



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 MEETING AGENDA

Location: Boardroom

Date: Tuesday, March 10, 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. Elem Principal Report | Ms. Miller |
| b. JH/HS Principal Report | Mr. Fisher |
| c. Superintendent Schedule | Mr. Crump |
| 7. Action Items | Mr. Crump |
| a. Senior Trip Request | |
| b. BPA Nationals | |
| c. Resignation/Retirement - TBD | |
| d. Hire (all new hires contingent on fingerprinting and background check results) | |
| i. Play Director - Riley Quick | |
| ii. JH Track Volunteer - Kevin Wickenhagen | |
| iii. HS Volunteer Golf Coach - Travis Clark | |
| iv. HS Golf Assistant Coach - Tyler White | |
| v. HS Head Volleyball Coach - Lexy Fisher | |
| vi. HS Head Football Coach - Dean Lerum | |
| vii. HS/JH Head Cross Country Coach - Caydon Keller | |
| e. Vehicle Purchase | |
| f. Consideration and Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation, and Bus Depreciation Levies for School Fiscal Year 2026 | |
| g. Elem Principal Renewal | |
| h. JH/HS Principal Renewal | |
| i. Teacher Renewal | |
| i. Elementary Tenure - Ron Buck, Lisa Clark, Karli Henry, Savannah Fix, Veronica Goodan, Ronald Gruber, Brennan Hayes, Zachary Hayes, Heidi Hooker, Janelle Koschmeder, Jennifer Mosley, Tom Reynolds, Sara White, and Kristin Wiederrick | |
| ii. High School Tenure - Sanna Clark, Logan Erickson, Lexy Fisher, Suzanne Hough, Rob Lee, Robyn Maloney, Hollee McCann, Kayla Moylan, Wendy Reynolds, Thad White, and Mike White | |



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- iii. Elementary Non-Tenure - Hayley Fretheim, Bethany Keyser, and Mary Eme Manda
- iv. High School Non-Tenured - Carla Francos, Kristen Landis, Grace Asoera, Allisa Buck, Zynnel Jabian, Mary Jane Janito, and Grace Madill
- v. Elementary Up for Tenure - Kari Hoover, Brandy Kiefer, Leanne McDonough, and Payton Monroe
- vi. High School Up for Tenure - Susan Kovatch, Riley Quick, and Veronica Watterud
- vii. Non-Renewal No Cause - Amanda Padilla and Arlyn Palmer
- j. First Reading
 - i. BP 1401 Records Available to Public
 - ii. BP 2158-P(1) Parent and Family Engagement and Educational Involvement - Student Pronoun Use - NEW
 - iii. BP 2335 Health Enhancement Curriculum and Related Issues
 - iv. BP 5321 Sick Leave
 - v. BP 5321-P Sick Leave - Conditions for Use of Leave
 - vi. BP 5334-P Vacations - Vacations Procedures
- k. Second Reading
 - i. BP 2161 Special Education
 - ii. BP 2161-P Special Education
 - iii. BP 3110 Entrance, Placement, and Transfer
 - iv. BP 3600 - Student Records
 - v. BP 3600-NF(1) - Student Records - Notification to Parents and Students of Rights Concerning a Student's School Records
 - vi. BP 3600-P(1) - Student Records - Maintenance of School Student Records
 - vii. BP 3150 Part-time Enrollment
 - viii. BP 4550 Registered Sex Offenders
 - ix. BP 5015 Employee Bullying
- l. Attendance/Transportation Agreements
- 8. Discussion Items Mr. Crump
 - a. Cell Phone in Schools Update
 - b. Health Insurance Update
- 9. Correspondence - Clinic Report Mr. Crump
- 10. Next Meeting of the Board - Tuesday, April 14, 2026, at 7 PM Ms. Lamb
- 11. Closed Session for Discussion of Personnel Matter Ms. Lamb
- 12. Adjournment Ms. Lamb

MINUTES
February 17, 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 7:02 p.m.

Members present were: Angela Lamb, Chad Scarborough, Sara Benjamin and Roy Benjamin. Member(s) absent: Jay Hould, Eric Tokerud and Jared Weishaar. The superintendent, clerk, junior high/high school and elementary principals were present throughout the proceedings. Visitors present were Zach Landis, Shannon Scarborough, Mac and Emily McDermott, Tressa Keller and Sam Waldner.

The **Pledge of Allegiance** was recited.

APPROVAL OF MINUTES

A motion was made to approve the minutes of the January 10, 2026 regular board meeting.

Motion: Sara Benjamin

Second: Chad Scarborough- passed unanimously.

Approval of Bills and Student Activity Accounts

A motion was made to approve the claims approval list. The approved warrants were numbered 75887 through 75939. The student activity checks for this month were numbered 18116 through 18142. 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

None.

REPORTS

Elementary Principal Report

Elementary school principal, Toni Miller read her written report. She reported that for the month of February there are 246 students at the elementary school. She told the Board that the elementary staff is piloting a new math program and 2/3 of the staff are doing it. She added that so far the staff are liking it. She also reported on the Toole County Spelling Bee. She said that 7 of the top 10 were Shelby students and Marco Manda took 1st place. She thanked Ron Buck for announcing at our school meet, to Heidi Hooker for judging and to Chad Scarborough for setting up a clear sound system for the event. She also announced on the Missoula Children Theatre coming up and asked if anyone would like to house one of the directors.

Junior High/High School Principal Report

Mr. Fisher read his written report to the Board. He said that enrollment went up by one student for the month of February so there are 256 students at the high school. He added that during the BPA Regionals in Kalispell the students did a really good job and that few of them are qualified to go to the state competition in Billings. He also said that there are 6 students who qualified for the State Wrestling Meet.

Superintendent Schedule

Mr. Crump reported that he will be watching the District C Basketball Tournament at our gymnasium.

ACTION ITEMS

Resignation/Retirement

Mr. Crump made a recommendation to accept the resignation letters from the following staff:

Zach Hayes- Assistant High School Girls Basketball Coach

Motion: Sara Benjamin

Second: Roy Benjamin- passed unanimously.

Faith Weber- Camrose Teacher

Motion: Chad Scarborough

Second: Angela Lamb- passed unanimously.

Hiring

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

2026-2027 Technology Director- Zachary Landis

Motion: Roy Benjamin

Second: Sara Benjamin- passed unanimously.

High School Assistant Softball Coach- Tressa Keller @ \$3,600.00

Motion: Sara Benjamin

Second: Roy Benjamin- passed unanimously.

Junior High Volunteer Wrestling Coaches- Alex Helgeson and Chris Day

Motion: Chad Scarborough

Second: Angela Lamb- passed unanimously.

2025-2026 School Calendar

Mr. Crump made a recommendation to approve the 2026-2027 school calendar.

Motion: Chad Scarborough

Second: Sara Benjamin- passed unanimously.

Profile of a Graduate

There were no changes made so no motion was needed.

Heating System Recommendations

The superintendent made a recommendation to approve the heating projects for the elementary cafeteria for \$44,461 and Mr. Buck's room for \$23,359. The projects will be paid with building reserve funds.

Motion: Chad Scarborough

Second: Roy Benjamin- passed unanimously.

Policies First Reading

Mr. Crump made a recommendation to approve the first reading of the following policies:

BP 2161- Special Education

BP 2161-P-Special Education

BP 3110- Entrance, Placement and Transfer

BP 3600- Student Records

BP 3600-NF(1)- Student Records- Notification to Parents and Students of Rights Concerning a Student's School Records

BP 3600-P(1)- Student Records- Maintenance of School Student Records

BP 3150- Part Time Enrollment

BP 4550- Registered Sex Offenders

BP 5015- Employee Bullying

Motion: Chad Scarborough

Second: Sara Benjamin- passed unanimously.

Attendance Agreements

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

Motion: Chad Scarborough

Second: Angela Lamb- passed unanimously.

Discussion Items

Cell Phone in Schools Update

Mr. Crump told the Board that he has sent out surveys and he asked the Board if they have anything to add.

Health Insurance Update

Mr. Crump told the Board that all of the paperwork has been sent to the State and that is has met the threshold that was needed.

Trustee Election

Chad Scarborough and Eric Tokerud have filed their declaration of intent and oath of candidacy for the trustee election.

MHSA Proposals Results

1. Proposal to Amend Membership By-Law- Contest Requirements for Non-Member Schools- YES/WITHDRAWN
2. Proposal to Amend Dues By-Law- 6 Player Playoff Profit- YES/PASSED
3. Proposal to Amend By-Law for Expedited Hearings to the MHSA Executive Board- YES/PASSED
4. Proposal to Amend Eligibility By-Law to allow for Academic Hardship- NO/PASSED
5. Proposal to Add Transfer By-Law for Homeschool or Non-Public Schools- YES/PASSED
6. Proposal to Amend Awards Rule By-Law- Change Requirements- YES/PASSED
7. Proposal to Amend General Penalties By-Laws- Spectators Ejection- YES/PASSED

Correspondence

Thank you for the anonymous donor who purchased the new chairs for the board room.

Clinic Report- dental screening went smoothly at the schools.

Budget Amendment for Significant Enrollment Increase was approved by the Office of Public Instruction.

The District received the Montana Advanced Opportunities Grant.

NEXT MEETING OF THE BOARD

Regular Meeting, Tuesday, March 10, 2026 at 7:00 p.m. Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana.

BUSINESS MANAGER/CLERK

CHAIRPERSON OF THE BOARD

03/06/26
23:17:32

SHELBY SCHOOL DISTRICT
Budget vs. Actual Report
For the Accounting Period: 2 / 26

Page: 1 of 1
Report ID: B100BF

Fund	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
101 General Fund	33,819.70	1,546,975.19	633.89	1,547,609.08	3,625,052.30	2,077,443.22
110 Transportation Fund	2,555.36	71,031.35	0.00	71,031.35	200,000.00	128,968.65
111 Bus Depreciation Fund	0.00	0.00	0.00	0.00	45,391.02	45,391.02
113 Tuition	0.00	63,523.80	0.00	63,523.80	225,000.00	161,476.20
114 Retirement	0.00	188,770.02	0.00	188,770.02	395,000.00	206,229.98
128 Technology Fund	0.00	44,578.72	0.00	44,578.72	77,636.94	33,058.22
129 Flexibility Fund	14,000.00	14,000.00	0.00	14,000.00	14,265.30	265.30
161 Building Reserve	0.00	17,784.10	0.00	17,784.10	101,566.44	83,782.34
201 General Fund	18,967.47	991,898.50	785.13	992,683.63	1,899,370.25	906,686.62
210 Transportation Fund	1,962.71	86,719.56	0.00	86,719.56	180,000.00	93,280.44
211 Bus Depreciation Fund	0.00	0.00	0.00	0.00	445,315.99	445,315.99
213 Tuition	0.00	47,568.17	0.00	47,568.17	200,000.00	152,431.83
214 Retirement	0.00	127,115.54	0.00	127,115.54	350,000.00	222,884.46
217 ADULT EDUCATION FUND	0.00	0.00	0.00	0.00	117,428.28	117,428.28
228 Technology Fund	0.00	19,367.30	0.00	19,367.30	86,234.06	66,866.76
229 Flexibility Fund	48,000.00	48,000.00	0.00	48,000.00	48,726.02	726.02
261 Building Reserve	242.69	28,844.32	0.00	28,844.32	143,748.89	114,904.57
Grand Total:	119,547.93	3,296,176.57	1,419.02	3,297,595.59	8,154,735.49	4,857,139.90

03/06/26
22:57:08

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 2/26

Page: 1 of 12
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount	Acct/Source/					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
59694		5143 3 RIVERS TELEPHONE COOPERATIVE	592.40						
	Camrose 0210								
1		03/01/26 fiber lease/dsl	197.47		210	910-2700	531		
3		03/01/26 fiber lease/dsl	197.47		101 21	100-2300	531		
4		03/01/26 fiber lease/dsl	197.46		201 41	100-2300	531		
59736		6646 ALL SEASON HEATING & AIR	165.00						
1		02/19/26 service diagnostic	165.00		261	100-2600	340	612	
2		02/19/26 unit in the gym	0.00		261	100-2600	340	612	
59726		7263 AMAZON CAPITAL SERVICES	1,209.12						
1		03/04/26 GF2034 Blower Motor	239.76	13236	201 41	100-2600	440		
2		03/04/26 wheels	118.99	13239	201 41	100-2600	440		
3		03/04/26 gym lights	504.80	13239	201 41	100-2600	440		
4		03/04/26 discount	-5.95		201 41	100-2600	440		
5		03/03/26 EL class supplies	79.49		101 21	280-1000	610		
6		03/02/26 3 yards of fabric	35.40	13237	101 1	280-1000	610		
7		02/24/26 EL class supplies	20.49		101 1	280-1000	610		
8		02/24/26 EL class supplies	165.19		101 1	100-1000	610		
9		02/16/26 Magnetic Paddle Set	36.99	13233	101 1	280-1000	610		
10		02/14/26 Mini Dry Erase Markers	19.99	13233	101 1	280-1000	610		
11		02/15/26 balance of invoice	1.56		101 1	280-1000	610		
12		02/18/26 credit memo	-7.59		101 1	280-1000	610		
59717		5928 ARMACOST TRANE SERVICE CO	966.60						
1		52922 03/04/26 add glycol to tank	966.60		101 1	100-2600	440		
2		52922 03/04/26 labor/ materials	0.00		101 1	100-2600	440		
59727		7202 BIG ROSE COLONY	1,820.00						
4		02/02/26 SPS reimb.Feb. 2026	0.00		212 72	910-3100	630		
5		02/02/26 260 breakfasts X 2.65	689.00		212 72	910-3100	630		
6		02/27/26 260 lunches X 4.35	1,131.00		212 72	910-3100	630		
59721		6822 BIG SKY CREATIVE WORKS	300.00						
1		2026-02-18 02/18/26 travel mugs for gifts	300.00	13241	215 41	329-1000	610	114	
2		2026-02-18 02/18/26 JMG grant	0.00		215 41	329-1000	610	114	

03/06/26
22:57:08

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 2/26

Page: 2 of 12
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
59703		6823 BIG SKY DTS LLC	1,225.40						
1		13679 12/30/25 HS- random testing	1,225.40		201	41	720-3500	330	
59709		6175 B00THILL INN & SUITES	4,372.80						
1		02/21/26 State Wrestling lodging	4,372.80		201	41	720-3500	582	
G1504		4996 BRIANNA HANSEN	50.00						
1		02/27/26 phone allowance	50.00		182		107-2212	531	570
59707		59 BTI	3,442.07						
1		CL57054 02/28/26 bus routes	849.53		110		100-2700	624	
2		CL57054 02/28/26 bus routes	566.35		210		100-2700	624	
3		CL57054 02/28/26 HSAT trips	1,112.11		201	41	720-3500	624	
4		CL57054 02/28/26 HSRG trips	589.58		201	41	710-3400	624	
5		CL57054 02/28/26 ELAT trips	199.57		101	21	720-3500	624	
6		CL57054 02/28/26 Driver's Ed	112.82		218		100-1000	624	
7		H869371 02/20/26 shop class supplies	12.11		201	41	100-2600	610	
59706		5023 CAMROSE COLONY	4,244.70						
		reduced rate FY 25-26							
		breakfast-\$2.40							
		lunch- \$3.90							
1		02/02/26 food bill-SNP-February	0.00		212	71	910-3100	630	
2		02/02/26 breakfasts=675 X \$2.40	1,620.00		212	71	910-3100	630	
3		02/27/26 lunches=673 X \$3.90	2,624.70		212	71	910-3100	630	
59701		3 CITY OF SHELBY WATER DEPT	4,658.35						
1		02/25/26 bus barn/water/garbage	214.46		110		100-2700	421	
		BUS BARN WATER BILL							
3		02/25/26 EL/water/garbage	1,481.30		101	21	100-2600	421	
4		02/25/26 water/garbage/sewer	1,481.30		101	1	100-2600	421	
		WATER, GARBAGE & LANDFILL BILL							
5		02/25/26 and landfill	1,481.29		201	41	100-2600	421	
		WATER, GARBAGE & LANDFILL BILL							
59700		15 CULLIGAN SOFT WATER SERVICE	113.00						
1		01686706 02/28/26 Admin water/cooler rental	40.00		210		100-2700	450	
2		01681202 02/28/26 EL water/cooler rental	10.00		101	1	100-2600	450	
3		01679800 02/28/26 HS water/cooler rental	63.00		201	41	100-2600	450	
4		01679800 02/28/26 solar salt delivery	0.00		201	41	100-2600	450	

03/06/26
22:57:08

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 2/26

Page: 3 of 12
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount	Acct/Source/					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj	
59718	6917 DRY FORK PLUMBING & HEATING, INC.	13,710.00							
1	4518 03/02/26 2 water heaters	12,475.00	13130	101		999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-2600-733-									
2	4522 03/02/26 replaced hot water recirc	1,235.00		101	1	100-2600	440		
3	4522 03/02/26 pump/valve	0.00		101	1	100-2600	440		
59716	6960 EBMS, LLC	226.00							
1	SIN6282471 02/24/26 Feb. 2026 ACA fee	146.90		101	1	100-2400	810		
2	SIN6282471 01/21/26 Feb. 2026 ACA fee	79.10		101	21	100-2400	810		
59690	6879 ELLIOTT CRUMP	101.60							
1	02/16/26 adjustment- meal reimb.	24.60		101	1	100-2500	582		
2	02/16/26 January 2026	0.00		101	1	100-2500	582		
3	02/16/26 meals-divisional wrestl.	77.00		201	41	720-3500	582		
59713	220 FISHER'S TECHNOLOGY	2,331.02							
18	1634946 02/26/26 EL overage	250.00		101	1	100-2300	550		
19	1634946 02/26/26 02/25-03/24/26	0.00		101	1	100-2300	550		
21	1637004 03/02/26 contract base charges	168.25		101	21	100-2300	550		
25	1637004 03/02/26 contract base charges	90.60		201	41	100-2300	550		
26	1634458 02/25/26 elementary overage	685.19		101	1	100-2300	550		
27	1634458 02/25/26 01/25-02/24/26	0.00		101	1	100-2300	550		
28	1638458 03/04/26 contract overage	739.04		101	21	100-2300	550		
29	1638458 03/04/26 contract overage	397.94		201	41	100-2300	550		
30	1638458 03/04/26 02/22-03/01/26	0.00		201	41	100-2300	550		
59724	220 FISHER'S TECHNOLOGY	15,267.81							
1	1634618 02/25/26 bizhub C751i Color MFP	739.46		115	1	100-1000	730	113	
2	1634618 02/25/26 bizhub C751i Color MFP	1,812.91		115	1	100-1000	730	109	
3	1634618 02/25/26 WT 506 working table	5,920.60		115	1	100-1000	730	124	
4	1634618 02/25/26 EL copier	6,794.84		101	1	100-1000	730		
59722	22 GENERAL DISTRIBUTING CO	188.96							
1	1609914 02/28/26 acetylene	113.96		201	41	100-1000	610		
2	1607323 02/27/26 Hobart 50/CTN-Can	75.00		201	41	100-1000	610		

03/06/26
22:57:08

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 2/26

Page: 4 of 12
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount						
-----			-----	Acct/Source/					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
G1505		5633 HAMPTON INN	634.40						
1		02/27/26 revision meetings/Library PLC	634.40		182	108-2212	592	580	
2		02/27/26 lodging	0.00		182	108-2212	592	580	
59710		7399 HIREFOX	1,510.00						
E Manda									
1		1297 03/03/26 EBS- mandatory	1,510.00		101	1 280-2500	810		
2		1297 03/03/26 advertisement	0.00		101	1 280-2500	810		
59705		7400 INDEPENDENCE BANK VISA	203.14						
1		02/21/26 J Wigen's PCard	0.00		201	41 720-3500	624		
2		02/21/26 fuel- State Wrestling-Billings	203.14		201	41 720-3500	624		
59719		7400 INDEPENDENCE BANK VISA	643.38						
1		01/27/26 Kyle Fix's PCard	0.00		110	100-2700	610		
2		01/28/26 transportatlon supplies	386.03		110	100-2700	610		
3		02/21/26 transportatlon supplies	257.35		210	100-2700	610		
59732		7400 INDEPENDENCE BANK VISA	4,259.25						
1		01/30/26 E. Crump's PCard	0.00		101	1 100-2500	582		
2		01/31/26 fuel/meals- meetings	190.63		101	1 100-2500	624		
3		01/30/26 S& D State-team meals	218.62		201	41 720-3500	582		
4		02/03/26 Staff Christmas party	3,850.00		101	1 100-2500	610		
5		02/03/26 dinner at MVGCC	0.00		101	1 100-2500	610		
59733		7400 INDEPENDENCE BANK VISA	369.40						
1		01/24/26 K Fisher's PCard	0.00		201	41 100-1000	610		
2		01/24/26 wrestling team meals	60.60		201	41 720-3500	582		
3		02/20/26 HS/JH office supplies	308.80		201	41 100-2300	610		
59734		7400 INDEPENDENCE BANK VISA	12.99						
1		02/18/26 M Flynn's PCard	0.00		101	1 100-2500	610		
2		02/18/26 office supplies	12.99		101	1 100-2500	610		
59735		7400 INDEPENDENCE BANK VISA	30.00						
1		02/18/26 M White's PCard	0.00		201	41 720-3500	610		
2		02/18/26 subscription	30.00		201	41 720-3500	582		

03/06/26
22:57:08

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 2/26

Page: 5 of 12
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
59737		7400 INDEPENDENCE BANK VISA	236.58						
1		01/27/26 S Kovatch's PCard	0.00		201 41	100-1000	610		
2		01/27/26 cooking class supplies	141.95		201 41	100-1000	610		
3		01/27/26 cooking class supplies	94.63		101 21	100-1000	610		
59739		7400 INDEPENDENCE BANK VISA	55.78						
1		01/29/26 C. McAllister's PCard	0.00		212 1	910-3100	610		
2		02/15/26 kitchen groceries	55.78		212 1	910-3100	610		
59740		7400 INDEPENDENCE BANK VISA	10.49						
1		01/28/26 C Bancroft' PCard	0.00		110	100-2700	610		
2		01/28/26 gloves	10.49		110	100-2700	610		
59741		7400 INDEPENDENCE BANK VISA	297.42						
1		01/26/26 T. Miller's PCard	0.00		101 1	100-1000	610		
2		01/26/26 principal's conf. lodging	229.72	13140	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-									
3		02/11/26 Staples discipline forms	67.70	13238	101 1	100-1000	610		
59742		7400 INDEPENDENCE BANK VISA	59.88						
1		02/11/26 K Wiederrick's PCard	0.00		101 1	100-1000	610		
2		02/11/26 EL teachers supplies	59.88	13140	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-									
59743		7400 INDEPENDENCE BANK VISA	600.00						
1		01/30/26 W Reynolds's PCard	0.00		201 41	100-2225	640		
2		01/30/26 Books on Amazon	600.00	13227	201 41	100-2225	640		
59744		7400 INDEPENDENCE BANK VISA	2,369.32						
1		02/04/26 SPS Card # 2	0.00		101 21	100-1000	610		
2		02/04/26 science fair boards	509.24	13234	101 21	100-1000	610		
3		02/04/26 rubber cement	38.50	13234	101 21	100-1000	610		
4		02/10/26 transportation supplies	331.06		110	100-2700	610		
5		02/10/26 transportation supplies	220.70		210	100-2700	610		
6		02/11/26 Wrestling team meals	1,269.82		201 41	720-3500	582		
7		02/20/26 State, Div. & Dist. meet	0.00		201 41	720-3500	582		

03/06/26
22:57:08

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 2/26

Page: 6 of 12
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
59745		7400 INDEPENDENCE BANK VISA	289.95						
1		01/29/26 SPS PCard #1	0.00		201	41	710-3400	582	
2		01/31/26 Speech & Drama meals	289.95		201	41	710-3400	582	
59746		7400 INDEPENDENCE BANK VISA	4.00						
1		02/13/26 L Clark's PCard	0.00		101	1	100-1000	610	
2		02/13/26 EL teachers supplies	4.00	13140	101		999		
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-									
59747		7400 INDEPENDENCE BANK VISA	1,555.71						
1		01/27/26 Thad White's PCard	0.00		201	41	100-1000	610	
2		01/27/26 cutting band saw	650.00		215	41	451-1000	610	830
3		01/28/26 floor jack	313.93		215	41	451-1000	610	830
4		01/29/26 paint and primer	23.97		215	41	329-1000	610	346
5		02/11/26 trailer materials	223.97		215	41	451-1000	610	830
6		02/11/26 trailer materials	223.87		215	41	451-1000	610	830
7		02/17/26 welding class supplies	119.97		215	41	100-1000	610	351
59688		6291 JEANNE M WIGEN	212.95						
1		02/16/26 adjustment on meal	21.85		201	41	720-3500	582	
2		02/16/26 reimbursement-Jan. 2026	0.00		201	41	720-3500	582	
3		01/16/26 S&D trips	171.50		201	41	710-3400	582	
4		02/13/26 HSBB in Choteau	19.60		201	41	720-3500	582	
59715		2896 JOINT POWERS TRUST C/O EBMS	72,664.01						
Kim Hayes-retired 6/03/23									
6		03/01/26 health ins. premium-Feb.	68,438.17		189		100-2500	260	
7		03/01/26 El retiree incentive	877.50		101	1	100-2500	261	
9		03/01/26 retirees prem.-TRS ACH	3,348.34		189		100-2500	260	
59738		2227 JW PEPPER & SON INC	42.99						
1		368331217 02/23/26 music	42.99		201	41	100-1000	610	
59696		6458 KEVIN DODSON	284.20						
1		01/17/26 meals- wrestling-bball trips	270.20		201	41	720-3500	582	
2		02/03/26 adjustment-new rate on meals	14.00		201	41	720-3500	582	

03/06/26
22:57:08

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 2/26

Page: 7 of 12
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
59697		4452 KEVIN MITCHELL	57.40						
1		01/17/26 HS wrestling-Choteau	57.40		201	41	720-3500	582	
G1507		7079 KRISTI CALVERY	517.25						
1		02/27/26 phone allowance	50.00		182		107-2212	531	570
2		02/27/26 mileage- prof. development	246.50		182		108-2212	596	580
3		02/27/26 mileage- interlocal	123.25		182		107-2212	582	570
4		02/27/26 meals	58.80		182		108-2212	592	580
5		02/27/26 adjustment on meals	18.90		182		108-2212	592	580
7		02/27/26 adjustment on mileage	19.80		182		107-2212	582	570
59689		7107 MERLE CLARK BANCROFT	207.35						
1		02/16/26 adjustment on meal	28.85		201	41	720-3500	582	
2		02/16/26 reimbursement-Jan. 2026	0.00		201	41	720-3500	582	
3		01/17/26 JHBball	57.40		101	21	720-3500	582	
4		02/12/26 HS BBall	121.10		201	41	720-3500	582	
59714		473 MISSOULA CHILDREN'S THEATRE	3,100.00						
1		5920 03/03/26 MCT Deposit for 2026	500.00	13094	101		999		
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-									
2		5920 03/03/26 Red Riding Hood	2,600.00		101	1	100-2500	810	
3		5920 03/03/26 Residency	0.00		101	1	100-2500	810	
59723		3436 MOUNTAIN ALARM	317.84						
3		7856925 03/01/26 EL alarm monitoring	80.05		101	1	100-2600	340	
4		7856925 03/01/26 HS alarm monitoring	77.69		261		100-2600	340	
5		7856925 03/01/26 Admin alarm monitoring	80.05		210		100-2600	340	
6		7856925 03/01/26 Vo-Ag alarm monitoring	80.05		101	21	100-2600	340	
59695		7193 ORKIN	612.11						
1		292332320 02/20/26 monthly charges	153.03		110		100-2600	340	
3		292332320 02/20/26 account # 34481395	153.03		210		100-2600	340	
4		292332320 02/20/26 account # 34481395	153.03		101	21	100-2600	340	
5		292332320 02/20/26 account # 34481395	153.02		201	41	100-2600	340	
59708		6961 OVERDRIVE, INC	250.00						
1		H-0121690 03/01/26 digital library-annual fee	250.00		101	1	100-2225	680	
2		H-0121690 03/01/26 March 2026-Feb.2027	0.00		101	1	100-2225	680	

03/06/26
22:57:08

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 2/26

Page: 8 of 12
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
59711		39 PITNEY BOWES GLOBAL FINANCIAL	603.15						
1		3322141458 02/27/26 postage machine rental	603.15		101	1	100-2300	450	
3		3322141458 02/27/26 12/30/25-03/29/26	0.00		101	1	100-2300	450	
59748		758 QUILL	169.94						
1		48033625 03/04/26 12/pk blue expo markers	63.84	13242	101	1	100-1000	610	
2		48033625 03/04/26 12/pk red expo markers	42.56	13242	101	1	100-1000	610	
3		48033625 03/04/26 12/pk green expo markers	63.54	13242	101	1	100-1000	610	
59699		7481 ROBYN KIMMET	100.00						
1		94259 02/26/26 breakfast burritos	100.00		101	21	100-1000	610	
2		94259 02/26/26 JH Science Fair	0.00		101	21	100-1000	610	
59729		7483 ROY BENJAMIN	282.00						
		paid up to February 10, 2026 regular board meetings							
		40 miles round trip							
3		05/13/25 40 miles-8 trips X .70	224.00		201	41	100-2400	582	
4		02/10/26 40 miles-2 trips X .725	58.00		201	41	100-2400	582	
59728		7369 SARA BENJAMIN	310.70						
		paid up to February 10, 2026 regular and special board meetings and negotiations							
		26 miles round trip							
3		02/11/25 26 miles-15 trips X .70	273.00		201	41	100-2400	582	
4		02/10/26 26 miles-2 trips X .725	37.70		201	41	100-2400	582	
59725		7480 SHELBY GLASS & DOOR, INC.	3,050.00						
5		3052 02/17/26 HS snow removal	550.00		201	41	100-2600	432	
11		3077 02/18/26 HS snow removal	550.00		201	41	100-2600	432	
12		3092 02/19/26 HS snow removal	550.00		201	41	100-2600	432	
13		3083 02/18/26 EL snow removal	350.00		101	1	100-2600	432	
15		3100 02/19/26 EL snow removal	350.00		101	21	100-2600	432	
16		3051 02/17/26 Admin snow removal	350.00		210		100-2600	432	
17		3099 02/19/26 Admin snow removal	350.00		110		100-2600	432	
59702		61 SHELBY PAINT AND HARDWARE	533.50						
1		27067 01/15/26 shop class supplies	24.98		201	41	100-1000	610	
2		28476 02/03/26 shop class supplies	54.99		215	41	329-1000	610	346
3		29042 02/10/26 HS custodial supplies	5.50		201	41	100-2600	610	
4		29042 02/11/26 shop class supplies	54.99		215	41	329-1000	610	346
5		29129 02/13/26 shop class supplies	52.06		215	41	329-1000	610	346
6		29971 02/25/26 welding class supplies	32.97		215	41	100-1000	610	351
7		29968 02/25/26 shop class supplies	96.99		215	41	329-1000	610	346

03/06/26
22:57:08

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 2/26

Page: 9 of 12
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount						
				Acct/Source/					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
8		27881 01/26/26 shop class supplies	95.96		215 41 329-1000		610	346	
9		29373 02/16/26 HS custodial supplies	59.14		201 41 100-2600		610		
10		29952 02/25/26 JH/HS custodial supplies	22.96		101 21 100-2600		610		
11		30565 03/05/26 JH/HS custodial supplies	17.97		101 21 100-2600		610		
12		29949 02/25/26 EL custodial supplies	14.99		101 1 100-2600		610		
59731		75 SYSCO FOOD SERVICES OF MONTANA	17,271.10						
1		543964014 02/02/25 food bill	1,975.57		212 1 910-3100		630		
2		543964014 02/02/25 FFVP	96.10		212 1 460-3100		630		
3		543699006 02/05/26 FFVP	336.73		212 21 460-3100		630		
4		543699006 02/05/26 food bill	1,805.09		212 21 910-3100		630		
5		543975243 02/09/26 food bill	2,618.81		212 1 910-3100		630		
6		543975243 02/09/26 FFVP	283.44		212 1 460-3100		630		
7		543982018 02/12/26 FFVP	209.24		212 1 460-3100		630		
8		543982018 02/12/26 FFVP-supplies	31.86		212 1 460-3100		610		
9		543982018 02/12/26 food bill	1,493.87		212 1 910-3100		630		
10		543982745 02/13/26 credit	-12.89		212 1 910-3100		630		
11		543988166 02/16/26 food bill	2,064.61		212 41 910-3100		630		
12		543988166 02/16/26 FFVP	111.16		212 21 460-3100		630		
13		543993664 02/19/26 Foods class	445.91		201 41 100-1000		610		
14		542993663 02/19/26 food bill	1,882.83		212 41 910-3100		630		
15		542993663 02/19/26 FFVP	536.20		212 41 460-3100		630		
16		643004523 02/26/26 food bill	1,271.24		212 1 910-3100		630		
17		643004523 02/26/26 FFVP	280.27		212 1 460-3100		630		
18		643000431 02/24/26 credit	-61.76		212 1 910-3100		630		
19		543999392 02/23/26 FFVP	199.41		212 21 460-3100		630		
20		543999392 02/23/26 food bill	1,703.41		212 21 910-3100		630		
59704		6517 T & T DIESEL REPAIR INC.	244.40						
1		19290 02/10/26 worked on bus#1	146.64		110 100-2700		440		
2		19290 02/10/26 diagnostic/shop supplies	97.76		210 100-2700		440		
59712		3705 UNITED STATES POSTAL SERVICE	3,016.25						
1		03/04/26 postage Admin	1,500.00		101 1 100-2500		532		
2		03/04/26 postage EL/HS	1,500.00		201 41 100-2500		532		
4		03/04/26 GTCC	16.25		182 107-2212		532	570	

03/06/26
22:57:08

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 2/26

Page: 10 of 12
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
59730		74 US FOODS LOCKBOX	6,221.10					
1		5977990 02/12/26 credit	-21.87		212	1 910-3100	630	
2		4419316 02/03/26 food bill	683.45		212	1 910-3100	630	
3		4419316 02/03/26 FFVP	59.84		212	1 460-3100	630	
4		4615838 02/10/26 FFVP	439.80		212	1 460-3100	630	
5		4615838 02/10/26 food bill	2,421.56		212	21 910-3100	630	
6		4815124 02/17/26 food bill	1,243.59		212	41 910-3100	630	
7		5004668 02/24/26 food bill	1,342.49		212	1 910-3100	630	
8		5004668 02/24/26 FFVP	52.24		212	1 460-3100	630	
59698		5585 VERIZON WIRELESS	353.32					
		December bill was paid with credit card- SPS 2						
1		6136602779 02/21/26 Supt. cell phone	57.06		110	100-2700	531	
2		6136602779 02/21/26 EL principal	57.06		101	1 100-2400	531	
3		6136602779 02/21/26 JH-HS principal	57.06		101	21 100-2400	531	
4		6136602779 02/21/26 transp. director	57.06		110	100-2700	531	
5		6136602779 02/21/26 EL Aide phone	57.06		101	1 280-1000	531	
6		6136602779 02/21/26 track field wifi hotspot	68.02		101	21 100-2400	531	
G1506		3484 VISA (FOR GTCC)	2,560.40					
1		02/27/26 office supplies	87.98		182	107-2212	610	570
2		02/27/26 Verizon/3 Rivers	124.36		182	107-2212	531	570
3		02/27/26 meeting meals	1,511.37		182	108-2212	592	580
4		02/27/26 lodging	407.52		182	108-2212	592	580
5		02/27/26 subscriptions	429.17		182	107-2212	531	570
59720		7482 WOLFE OF FORT BENTON	67,269.09					
1		02/24/26 2025 Ford Transit Passenger	48,000.00		229	100-1000	732	
2		02/24/26 Wagon XL	14,000.00		129	100-1000	732	
3		02/24/26 10 speed automatic	5,269.09		101	21 100-1000	732	
# of Claims		62	Total:	248,377.57	# of Vendors	46		

SHELBY SCHOOL DISTRICT
Fund Summary for Claims
For the Accounting Period: 2/26

Fund/Account	Amount
101 General Fund	
101	47,088.30
110 Transportation Fund	
101	2,555.36
115 Miscellaneous Federal Funds	
101	8,472.97
129 Flexibility Fund	
101	14,000.00
182 Interlocal Agreement	
101	3,778.30
189 Health Insurance	
101	71,786.51
201 General Fund	
101	18,967.47
210 Transportation Fund	
101	1,962.71
212 Food Services	
101	29,166.77
215 Miscellaneous Federal Funds	
101	2,243.67
218 Traffic Education or Driver's Ed.	
101	112.82
229 Flexibility Fund	
101	48,000.00
261 Building Reserve	
101	242.69
Total:	248,377.57

03/06/26
22:57:09

SHELBY SCHOOL DISTRICT
Claim Approval Signature Page
For the Accounting Period: 2 / 26

Page: 12 of 12
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

03/06/26
23:22:07

SHELBY SCHOOL DISTRICT
Budget vs. Actual Report
For the Accounting Period: 2 / 26

Page: 1 of 2
Report ID: B100B

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							
112-570	Professional-Education GTCC Interlocal Dues	0.00	40,833.38	0.00	40,833.38	70,000.00	29,166.62
115-570	Office/Clerical/Technology GTCC Interlocal Dues	0.00	34,935.52	0.00	34,935.52	47,380.00	12,444.48
150-570	Stipends GTCC Interlocal Dues	0.00	3,000.00	0.00	3,000.00	4,000.00	1,000.00
210-570	Social Security/Medicare GTCC Interlocal Dues	0.00	5,757.81	0.00	5,757.81	9,000.00	3,242.19
220-570	Teachers' Retirement GTCC Interlocal Dues	0.00	3,866.94	0.00	3,866.94	7,000.00	3,133.06
230-570	PERS GTCC Interlocal Dues	0.00	3,338.34	0.00	3,338.34	4,643.00	1,304.66
240-570	Unemployment Compensation GTCC Interlocal Dues	0.00	228.45	0.00	228.45	1,000.00	771.55
250-570	Workers' Compensation GTCC Interlocal Dues	0.00	343.91	0.00	343.91	1,000.00	656.09
260-570	Health Insurance GTCC Interlocal Dues	0.00	11,075.00	0.00	11,075.00	30,000.00	18,925.00
340-570	Technical Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	2,000.00	2,000.00
440-570	Repair and Maintenance Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	2,000.00	2,000.00
530-570	Communications GTCC Interlocal Dues	0.00	0.00	0.00	0.00	2,000.00	2,000.00
531-570	Telephone GTCC Interlocal Dues	653.53	3,468.27	0.00	3,468.27	5,000.00	1,531.73
532-570	Postage GTCC Interlocal Dues	16.25	130.20	0.00	130.20	2,500.00	2,369.80
582-570	Travel Out-of-District GTCC Interlocal Dues	143.05	262.05	0.00	262.05	3,000.00	2,737.95
610-570	Supplies GTCC Interlocal Dues	87.98	120.08	0.00	120.08	2,977.68	2,857.60
650-570	Periodicals GTCC Interlocal Dues	0.00	0.00	0.00	0.00	1,000.00	1,000.00
660-570	Minor Equipment-New GTCC Interlocal Dues	0.00	0.00	0.00	0.00	3,000.00	3,000.00
681-570	Software GTCC Interlocal Dues	0.00	79.98	0.00	79.98	1,000.00	920.02
810-570	Dues & Fees GTCC Interlocal Dues	0.00	380.00	0.00	380.00	1,000.00	620.00
Function Total:		900.81	107,819.93	0.00	107,819.93	199,500.68	91,680.75
Program Total:		900.81	107,819.93	0.00	107,819.93	199,500.68	91,680.75

03/06/26
23:22:07

SHELBY SCHOOL DISTRICT
Budget vs. Actual Report
For the Accounting Period: 2 / 26

Page: 2 of 2
Report ID: B100B

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
108	GTCC Professional Development - Dues						
2212	Instruction of Curriculum Development Services						
150-580	Stipends	0.00	2,125.00	0.00	2,125.00	3,000.00	875.00
	GTCC Professional Development Dues						
210-580	Social Security/Medicare	0.00	162.56	0.00	162.56	2,000.00	1,837.44
	GTCC Professional Development Dues						
220-580	Teachers' Retirement	0.00	1,937.70	0.00	1,937.70	5,500.00	3,562.30
	GTCC Professional Development Dues						
230-580	PERS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	GTCC Professional Development Dues						
240-580	Unemployment Compensation	0.00	6.16	0.00	6.16	1,000.00	993.84
	GTCC Professional Development Dues						
250-580	Workers' Compensation	0.00	9.24	0.00	9.24	1,000.00	990.76
	GTCC Professional Development Dues						
320-580	Professional-Educational Services	0.00	11,488.60	0.00	11,488.60	67,000.00	55,511.40
	GTCC Professional Development Dues						
330-580	Other Professional Services	0.00	200.00	0.00	200.00	5,000.00	4,800.00
	GTCC Professional Development Dues						
340-580	Technical Services	0.00	408.00	0.00	408.00	1,500.00	1,092.00
	GTCC Professional Development Dues						
550-580	Printing, Binding and Duplication	0.00	155.53	0.00	155.53	3,000.00	2,844.47
	GTCC Professional Development Dues						
592-580	Meals & Lodging	2,630.99	14,281.64	0.00	14,281.64	20,000.00	5,718.36
	GTCC Professional Development Dues						
596-580	Mileage	246.50	6,534.10	0.00	6,534.10	7,500.00	965.90
	GTCC Professional Development Dues						
600-580	Supplies and Materials	0.00	2,129.71	0.00	2,129.71	10,000.00	7,870.29
	GTCC Professional Development Dues						
	Function Total:	2,877.49	39,438.24	0.00	39,438.24	127,500.00	88,061.76
	Program Total:	2,877.49	39,438.24	0.00	39,438.24	127,500.00	88,061.76
	Program Group Total:	3,778.30	147,258.17	0.00	147,258.17	327,000.68	179,742.51
	Fund Total:	3,778.30	147,258.17	0.00	147,258.17	327,000.68	179,742.51
	Grand Total:	3,778.30	147,258.17	0.00	147,258.17	327,000.68	179,742.51

03/06/26
23:20:17

SHELBY SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 1 / 26

Page: 1 of 1
Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
101 General Fund	191,211.23	1,862,239.53	0.00	-1,862,239.53	%
110 Transportation Fund	2,217.83	110,814.34	0.00	-110,814.34	%
111 Bus Depreciation Fund	378.42	17,984.03	0.00	-17,984.03	%
113 Tuition	1,853.60	94,923.29	0.00	-94,923.29	%
114 Retirement	99,501.55	199,980.99	0.00	-199,980.99	%
128 Technology Fund	527.49	30,595.60	0.00	-30,595.60	%
129 Flexibility Fund	29.27	2,730.47	0.00	-2,730.47	%
161 Building Reserve	254.16	11,724.17	0.00	-11,724.17	%
201 General Fund	103,563.73	994,144.96	0.00	-994,144.96	%
210 Transportation Fund	2,154.55	102,693.65	0.00	-102,693.65	%
211 Bus Depreciation Fund	1,817.76	57,759.55	0.00	-57,759.55	%
213 Tuition	1,915.92	90,589.22	0.00	-90,589.22	%
214 Retirement	79,660.65	152,404.97	0.00	-152,404.97	%
217 ADULT EDUCATION FUND	416.97	10,423.29	0.00	-10,423.29	%
228 Technology Fund	608.00	29,485.67	0.00	-29,485.67	%
229 Flexibility Fund	112.24	26,697.60	0.00	-26,697.60	%
261 Building Reserve	788.88	36,751.20	0.00	-36,751.20	%
Grand Total:	487,012.25	3,831,942.53	0.00	-3,831,942.53	%

03/06/26
23:24:30

SHELBY SCHOOLS
Statement of Activity by Account Name for 02/01/26 to 02/28/26

Page: 1 of 2
Report ID: S100

Account	Opening Balance	Disbursed (-)	Receipts			Invest (+)	Misc.	Misc.	Closing Balance
			in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
101 ATHLETICS	7687.12	4040.07	0.00	11250.37	73.87		3.82	0.00	14975.11
405 AUTO/WOOD SHOP/VICA	484.25	0.00	0.00	1.08	0.00		0.13	0.00	485.46
402 BAND	1907.33	0.00	0.00	4.27	0.00		0.50	0.00	1912.10
408 BAND & CHOIR UNIFORMS/TRAVEL	956.66	0.00	0.00	2.14	0.00		0.25	0.00	959.05
112 BOYS BASKETBALL	2231.55	2422.92	0.00	6651.65	196.00		1.75	0.00	6658.03
213 BPA	16380.51	0.00	0.00	309.65	944.60		4.63	0.00	17639.39
203 CHEERLEADERS	1426.82	1005.00	0.00	2855.19	1162.40		0.86	0.00	4440.27
403 CHOIR	1105.14	0.00	0.00	2.47	0.00		0.29	0.00	1107.90
326 CLASS OF 2026 (SR)	11678.28	145.00	0.00	620.53	0.00		3.04	0.00	12156.85
327 CLASS OF 2027 (JR)	10057.57	0.00	0.00	43.70	677.80		2.83	0.00	10781.90
328 CLASS OF 2028 (SO)	5403.01	0.00	0.00	65.09	166.40		1.47	0.00	5635.97
329 CLASS OF 2029 (FR)	4557.68	0.00	0.00	296.03	-73.87		1.25	0.00	4781.09
202 CONCESSIONS	2698.50	7579.56	0.00	29347.29	-8863.50		1.68	0.00	15604.41
103 COYOTE CLASSIC	26586.41	0.00	0.00	59.48	0.00		7.02	0.00	26652.91
223 COYOTE STORE	40.53	0.00	0.00	0.09	0.00		0.01	0.00	40.63
108 CROSS COUNTRY	4813.72	0.00	0.00	10.77	786.40		1.48	0.00	5612.37
503 DISTRICT 7 MUSIC FESTIVAL	434.60	0.00	0.00	1.97	0.00		0.11	0.00	436.68
702 EL STUDENT COUNCIL	2286.18	0.00	0.00	242.75	0.00		0.60	0.00	2529.53
105 ESPORTS	3551.69	0.00	0.00	7.95	128.40		0.97	0.00	3689.01
206 EXPLORE AMERICA	12985.13	2725.00	0.00	502.05	1810.30		3.19	0.00	12575.67
212 FCCLA	412.82	0.00	0.00	0.92	0.00		0.11	0.00	413.85
211 FFA	8972.68	1673.52	0.00	850.17	810.40		2.26	0.00	8961.99
209 FINE ARTS	1682.10	0.00	0.00	3.76	0.00		0.44	0.00	1686.30
107 FOOTBALL	626.77	0.00	0.00	1.40	762.90		0.37	0.00	1391.44
406 FRENCH CLUB	0.07	0.00	0.00	0.00	0.00		0.00	0.00	0.07
111 GIRLS BASKETBALL	5433.57	0.00	0.00	862.94	0.00		1.66	0.00	6298.17
115 GOLF	692.68	0.00	0.00	1.55	0.00		0.18	0.00	694.41
208 HOWL	1339.96	0.00	0.00	3.00	0.00		0.35	0.00	1343.31
221 JOBS FOR MONTANA GRADS	879.91	600.00	0.00	0.50	0.00		0.07	0.00	280.48
220 KEY CLUB	540.49	1328.25	0.00	1996.00	0.00		0.32	0.00	1208.56
640 MIDDLE SCHOOL BAND	251.40	0.00	0.00	265.25	0.00		0.14	0.00	516.79
610 MIDDLE SCHOOL BOYS ATHLETICS	922.05	0.00	0.00	0.00	0.00		0.24	0.00	922.29
624 MIDDLE SCHOOL BUILDERS CLUB	1328.28	0.00	0.00	0.00	0.00		0.35	0.00	1328.63
622 MIDDLE SCHOOL CHEERLEADERS	2627.30	0.00	0.00	0.00	0.00		0.69	0.00	2627.99
641 MIDDLE SCHOOL CHOIR	224.06	0.00	0.00	0.00	0.00		0.06	0.00	224.12
611 MIDDLE SCHOOL GIRLS ATHLETICS	2371.21	0.00	0.00	0.00	0.00		0.62	0.00	2371.83
643 MIDDLE SCHOOL HOME EC	931.29	0.00	0.00	0.00	0.00		0.25	0.00	931.54
621 MIDDLE SCHOOL STUDENT COUNCIL	2892.14	0.00	0.00	0.00	658.40		0.94	0.00	3551.48
612 MIDDLE SCHOOL UNIFORM MAINTENANCE	7486.28	0.00	0.00	0.00	0.00		1.97	0.00	7488.25
222 MISSOULA CHILDREN'S THEATRE	1813.48	0.00	0.00	3.20	0.00		0.48	0.00	1817.16
401 NHS	2023.15	0.00	0.00	4.53	0.00		0.53	0.00	2028.21
501 RECOGNITION	9330.74	212.00	0.00	1003.46	0.00		2.67	0.00	10124.87
214 SCHOOL PLAY	2216.18	0.00	0.00	4.96	0.00		0.59	0.00	2221.73
216 SCIENCE CLUB	2887.16	0.00	0.00	6.46	0.00		0.76	0.00	2894.38
700 SHELBY ELEMENTARY	1472.37	0.00	0.00	0.00	0.00		0.39	0.00	1472.76
114 SOFTBALL	1342.18	0.00	0.00	3.00	0.00		0.35	0.00	1345.53
205 SPEECH & DRAMA	248.66	119.00	0.00	255.56	0.00		0.03	0.00	385.25
201 STUDENT COUNCIL	3227.10	20.00	0.00	272.18	0.00		0.90	0.00	3480.18
240 STUDENT TRIPS	1049.93	0.00	0.00	2.35	0.00		0.28	0.00	1052.56
102 TOURNAMENT FUNDS	14939.34	2200.00	0.00	1679.42	0.00		3.80	0.00	14422.56
113 TRACK	3204.81	0.00	0.00	7.17	0.00		0.85	0.00	3212.83
104 UNIFORM MAINTENANCE	3237.93	0.00	0.00	7.24	0.00		0.85	0.00	3246.02

Page: 2 of 2
Report ID: S100

SES March School Board Report

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
K	40	39	40	39	41	41	40			
1	37	36	36	37	37	37	37			
2	48	47	47	47	47	47	48			
3	41	40	40	41	41	41	42			
4	44	44	44	45	46	46	46			
5	31	32	31	31	32	32	33			
Elem Total	241	238	238	240	244	244	246			
Big Rose	13	13	13	13	13	13	13			
Camrose	35	35	35	35	35	35	35			
All Total	289	286	286	288	292	292	294			

Month in Review:

- Feb. 20 - End of 2nd Trimester
- March 2 & 3 - Parent Teacher Conferences
- March 4 - PAWS Assembly @ 2:00 followed by 4/5 Academic Awards
- March 5 - PD Day
- March 6 - PIR No School
- March 9-13 Missoula Children Theatre
- March 13 - MCT Production of Red Riding Hood @ 1:15 (school only) and 6:00 (public)
- March 13 - 4th Grade Cribbage Starts (9:15-10:15)
- March 16 - "Hold" Drill
- March 17 - NAEP Testing (4th Grade)
- March 17 - Birthday Lunches

Upcoming Events:

- March 20 - Cribbage 4th Grade
- March 23-27 - MSU Rural Practicum Students Onsite
- March 31 - Kindergarten Screening
- April 1 - PAWS Assembly @ 1:00
- April 2-6 - No School
- April 9 - Science Assessment (5th Grade)
- April 10 - Cribbage 4th Grade
- April 13 - Midterms Due & Sent
- April 14 - Birthday Lunches (April & June)

Celebrations

Thank you to all of the Home N School volunteers who provided meals for our teachers during Parent-Teacher Conferences. Their delicious food and treats are greatly appreciated!

An OPI staff member was here in November to observe the elementary school's adherence to test security and best practices for administering the DLM ELA/Math assessments. We recently received our follow-up report and many positives were listed. Thank you to Lisa Clark who did a fantastic job coordinating the logistics of the testing and Karli Henry who administered the assessments.

February PAWS Award Winners for Most Responsible



JH/High School Board Report ~ February 17, 2026

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
6	33	33	34	34	34	35	34			
7	43	44	44	43	43	44	44			
8	41	41	41	41	41	42	43			
9	35	34	33	33	34	34	34			
10	34	34	34	34	33	32	32			
11	37	37	37	37	36	36	37			
12	34	35	35	34	34	33	32			
Total	257	258	258	256	255	256	256			

Month in Review:

Schedule for this Month:

2/4- Dental Screening Grades 6-12
2/9- Toole County Spelling Bee in Sunburst @ 6:30 p.m.
2/13-2/14- Western B-C Divisional Wrestling Meet @ Butte
2/14- National History Day @ Helena
2/16-2/20- FFA Week
2/19-2/21- State Wrestling Tournament @ Billings
2/19-2/21- District 10-C Tournament @ Shelby
2/23- FFA Glacier District LDE's @ Augusta
2/24- JH Science Fair
2/25-2/28- District 1-B Basketball Tournament @ Cut Bank

Upcoming Events:

3/4-3/8- Northern B Divisional Basketball Tournament @ Shelby
3/6- MAST Window 2 Closes
3/7- FFA Conrad Crops/Mech/Vet @ Conrad
3/9-3/12- BPA State Leadership Conference @ Billings
3/11- Seniors to Capital @ Helena
3/12-3/14- State B Basketball Tournament @ Bozeman
3/16- HS Spring Sports Practices Begin
3/17- PreACT for Sophomores
3/18- MCTM Math Contest @ Havre
3/20- Principal's Cup @ Simms
3/21- Prom

3/23- Key Club Blood Drive
3/24- ACT for Juniors
3/26- Advanced Culinary @ FVCC Culinary School
3/27- REACH Camp (Med Prep & Anatomy students) @ Logan 9:00 a.m. -3:00 p.m.
3/27- 8th Grade Ski Trip @ Teton
3/27-3/29- E-Sports Championship @ University of Montana
3/30- MAST Window 3 Opens
3/30-3/31- Parent Teacher Conferences 5:00 p.m. - 8:00 p.m.
3/31-4/4- FFA State Convention @ Great Falls
4/2-4/6- Spring Break
4/15- RBHI Screening 9th and 10th Grade
4/15- Shelby Job Fair 10:00 a.m. - 1:00 p.m. @ Shelby High School
4/16- RBHI Screening 11th and 12th Grade
4/17-4/18- District 7 Music Festival
4/20-4/21- FFA Envirothon @ Great Falls
4/20- RBHI Screening 7th and 8th Grade
4/21- RBHI Screening 6th Grade
4/29- Out of the Darkness Walk- Suicide Prevention Walk @ 6:00 p.m.
5/6- AP Lit Exam 8:00 a.m.
5/7- AP Stats Exam 12:00 p.m.
5/8- AP US History Exam 8:00 a.m.
5/11- AP Calc Exam 8:00 a.m.
5/12- AP PreCalc Exam 8:00 a.m.
5/13- Market Day 9:00 a.m. - 2:00 p.m.
5/13-5/14- FFA FVCC Welding Certifications
5/14- JR/SR Banquet @ 6:00 p.m.
5/14- Senior Awards Program @ 7:00 p.m. in the Auditorium
5/22- MAST Window 3 Closes
5/24- Shelby High School Graduation @ 3:00 p.m.

Senior Trip

5/3/2026

8:00 a.m. - Depart from Shelby for Kalispell

- Drive through Kalispell as this is the quickest route (3hr and 49 minutes)

11:00 - Quick Lunch in Columbia Falls (TBD)

12:00 - Arrive at Amazing Fun Center

2:00 p.m. Depart from Amazing fun Center for Quinns

- (1 hr and 34 minutes)

3:45p.m. - Arrive at Quinn's Hot Springs

- Swim Reservation from 4-8 pm

8:15 p.m. - Depart for Missoula (1 hour and 9 minutes)

- Dinner while at Hot Springs
- Arrive at Hotel

5/4/2026

9:00-10:00 a.m. - Breakfast at hotel

9:45 a.m. - Depart for Southgate Mall (Opens at 10:00)

11/11:30 p.m. - Lunch at (TBD)

1:00 p.m. - Glacier Ice Rink

2:00-4:00 - Trampoline park (Get Air Trampoline Park)

4:00-5:45- Bowling and Mini golf, Eat dinner here (Westside Lanes and Fun Center)

6p.m - Depart for Shelby

- (3 hr and 28 minutes)

9:30/10:00 p.m. - Arrive in Shelby

Payment Expectations

The Class of 2026 Fund will cover the primary expenses associated with the senior trip, including accommodations, admission to Quinn's Hot Springs, axe throwing, ice skating, the trampoline park, and mini golf. Funding will also be allocated for designated meals during the trip. Students will be responsible for any additional personal purchases made at these activities or venues.

Students are responsible for bringing their own towel for the hot springs. It is expected that students bring money to tip servers as this will not be covered by the school.

Pricing

Hotel: The average hotel price (as of 2/21/2026) is **\$140** per night. We would need 11 rooms (8 double queens, 3 singles) totaling to **\$1540**.

Amazing Fun Center: The most expensive package is **\$33**. If we were to go with this (I don't think we will, but for worst case scenario pricing purposes, we are here) our total cost would be **\$1056**.

Quinn's Hot Springs: Swim reservations are **\$22 per swimmer** for 4 hours. Students are expected to bring their own swim towel. (Total: **\$704**)

Lookout Throwing Co. - **\$20** per thrower for 1 hour (Total: **\$640**)

Glacier Ice Rink - **\$13** per person (Total: **\$416**)

Get Air Trampoline Park - **\$21** per person for 2 hours, **\$14** for 1 hour (Total: **\$672** or **\$448**)

- Open Jump: 10 AM to 8 PM

Bowling and Mini golf - Adults - \$4.89 per game, per person

Hourly - \$28.99 per hour, per lane (Total: **\$463.84** - 8 lanes for 2 hours)

Shoes - \$4.00

Trip totals (Both using the 2 hour trampoline cost)

- Trip total without meal costs (Axe throwing) - **\$5075.84**

- Trip total without meal costs (Ice Skating) - **\$4851.84**



WOLFE OF FORT BENTON
2520 ST CHARLES ST
FORT BENTON, MT, 59442

Rep: Toren Andreasen
Phone: (406) 622-5491
Fax:

Date: 02/24/2026
Key: <<New Deal>>
Tax: Montana

Vehicle

2025 FORD TRANSIT PASSENGER WAGON
XL



Stock	BAA82025
VIN	1FBAX9CG5SKA82025
Type	New Vehicle
Model	X9C
Number	
Exterior	INGOT SILVER METALLIC
Engine	3.5L ECOBOOST V6
Transmission	10-SPD AUTOMATIC W/OD & SELECTSHIFT
Drive	All Wheel Drive
Body	T-350 148" Med Roof AWD
Odometer	40

Customer

Name	Shelby Public Schools	Source	Internet Lead
Address	1010 Oilfield Ave	Lead	Not Set
City, State	Shelby, MT	Contract Date	02/24/2026
Zip Code	59474	Payment Date	02/24/2026
Code	792488		

Cash

Selling Price	\$66,850.00	MT Taxable	\$67,269.09
Temp Tag Fee	\$20.09	MT %	\$0.00
RoadVantage	\$0.00	Payout Lien Amount	\$0.00
Doc Fee1	\$399.00	Cash Down	\$0.00
Delivery Fee	\$0.00	Total Balance Due	\$67,269.09
License Fee	\$0.00	Amount Received	\$0.00
INSURANCE	\$0.00	Due on Delivery	\$67,269.09
FUEL	\$0.00		
DEALER PREFERRED FEE	\$0.00		
GM PREFERRED PRICING	\$0.00		
VEHICLE INSPECTION FEE	\$0.00		
LIEN FILING FEE	\$0.00		
Credit Card Fee 3%	\$0.00		
Title Fee	\$0.00		
Road Vantage - Wolfe	\$0.00		
Pack Protection			
Trade	\$0.00		
Sub-Total	\$67,269.09		

I / We have reviewed the above disclosure and agree to the vehicle, price and payment information as declared.

Quote is Valid for 24Hrs and Subject to Credit Approval

X

Shelby Public Schools

X

Dealer Acceptance

Policy 1401: Records Available to Public

Status: DRAFT

Original Adopted Date: 07/10/2018 | **Last Reviewed Date:** 07/10/2018

Records Available to Public

All District records, except those restricted by state and federal law, will be available to citizens for inspection at the Clerk's office.

Any individual may request public information from the district. The district shall make the means of requesting public information accessible to all persons.

Upon receiving a request for public information, the district shall respond in a timely manner to the requesting person by:

- (a) Making the public information available for inspection and copying by the requesting person; or
- (b) Providing the requesting person with an estimate of the time it will take to fulfill the request if the public information cannot be readily identified and gathered and any fees that maybe charged.

~~The district may charge a fee for fulfilling a public information request. The fee may not exceed the actual costs directly incident to fulfilling the request in the most cost-efficient and timely manner possible. The fee must be documented. The fee may include the time required to gather public information. The district may require the requesting person to pay the estimated fee prior to identifying and gathering the requested public information.~~

The District may charge a fee for fulfilling a public information request as follows:

1. Fees for making public information maintained by the District available for inspection and copying by the requesting person at the District business office:

If the District incurs a cost, the District may only charge for it once pursuant to the following factors, which may include but are not limited to:

- (a) fees not exceeding \$25 an hour for searching for, gathering, reviewing, processing, and providing information in the most cost-efficient and timely manner possible;**
- (b) the actual cost to fulfill the request;**
- (c) subject to the \$25 per hour limit provided in (a), the cost of providing the public information to the requester, including but not limited to copying and media costs;**
- (d) a convenience fee as provided in 2-17-1102, if applicable; and**
- (e) other reasonable costs directly incurred by the District.**

2. Fees for fulfilling a request for a single, specific, clearly identifiable, and readily available public record:

If the District incurs a cost, the District pursuant to the following factors, which may include but are not limited to:

- (a) fees not exceeding \$25 an hour for gathering, reviewing, processing, and providing information in the most cost-efficient and timely manner possible;**
- (b) the actual cost to fulfill the request, subject to the \$25 per hour limit provided in (a);**
- (c) the cost of providing the public information to the requester, including but not limited to scanning, copying, media, postage, and shipping costs;**
- (d) a convenience fee as provided in 2-17-1102, if applicable; and**
- (e) other reasonable costs directly incurred by the District.**

3. Fees for fulfilling a request for public information that is not a request for a single, specific, clearly identifiable,

and readily available public record:

If the District incurs a cost, the District may only charge for it once pursuant to the following factors. After the first hour of service, which is free after the filing fee discussed below is paid, the factors may include but are not limited to:

- (a) a filing fee not to exceed \$5;
- (b) fees not exceeding \$25 an hour for searching for, gathering, reviewing, processing, and providing information in the most cost-efficient and timely manner possible;
- (c) the actual cost to fulfill the request, subject to the \$25 per hour limit provided in (b)
- (d) the cost of providing the public information to the requester, including but not limited to scanning, copying, media, postage, and shipping costs;
- (e) a convenience fee as provided in 2-17-1102, if applicable; and
- (f) other reasonable costs directly incurred by the District.

The district is not required to alter or customize public information to provide it in a form specified to meet the needs of the requesting person. If the district agrees to a request to customize a records request response, the cost of the customization may be included in the fees charged by the district.

In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be open to public inspection at any meeting of the trustees. A fee may be charged for any copies requested. Copies will be available within a reasonable amount of time following a request.

A written copy of Board minutes shall be available to the general public within five (5) working days following approval of the minutes by the Board. If requested, one (1) free copy of minutes shall be provided to local media within five (5) working days following approval by the Board.

Montana Code Annotated

	Description
2-6-1003	Access to Public Information
2-6-1006	Public Information requests - fees
20-3-323	District policy and record of acts
20-9-213	Duties of trustees

Cross References

	Description
4340	Public Access to District Records
5450	Employee use of Public Electronic Mail, Internet, and Equipment
7326	Documentation and Approval of Claims
7500	Property Records
8430	Records Management

Procedure 2158-P(1): Parent and Family Engagement and Educational Involvement - Student Pronoun Use

Status: DRAFT

Original Adopted Date: Pending

Procedure for Pronoun Use Consent

In order to ensure that parents are informed of and involved in decisions regarding their child's use of pronouns that do not align with their sex, the District has developed the following procedure:

1. Whenever a student requests to use a pronoun that does not align with the student's sex, the District will seek the written consent of the parent for their student to use a pronoun that does not align with their sex.
2. If the parent provides written consent for their student to use a pronoun that does not align with the student's sex, the student will be permitted to use the pronoun approved by the parent. However, District employees and other students will not be compelled to use a pronoun that does not align with a student's sex, and may not be disciplined for refusing to do so.
3. If the parent declines to consent in writing for their student to use a pronoun that does not align with the student's sex, the District will continue to utilize the pronoun that aligns with the student's sex.

Montana Code Annotated

Description

20-3-324	Powers and duties
20-3-326	Information On Educational Opportunities -- Duties Of Trustees
20-5-101	Admittance of child to school
20-5-112	Participation in extracurricular activities
20-5-314	Reciprocal attendance agreement with adjoining state or province
20-5-320	Attendance with discretionary approval
20-5-321	Attendance with mandatory approval – tuition and transportation
20-5-322	Residency determination – notification – appeal for attendance agreement
20-7-117	Kindergarten and preschool programs
20-7-118	Offsite Provision of Educational Services
20-7-1510	Credit for participating in work based learning partnerships
20-7-1601	Transformational Learning - Legislative Intent
20-9-706	Running start program
40-6-701	Interference with fundamental parental rights restricted
40-6-702	Fundamental Parental Rights
40-6-703	Increase parental involvement in education
Title 20, Chapter 7, part 12	Montana digital academy
Title 20, chapter 7, part 3	Vocational and Technical Education

Administrative Rules of Montana

Description

10.55.601	Accreditation Standards: Procedures
10.55.701	Board of Trustees
10.55.722	Family and Community Engagement
10.55.723	Integrated Strategic Action Plan

United States Code

20 U.S.C. § 1232g, et seq.

20 USC 6318

Cross References

1005FE

1700

2050

2132

2140

2160

2160-P(1)

2168

2170

2170-P(1)

2335

2410

2410-P(1)

2600

3110

3110-NF(1)

3120

3121

3121-P(1)

3141

3150

3226

3233

3305

3310

3310-P(1)

3310-P(2)

3410

3413

3413-F(1)

3413-F(2)

3431

3431-NF(1)

3510

3550

3600

Description

Family Education Rights and Privacy Act

Parent and Family Engagement

Description

[Proficiency-Based ANB](#)

[Uniform Complaint Procedure](#)

[Innovative Student Instruction](#)

[Student and Family Privacy Rights](#)

[Guidance and Counseling](#)

[Title I Parent Involvement](#)

[Title I Parent Involvement - Title I Parent Involvement Procedure](#)

[Remote Instruction from Non-District Sources](#)

[Digital Academy Classes](#)

[Digital Academy Classes - Digital Academy Classes Procedure](#)

[Health Enhancement Curriculum and Related Issues](#)

[High School Graduation Requirements](#)

[High School Graduation Requirements](#)

[Work Based Learning](#)

[Entrance, Placement, and Transfer](#)

[Entrance, Placement, and Transfer - Educational Authorization Affidavit](#)

[Compulsory Attendance](#)

[Enrollment and Attendance Records](#)

[Enrollment and Attendance Records](#)

[Nonresident Student Enrollment](#)

[Part-Time Enrollment](#)

[Bullying](#)

[Student Use of Buildings](#)

[Seclusion and Restraint](#)

[Student Discipline](#)

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

[Student Discipline - Student Risk Assessments](#)

[Student Health](#)

[Student Immunization](#)

[Student Immunization - Medical Exemption](#)

[Student Immunization - Religious Exemption](#)

[Emergency Treatment](#)

[Emergency Treatment - Accident Report Form](#)

[School-Sponsored Activities](#)

[Student Clubs](#)

[Student Records](#)

Cross References

3600-P(1)

3600-NF(1)

Description[Student Records - Student Records Procedure](#)[Student Records - Student Record Notification](#)

Policy 2335: Health Enhancement Curriculum and Related Issues

Status: DRAFT

Original Adopted Date: 02/08/2005 | Last Revised Date: 09/09/2025 | Last Reviewed Date: 09/09/2025

Definitions:

The following definitions apply for the purposes of this policy:

- "Human sexuality instruction" means instruction that has the goal or purpose of studying, exploring, or informing students about any of the following human sexuality topics: intimate relationships, sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, abstinence, contraception, or reproductive rights and responsibilities.
- "Identity instruction" means instruction that has the goal or purpose of studying, exploring, or informing students about gender identity or gender expression, or sexual orientation.
- "Instruction" means the conduct of organized learning activities, including the provision of materials, for students in a public school, whether conducted by a teacher or other school staff or guests invited at the request of the school or district and regardless of the duration, venue, or method of delivery.

Neither "human sexuality instruction" nor "identity instruction" includes or applies to a teacher's response to an unexpected student-initiated inquiry related to the topics under each term to the extent necessary to resolve the inquiry or to maintain civility and decorum in the classroom.

The District does not provide or authorize the provision of identity instruction as defined in law and this policy.

Annual Notice to Parents:

Using contact information most recently provided by the parent or guardian, the District shall annually notify in advance the parent or guardian of each student scheduled to be enrolled in a course that includes units or lessons on human sexuality instruction ~~or identity instruction of:~~

- the basic content of the district's or school's human sexuality instruction ~~or identity instruction~~ intended to be taught to the student and the option to review all curriculum materials related to human sexuality instruction ~~or identity instruction~~; and
- the parent's or guardian's right to withdraw the student from the District's human sexuality instruction; ~~and~~
- ~~the requirement that the parent or guardian provide written permission to allow the child to attend identity instruction.~~

The annual notice shall include an electronic link to materials or summaries of materials consistent with copyright laws for the District's health enhancement curriculum including lesson plans or other materials used for human sexuality instruction ~~or identity instruction~~ and a calendar of events or assemblies at which human sexuality instruction ~~or identity instruction~~ will be provided.

Additional Notice to Parents:

In addition to the annual notice required above, the District will provide notice to parents no fewer than 5 school days or more than 14 school days prior to holding an event or assembly or first introducing materials for instructional use.

Parental Permission:

~~The District will not require or permit a student to attend or participate in identity instruction without the prior written permission of the parent or guardian. Written permission may be provided by the parent following the annual notice to parents, but parents or guardians shall have the right to cancel or rescind permission by providing written notice to the Superintendent at any time.~~

Excused Absence:

Any student whose parent or guardian has withdrawn the student from human sexuality instruction or has not provided prior written permission for participation in identity instruction will be excused from attending such instruction, and the absence will be an excused absence in accordance with § 20-5-103, MCA.

Summary of Curriculum:

The District shall prepare a summary of the district's health enhancement curriculum and shall review and prepare any updates to the summary each year. The summary is public information and is subject to the public's right to access information pursuant to § 2-6-1003, MCA.

Montana Code Annotated

20-5-103

Description

Compulsory Attendance and Excuses

20-7-120

Excused Absences from Curriculum Requirements

Cross References

2132

Description

[Student and Family Privacy Rights](#)

2158

[Parent and Family Engagement and Educational Involvement](#)

3120

[Compulsory Attendance](#)

Policy 5321: Sick Leave

Status: DRAFT

Original Adopted Date: 02/08/2005 | Last Revised Date: 09/10/2024 | Last Reviewed Date: 09/10/2024

Leaves of Absence

Sick and Bereavement Leave

~~Certified employees will be granted discretionary leave according to terms of their teaching contract.~~

Classified employees, **Business Managers/District Clerks, and Superintendents** will be granted sick leave benefits in accordance with § 2-18-618, MCA. ~~For classified staff, "sick leave" is defined as a leave of absence, with pay, for a sickness suffered by an employee or an employee's immediate family. The time that an employee is unable to perform job duties because of:~~

- ~~• a physical or mental illness, injury, or disability;~~
- ~~• maternity or pregnancy-related disability or treatment, including a prenatal care, birth, or medical care for the employee or the employee's child;~~
- ~~• parental leave for a permanent employee as provided in 2-18-606, MCA;~~
- ~~• quarantine resulting from exposure to a contagious disease;~~
- ~~• examination or treatment by a licensed health care provider;~~
- ~~• short-term attendance, in an agency's discretion to care for a person (who is not the employee or a member of the employee's immediate family) until other care can reasonably be obtained;~~
- ~~• necessary care for a spouse, child or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or~~
- ~~• death or funeral attendance of an immediate family member or, at an agency's discretion, another person.~~

~~Nothing in this policy guarantees approval or granting of such leave. The District will judge each request in accordance with this policy and governing collective bargaining agreements.~~

~~It is understood that seniority will accumulate while a teacher or employee is utilizing leave. Seniority will not accumulate, unless an employee is in a paid status. Abuse of leave is cause for disciplinary action up to and including termination.~~

~~An employee who has suffered a death in the immediate family will be eligible for bereavement leave. Bereavement leave must be approved by the Board. Such leave will not exceed three (3) months unless prescribed by a physician.~~

"Sick leave" means a leave of absence with pay for:

- (a) a sickness suffered by an employee or a member of the employee's immediate family; or
- (b) the time that an employee is unable to perform job duties because of:

- a physical or mental illness, injury, or disability;
- maternity or pregnancy-related disability or treatment, including prenatal care, birth, or medical care for the employee or the employee's child;
- (quarantine resulting from exposure to a contagious disease;
- examination or treatment by a licensed health care provider;
- short-term attendance, in the District's discretion, to care for a relative or household member who is not a member of the employee's immediate family until other care can reasonably be obtained;
- necessary care for a spouse, child, or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or
- death or funeral attendance of an immediate family member or, at the District's discretion, another person.

Immediate family is defined as an employee's spouse and any member of the employee's household, or any parent, child, grandparent, grandchild, or corresponding in-law.

Personal and Emergency Leave

Teachers will be granted leave according to terms of the current collective bargaining agreement. Upon recommendation of the Superintendent, and in accordance with law and District policy, classified staff may be granted personal leave pursuant to the following conditions:

1. Leave will be without pay unless otherwise stated. If leave is to include expenses payable by the District, leave approval will so state.
2. Leave will be granted only in units of half or full days.
3. Notice of at least one (1) week is required for any personal leave of less than one (1) week; notice of one (1) month is required for any personal leave exceeding one (1) week.
4. With approval of the Board, the Superintendent has the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick or annual leave. The employee will not receive fringe benefits during any personal leave of greater than fifteen (15) days. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits, provided that is acceptable to the insurance carrier. Staff using personal leave will not earn any sick leave or annual leave credits or any other benefits during the approved leave of absence.

Civic Duty Leave

Leaves for service on either a jury or in the Legislature will be granted in accordance with state and federal law. A certified staff member hired to replace one serving in the Legislature does not acquire tenure.

An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to receive regular salary or to take annual leave during jury time. An employee who elects not to take annual leave, however, must remit to the District all juror and witness fees and allowances (except for expenses and mileage). The District may request the court to excuse an employee from jury duty, when an employee is needed for proper operation of the school.

Montana Code Annotated

	Description
2-18-601(15)	Definitions
2-18-618	Sick leave
2-18-619	Jury Duty – Service as Witness
39-2-104	Mandatory leave of absence for employees holding public office
49-2-311	Reinstatement to job following pregnancy
Title 39, Chapter 31	Collective bargaining for public employees

United States Code

	Description
42 U.S.C 2000e	Equal Employment Opportunities

Cross References

	Description
5328	Family Medical Leave
5328-P(1)	Family Medical Leave - Family Medical Leave Procedure
5330	Maternity and Paternity Leave
7330	Payroll Procedures

Procedure 5321-P(1): Sick Leave - Conditions for Use of Leave

Status: DRAFT

Original Adopted Date: 08/09/2011 | **Last Revised Date:** 09/10/2024 | **Last Reviewed Date:** 09/10/2024

Conditions for Use of Leave

Certified staff, bus drivers, and custodians may use leave for those instances listed in the current collective bargaining agreements. Classified staff may use sick leave for illness; injury; medical disability; maternity-related disability, including prenatal care, birth, miscarriage, or abortion; quarantine resulting from exposure to contagious disease; medical, dental, or eye examination or treatment; necessary care of or attendance to an immediate family member or, at the District's discretion, another relative for the above reasons until other attendants can reasonably be obtained, and death or funeral attendance for an immediate family member. Leave without pay may be granted to employees upon the death of persons not included in this list.

Accrual and Use of Leave Credits

Certified employees, bus drivers, and custodians will accrue and may use banked leave credits according to the current collective bargaining agreements.

Classified employees serving in positions that are permanent full-time, seasonal full-time, or permanent part-time are eligible to earn sick leave credits, which will accrue from the first day of employment. A classified employee must be employed continuously for a qualifying period of ninety (90) calendar days in order to use sick leave. Unless there is a break in service, an employee only serves the qualifying period once. After a break in service, an employee must again complete the qualifying period to use sick leave. Sick leave may not be taken in advance nor may leave be taken retroactively. A seasonal classified employee may carry over accrued sick leave credits to the next season if management has a continuing need for the employee or, alternatively, may be paid a lump sum for accrued sick leave credits when the season ends, in accordance with ARM 2.21.141.

Employees, whether classified or certified, simultaneously employed in two (2) or more positions, will accrue sick leave credits in each position according to the number of hours worked or a proration of the contract (in the case of certified) worked. Leave credits will be used only from the position in which the credits were earned and with approval of the supervisor or appropriate authority for that position. Hours in a pay status paid at the regular rate will be used to calculate leave accrual. Sick leave credits will not accrue for those hours exceeding forty (40) hours in a work week, which are paid as overtime hours or recorded as compensatory time. A full-time employee will not earn less than nor more than the full-time sick leave accrual rate provided classified employees.

When an employee who has not worked the qualifying period for use of sick leave takes an approved continuous leave of absence without pay in excess of fifteen (15) working days, the amount of time an employee is on leave of absence will not count toward completion of the qualifying period. The approved leave of absence exceeding fifteen (15) working days is not a break in service, and the employee will not lose any accrued sick leave credits nor lose credit for time earned toward the qualifying period. An approved continuous leave of absence without pay of fifteen (15) working days or less will be counted as time earned toward the ninety-(90)-day qualifying period.

Calculation of Sick Leave Credits

Certified employees, bus drivers, and custodians will earn leave credits at the rate stated in the current collective bargaining agreements.

Full-time classified employees will earn sick leave credits at the rate of twelve (12) working days for each year of service. Sick leave credits will be prorated for part-time employees who have worked the qualifying period. The payroll office will refine this data by keeping records per hour worked.

Leave Banks

Donation of banked leave credits are governed by terms of the current collective bargaining agreement.

Lump-Sum Payment on Termination of Classified Employees

When a classified employee terminates employment with the District, the employee is entitled to cash compensation for one-fourth (¼) of the employee's accrued and unused sick leave credits, provided the employee has worked the qualifying period. The value of unused sick leave is computed based on the employee's salary rate at the time of

termination.

Industrial Accident

An employee who is injured in an industrial accident may be eligible for workers' compensation benefits. Use of leave must be coordinated with receipt of workers' compensation benefits on a case-by-case basis, by contacting the Montana Schools Group Workers' Compensation Risk Retention Program (WCRRP).

Sick Leave Substituted for Annual Leave

A classified employee who qualifies for use of sick leave while taking approved annual vacation leave, may be allowed to substitute accrued sick leave credits for annual leave credits. Medical certification of the illness or disability may be required.

Purpose and Scope:

This policy establishes procedures for managing the use and accrual of sick leave for classified employees, the Clerk/Business Manager, and the Superintendent.

Procedures:

Sick leave is granted to employees to provide a paid leave of absence for:

- time off when an employee is unable to perform job duties because of physical or mental illness, injury, or disability;
- maternity-related disability, including prenatal care, birth, miscarriage, abortion, or other medical care for either employee or child;
- quarantine resulting from exposure to contagious disease;
- consultation, examination, or treatment by a licensed health care provider;
- short-term attendance to an immediate family member or, at the District's discretion, another relative because of physical or mental illness, injury, disability, examination, or treatment until other care can reasonably be obtained;
- necessary care of a spouse, child, or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; and
- death or funeral attendance of an immediate family member or, at the District's discretion, another person

Sick leave is paid at the employee's regular rate of pay at the time leave is taken. Sick leave must be used in half-hour increments.

This policy does not guarantee approval of sick leave. Leave requests are approved or denied in accordance with this policy.

Eligibility:

1. All permanent, seasonal, and temporary employees are eligible to earn sick leave. Accrual of leave credits begins on the first day of employment.
2. Employees must complete a waiting period of 90 calendar days of continuous employment to be eligible to use sick leave or to receive cash compensation for sick leave credits upon termination. In the event of a break in service, an employee must complete a new waiting period.
3. For seasonal employees, time worked in consecutive seasons may count as continuous employment and be applied towards the 90-calendar-day waiting period. Time worked by a seasonal employee is applied towards the 90-calendar-day waiting period provided the employee:
 - returns to work for the District; and
 - reports for work on the date and time specified by the District. Failure to report will result in a break in service.

Accrual:

1. Sick leave accrual is calculated and credited at the end of each pay period. It is based on the number of hours paid at the regular rate in a pay status. Sick leave credits may not be advanced or taken retroactively.
2. No limit exists for the number of sick-leave hours an employee may accrue.
3. Eligible employees accrue sick leave at a rate of 12 working days for each year of service. No employee shall

earn more than the statutory full-time accrual rate of 12 days per year. For calculating sick leave credits, 2,080 hours (52 weeks x 40 hours) equals 1 year. Employees in a leave-without-pay status do not accrue sick leave.

Sick Leave Requests:

1. Employee requests to utilize accrued sick leave must be submitted in writing to the employee's immediate supervisor.
2. An employee's immediate supervisor may deny an employee's sick leave request if justified by the circumstances and the needs of the District, provided, however, that denial of sick leave should not result in requiring an employee to work when the employee is unable to perform job duties because of physical or mental illness, injury, or disability.

Medical Certification:

1. The District may require medical certification to confirm the appropriate use of sick leave, including the need to care for an ill or injured immediate family member. A licensed physician, or another licensed health care provider competent to treat and diagnose the particular illness or condition, must provide medical certification. All required medical certifications or examinations must be job-related and consistent with business necessity.
2. Medical certification should include information regarding need for the leave, length of the leave, and the timing of the leave.
3. The District may also require an employee to be examined by a licensed physician or another licensed health care provider of the District's choice and at the District's expense if the examination is job-related and consistent with business necessity.
4. All medical information obtained through certification or medical examinations must be maintained as confidential in secured, separate files from the usual personnel files.

Use of Sick Leave During Approved Annual Vacation Leave:

An employee taking approved annual vacation leave must be allowed to substitute accrued sick leave for annual leave if circumstances arise qualifying for the use of sick leave. The employee must make the request to substitute sick leave for annual leave within five business days of reporting to work.

Termination of Employment:

1. Employees who terminate employment shall receive cash compensation at their regular rate for one-fourth of their unused sick leave balance unless:
 - The employee has not met the 90-calendar-day waiting period.
 - The termination reason was "abuse of sick leave."
 - The employee is a member of a Voluntary Employee Benefit Association (VEBA) plan, and the unused sick leave must be converted to an employer contribution to the trust.
 - The employee voluntarily donates all or a portion of the unused leave to the Sick Leave Fund.

Abuse of Sick Leave:

Sick-leave abuse occurs when an employee uses sick leave for unauthorized purposes or misrepresents the actual reason for charging an absence to sick leave. Abuse of sick leave constitutes good cause for termination of employment and forfeiture of the lump-sum payment.

Definitions:

Immediate family member: An employee's spouse and any member of the employee's household, or any parent, child, grandparent, grandchild, or corresponding in-law.

Break in service: A period in excess of five consecutive working days when the employee is not working, is not on an approved leave of absence, and terminates the employment relationship.

In a pay status: An employee who received pay for time worked or for annual leave, sick leave, sick leave fund grants, holidays, compensatory time, or other paid leave.

Montana Code Annotated

2-18-601(15)	Definitions
2-18-618	Sick leave
2-18-619	Jury Duty – Service as Witness
39-2-104	Mandatory leave of absence for employees holding public office
49-2-311	Reinstatement to job following pregnancy
Title 39, Chapter 31	Collective bargaining for public employees

United States Code

42 U.S.C 2000e	Equal Employment Opportunities
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Cross References

5328	Family Medical Leave
5328-P(1)	Family Medical Leave - Family Medical Leave Procedure
5330	Maternity and Paternity Leave
7330	Payroll Procedures

Description**Description****Description**

Procedure 5334-P(1): Vacations - Vacations Procedures

Status: DRAFT

Original Adopted Date: 09/11/2007 | **Last Reviewed Date:** 08/09/2011

~~Vacations~~

~~All classified employees, except those in a temporary status, serving more than six (6) months, are eligible to earn vacation leave credits retroactive to the date of employment. Leave credits may not be advanced nor may leave be taken retroactively. A seasonal employee's accrued vacation leave credits may be carried over to the next season, if management has a continuing need for the employee, or paid out as a lump-sum payment to the employee when the season ends (generally in June). The employee may request a lump-sum payment at the end of each season.~~

~~Vacation is earned according to the following schedule:~~

~~— RATE-EARNED SCHEDULE~~

~~— Years of — Working Days~~

~~— Employment — Credit per Year~~

~~— 1 day - 10 years — 15~~

~~— 10 - 15 years — 18~~

~~— 15 - 20 years — 21~~

~~— 20 years on — 24~~

~~Time as an elected state, county, or city official, as a school teacher, or as an independent contractor, does not count toward the rate earned. For purposes of this paragraph, an employee of the District or the university system is eligible to have school district or university employment time count toward the rate-earned schedule, if that employee was eligible for annual leave in the position held with the school district or university system.~~

~~Maximum Accrual of Vacation Leave~~

~~All full-time and part-time employees serving in permanent and seasonal positions may accumulate two (2) times the total number of annual leave credits they are eligible to earn per year, according to the rate-earned schedule.~~

~~Annual Pay-Out~~

~~The District may, in its sole discretion and/or subject to the terms of a collective bargaining agreement, provide cash compensation in January of each year for unused vacation leave in lieu of the accumulation of vacation leave.~~

~~Lump-Sum Payment Upon Termination~~

~~An employee who terminates employment for reasons not reflecting discredit on the employee will be entitled, upon the date of such termination, to cash compensation for unused vacation leave, assuming the employee has worked the qualifying periods set forth in § 2-18-611, MCA. The District will not pay accumulated leaves to employees who have not worked the qualifying period.~~

Purpose and Scope:

This policy establishes procedures for managing the use and accrual of annual vacation leave time for classified employees, the Clerk/Business Manager, and the Superintendent.

Procedures and Eligibility:

1. Annual vacation leave is paid at the employee's regular pay rate at the time leave is taken or paid out.
2. Annual vacation leave must be taken in [1/2 hour][1 hour][half-day][full-day] increments.
3. All permanent, seasonal, and temporary employees are eligible to earn annual vacation leave. Accrual of leave begins on the first day of employment.
4. Employees must complete a waiting period of six calendar months of continuous employment to be eligible to take annual vacation leave or receive cash compensation for accrued leave upon termination of employment. In the event of a break in service, an employee must complete a new waiting period.

5. Seasonal employees may count time worked in consecutive seasons as continuous employment. Time worked by a seasonal employee is applied towards the six-month waiting period provided the employee:
 1. returns to work for the District; and
 2. reports for work on the date and time specified by the District. Failure to report will result in a break in service.

Accrual:

1. Annual leave accrual is calculated and credited each pay period. Accrual is based on both the total years of service and the time paid at the regular rate in a pay status. Annual leave may not be advanced or taken retroactively.
2. No employee shall earn more than the statutory full-time accrual rate outlined in the chart below. Employees in a pay status less than full-time accrue annual vacation leave on a prorated basis. Employees in a leave-without-pay status do not accrue annual vacation leave.
3. Annual vacation leave accrues as follows:

Completed Years of Service*	Days Earned Per Year	Maximum Full-Time Accrual Per Year (Hours)
1 day – 9 years	15 days	120 hours
10 - 14 years	18 days	144 hours
15 - 19 years	21 days	168 hours
20 years +	24 days	192 hours

*Years of service need not be consecutive and include time worked for other Montana school districts or Montana public employers in a non-teaching position.

4. In accordance with Sec. 2-18-612, MCA, employees are credited with one year of service for each period of
 1. 2080 hours of service following the initial date of employment. Employees are credited with 80 hours of service for each bi-weekly pay period in which they are in a pay status or are on an authorized leave of absence without pay regardless of the number of hours actually worked.
 2. 12 calendar months in which the employee was in a pay status or on an authorized leave of absence without pay, regardless of the number of hours of service in any 1 month. District employees must be credited with 1 year of service if the employee is employed for an entire academic year.
5. Previous public employment qualifies when the previous employing agency was a constituted department, board, or commission of state, county, or city government in Montana or any political subdivision of the state as defined in 2-18-601, MCA.
6. Employees must produce documentation of previous public employment to receive credit towards years of service for annual leave accrual purposes. If specific records for months or hours of employment are not readily available, the District may approximate total service time.
7. Employees begin earning leave at the adjusted rate the first day of the next pay period following receipt of documentation for previous eligible service. Leave balances and accrual rates will not be adjusted retroactively.

Maximum Accrual and Carry-over Limits:

1. Employees may accumulate annual leave balances up to two times the eligible accrual rate per year in accordance with Sec. 2-18- 617, MCA. Balances exceeding the two times annual limit are considered "excess." Except as provided in this policy, excess annual vacation leave will be forfeited unless used within 90 calendar days from the last day of the calendar year in which the excess leave was earned.
2. The Superintendent is responsible for actively managing annual vacation leave for employees by "providing reasonable opportunity for an employee to use rather than forfeit accumulated annual vacation leave" as provided in 2-18-617, MCA.
3. To avoid forfeiture of annual leave, District administration is expected to work with employees who have excess vacation leave balances as early as possible in the 90-day grace period or at an earlier time if the employee's leave balance is projected to exceed two times the annual vacation accrual rate.
4. Employees are responsible for making a reasonable written request to use excess annual leave during the 90 - day grace period. District administration may approve all, some, or none of the employee's request by written response within five working days from the receipt of the request. If the original request is not approved,

- District administration and the employee may agree to alternate leave dates during the 90-day grace period.
5. If District administration denies all or any portion of the written request, District administration and the employee must work together to ensure that the employee may use the excess annual leave before the end of the calendar year. Any excess annual leave not used by the end of the calendar year in which the grace period was extended must be forfeited.

Leave Requests:

1. Employee requests to use accrued annual vacation leave must be made in writing submitted to their immediate supervisor.
2. Approval or denial of a request to use accrued vacation leave is determined based on the best interests of the District, the students of the District, and the employee.
3. The District must provide reasonable opportunity for employees to use rather than forfeit accumulated annual leave.

Illness or Injury During Leave:

Absences due to illness may not be charged against an employee's annual vacation leave balance unless approved by the employee. If an employee becomes ill during a scheduled vacation, sick leave should be paid unless the employee requests the use of annual leave.

Termination of Employment:

1. Employees who terminate employment shall receive cash compensation at their regular rate for the unused annual leave balance unless:
 1. the employee has not met the six-month waiting period;
 2. the termination was for a reason "reflecting discredit" on the employee as provided in Sec. 2-18-617, MCA;
 3. the employee is a member of a voluntary employees' beneficiary association established under Sec. 2-18-1310, MCA, and the agreement requires a contribution of unused annual leave at termination; or
 4. the employee voluntarily donates all or a portion of the unused leave to a sick leave fund established by the District.

Annual Pay-Out:

The District may, in its sole discretion and/or subject to the terms of a collective bargaining agreement, provide cash compensation for unused vacation leave in lieu of the accumulation of vacation leave.

Definitions:

All definitions set forth in Sec. 2-18-101, MCA, are applicable to this policy. The following definitions also apply.

Break in service: A period of time in excess of 5 working days when the person is not employed and that severs continuous employment.

Continuous employment: For purposes of the waiting period, continuous employment means working for the District without a break in service of more than 5 working days or without a continuous absence without pay of more than 15 working days as provided in Sec. 2-18-601, MCA. An approved leave of absence without pay exceeding 15 working days is not a break in service.

Grace period: The first 90 calendar days from the last day of the calendar year in which the excess leave was accrued. The grace period may be extended to the end of the calendar year if an employee makes a reasonable written request to use excess vacation leave and the District denies all or any portion of the request.

Pay status: The employee is being paid for hours worked or for annual leave, sick leave, or other paid leave, sick leave fund grants, holidays, or compensatory time.

Reasonable: Sufficient notice to use the excess annual vacation leave before the forfeiture deadline.

Termination: The employment relationship is severed either voluntarily by the employee or involuntarily by the Board of Trustees. A termination is considered a break in service, as defined in Sec. 2-18-601, MCA, for purposes of sick leave and annual leave, and therefore ends permanent status.

Montana Code Annotated**Description**

2-18-611

Annual vacation leave

2-18-612

Rate earned

2-18-617

Accumulation of leave – cash for unused – transfer

Title 39, Chapter 31

Collective bargaining for public employees

Policy 2161: Special Education

Status: DRAFT

Original Adopted Date: 08/09/2011 | **Last Reviewed Date:** 08/09/2011

Special Education

The District will provide a free appropriate public education (**FAPE**) and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. **The District will continue to provide FAPE to students with disabilities until their 22nd birthday or until their exit from eligibility for special education services by earning a regular high school diploma based on the District's graduation requirements and that was not based on a lesser credential, whichever occurs sooner.**

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*.

The District may maintain membership in one or more cooperative associations which may assist in fulfilling the District's obligations to its disabled students.

Montana Code Annotated

20-1-213

Description

Transfer of School Records

20-7-469

Dyslexia-definition-screening-intervention

Title 20, Chapter 7, part 4

Special Education for Exceptional Children

Administrative Rules of Montana

10.16.3122

Description

Local Educational Agency Responsibility for Students with Disabilities

10.16.3220

Program Narrative

10.16.3321

Comprehensive Educational Evaluation Process

10.16.3340

Individualized Education Program and Placement Decisions

10.16.3346

Aversive Treatment Procedures

10.16.3560

Special Education Records

10.55.805

Children with Disabilities

10.60.103

Identification of Children with Disabilities

37.85.414

Maintenance of Records and Auditing (Medicaid)

United States Code

29 USC 701, et seq

Description

Section 504 of the Rehabilitation Act

42 USC 12101, et seq.

Title II of the Americans with Disabilities Act of 1990

Title 20, Chapter 33, Subchapter I

Individuals with Disabilities Education Act

Code of Federal Regulations

34 CFR 300.1, et seq.

Description

Individuals with Disabilities Education Act

Cross References

1005FE

Description

[Proficiency-Based ANB](#)

1610

[Goals and Objectives](#)

2050

[Innovative Student Instruction](#)

3141

[Nonresident Student Enrollment](#)

Cross References

3210

8111

8425

8425-P(1)

Description[Equal Educational Opportunity and Nondiscrimination](#)[Transportation of Students With Disabilities](#)[Service Animals](#)[Service Animals - Service Animal Allowance Procedure](#)

Procedure 2161-P(1): Special Education

Status: DRAFT

Original Adopted Date: 12/13/2005 | Last Revised Date: 01/14/2020 | Last Reviewed Date: 01/14/2020

Child Find

The District shall be responsible for the coordination and management of locating, identifying, and evaluating all disabled children ~~ages zero (-0-) through twenty-one (21)~~ **residing in the district from birth until their 22nd birthday**. Appropriate staff will design the District's Child Find plan in compliance with all state and federal requirements and with assistance from special education personnel who are delegated responsibility for implementing the plan.

The District's plan will contain procedures for identifying suspected disabled students in private schools as identified in 34 C.F.R. 530.130 and 530.131(f), students who are homeschooled, homeless children, as well as public facilities located within the geographic boundaries of the District. These procedures shall include screening and development criteria for further assessment. The plan must include locating, identifying, and evaluating highly mobile children with disabilities and children who are suspected of being a child with a disability and in need of special education, even though the child is and has been advancing from grade to grade. The District's Child Find Plan must set forth the following:

1. Procedures used to annually inform the public of all child find activities for children zero through twenty-one;
2. Identity of the special education coordinator;
3. Procedures used for collecting, maintaining, and reporting data on child identification;
4. Procedures for Child Find Activities (including audiological, health, speech/language, and visual screening and review of data or records for students who have been or are being considered for retention, delayed admittance, long-term suspension or expulsion or waiver of learner outcomes) in each of the following age groups:

A. Infants and Toddlers (Birth through Age 2)

Procedures for referral of infants and toddlers to the appropriate early intervention agency, or procedures for conducting child find.

B. Preschool (Ages 3 through 5)

Part C Transition planning conferences; frequency and location of screenings; coordination with other agencies; follow-up procedures for referral and evaluation; and procedures for responding to individual referrals.

C. In-School (Ages 6 through ~~18~~ **each student's 22nd birthday**)

Referral procedures, including teacher assistance teams, parent referrals, and referrals from other sources; and follow-up procedures for referral and evaluation.

D. ~~Post-School (Ages 19 through 21)~~

~~Individuals who have not graduated from high school with a regular diploma and who were not previously identified. Describe coordination efforts with other agencies.~~

E. Private Schools (This includes home schools.)

Child find procedures addressing the provisions of A.R.M. 10.16.3125(1); follow-up procedures for referral and evaluation.

F. Homeless Children

G. Dyslexia

The School District shall establish procedures to ensure that all resident children with disabilities, including specific learning disabilities resulting from dyslexia, are identified and evaluated for special education and related services as early as possible. The screening instrument must be administered to:

- A. a child in the first year that the child is admitted to a school of the district up to grade 2; and
- B. a child who has not been previously screened by the district and who fails to meet grade-level reading benchmarks in any grade;

The screening instrument shall be administered by an individual with an understanding of, and training to identify, signs of dyslexia designed to assess developmentally appropriate phonological and phonemic awareness skills.

If a screening suggests that a child may have dyslexia or a medical professional diagnosis a child with dyslexia, the child's school district shall take steps to identify the specific needs of the child and implement best practice interventions to address those needs. This process may lead to consideration of the child's qualification as a child with a disability under this policy.

Procedures for Evaluation and Determination of Eligibility

Procedures for evaluation and determination of eligibility for special education and related services are conducted in accordance with the procedures and requirements of 34 C.F.R. 300.301-300.311 and the following state administrative rules:

- 10.16.3320 - Referral;
- 10.60.103 - Identification of Children with Disabilities;
- 10.16.3321 - Comprehensive Educational Evaluation Process;

Procedural Safeguards and Parental Notification

The District implements the procedural safeguard procedures as identified in 34 C.F.R. 300.500 - 300.530.

A copy of the procedural safeguards available to the parents of a child with a disability must be given to the parents only one (1) time a school year, except that a copy also must be given to the parents:

- Upon initial referral or parent request for evaluation;
- Upon receipt of the first state complaint under 34 CFR 300.151 through 300.153 and upon receipt of the first due process complaint under 34 CFR 300.507 in a school year;
- In accordance with the discipline procedures in 34 CFR 300.530(h) (...on the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the LEA must...provide the parents the procedural safeguards notice); and
- Upon request by a parent.

A public agency also may place a current copy of the procedural safeguard notice on its internet website, if a website exists. [34 CFR 300.504(a) and (b)] [20 U.S.C. 1415(d)(1)]

The referral for special education consideration may be initiated from any source, including school personnel. To initiate the process, an official referral form must be completed and signed by the person making the referral. The District shall accommodate a parent who cannot speak English and therefore cannot complete the District referral form. Recognizing that the referral form is a legal document, District personnel with knowledge of the referral shall bring the referral promptly to the attention of the Evaluation Team.

The District shall give written notice to the parent of its recommendation to evaluate or not to evaluate the student. The parent will be fully informed concerning the reasons for which the consent to evaluate is sought. Written parental consent will be obtained before conducting the initial evaluation or before reevaluating the student.

The recommendation to conduct an initial evaluation or reevaluation shall be presented to the parents in their native language or another mode of communication appropriate to the parent. An explanation of all the procedural safeguards shall be made available to the parents when their consent for evaluation is sought. These safeguards will include a statement of the parents' rights relative to granting the consent.

Evaluation of Eligibility

Evaluation of eligibility for special education services will be consistent with the requirements of 34 C.F.R. 300.301 through 300.311 regarding Procedures for Evaluation and Determination of Eligibility; and shall also comply with A.R.M. 10.16.3321.

Individualized Education Programs

The District develops, implements, reviews, and revises individualized education programs (IEP) in accordance with the requirements and procedures of 34 C.F.R. 300.320-300.328.

Independent Education Evaluations

The parents of a child with a disability have the right to obtain an independent educational evaluation of the child in accordance with law. Independent educational evaluation means an evaluation conducted by a qualified examiner who is not employed by the District at District expense.

If the parents request an independent educational evaluation, the District will provide information about where an independent educational evaluation may be obtained and the criteria applicable for independent educational evaluations. The District may also ask for the parent's reason why he or she objects to the public evaluation.

A parent is entitled to only one independent educational evaluation at public expense each time the public agency conducts an evaluation with which the parent disagrees. If the parent obtains an independent educational evaluation at District expense or shares with the public agency an evaluation obtained at private expense, the results of the evaluation will be handled in accordance with law.

If an independent educational evaluation is at District expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, must be the same as the criteria that the public agency uses when it initiates an evaluation.

Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are non-disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular class occurs only if the nature or severity of the disability is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily. Educational placement decisions are made in accordance with A.R.M. 10.16.3340 and the requirements of 34 C.F.R. 300.114 - 300.120, and a continuum of alternate placements is available as required in 34 C.F.R. 300.551.

Children in Private Schools/Out-of-District Placement

Children with a disability placed in or referred to a private school or facility by the District, or other appropriate agency, shall receive special education and related services in accordance with the requirements and procedures of 34 C.F.R. 300.145 through 300.147 and A.R.M. 10.16.3122.

As set forth under 34 C.F.R. 300.137, children with a disability placed in or referred to a private school or facility by parents do not have an individual right to special education and related services at the District's expense. When services are provided to children with disabilities placed by parents in private schools, the services will be in accordance with the requirements and procedures of 34 C.F.R. 300.130 through 300.144, and 300.148.

Impartial Due Process Hearing

The District shall conduct the impartial hearing in compliance with the Montana Administrative Rules on matters pertaining to special education controversies.

Special Education Records and Confidentiality of Personally Identifiable Information

A. Confidentiality of Information

The District follows the provisions under the Family Educational Rights and Privacy Act and implements the procedures in 34 C.F.R. 300.610-300.627, § 20-1-213, MCA, and A.R.M. 10.16.3560.

B. Access Rights

Parents of disabled students and students eighteen (18) years or older, or their representative, may review any educational records which are designated as student records collected, maintained, and used by the District. Review shall normally occur within five (5) school days and in no case longer than forty-five (45) days. Parents shall have the right to an explanation or interpretation of information contained in the record. Non-custodial parents shall have the same right of access as custodial parents, unless there is a legally binding document specifically removing that right.

C. List of Types and Locations of Information.

A list of the records maintained on disabled students shall be available in the District office. Disabled student records shall be located in the main office, where they are available for review by authorized District personnel, parents, and adult students. Special education teachers will maintain an IEP file in their classrooms. These records will be maintained under the direct supervision of the teacher and will be located in a locked file cabinet. A record-of-access sheet in each special education file will specify the District personnel who have a legitimate interest in viewing these records.

D. Safeguards

The District will identify in writing the employees who have access to personally identifiable information, and provide training on an annual basis to those staff members.

E. Destruction of Information

The District will inform parents five (5) years after the termination of special education services that personally identifiable information is no longer needed for program purposes. Medicaid reimbursement records must be retained for a period of at least six years and three months from the date on which the service was rendered or until any dispute or litigation concerning the services is resolved, whichever is later. The parent will be advised that such information may be important to establish eligibility for certain adult benefits. At the parent's request, the record information shall either be destroyed or made available to the parent or to the student if eighteen (18) years or older. Reasonable effort shall be made to provide the parent with notification sixty (60) days prior to taking any action on destruction of records. Unless consent has been received from the parent to destroy the record, confidential information will be retained for five (5) years beyond legal school age.

F. Children's Rights

Privacy rights shall be transferred from the parent to an adult student at the time the student attains eighteen (18) years of age, unless some form of legal guardianship has been designated due to the severity of the disabling condition.

Discipline

Students with disabilities may be suspended from school the same as students without disabilities for the same infractions or violations for up to ten (10) consecutive school days. Students with disabilities may be suspended for additional periods of not longer than ten (10) consecutive school days for separate, unrelated incidents, so long as such removals do not constitute a change in the student's educational placement. However, for any additional days of removal over and above ten (10) school days in the same school year, the District will provide educational services to a disabled student, which will be determined in consultation with at least one (1) of the child's teachers, determining the location in which services will be provided. The District will implement the disciplinary procedures in accord with the requirements of CFR 300.530-300.537.

Montana Code Annotated

20-1-213

20-7-469

Title 20, Chapter 7, part 4

Description

Transfer of School Records

Dyslexia-definition-screening-intervention

Special Education for Exceptional Children

Administrative Rules of Montana

10.16.3122

10.16.3220

10.16.3321

10.16.3340

10.16.3346

10.16.3560

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10.60.103

37.85.414

Description

Local Educational Agency Responsibility for Students with Disabilities

Program Narrative

Comprehensive Educational Evaluation Process

Individualized Education Program and Placement Decisions

Aversive Treatment Procedures

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Children with Disabilities

Identification of Children with Disabilities

Maintenance of Records and Auditing (Medicaid)

United States Code

29 USC 701, et seq

42 USC 12101, et seq.

Title 20, Chapter 33, Subchapter I

Description

Section 504 of the Rehabilitation Act

Title II of the Americans with Disabilities Act of 1990

Individuals with Disabilities Education Act

Code of Federal Regulations

34 CFR 300.1, et seq.

Description

Individuals with Disabilities Education Act

Cross References

1005FE

1610

2050

3141

3210

8111

8425

8425-P(1)

Description

[Proficiency-Based ANB](#)

[Goals and Objectives](#)

[Innovative Student Instruction](#)

[Nonresident Student Enrollment](#)

[Equal Educational Opportunity and Nondiscrimination](#)

[Transportation of Students With Disabilities](#)

[Service Animals](#)

[Service Animals - Service Animal Allowance Procedure](#)

Policy 3110: Entrance, Placement, and Transfer

Status: DRAFT

Original Adopted Date: 02/08/2005 | **Last Revised Date:** 09/09/2025 | **Last Reviewed Date:** 09/09/2025

Entrance, Placement, and Transfer

Entrance, Date, and Age

The trustees will enroll and admit a child to a school in the district when the child is 5 years of age or older on or before the tenth (10th) day of September of the school year in which the child is to enroll but is not yet nineteen (19) years of age. Parents may request a waiver of the age requirement. All waivers are granted at the sole discretion of the Trustees.

Non-resident students may be admitted at the discretion of the Trustees. Children will be enrolled in the grade identified in accordance with District policy or at the discretion of the administration in consultation with the student's parents or guardians. The District requires proof of identity and an immunization record for every child to be admitted to District schools.

The trustees may, at their discretion, assign and admit a child to a school in the district who is under five (5) years of age or an adult who is nineteen (19) years of age or older if there are exceptional circumstances that merit waiving the age provision. ~~Students enrolled by the Trustees under this provision shall find the student's exceptional circumstances:~~ **As used in this policy, "exceptional circumstances" means any of the following:**

- a. **the child is being admitted into a preschool program established by the Trustees pursuant to Sec. 20-7-117, MCA;**
- b. the child under 5 is determined by the trustees to be ready for kindergarten and the child's parents have requested early entry into the district's regular 1-year kindergarten program;
- c. the child under 5 is being admitted into an early targeted intervention classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165; or
- d. the adult is 19 years of age or older and, in the trustees' determination, would benefit from educational programs offered by a school of the district.

The trustees shall assign and admit a child who is enrolled in a nonpublic or home school and who meets the age and residency requirement of this policy on a part-time basis at the request of the child's parent or guardian, consistent with the provisions of Policy 3150. A part-time enrollee shall be calculated for purposes of ANB consistent with Policy 3121.

The Trustees shall assign and admit to a school of the District or otherwise provide special education services to an adult with a disability residing in the District who has neither reached the age of 22 nor previously graduated from high school by earning a regular high school diploma based on the school district's graduation requirements and that was not based upon a lesser credential.

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child¹ to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141.
2. To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents approved by the department. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.
3. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation and ensure a student receives education services in the best interests of the child. The Superintendent or designee shall serve as point of contact with all applicable agencies to review records, facilitate services and resolve disputes.

Placement

The District's goal is to place students at levels and in settings that will increase the probability of student success.

Developmental testing, together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent or the Board.

Children of Relocated Military Families

The Board shall assign and admit a child whose parent or guardian is being relocated to Montana under military orders to a school in the district and allow the child to preliminarily enroll in classes and apply for programs offered by the District prior to arrival and establishing residency.

The student will be placed in the student data management system as soon as he/she is enrolled under this provision. The student will attend classes during preliminary enrollment and the Board authorizes the administration to provide offsite instruction to the student if not present in the District. The District will include a student enrolled under this provision as part of the calculation of ANB.

Transfer

District policies regulating the enrollment of students from other accredited elementary and secondary schools are designed to protect the educational welfare of children.

Elementary Grades (K-8): A student transferring into the District will be admitted and placed subject to observation by appropriate teachers and a building principal during a probation period of two (2) weeks. Thereafter, should doubt arise as to the initial grade and level placement of a student, school personnel will conduct an educational assessment to determine the appropriate grade and level placement.

Secondary Grades (9-12) Credit Transfer: A transfer of credits from any secondary school is subject to a satisfactory examination of the following:

1. Appropriate certificates of school accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. School building as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction);
5. Appropriate evaluation of student performance leading toward credit issuance.

The District will follow Montana Accreditation Rules and Standards, along with local alternate procedures for earning credit, in reviewing requests for transfer of credits. High school principals have authority to approve credit transfers, subject to review by the Superintendent or the Board.

Montana Code Annotated

	Description
20-1-101	Definitions
20-5-101	Admittance of child to school
20-5-403	Immunization required – release and acceptance of immunization records
20-5-404	Conditional Attendance
20-5-405	Medical or religious exemption
20-5-406	Immunization record
20-7-117	Kindergarten and preschool programs
44-2-511	School enrollment procedure
Title 20, Chapter 5, Part 5	Enrollment of Pupil by Caretaker Relative

Administrative Rules of Montana

	Description
10.16.3122	Local Educational Agency Responsibility for Students with Disabilities
10.55.712	Class Size Elementary
10.55.713	Teacher load and class size

Administrative Rules of Montana

Title 10, Chapter 55

Description

Accreditation Standards

Cross References

2158

2413

3121

3121-P(1)

3124

3125

3125-NF(1)

3141

3150

3413

3413-F(1)

3413-F(2)

3520

3600

3600-P(1)

3600-NF(1)

8100

Description

[Parent and Family Engagement and Educational Involvement](#)

[Credit Transfer and Assessment for Placement](#)

[Enrollment and Attendance Records](#)

[Enrollment and Attendance Records](#)

[Military Compact Waiver](#)

[Education of Homeless Children](#)

[Education of Homeless Children - McKinney-Vento Homesless Assistance Dispute Resolution Form](#)

[Nonresident Student Enrollment](#)

[Part-Time Enrollment](#)

[Student Immunization](#)

[Student Immunization - Medical Exemption](#)

[Student Immunization - Religious Exemption](#)

[Student Fees, Fines, and Charges](#)

[Student Records](#)

[Student Records - Student Records Procedure](#)

[Student Records - Student Record Notification](#)

[Transportation](#)

Policy 3600: Student Records

Status: DRAFT

Original Adopted Date: 07/09/2013 | **Last Reviewed Date:** 07/09/2013

Student Records

School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records.

The District will ensure information contained in student records is current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services will be directly related to provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child. ~~Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.~~

Upon a request made by a military recruiter or an institution of higher education, the District must provide access to the name, address, and telephone listing of each high school student served by the District. However, a parent of a high school student may submit a written request that the student's name, address, and telephone listing not be released upon the request of a military recruiter or an institution of higher education without prior written consent of the parent. Upon receipt of the parent's request, the District will not release the student's name, address, and telephone listing for such purposes without the prior written consent of the parent.

The Superintendent will implement this policy and state and federal law with administrative procedures. The Superintendent or designee will inform staff members of this policy and inform students and their parents of it, as well as of their rights regarding student school records.

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

Montana Code Annotated

	Description
20-1-212	Destruction of Records by school officer
20-5-201	Duties and Sanctions
20-7-104	Transparency and public availability of public school performance data
20-7-1317	Electronic directory photograph repository
40-4-225	Access to records by parent
40-6-701	Interference with fundamental parental rights restricted
41-3-201	Reports
41-5-215	Youth court and department records

Administrative Rules of Montana

	Description
10.55.909	Student Records
10.55.910	Student Discipline Records

United States Code

	Description
20 U.S.C. § 1232g, et seq.	Family Education Rights and Privacy Act

Code of Federal Regulations

	Description
34 C.F.R. 99 et seq.	Family Education Rights and Privacy Act

Cross References

2132

2158

2413

3110

3110-NF(1)

3235

3608

Description[Student and Family Privacy Rights](#)[Parent and Family Engagement and Educational Involvement](#)[Credit Transfer and Assessment for Placement](#)[Entrance, Placement, and Transfer](#)[Entrance, Placement, and Transfer - Educational Authorization Affidavit](#)[Video Surveillance](#)[Receipt of Confidential Records](#)

Notice Form 3600-NF(1): Student Records - Student Record Notification

Status: DRAFT

Original Adopted Date: 08/09/2011 | **Last Revised Date:** 04/09/2024 | **Last Reviewed Date:** 04/09/2024

Student Records

Notification to Parents and Students of Rights Concerning a Student's School Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record will include:

- Basic identifying information including name
- 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
- Record of any disciplinary action taken against the student, which is educationally related

The cumulative record may include:

- Intelligence and aptitude scores
- Health and 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

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.

"Eligible" students, who are eighteen (18) years of age or older, have the right to inspect and copy their permanent record. Parents/guardians or "eligible" students should submit to the school principal (or appropriate school official) a written request identifying the record(s) they wish to inspect. The principal will make, within forty-five (45) days, arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place the records may be inspected. The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside parties to whom an educational agency or institution has outsourced institutional services or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph (including electronic version)
- Video and audio recording (including electronic version)
- 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)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors and awards received
- Most recent educational agency or institution attended

Any parent(s)/guardian(s) or eligible student may prohibit the release of all the above information by delivering written objection to the building principal within ten (10) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student transfers, leaves the District, or graduates, the school must continue to honor a decision to opt-out, unless the parent or student rescinds the decision.

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name [identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits

information that has been properly designated directory information by the district in this policy.

6 . The right to request that information not be released to military recruiters and/or 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.

Parent(s)/guardian(s) or eligible students may request **in writing** that the District not release this information **without the prior written consent of the parent or eligible student**, and the District will comply with the request.

7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Montana Code Annotated

	Description
20-1-212	Destruction of Records by school officer
20-5-201	Duties and Sanctions
20-7-104	Transparency and public availability of public school performance data
20-7-1317	Electronic directory photograph repository
40-4-225	Access to records by parent
40-6-701	Interference with fundamental parental rights restricted
41-3-201	Reports
41-5-215	Youth court and department records

Administrative Rules of Montana

	Description
10.55.909	Student Records
10.55.910	Student Discipline Records

United States Code

	Description
20 U.S.C. § 1232g, et seq.	Family Education Rights and Privacy Act

Code of Federal Regulations

	Description
34 C.F.R. 99 et seq.	Family Education Rights and Privacy Act

Cross References

	Description
2132	Student and Family Privacy Rights
2158	Parent and Family Engagement and Educational Involvement
2413	Credit Transfer and Assessment for Placement
3110	Entrance, Placement, and Transfer
3110-NF(1)	Entrance, Placement, and Transfer - Educational Authorization Affidavit
3235	Video Surveillance
3608	Receipt of Confidential Records

Procedure 3600-P(1): Student Records - Student Records Procedure

Status: DRAFT

Original Adopted Date: 08/09/1999 | **Last Revised Date:** 04/09/2024 | **Last Reviewed Date:** 08/20/2025

Student Records

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 including name
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-406, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction
- Record of any disciplinary action taken against the student, which is educationally related

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
- Health and 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. Access to the records will be granted within fifteen (15) days of the District's receipt of such request. Parents are not entitled to records of other students. If a record contains information about two students, information related to the student of the non-requesting parent will be redacted from the record.

In situations involving a record containing video footage, a parent of a student whose record contains the footage is allowed to view the footage contained in the record but is not permitted to receive a copy unless the parents of the

other involved students provide consent. The footage is not a record of students in the background of the image or not otherwise involved in the underlying matter.

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 student-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 other 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.

This requirement does not apply to the following:

- (i) A release of information to the parent or eligible student;
- (ii) A release of information to a teacher or other school officials with a legitimate educational interest in accessing the records;
- (iii) A release of information to a party with written consent from the parent or eligible student;
- (iv) A release of information to a party seeking directory information; or
- (v) A release of information in compliance with any of the following:
 - A Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
 - Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or
 - An *ex parte* court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.

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
- Electronic mail address
- Photograph (including electronic version)

Video and audio recording (including electronic version)
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)
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Degrees
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. The School District will specifically include information about the missing children electronic directory photograph repository, permitting parents or guardians to choose to have the student's photograph included in the repository for that school year; information about the use of the directory photographs if a student is identified as a missing child; and information about how to request the student's directory photograph be removed from the repository.

Military Recruiters/Institutions of Higher Education/Government Agencies

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 Montana Superintendent of Public Instruction may release student information to the Montana Commissioner of Higher Education and Montana Department of Labor and Industry for research purposes after entering into agreement with the Commissioner and Department. If the Superintendent of Public Instruction offers a statewide assessment that serves as a college entrance exam, the student's personally identifiable information may be released to colleges, state-contracted testing agencies, and scholarship organizations with student consent.

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 the 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.

Montana Code Annotated

20-1-212

20-5-201

20-7-104

20-7-1317

40-4-225

40-6-701

41-3-201

41-5-215

Description

Destruction of Records by school officer

Duties and Sanctions

Transparency and public availability of public school performance data

Electronic directory photograph repository

Access to records by parent

Interference with fundamental parental rights restricted

Reports

Youth court and department records

Administrative Rules of Montana

10.55.909

10.55.910

Description

Student Records

Student Discipline Records

United States Code

20 U.S.C. § 1232g, et seq.

Description

Family Education Rights and Privacy Act

Code of Federal Regulations

34 C.F.R. 99 et seq.

Description

Family Education Rights and Privacy Act

Cross References

2132

2158

2413

3110

3110-NF(1)

3235

3608

Description[Student and Family Privacy Rights](#)[Parent and Family Engagement and Educational Involvement](#)[Credit Transfer and Assessment for Placement](#)[Entrance, Placement, and Transfer](#)[Entrance, Placement, and Transfer - Educational Authorization Affidavit](#)[Video Surveillance](#)[Receipt of Confidential Records](#)

Policy 3150: Part-Time Enrollment

Status: DRAFT

Original Adopted Date: 09/14/2021 | **Last Revised Date:** 12/12/2023 | **Last Reviewed Date:** 12/12/2023

Part-Time Enrollment

In accordance with Policy 3110, the District will review requests for part-time enrollment of resident students for purposes of academic courses on a case-by-case basis, with a building principal making a preliminary decision pursuant to the criteria set forth in this Policy. Denial of part-time enrollment may be appealed pursuant to policy 1700. Admission of non-resident students on a part-time basis shall be governed in accordance with Policy 3141. Criteria for accepting students for part-time enrollment are the following:

1. Accepting a student will not create excess student enrollment in a requested class;
2. Accepting a student will not create need for an additional staff member;
3. Accepting a student will not cause a new section of a course to be created.

The District will accept on a first-come, first-served basis students wishing to enroll in the same course. Whenever the enrollment position of a part-time student is needed for a regular, full-time student during the year, a full-time student has priority for the position beginning with the next semester. The District may secure ANB for part-time enrollees in accordance with Policy 3121.

The District will assign and admit to a school of the District a child who is enrolled in a nonpublic or home school and who meets the age and residency requirements of Sec. 20-5-101, MCA, as a part-time enrollee at the request of the child's parent or guardian. For the purposes of this policy, a "part-time enrollee" is a qualifying pupil who is enrolled and admitted at one of the fractional levels that qualify for part-time ANB pursuant to Sec. 20-9-311(4)(a) or (4)(d), MCA.

The District will prioritize enrollment for both part-time and full-time students wishing to enroll in the same course or a specific section of a course based on the following criteria:

1. Priority will be given to students who require a particular course to advance to the next grade level, matriculate from the 8th grade, or graduate from high school within the District.
2. Preference will be extended to students who need to complete a specific course as a prerequisite for subsequent courses necessary for promotion, matriculation, or graduation as described above.

After addressing these priority cases, all other enrollment requests will be processed equitably, ensuring that both part-time and full-time students receive consistent treatment. The application of a "first-come, first-served" approach to address a course or section of a course that has reached maximum capacity will only take effect after the priority determinations have been resolved. This will be based on the timestamp of submission for requests once the District opens the application period for courses at the beginning of each semester or school year.

Participation in District Extracurricular Activities by Unenrolled Children

This policy does not restrict or limit the ability of unenrolled children to seek to participate in extracurricular activities in accordance with Policy 3510. The District may secure ANB for unenrolled children participating in identified extracurricular activities in accordance with Policy 3121.

Montana Code Annotated

20-5-101

20-5-112

20-9-311

Description

Admittance of child to school

Participation in extracurricular activities

Calculation of Average Number Belonging

Cross References

2050

2158

2333

Description

[Innovative Student Instruction](#)

[Parent and Family Engagement and Educational Involvement](#)

[Participation in Commencement Exercises](#)

Cross References

2410	High School Graduation Requirements
2410-P(1)	High School Graduation Requirements
2413	Credit Transfer and Assessment for Placement
3110	Entrance, Placement, and Transfer
3110-NF(1)	Entrance, Placement, and Transfer - Educational Authorization Affidavit
3121	Enrollment and Attendance Records
3121-P(1)	Enrollment and Attendance Records
3141	Nonresident Student Enrollment
3510	School-Sponsored Activities
3550	Student Clubs
7260	Endowments, Gifts, and Investments
7425	Extra-Curricular Funds
8132	Activity Trips

Description

Policy 4550: Registered Sex Offenders

Status: DRAFT

Original Adopted Date: 08/05/2008 | **Last Reviewed Date:** 08/09/2011

Registered Sex Offenders

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

Employment

Notwithstanding any other Board policy, individuals listed by the State of Montana as registered sex offenders are ineligible for employment in any position within the Shelby School District. However, the Superintendent shall have discretion consistent with other Board policies to recommend an individual whose name has been expunged from the Sex Offender Registry.

School Off Limits

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

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

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

Rights of Parents on the Sex Offender Registry

In the event that a registered sex offender whose victim was a minor has child attending the District, the administrator of the school where the child attends shall be authorized to modify this

policy's restrictions to permit the parent to drop off and pick up the child from school and to come onto campus to attend parent-teacher conferences. However, the parent may not linger on or about school property before or after dropping of his or her child, and the parent is prohibited from being in any part of the school building except the main office.

This policy does not impose a duty upon the administrator of any school or any other employee of the District to review the Sex Offender Registry and the school system's directory information to ascertain whether a registered sex offender may have a child attending school in the District. The provisions of this policy shall apply only if an administrator actually becomes aware that a parent of a student at the school is a registered sex offender.

To facilitate voluntary compliance with this policy, administrators are encouraged to speak with any affected parents upon learning of their status as registered sex offenders to communicate the restrictions of this policy. At all times, the administrator shall endeavor to protect the privacy of the offender's child.

In the event of a truly exceptional situation such as graduation, a parent on the Sex Offender Registry may ask the Superintendent for a waiver of this policy to permit the parent to attend these special events. It is the intent of the Board, however, that these special circumstances be truly unusual and infrequent occurrences.

Montana Code Annotated

20-3-324

46-23-501

Description

Powers and duties

Sexual or Violent Offender Registration Act

Montana Constitution

Article X, section 8

Description

School District Trustees

Policy 5015: Bullying/Harassment/Intimidation

Status: DRAFT

Original Adopted Date: 10/13/2020 | **Last Reviewed Date:** 10/13/2020

Bullying/Harassment/Intimidation

The Board will strive to provide a positive and productive working environment. Bullying, harassment, intimidation, between employees, or by third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

Definitions

1. "Third parties" include but are not limited to ~~coaches~~, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
2. "District" includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.
3. "Harassment, intimidation, or bullying" means any act that substantially interferes with an employee's opportunities, or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, and that has the effect of:
 - Physically harming an employee or damaging an employee's property;
 - Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee's property.
 - Creating a hostile working environment.
4. "Electronic communication device" means any mode of electronic communication, including, but not limited to, computers, cell phones, or any device that connects to the internet, etc..

Reporting

All complaints about behavior that may violate this policy shall be promptly ~~investigated~~ **reviewed by the District to determine:**

- **Whether the alleged behavior is within the jurisdiction of the District, and**
- **Whether the alleged behavior, if true, would constitute harassment, intimidation, or bullying, as those terms are defined in this policy.**

If the alleged behavior is within the jurisdiction of the District and, if true as alleged, would constitute harassment, intimidation, or bullying, the District will investigate the allegations set forth in the complaint. If the alleged behavior is beyond the jurisdiction of the District and/or would not constitute a violation of this policy even if true as alleged, the District will provide to the complaining party a written explanation of why the District will not take further action on the complaint.

Any employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board, **via written communication to the Board Chair.**

The complainant ~~shall be notified~~ **may be provided a summary** of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities

The District Administrator shall be responsible for ensuring that notice of this policy is provided to staff and third parties.

When an employee has actual knowledge ~~that behavior is in violation of this policy is~~ **of alleged behavior**

[constituting](#) sexual harassment [as defined in Policy 5012](#), the employee must [contact](#) [report the alleged behavior to](#) the Title IX Coordinator. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Consequences

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Administrative Rules of Montana

10.55.701	Board of Trustees
10.55.801	School Climate

Cross References

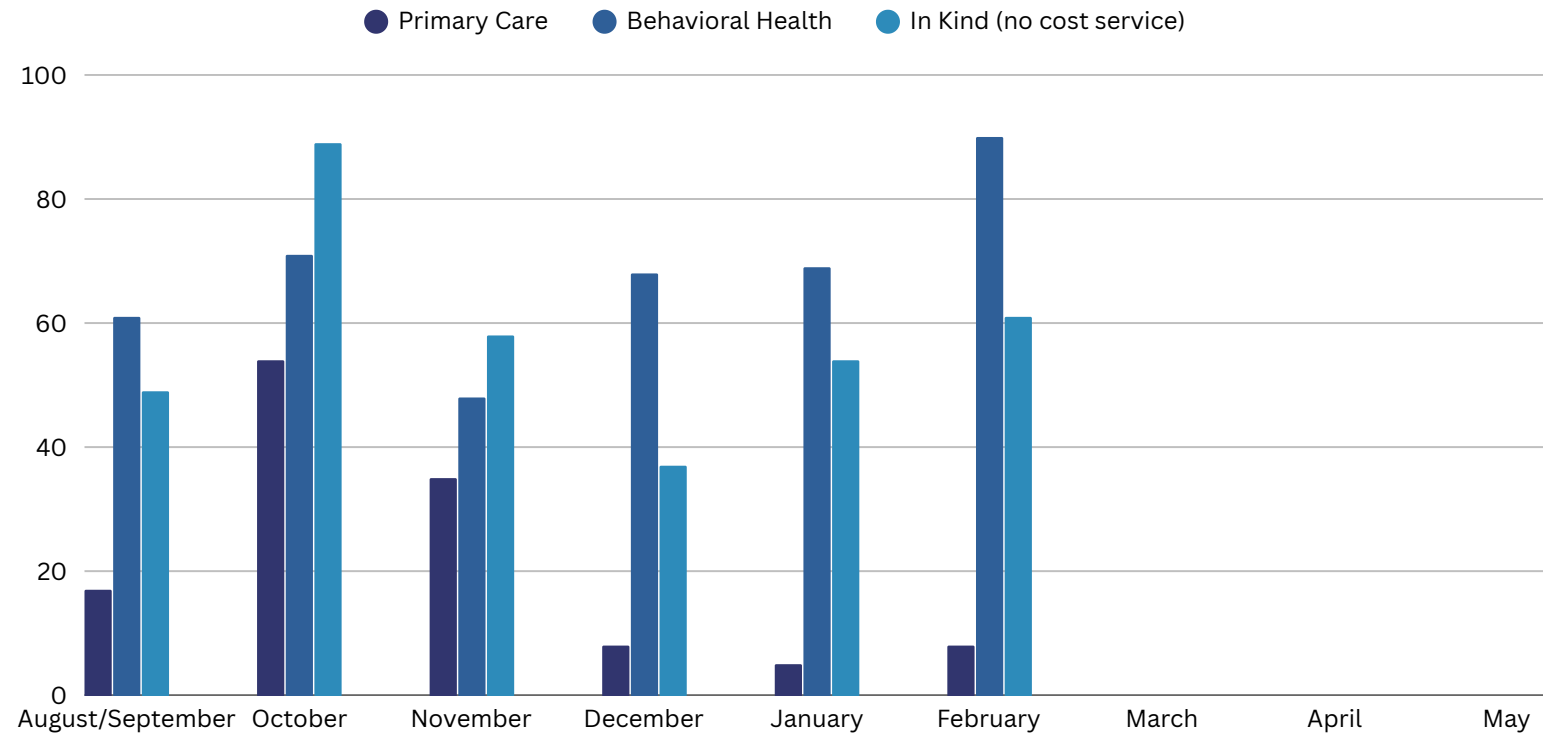
	Description
5010	Equal Employment Opportunity and Nondiscrimination
5012	Sexual Harassment of Employees
5012-F(1)	Sexual Harassment of Employees - Harassment Reporting Form for Employees
5012-P(1)	Sexual Harassment of Employees - Sexual Harassment Greivance Procedure - Employees

February 2026 - At a Glance

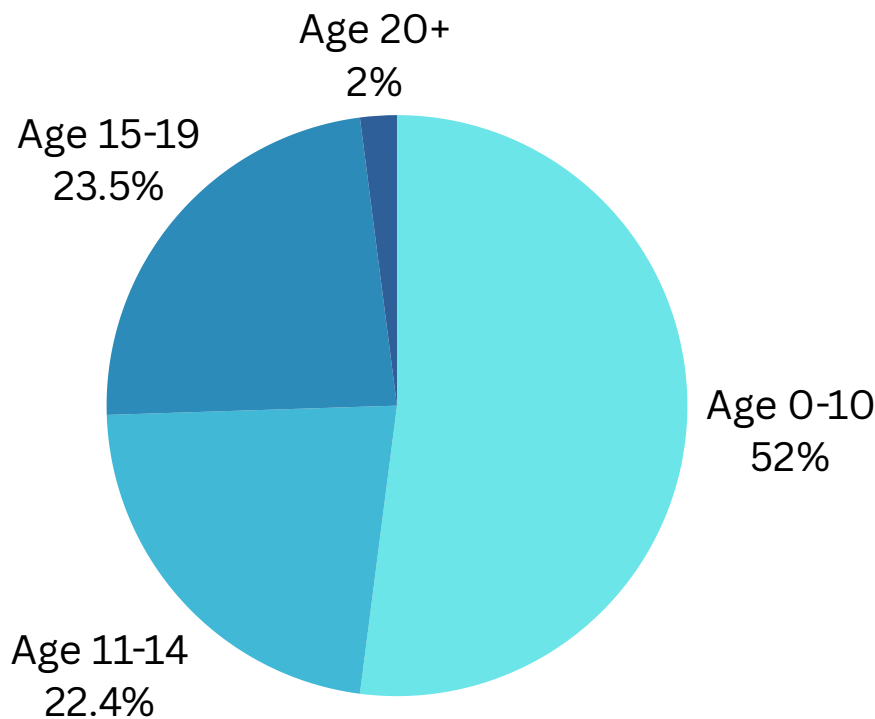


Shelby School Based Health Center Report

Encounters by Month ****410 Dental Screenings in February**



Patient Age Distribution



Numbers for Current School Year

527 Appointments ~ 346 Nurse Events ~ 831 Student Health Screenings