3 points
A- = 3.7 points	C+ = 2.3 points	D = 1 point
B+ = 3.3 points	C = 2 points	D- = .7 points
B = 3 points	C- = 1.7 points	F = 0 points

Due Process

Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons or a student's disability. Such notice is to be included in each teacher's syllabus and distributed to students at the beginning of the grading period. (Policy 3122P)

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

HOMEWORK

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity level of the student. (Policy 2430)

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home. Homework is expected to be designed to improve learning, to aid in the mastery of skills to stimulate interest on the part of the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

Teachers will try to avoid assigning homework on Wednesday nights, as this has been designated as Family Night by the Shelby School District.

Elementary School:

It is recognized that all learning cannot be accomplished within the limited amount of time allotted for classroom instruction; therefore, homework is routinely assigned to all 3rd - 5th Grade Students in Shelby Elementary School. Two or three nights a week a parent can expect their child to have 15 to 60 minutes of homework. The actual time will depend on the type of assignment, how much time the child had or used in the classroom and your child's teacher. A good "rule of thumb" is to expect 10 minutes of homework per night per grade level (ex. 3rd Gr. = 30 min., 4th Gr. = 40 min., etc.). If students use their time wisely during the school day, homework should be minimal.

MAKE-UP WORK

A student who has an excused absence from class is permitted to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back to class, for the work missed due to absence as outlined through the student handbook.

Any student truant or absent through unexcused parent permission shall not be permitted to make up missed work. Students must makeup work before they leave.

A student suspended from school shall be required, as provided by Policy 3300, to make up school work while suspended, if the work reflects achievement over a greater period of time than the length of the suspension. Student shall be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension. (Policy 3300)

MEDIA ACCESS TO STUDENTS

The media may interview and photograph students involved in instructional programs and school activities, including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.

Media representatives are required to report to the building principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

STUDENT REFERRALS

Discipline referrals are to be completed and forwarded to the office as soon as possible following an infraction. The teacher shall contact the parent regarding the referral.

ITEMS SPECIFIC TO SHELBY ELEMENTARY SCHOOL

PERMANENT RECORDS

At the conclusion of each school year, each teacher is responsible for completing each child's yellow permanent record card. Please notify the office of any changes during the year.

PLEDGE OF ALLEGIANCE

According to House Bill 77, which took effect on October 10, 1997, each class Kindergarten through Sixth Grade is required to recite the pledge of allegiance at the beginning of each school day.

SPECIAL ACTIVITIES PARTICIPATION

When considering the denial of participation privileges of students in programs, assemblies, field trips or similar activities, be sure to have taken care of the following factors:

1. If another staff member is the coordinator of an activity and a student normally under your supervision is precipitating in the event the other staff member must have a voice in the decision.
2. Be sure that the student and their parents/guardians are aware that the potential exists that continued inappropriate behavior can result in the loss of such privileges.
3. If the decision is appropriately made to deny such privileges, the student, their parents/guardians, other involved staff and the principal must be notified immediately.
4. Supervision for the student not attending the activity becomes your responsibility if it has been your decision to deny the privilege.

NOTES

NOTES

EXPECT THE BEST!



Shelby Public School District #14
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Policy 2600: Work Based Learning

Status: DRAFT

Original Adopted Date: 12/12/2023 | **Last Revised Date:** 10/14/2025 | **Last Reviewed Date:** 10/14/2025

Work-Based Learning Program

The Board recognizes that education should make classroom experiences a meaningful process of learning about all practical aspects of life. The Board believes that the inclusion of career education in the basic curriculum will provide students with information about the many career opportunities available and will establish a relationship between what is taught in the classroom and the world of work.

Work-based learning must provide all participating students with on-the-job experience and training along with career and complimentary vocational/technical classroom instruction to contribute to each student's employability. The students' classroom activities and on-the-job experiences must be planned and supervised by the school and the employer to ensure that both activities contribute to the student's employability. Students enrolled in a work-based learning program must receive credit for related classroom instruction and on-the-job training. In the absence of a proficiency model, the time requirement for students in work-based learning must be converted and is equivalent to the time requirement for credit to be earned.

Students may submit a proposal for a tailored Work-Based Learning program that divides their time between instruction in school and specific learning at a job. Each proposed program will be planned by Work-Based Learning coordinators and the employer (or employer groups) and shall be in accordance with state and federal laws and regulations governing the employment of students under age 18. The Work-Based Learning coordinators will communicate with employers on a monthly basis and will visit work sites to determine if the placement is appropriate for student employment.

The particular program designed for each student shall be set forth in a written protocol approved by the student, his or her parents or guardians, the work-experience coordinator and the employer. This shall stipulate the terms of employment and the provision for academic credit, the student's work-based experience goals, prioritizing the student's academic commitments, and assessment of the work-based learning experience goals.

The Work-Based Learning coordinator shall make such arrangements as necessary with employers for evaluating the student's on-the-job performance and for keeping records of job attendance.

~~The employer or supervisor~~ The provider of work-based learning or any employee of the provider of work-based learning who will have unsupervised contact with students shall complete ~~the~~ District's volunteer agreement form and satisfy a ~~name-based and fingerprint criminal background check~~ fingerprint-based national criminal history background check that has been reviewed by the Superintendent or designee prior to having unsupervised contact with a student in accordance with District Policies 5120 and 5122. Any individual who will never have unsupervised contact with students is not required to undergo a fingerprint-based national criminal history background check.

The employee and District shall also complete workers' compensation insurance and general liability insurance requirements in accordance with the attached procedure in a manner consistent with the Work-Based Learning opportunity provided to students.

Credit for Employment at Congregate Care Facilities, Child Care Facilities, and School-Age Programs

A student of the District who is a Junior, 16 years of age or older and who is employed on a paid or voluntary basis at a congregate-care facility, child-care facility, or school-age program may earn one unit of credit for graduation for every 8,100 minutes worked at the congregate-care facility, childcare facility, or school-age program.

The Superintendent or his or her designee shall develop conditions and requirements on the type of work the student must be performing to earn credit towards graduation and a process for verification of the number of minutes the student works at the congregate-care facility, child-care facility, or school-age program.

To be eligible to receive credit towards graduation, an application must be received by the District on an annual basis prior to the first day of classes. Applications will be accepted at a later date in the event the student begins employment with a facility during the school year. Credits will be granted for work performed after the application is received and approved by the District.

Definitions

For the purposes of this Policy, the following definitions apply:

1. "Child-care facility" means a day-care center, group day-care home, or family day-care home licensed or registered under the provisions of Title 52, chapter 2, part 7.
2. "Congregate-care facility" has the same meaning as:
 1. "community residential facility" as defined in 76-2-411;
 2. "developmental disabilities facility" as defined in 53-20-202;
 3. "long-term care facility" as defined in 50-5-101; and
 4. "residential care facility" as defined in 50-5-101.
3. "School-age program" means a program serving children 5 years of age or older during the school year or summer.
4. [All definitions set forth in Policy 3665 also apply to this policy](#)

Montana Code Annotated

	Description
20-1-101	Definitions
20-7-1510	Credit for participating in work based learning partnerships
39-3-406	Work Based Learning
39-71-118	Employee, worker, volunteer, volunteer firefighter, and volunteer emergency care provider defined --election of coverage.
Title 41, Chapter 2	Child Labor

United States Code

	Description
29 USC 212	Fair Labor Standards Act

Cross References

	Description
1005FE	Proficiency-Based ANB
2050	Innovative Student Instruction
2158	Parent and Family Engagement and Educational Involvement
2158-P(1)	Parent and Family Engagement and Educational Involvement - Student Pronoun Use
2410	High School Graduation Requirements
2410-P(1)	High School Graduation Requirements
3121	Enrollment and Attendance Records
3121-P(1)	Enrollment and Attendance Records
3665	Student Safety

Policy 3630: Cell Phone and Other Electronic Devices

Status: DRAFT

Original Adopted Date: 10/10/2017 | **Last Reviewed Date:** 10/10/2017

Cell Phones and Other Electronic Equipment

The Shelby School District holds high expectations for student behavior, academic integrity, and responsible use of existing and emerging technologies such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school-sponsored events shall demonstrate the greatest respect for the educational environment and the rights to privacy of all individuals within the school community.

Proper use of these devices is outlined in the student's handbook.

Student possession and use of cellular phones, pagers, and other electronic signaling 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 device with video capabilities (iPod (w/camera), iPad, etc...) in a locker room, bathroom, or other location where such operation may violate the privacy rights of another person. Failure to honor this prohibition will result in immediate discipline up to and including suspension or removal from extracurricular activities or expulsion from school.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. Students in grades 9–12 may also use such devices during the lunch period. These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

Montana Code Annotated

20-5-201

Description

Duties and Sanctions

Cross References

3310

3310-P(1)

3310-P(2)

Description

[Student Discipline](#)

[Student Discipline - Discipline Procedures for Students with Disabilities](#)

[Student Discipline - Student Risk Assessments](#)

Policy 3665: Student Safety

Status: DRAFT

Original Adopted Date: 08/12/2025 | **Last Reviewed Date:** 08/12/2025

It is the policy of the District that no student shall have unsupervised contact with an adult who has not undergone a fingerprint-based national criminal history background check that complies with the requirements of Sec. 20-3-323(1)(d), MCA, while the student is in school, at a school-sponsored activity, or in transit to a school sponsored activity. This means that a student may not be left unattended and alone in the physical presence of an adult who has not undergone such a background check, except for in the case of a momentary absence.

When the fingerprint background check results are reviewed by someone other than the Trustees or the Superintendent of the District under 20-3-323(d)(ii), such individuals designated by the Trustees to review the results of the background check are limited to individuals authorized by law to receive, review and share Criminal History Record Information (CHRI) with the District.

Any individual reviewing the fingerprint background check results must possess a valid authorization from the person being fingerprinted to review and share the results with the District.

The following definitions apply to this policy:

1. "Contact" means any direct, personal interaction that involves communication or engagement of any kind between an adult and a student.
2. "In school" means physically present in a public school, an off-site instructional setting as defined in 20-1-101 or a work-based learning setting as provided in 20-7-1510 for which school credit is granted.
3. "In transit to a school-sponsored activity" means while a student is being provided transportation by a school district employee or a private contractor on a bus or other vehicle owned or contracted by the school district.
4. "Momentary absence" means brief, temporary intervals during which a second adult is not physically present. Such absences are short, typically involving situations like stepping away for a bathroom break or addressing an urgent matter.
5. "School-sponsored activity" means any event, program, or function that is organized, funded, or endorsed by a school district.
6. "Unsupervised" means where one or more students are left unattended and alone in the physical presence of an adult.

~~In order to ensure the safety and welfare of students, no individual, regardless of employment status with the District, shall have unsupervised contact with students while in school, at a school-sponsored activity, or in transit to a school-sponsored activity unless the individual has:~~

- ~~a. completed a fingerprint-based national criminal history background check pursuant to the educator licensure policies of the board of public education; or~~
- ~~b. the individual has provided to the Montana Department of Justice information and material sufficient to obtain a fingerprint-based national criminal history background check; and the trustees, the superintendent of the district, or another individual designated by the trustees has reviewed the results of the background check.~~

~~For the purposes of this Policy, the term "unsupervised contact" shall mean any interaction with students that does not involve direct supervision by an employee of the District. Additionally, any employee or volunteer who is responsible for supervising another employee's or volunteer's contact with children is considered to have unsupervised contact with children by virtue of their oversight responsibilities. Therefore, they must also undergo a background check prior to employment or assignment.~~

The District may designate certain employees and volunteers who will never have unsupervised contact with students and are therefore exempt from the background check requirement.

Montana Code Annotated

Description

20-1-101

Definitions

20-3-323

District policy and record of acts

20-7-1510

Credit for participating in work based learning partnerships

Montana Session Laws

Chapter 716, Laws of 2025

Description

[HB745](#)

Cross References

2600

[Work Based Learning](#)

5122

[Fingerprints and Criminal Background Investigations](#)

5122-F(1)

[Fingerprints and Criminal Background Investigations - Applicant Rights and Consent to Fingerprint](#)

Policy 5122: Fingerprints and Criminal Background Investigations

Status: DRAFT

Original Adopted Date: 08/09/1999 | Last Revised Date: 10/14/2025 | Last Reviewed Date: 10/14/2025

Fingerprints and Criminal Background Investigations

Board policy requires that any finalist recommended to be employed in a paid or volunteer position with the District, involving unsupervised access to students in schools, as determined by the Superintendent, will submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency before consideration of the recommendation for employment or appointment by the Board. The results of the name-based check will be presented to the Board, concurrent with the recommendation for employment or appointment. Any subsequent offer of employment or appointment will be contingent on the results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion.

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

- A certified teacher seeking full- or part-time employment with the District;
- An educational support personnel employee seeking full- or part-time employment with the District;
- An employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- A volunteer assigned to work in the District, including a chaperon, who has unsupervised access to students; and
- Substitute teachers.*

It is the policy and obligation of the District to provide a safe educational environment and protect students from harm while they are under the supervision and control of the District. In furtherance of this policy and obligation, prior to allowing any individual to have any unsupervised contact with students while in school, at a school-sponsored activity, or in transit to a school-sponsored activity, the District shall require that any such individual, regardless of their employment status with the District:

1. has completed a fingerprint-based national criminal history background check pursuant to the educator licensure policies of the board of public education; or
2. has provided to the Montana department of justice information and material sufficient to obtain a fingerprint-based national criminal history background check; and
3. the Trustees, the Superintendent of the District, or another individual designated by the Trustees has reviewed the results of the background check.

Based on the foregoing, the following-described categories of individuals will be required to undergo a fingerprint-based national criminal history background check prior to having any unsupervised contact with students of the District:

1. Any individual seeking full- or part-time employment with the District;
2. Any individual employed by a person or entity providing goods or services to the District under a written or oral contract or agreement when the individual will have any unsupervised contact with students;
3. Any individual approved to volunteer in the District, including chaperons, volunteer coaches, club advisers, and/or any other volunteer who will have any unsupervised contact with students; and
4. Substitute teachers.

Individuals who have not completed a fingerprint-based national criminal history background check or have not provided to the Montana department of justice information and material sufficient to obtain a fingerprint-based national criminal history background check that has been reviewed by the Trustees, Superintendent, or designee, may not have unsupervised contact with students.

The definitions set forth in Policy 3665 are applicable to this policy. For rules and requirements specific to work-based learning, see Policy 2600.

Any ~~The requirement of an applicant~~ for an applicant for employment with the District or an individual seeking permission to volunteer in the District to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an ~~applicant~~ individual has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic

violation, the facts must be reviewed by the Superintendent, who shall decide whether the applicant **or potential volunteer** shall be declared eligible for **appointment or** employment **or approval as a volunteer** in a manner consistent with the expectations and standards set by the board.

**The requirement to fingerprint non-licensed substitutes may be waived in whole or in part by the trustees, if the substitute has previous teaching or substitute teaching experience in an accredited public school in Montana prior to November 28, 2002.*

Montana Code Annotated

20-3-323	District Policy and Record of Acts
44-5-301	Dissemination of public criminal justice information
44-5-302	Dissemination of criminal history record information that is not public criminal justice information
44-5-303	Dissemination of confidential criminal justice information – procedure for dissemination through court

Administrative Rules of Montana

10.55.716	Substitute Teachers
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United States Code

Public Law 105-251	Volunteers for Children Act
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Montana Session Laws

Chapter 716, Laws of 2025

[HB745](#)

Cross References

1000	Legal Status, Operation and Organization
1000-P(1)	Legal Status, Operation and Organization - Mission of the Board
1000-P(2)	Legal Status, Operation and Organization - Philosophy of Education
1521	Board/Superintendent Relationship
3665	Student Safety
5120	Hiring Process and Criteria
5120-P(1)	Hiring Process and Criteria - Fingerprint Background Handling Procedure
5120-F(1)	Hiring Process and Criteria - Determination Form
5120-F(2)	Hiring Process and Criteria - Privacy Act Statement
5120-F(3)	Hiring Process and Criteria - Criminal History Dissemination Log
5430	Volunteers
5430-NF(1)	Volunteers - Chaperone Letter of Understanding
5430-NF(2)	Volunteers - Volunteer Agreement Form
8300	Risk Management
8301	School Safety

Policy 2050: Innovative Student Instruction

Status: DRAFT

Original Adopted Date: 11/14/2023 | **Last Revised Date:** 08/12/2025 | **Last Reviewed Date:** 08/12/2025

Student Instruction

The School District has adopted the protocols outlined in this policy to ensure the delivery of educational services to students onsite at the school and off-site at other locations, using available resources. The District administration or designated personnel are authorized to implement this policy.

As outlined in District Policy 2100, and except for students determined by the School District to be proficient using School District assessments, the adopted calendar has a minimum number of; 720 aggregate instructional hours for students in kindergarten through third grade; and 1,080 hours for students in fourth through ~~eleventh~~ **eleventh** grade ~~and 1,050 hours for students in twelfth grade~~. Students enrolled on a part-time basis will have ANB calculated consistent with Policy 3121 and Policy 3150.

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

For the purposes of this policy and the School District's calculation of ANB under Policy 3121 and "aggregate hours of instruction" within the meaning of that term in Montana law, the term "instruction" shall be construed as being synonymous with and in support of the broader goals of "learning" and full development of educational potential as set forth in Article X, section 1 of the Montana Constitution. Instruction includes innovative teaching strategies that focus on student engagement for the purposes of developing a student's interests, passions, and strengths. The term instruction shall include any directed, distributive, collaborative and/or experiential learning activity provided, supervised, guided, facilitated, work-based, or coordinated by the teacher of record in a given course that is done purposely to achieve content proficiency and facilitate the learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full educational potential of each child.

Staff shall calculate the number of hours students have received instruction as defined in this policy and Policy 3121 through a combined calculation of services received onsite at the school or services provided or accessed at off-site or online instructional settings including, but not limited to, any combination of physical instructional packets, virtual or electronic-based course meetings and assignments, self-directed or parent-assisted learning opportunities, and other educational efforts undertaken by the staff and students that can be given for grade or credit. Staff shall report completed hours of instruction as defined in this policy to the supervising teacher, building principal, or district administrator for final calculation.

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

Remote Instruction Delivered by District Staff

The Board of Trustees authorizes remote instruction of students by District staff in a manner that satisfies the aggregate number of instructional hours outlined in the District's adopted or revised calendar for a school year. Remote instruction is pupil instruction that occurs through virtual learning processes incorporating distance and online learning methods that best prepare pupils to meet desired learning outcomes. Remote instruction shall include a complete range of educational services offered by the District and shall comply with the requirements of applicable statutes. Students completing coursework through a remote instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

Remote instruction is available to students:

1. meeting the residency requirements for that district as provided in 1-1-215;
2. living in the district and eligible for educational services under the Individuals with Disabilities Education Act or under 29 U.S.C. 794;
3. enrolled in the district and physically attending a school or off-site instructional setting of the district under an attendance agreement pursuant to Title 20, chapter 5, part 3, MCA; or
4. seeking remote instruction in another district when the pupil's district of residence does not provide remote or in-person instruction in an equivalent course. ~~A course is not equivalent if the course does not provide the~~

same level of advantage on successful completion, including but not limited to dual credit, advanced placement, and career certification. The District is not required to provide remote instruction to a nonresident student if, because of class-size restrictions, the accreditation of the school would be adversely impacted by providing remote instruction to the pupil.

A district providing remote instruction shall include pupils in enrollment counts for ANB calculation purposes as described in 20-9-311. Unless a student receiving remote instruction is enrolled under an attendance agreement pursuant to Title 20, chapter 5, part 3, MCA, the provisions of out-of-district attendance and tuition laws under Title 20, chapter 5, part 3, MCA, do not apply to remote instruction.

Equivalency is defined by providing the same level of advantage on successful completion as provided in law. The Superintendent or designee is authorized to collaborate with the student's district of residence on the question of equivalency, review course offerings and policies of the requesting student's district of residence to complete the comparison, and report to the Board of Trustees. **A course is not equivalent if the course does not provide the same level of advantage on successful completion, including but not limited to dual credit, advanced placement, and career certification.** In the event the student's district of residence asserts in writing that its course offerings are equivalent to the Districts, the Board of Trustees shall not enroll the student.

The District is not required to provide remote instruction to a nonresident student if, because of class size restrictions, the accreditation of the school would be adversely impacted by providing remote instruction to the pupil.

A district providing remote instruction shall include pupils in enrollment counts for ANB calculation purposes as described in 20-9-311. Unless a student receiving remote instruction is enrolled under an attendance agreement pursuant to Title 20, chapter 5, part 3, MCA, the provisions of out-of-district attendance and tuition laws under Title 20, chapter 5, part 3, MCA, do not apply to remote instruction.

The Board of Trustees authorizes the supervising teacher or district administrator to permit students to utilize remote instruction delivered by the District when circumstances require. Inquiries about correspondence courses shall be governed by Policy 2167, distance learning provided by non-District staff shall be governed by Policy 2168, and Montana Digital Academy shall be governed by Policy 2170.

Off-site Instruction

An off-site instructional setting is an instructional setting that is an extension of a school of the district, located apart from the school, but within the boundaries of the district, where a school district provides in-person pupil instruction to a student who is enrolled in the district. The Board of Trustees authorizes the supervising teacher or district administrator to utilize an off-site instructional setting **consistent with Board of Public Education standards when required by the circumstances** ~~when circumstances require, consistent with Board of Public Education standards.~~ Inquiries about correspondence courses shall be governed by Policy 2167, distance learning provided by non-District staff shall be governed by Policy 2168, and Montana Digital Academy shall be governed by Policy 2170.

Proficiency-Based Learning

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

The Board of Trustees waives the minimum number of instructional hours for students who demonstrate proficiency in a course area using district assessments that include, but are not limited to, the course or class teacher's determination of proficiency as defined by the Board of Trustees. This determination shall be based on a review of the student's completed coursework, participation in course delivery, and other methods applicable to the specific course or class. The Board of Trustees authorizes the use of the proficiency determination process for students who have selected this method of delivery, students for whom the School District is unable to document satisfaction of the required minimum aggregate number of hours through the off-site or onsite methods outlined in this policy, or other students whom the School District personnel determine satisfy the definition of proficient or meeting proficiency.

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

Montana Code Annotated

20-1-101	Definitions
20-1-301	School Fiscal Year
20-6-101	Definition of elementary and high school districts
20-7-118	Offsite Provision of Educational Services
20-7-1601	Transformational Learning - Legislative Intent
20-9-311	Remote Instruction
20-9-311	Calculation of Average Number Belonging

Montana Constitution

Article X, section 1	Educational Goals and Duties
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Cross References

1005FE	Proficiency-Based ANB
2100	School Calendar and Day
2158	Parent and Family Engagement and Educational Involvement
2158-P(1)	Parent and Family Engagement and Educational Involvement - Student Pronoun Use
2161	Special Education
2161-P(1)	Special Education
2162	Section 504
2162-P(2)	Section 504
2167	Correspondence Courses
2168	Remote Instruction from Non-District Sources
2170	Digital Academy Classes
2170-P(1)	Digital Academy Classes - Digital Academy Classes Procedure
2221	School Emergency and Closure
2375	Advancement Requirements (9-12)
2410	High School Graduation Requirements
2410-P(1)	High School Graduation Requirements
2420	Grading and Progress Report
2421	Promotion and Retention
2600	Work Based Learning
3121	Enrollment and Attendance Records
3121-P(1)	Enrollment and Attendance Records
3150	Part-Time Enrollment
3612	School-Provided Access to Electronic Information, Services, Equipment, and Networks
3612-P(1)	School-Provided Access to Electronic Information, Services, Equipment, and Networks - Acceptable Use of Electronic Networks

Policy 2100: School Calendar and Day

Status: DRAFT

Original Adopted Date: 04/09/2019 | **Last Revised Date:** 09/09/2025 | **Last Reviewed Date:** 09/09/2025

School Year Calendar and Day

School Calendar

Subject to §§ 20-1-301 and 20-1-308, MCA, and any applicable collective bargaining agreement covering the employment of affected employees, the trustees of a school district shall set the number of hours in a school term, the length of the school day, and the number of school days in a school week. When proposing to adopt changes to a previously adopted school term, school week, or school day, the trustees shall: (a) negotiate the changes with the recognized collective bargaining unit representing the employees affected by the changes; (b) solicit input from the employees affected by the changes but not represented by a collective bargaining agreement; (c) and from the people who live within the boundaries of the school district.

Commemorative Holidays

The Superintendent or his or her designee shall develop for Board approval appropriate exercises and observances, the purpose of which shall be to educate students regarding the commemorated person or occasion on the following designated commemorative days:

1. Lincoln's Birthday (February 12);
2. Washington's Birthday (February 22);
3. Arbor Day (last Friday in April);
4. Flag Day (June 14);
5. Citizenship Day (September 17);
6. American Indian Heritage Day (fourth Friday in September);
7. Columbus Day (October 12);
8. Pioneer Day (November 1);
9. Freedom Week (last full week of September), to educate students about the sacrifices made for freedom in the founding of the United States and the values on which the United States was founded;
10. other days designated by the legislature or governor as legal holidays.

Saturday School

In emergencies, including during the reasonable efforts of the trustees to make up aggregate hours of instruction lost during a declaration of emergency by the trustees under Section 20-9-806, MCA, pupil instruction may be conducted on a Saturday when it is approved by the trustees.

Pupil instruction may be held on a Saturday at the discretion of a school district for the purpose of providing additional pupil instruction beyond the minimum aggregate hours of instruction required in Section 20-1-301, MCA, provided student attendance is voluntary.

School Fiscal Year

At least the minimum number of aggregate hours must be conducted during each school fiscal year. The minimum aggregate hours required by grade are:

1. A minimum of 360 aggregate hours for a kindergarten program;
2. 720 hours for grades 1 through 3; **and**
3. 1,080 hours for grades 4 through **8-12; and**
4. **1,050 hours may be sufficient for graduating seniors.**

The minimum aggregate hours, described above, are not required for any pupil demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.

In addition, seven (7) pupil instruction-related days may be scheduled for the following purposes:

1. Pre-school staff orientation for the purpose of organization of the school year;
2. Staff professional development programs (minimum of three (3) days);
3. Parent/teacher conferences; and
4. Post-school record and report (not to exceed one (1) day, or one-half (½) day at the end of each semester or

quarter).

The Trustees may schedule additional professional development days, but may not include any additional professional development day for the purpose of calculation of ANB under Sec. 20-9-311, MCA. The Board of Trustees, in collaboration with the Superintendent, has established an advisory committee to develop, recommend, and evaluate the school district's yearly professional development plan. Each year, the Board of Trustees shall adopt a professional development plan for the subsequent school year based on the recommendation of the advisory committee.

Extended School Year

In accordance with Section 20-1-301, MCA, and any applicable collective bargaining agreement covering the employment of affected employees, the Board of Trustees may establish a school calendar with an earlier start date and a later end date to ensure students receive the minimum number of aggregate instructional hours. The purpose of an extended school year will be to maximize flexibility in the delivery of instruction and learning for each student in the School District. When setting an extended school year, the School District will collaborate with students, parents, employees and other community stakeholders. When proposing to adopt changes to a previously adopted school term, the Board of Trustees will follow the procedures outlined in this policy.

Montana Code Annotated

	Description
20-1-301	School Fiscal Year
20-1-302	School Term, Day, Week
20-1-303	Conduct of School on Saturday or Sunday Prohibited - Exceptions
20-1-304	Pupil Instruction Related Day
20-1-306	Commemorative Exercises on certain days
20-9-311	Calculation of Average Number Belonging

Administrative Rules of Montana

	Description
10.55.701	Board of Trustees
10.55.714	Professional Development
10.55.906	High School Credit
10.65.101	PIR Days for Base Funding
10.65.103	Program for PIR Days

Cross References

	Description
1005FE	Proficiency-Based ANB
2050	Innovative Student Instruction
2140	Guidance and Counseling
2221	School Emergency and Closure

Policy 2140: Guidance and Counseling

Status: DRAFT

Original Adopted Date: 08/09/2011 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

Guidance and Counseling

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

The general goal of this program is to help students achieve the greatest personal value from their educational opportunities. Building principals will direct the District guidance program. Such a program should:

1. Provide staff with meaningful information which can be utilized to improve educational services offered individual students.
2. Provide students with planned opportunities to develop future career and educational plans.
3. Refer students with special needs to appropriate specialists and agencies.
4. Aid students in identifying options and making choices about their educational program.
5. Assist teachers and administrators in meeting academic, social, and emotional needs of students.
6. Provide for a follow-up of students who further their education and/or move into the world of work.
7. Solicit feedback from students, staff, and parents, for purposes of program improvement.
8. Assist students in developing a sense of belonging and self-respect.
9. Have information available about nicotine addiction services and referrals to tobacco cessation programs to students and staff.

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

~~Career Coaching~~

~~The District may utilize a career coach for educational and career counseling opportunities for students to offer opportunities for internships or apprenticeships within a community and assist students with high school course offerings, career options, occupational training, and postsecondary opportunities associated with the student's field of interest within the career technical education and K-12 career and vocational/technical education programs provided for in Title 20, chapter 7, part 3. Any career coach shall possess the necessary qualifications specified in law.~~

Montana Code Annotated

20-7-335

Description

Career Coaches

49-3-203

Educational, counseling, and training programs

Administrative Rules of Montana

10.55.710

Description

Assignment of School Counseling Staff

10.55.802

Opportunity and Educational Equity

Cross References

1005FE

Description

[Proficiency-Based ANB](#)

2100

[School Calendar and Day](#)

2150

[Suicide Awareness and Prevention](#)

2158

[Parent and Family Engagement and Educational Involvement](#)

2158-P(1)

[Parent and Family Engagement and Educational Involvement - Student Pronoun Use](#)



Shelby Public School District #14

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www.ShelbyPublicSchools.org
Phone: (406) 434-2622 ~ Fax: (406) 434-2959



SHELBY PUBLIC SCHOOL DISTRICT NEW & FIRST-YEAR TEACHER ORIENTATION Friday, August 21, 2026

8:35 - 8:45	Introductions	HS Auditorium	Elliott Crump
8:45 - 9:30	School Tours - Junior High / High School - Elementary School	JH/HS Elem	Kyle Fisher Toni Miller
9:30 - 10:00	District Required Trainings - Mandated Reporting - Sexual Harassment - FERPA	Ms. Fisher's Rm	Elliott Crump
10:00 - 11:00	Getting Tech Ready	Ms. Fisher's Rm	???
11:00 - 12:00	Infinite Campus	Ms. Fisher's Rm	Sue Hough
12:00 - 1:00	Lunch Provided (NorthTown)	HS Cafeteria	
1:00 - 2:00	SpEd Orientation	Ms. Fisher's Rm	Kris Magruder
2:00 - 3:00	GTCC	Ms. Fisher's Rm	Kristi Calvery
3:00 - 3:30	District Documents	Ms. Fisher's Rm	Elliott Crump
3:30 PM	Individual Needs (Paperwork)	Admin Building	Elliott Crump



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SHELBY PUBLIC SCHOOL DISTRICT PD AGENDA Monday, August 24, 2026

8:00 - 8:25	Breakfast Snacks and Coffee	HS Main Lobby	
8:30 - 8:50	Introductions & Opening	Auditorium	Elliott Crump
9:00 - 4:00	Elementary PAX Training	TBD	TBD
9:00 - 12:00	JH/HS Staff Meeting	Auditorium	Kyle Fisher
12:00 - 1:00	Lunch on your own	HS Cafeteria	
1:10 - 2:00	JH/HS Breakout Session One		
	- JH/HS Accreditation	Ms. Fisher's Rm	Elliott Crump
	- Research into Practice #1	Ms. Asoera's Rm	Kristi Calvery
2:10 - 3:00	JH/HS Breakout Session Two		
	- Insurance Info / HSA Info	Ms. Fisher's Rm	Elliott Crump & Jessica Torgerson
	- Research into Practice #2	Ms. Asoera's Rm	Kristi Calvery
3:10 - 4:00	JH/HS Breakout Session Three		
	- TBD		



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SHELBY PUBLIC SCHOOL DISTRICT OPENING PIR DAY Tuesday, August 25, 2026

7:40 - 8:25	Breakfast	Elem. Cafeteria	
8:35 - 8:50	State of the School & Handbook Distribution	Auditorium	Elliott Crump
9:00 - 9:50	Epi Pen, Diabetes, Seizures, & Heimlich Maneuver	Auditorium	Alyson Raph
10:00 - 10:50	Breakout Session Two - Elem Math Training	TBD	TBD
11:00 - 11:50	Breakout Session Three - Elem Math Training	TBD	TBD
12:00 - 1:00	Lunch Provided	Elem. Cafeteria	
1:00 - 1:50	New Staff Required Training - Mandated Reporting - FERPA - Sexual Harassment	Auditorium	Elliott Crump
2:00 - 3:00	Mentor-Mentee Meetings	Individual Rooms	Mentees and Mentors
2:30 - 3:15	Elem Paraprofessional Meeting JH/HS Paraprofessional Meeting	Cafeteria Teacher's Lounge	Toni Miller Kyle Fisher
1:00 - 4:00	Classroom & Open House Preparation	Individual Rooms	

OPEN HOUSE 5 PM - DINNER WILL BE PROVIDED